



Municipality of Mississippi Mills

COUNCIL AGENDA

**Tuesday, December 17, 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 (5:45 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Appointment to Committee - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)

C. O CANADA

D. ATTENDANCE

MAYOR'S ANNUAL ADDRESS

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

G. APPROVAL OF MINUTES

Council Minutes dated November 26 and December 3, 6, 10 and 12, 2019 Pages 7-27

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Jeff Mills, Silver Chain Challenge Pages 28-39
Re: 2019 Silver Chain Challenge Results

Recommendation:

That the delegation by Jeff Mills re: 2019 Silver Chain Challenge Results be received for information.

2. Jeff Mills, Augusta Street Park To be circulated
Re: Update on Augusta Street Park Community Group

Recommendation:

That the delegation by Jeff Mills re: Update on August Street Park Community Group be received.

3. Fraser Scantlebury, United Way East Ontario
Re: Planet Youth Lanark County Pages 40-51

Recommendation:

That the delegation by Fraser Scantlebury, United Way East Ontario, re: Planet Youth Lanark County be received for information.

I. PUBLIC MEETINGS (None)

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

- CAOs Report December 2019 Pages 52-54
- Drinking Water Quality Management Report – 3rd Quarter Pages 55-58
- Financial Report to November 30, 2019 Pages 59-69

Minutes

Motion to receive:

- Economic Development – Nov 19, 2019 Pages 70-73
- Committee of Adjustment – Nov 20, 2019 Pages 74-78
- Community Policing – Nov 26, 2019 Pages 79-82
- Heritage – Nov 27, 2019 Pages 83-84
- Finance & Policy – Nov 28, 2019 Pages 85-87

Motion to approve/ support:

Finance and Policy Advisory Committee

- a. Delegated Authority Page 86

Recommendation:

That the current Delegated Authority for competitive procurement for Mississippi Mills remain in force;

And that the Delegated Authority be based on an assessment of risk to the Municipality;

And that Consideration be given to separate Delegation of Authority tables for non-competitive procurements (including single source procurements and procurements of Consultants and Professional Services) at the following levels; under \$10,000 for Department Heads, \$10,000-\$50,000 to the CAO and above \$50,000 to Council;

And that Consideration be given to identifying a separate delegated authority for extensions to, or amendments of, contracts based on a percentage increase in dollar value of the extension or amendment;

And that the Delegation of Authority for procurement tables become part of the Municipality's Procurement Policy as a separate schedule.

b. Debt Management

Page 87

Recommendation:

That Council direct Staff to update the debt management policy within the context of the Municipal Strategic Plan, Long Term Financial Plan and Asset Management Plan.

(J.2) **REPORTS**

Roads and Public Works

a. 2019 Investing in Canada Infrastructure Program: Green Stream

Pages 88-91

Recommendation:

That Council approves Queen/Martin Streets from Princess Street to the Maclan Bridge as the first community priority under the 2019 Investing in Canada Infrastructure Program (ICIP) Green Stream;

And furthermore that Council authorize the Director of Roads and Public Works to submit the Application for funding under the ICIP Green Stream.

Building and Planning

b. Land Sale Bylaw – Proposed Repeal and Replacement

Pages 92-100

Recommendation:

That Council pass a bylaw to repeal and replace the current Land Sale Bylaw.

c. 2019 Planning Activity Report

Pages 101-103

Recommendation:

That Council receive the 2019 Planning Activity Report for information.

- d. Zoning By-law Amendment Z-15-19 Pages 104-111
 Re: 102 Gemmill St., Ramsay Ward (Diana Jackson)

Recommendation:

That Council approve the Zoning By-law Amendment to change the zoning on the lands known Municipally as 102 Gemmill Street, Ramsay Ward, Mississippi Mills from “Development” (D) to “Residential First Density” (R1).

- e. Bylaw Service Contract Pages 112-115

Recommendation:

That Council authorize an extension for twelve (12) months with Municipal Law Enforcement Services (MLES) to provide the following Bylaw Enforcement Services to the Municipality: animal control; parking enforcement; bylaw enforcement;

And that the Mayor and Clerk be authorized to execute any required contraction agreements to grant the extension;

And that Council authorize staff to investigate service efficiencies and improvements to the Bylaw Enforcement Services as part of the municipal wide Service Delivery Review in 2020.

Administration and Finance

- f. 2020 Municipal Grants Pages 116-124

Recommendation:

That Council approve the following 2020 municipal grants:

Applicant	Recommended Funding for 2020
North Lanark Agricultural Society	\$5,000.00
Royal Canadian Legion Pipe Band	\$3,000.00
Old Home Week	\$2,500.00
Almonte Fish & Game Association	\$4,100.00
Almonte in Concert	\$1,750.00
Mississippi Lakes Association	\$500.00
Almonte Celtfest Society	\$2,500.00
North Lanark Highland Games	\$2,500.00
Pakenham Civitan Club	\$1,500.00
Total	\$23,350.00

- g. Final Procedural By-law Page 125

Recommendation:

That Council pass a bylaw to repeal and replace the current Procedural By-law.

(J.3) INFORMATION ITEMS

- Mayor's Report Page 126
- County Councillors' Report Page 127
- Mississippi Valley Conservation Authority Report None
- Information List (*motion to receive*) Pages 128-139
- Meeting Calendars (*December/January*) Pages 140-141

Motion to return to Council Session.

K. RISE AND REPORTRecommendation:

That the recommendations of the Committee of the Whole for the meeting of December 17, 2019 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 19-124 to 19-127 be taken as read, passed, signed and sealed in Open Council.

- | | |
|---|---------------|
| 19-124 Fees and Charges By-law | Pages 142-155 |
| 19-125 Sale of Land By-law | Pages 156-163 |
| 19-126 Zoning Amendment (Z-15-19), 102 Gemmill, Ramsay Ward | Pages 164-165 |
| 19-127 Procedural By-law | Pages 166-209 |

M. OTHER/NEW BUSINESS

1. Councillor Guerard Motion

Whereas the Municipality of Mississippi Mills is in a two-tier municipal structure;

And whereas Lanark County is the upper Tier;

And whereas two members of Mississippi Mills Council sits on Lanark County Council and County Committees;

And whereas Lanark County Council makes a number of decisions of interest to Mississippi Mills residents and Council;

Therefore be it resolved that the two Mississippi Mills Council Members on Lanark County Council prepare written reports from Lanark County Council and Committee meetings;

And therefore be it further resolved that Council direct Staff to include information all Lanark County Council and Committee meeting information in the Mississippi Mills Council agenda.

2. Association of Municipalities of Ontario Page 210
Re: Public Health and Emergency Health Services Modernization Consultation
(Item # 2, info list #20-19)

Recommendation:

That Council direct staff to share the information regarding provincial consultation on Public Health and Emergency Services on the Municipal website and Facebook page.

3. Almonte General Hospital Pages 211-212
Re: RPN Innovation and Impact Challenge
(Item # 3, Info List #20-19)

Recommendation:

That Council congratulate Jennifer Brunet on her successful application to the RPN Innovation and Impact Challenge.

4. Share the Road Cycling Coalition Page 213
Re: Wheels of Change Awards 2020
(Item #4, Info List #20-19)

Recommendation:

That Council direct staff to share the information regarding nominations for the Wheels of Change Awards 2020 on the municipal website and Facebook page.

N. NOTICE OF MOTION

1. Councillor Holmes Motion

Whereas Council appointed members to the Agriculture Advisory Committee on April 16, 2019;

And whereas the Agriculture Advisory Committee provides recommendations to Council on referred matters;

Therefore be it resolved that Council direct the Agriculture Advisory Committee to bring forward options regarding wild parsnip management alternatives for organic farmers including mitigation strategies;

And be it further resolved that Council direct the Agriculture Advisory Committee to identify organic agricultural areas within Mississippi Mills.

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW – 19-128

Q. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Special Council Meeting #38-19

MINUTES

A special meeting of Council was held on Tuesday, November 26, 2019 at 3:00 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 3:00 p.m.

B. ATTENDANCE

PRESENT:

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Denzil Ferguson
Councillor Cynthia Guerard
Councillor Bev Holmes
Councillor Jan Maydan

ABSENT:

Ken Kelly, CAO
Jeanne Harfield, Acting Clerk
Rhonda Whitmarsh, Treasurer (arrived at 3:17, left at 4:23 p.m.)
Chad Brown, Fire Chief (arrived at 4:23 p.m.)

C. APPROVAL OF AGENDA

Resolution No. 689-19
Moved by Deputy Mayor Minnille
Seconded by Councillor Ferguson
THAT the agenda be approved.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

Councillor Dalgity declared a pecuniary interest on matters related to pay-band 301-350 as his daughter is an employee of the Almonte Daycare.

E. CONSIDERATION OF A CLOSED SESSION

Resolution No. 690-19
Moved by Councillor Maydan
Seconded by Councillor Dalgity
THAT Council enter into an in camera session at 3:00 p.m. re: for personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239(b)) – HR Matter

CARRIED

Resolution No. 691-19**Moved by Councillor****Seconded by Councillor****THAT** Council return to regular session at 4:07 p.m.**CARRIED****Rise & Report**

1. HR Matter

Resolution No. 691-19**Moved by Councillor Maydan****Seconded by Councillor Holmes****THAT** Council approve the Pay Equity Maintenance Memorandum prepared by Lynn Burkhart.**CARRIED****Resolution No. 692-19****Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** Council approve the 2019 proposed non-union pay scale for those pay bands affected by job evaluation effective January 1, 2020.**CARRIED****Resolution No. 693-19****Moved by Councillor Ferguson****Seconded by Councillor Maydan****THAT** Council approve a retroactive payment from October 27, 2017 to December 31, 2019 for employee number 0057.**CARRIED****Resolution No. 694-19****Moved by Councillor Holmes****Seconded by Deputy Mayor Minnille****THAT** Council approve the 2019 proposed non-union pay scale for those pay bands 101-300 and 351-850+ affected by market evaluation effective January 1, 2020.**CARRIED**

Councillor Dalgity did not participate in the following vote

Resolution No. 695-19**Moved by Deputy Mayor Minnille**

Seconded by Councillor Maydan

THAT Council approve the 2019 proposed non-union pay scale for those pay band 301-350 affected by market evaluation effective January 1, 2020.

CARRIED

Resolution No. 696-19

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Council authorizes Staff to continue to review the benefits program offered to municipal employees.

CARRIED

Resolution No. 697-19

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT Council authorizes Staff to continue to maintain internal equity and pay equity by evaluating any newly created or changed positions for placement on the non-union pay scale.

CARRIED

Resolution No. 698-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Council authorizes Staff to review union increases and the impacts on non-union pay equity every two to three years or at the time the union revisits or negotiates its own compensation structure.

CARRIED

Resolution No. 699-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT Council authorizes Staff to ensure that no changes are made to non-union pay scales without consideration of pay equity and internal equity.

CARRIED

Council recessed at 4:23 p.m. and resumed at 4:36 p.m.

Resolution No. 700-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT Council re-enter into an in-camera session at 4:25 p.m. re: for personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239(b)) – HR Matter

CARRIED

Resolution No. 701-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

THAT Council return to regular session at 5:10 p.m.

CARRIED

2. HR Matter

Resolution No. 702-19

Moved by Councillor Guerard

Seconded by Councillor Ferguson

THAT Council receive the Volunteer Firefighter Compensation Review report as information;

AND THAT the existing volunteer firefighter compensation package is amended to reflect a minimum of two (2) hours pay per incident;

AND THAT the two (2) hour pay per incident be applied retroactively to November 1, 2018;

AND THAT the policy is changed to include a percentage pay increase for senior positions;

AND THAT the policy is changed to remove honorariums from senior staff.

CARRIED

F. CONFIRMATORY BY-LAW

By-law 19-117

Resolution No. 703-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

THAT By-law 19-117, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 26th day of November, 2019, be read, passed, signed and sealed in Open Council this 26th day of November, 2019.

CARRIED

G. ADJOURNMENT

Resolution No. 704-19

Moved by Councillor Dalgity
Seconded by Councillor Maydan
THAT the meeting be adjourned at 5:12 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #39-19

MINUTES

A regular meeting of Council was held on Tuesday, December 3, 2019 at 5:15 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 5:15 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 705-19

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Council enter into an in camera session at 5:15 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)

CARRIED

Resolution No. 706-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Guerard

THAT Council return to regular session at 5:42 p.m.

CARRIED

Council recessed at 5:42 p.m. and resumed at 6:00 p.m.

Rise and Report

1. Commemoration

Staff direction was provided in camera.

2. CAO Performance Review Process

Resolution No. 707-19

Moved by Councillor Maydan

Seconded Councillor Holmes

THAT Council engage the services of the Lanark County HR Specialist to assist with the 6-month CAO performance review.

CARRIED

3. HR Matter

Resolution No. 708-19**Moved by Councillor Maydan****Seconded by Councillor Ferguson****THAT** Council approve the 2019 proposed non-union part time pay scale for those pay bands 101-300 and 351-450 affected by market evaluation effective January 1, 2020.**CARRIED**

Councillor Dalgity did not participate in the following vote.

Resolution No. 709-19**Moved by Deputy Mayor Minnille****Seconded by Councillor Holmes****THAT** Council approve the 2019 proposed non-union part time pay scale for those pay band 301-350 affected by market evaluation effective January 1, 2020.**CARRIED****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

Councillor Denzil Ferguson

Councillor Cynthia Guerard

Councillor Bev Holmes

Councillor Janet Maydan

Ken Kelly, Chief Administrative Officer

Jeanne Harfield, Acting Clerk

Niki Dwyer, Director of Planning

Guy Bourgon, Director of Roads and Public Works (left at 7:40 p.m.)

ABSENT:**E. APPROVAL OF AGENDA****Resolution No. 710-19****Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** the agenda be approved as presented.**CARRIED****F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

Councillor Dalgity declared a pecuniary interest on matters related to in camera item B.3 - specifically pay-band 301-350 as his daughter is an employee of the Almonte Daycare.

G. APPROVAL OF MINUTES

Resolution No. 711-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT the Council Minutes dated November 19 and 21, 2019 be approved as presented.

CARRIED

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

[None]

I. PUBLIC MEETINGS

1. Zoning By-law Amendment Z-15-19
Re: 102 Gemmill St., Ramsay, Michael McGarry

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

- Steve Maynard – COP defining of development, Planning Act and conforming with the COP, landscaping plans, natural features, and significant trees.

J. COMMITTEE OF THE WHOLE

Resolution No. 712-19

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Council resolve into Committee of the Whole, with Deputy Mayor Minnille in the Chair.

CARRIED

J.1 CONSENT ITEMS

Resolution No. 713-19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the minutes of the following committee be received:

- MRPC – October 3, 2019
- Library – October 23, 2019
- Accessibility – November 20, 2019

CARRIED

Resolution No. 714-19**Moved by Councillor Maydan****Seconded by Councillor Holmes****THAT** Council approve the 5-Year Accessibility Plan as recommended by the Accessibility Advisory Committee.**CARRIED****J.2 STAFF REPORTS****Roads and Public Works**

- a. Paterson Street Parking Restrictions

Resolution No. 715-19**Moved by Councillor Ferguson****Seconded by Mayor Lowry****THAT** Council direct staff to amend By-law 02-27 Traffic and Parking to restrict parking on both sides of Paterson Street between Tatra Street and Robert Hill Street as detailed in the report by the Director of Roads and Public Works dated December 3rd, 2019.**DEFERRED – February 18, 2020****ACTION:** That staff conduct public consultation regarding parking restrictions on Paterson by circulating information on the Newsfeed.

- b. Paterson Street Pedestrian Crossover Relocation

Resolution No. 716-19**Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** Council direct staff to relocate the pedestrian crossover on Paterson St. as per Figure 2.**CARRIED****Administration & Finance**

- c. Draft Procedural By-law

Moved by Councillor Ferguson**Seconded by Councillor Holmes****THAT** Council direct Staff to bring forward the final Procedural By-law for approval.*Motion to amend***Resolution No. 717-19****Moved by Councillor Dalgity****Seconded by Mayor Lowry**

Insert: minus sections 100-106 (Open Forum)

CARRIED

Motion as amended

Resolution No. 718-19

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT Council direct Staff to bring forward the final Procedural By-law minus sections 100-106 (Open Forum) for approval.

CARRIED

Resolution No. 719-19

Moved by Councillor Dalgity

Seconded by Councillor Holmes

THAT Council direct Staff to bring forward a report in February regarding open forum and other public engagement strategies.

CARRIED

Resolution No. 720-19

Moved by Councillor Holmes

Seconded by Mayor Lowry

THAT Council table the Advisory Committee terms of reference as part of the Strategic Planning Process.

CARRIED

d. Municipal Modernization Program

Resolution No. 721-19

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Council chose option 2 to provide direction to staff to procure resources to perform an organization wide service delivery review in 2020;

AND THAT Council direct staff to issue an RFP for a corporate-wide service delivery review;

AND THAT Council direct staff to make a submission to the Municipal Modernization Program.

CARRIED

J. 3 **INFORMATION ITEMS**

• **Mayor's Report**

Highlights: Dr. James Naismith inducted into the Canada Walk of Fame, Giving Tuesday, Deputy Mayor Minnille elected as the new 2020 Community Services Committee Chair for Lanark County.

• **County Councillors' Report**

Highlights: Wardens Award of Excellence; social housing contract for building in Carleton Place; community program funding requests; County budget passed at

Corporate Services Committee; Social Housing Capital Budget has been increased; and elections for Committee Chairs and County Warden.

- **Mississippi Valley Conservation Authority Report**
[None]

- **Information List 20-19**

Resolution No. 722-19

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Information List 20-19 be received;

AND THAT item #2 - Public Health and Emergency Health Services Modernization Consultation and item #4 Wheels of Change Awards 2020 and #3 RPN Innovation and Impact Challenge be pulled for further consideration.

CARRIED

- **Meeting Calendars** –December 2019
 - Almonte Bell Ringing on Dec 14 10:00 – 2:00 pm
 - Special Council meeting Fri Dec 6 1:00 pm

Resolution No. 723-19

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

Council recessed at 7:40 p.m. and resumed at 7:49 p.m.

K. RISE AND REPORT

Resolution No. 724-19

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the recommendations of the Committee of the Whole for the meeting of December 3, 2019 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS

Resolution No. 725-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT By-laws 19-118 to 19-120 be taken as read, passed, signed and sealed in Open Council.

CARRIED

By-Law 19-118

Resolution No. 726-19

THAT By-law 19-118, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990 of the re-subdivision of the land in Part of Block 15, Plan 27M-90 (Mill Run 806-816 Reaume Street))

CARRIED

By-law 19-119

Resolution No. 727-19

THAT By-law 19-119, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990 Part of the re-subdivision of the land in Part of Block 16, Plan 27M-90 (Mill Run 100-102 Walsh St))

CARRIED

By-law 19-120

Resolution No. 728-19

THAT By-law 19-120, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990 of the re-subdivision of the land in Part of Block 16, Plan 27M-90 (Mill Run 112-114 Walsh St)

CARRIED**M. OTHER/NEW BUSINESS**

1. Councillor Holmes Motion

Resolution No. 729-19**Moved by Councillor Holmes****Seconded by Councillor Maydan**

WHEREAS By-law No. 13-108 regulates the use of All Terrain Vehicles within Mississippi Mills;

AND WHEREAS the Ottawa Valley Recreation Trail is a multi-use trail and as a result more All Terrain Vehicles are passing through Mississippi Mills;

AND WHEREAS the Ottawa Valley Recreation Trail is an economic driver for the Municipality;

THEREFORE BE IT RESOLVED THAT Council direct staff to bring forward options for Schedule "A" of By-law 13-108 for Council to determine if the roadway restrictions regarding the use of ATV's outlined in the schedule are appropriate in consideration of the recently opened OVRT;

AND THAT the information brought forward by staff be included in the Strategic Planning Process.

CARRIED

ACTION: Staff to work with OPP on possible blitz for ATV infractions

2. Township of Ramara re: Conservation Authority Exit Clause
(from info list 1-19, item # 9)

Moved by Councillor Guerard

Seconded by Councillor

THAT Council support the Township of Ramara's resolution regarding Conservation Authority's exit clause.

MOTION WAS NOT SECONDED

3. Lanark County Request
Re: No Parking on Waba Road

Resolution No. 730-19

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT the Council of the Municipality of Mississippi Mills respectfully request that Lanark County Council proceed with the approval to establish a "No Parking" Zone, on the South side of County Road #20 (Waba Road), from Isabella Street to Dalkeith Street.

CARRIED

N. NOTICE OF MOTION

1. Councillor Guerard Motion

Whereas the Municipality of Mississippi Mills is in a two-tier municipal structure;

And whereas Lanark County is the upper Tier;

And whereas two members of Mississippi Mills Council sits on Lanark County Council and County Committees;

And whereas Lanark County Council makes a number of decisions of interest to Mississippi Mills residents and Council;

Therefore be it resolved that the two Mississippi Mills Council Members on Lanark County Council prepare written reports from Lanark County Council and Committee meetings;

And therefore be it further resolved that Council direct Staff to include information all Lanark County Council and Committee meeting information in the Mississippi Mills Council agenda.

O. ANNOUNCEMENTS AND INVITATIONS

-Councillors Dalgity and Maydan drop in at Almonte Library from 10:00 – 12:00 p.m.

P. CONFIRMATORY BY-LAW

By-law 19-121

Resolution No. 731-19

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT By-law 19-121 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 3rd day of December, be read, passed, signed and sealed in Open Council this 3rd day of December, 2019.

CARRIED

Q. ADJOURNMENT

Resolution No. 732-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Maydan

THAT the meeting be adjourned at 8:13.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Committee of the Whole Meeting

MINUTES

A special meeting of Committee of the Whole was held on Friday, December 6, 2019 at 1:00 p.m. at the Mississippi Valley Conservation Authority – Board room.

A. CALL TO ORDER

Deputy Mayor Minnille called the meeting to order at 1:00 p.m.

B. ATTENDANCE

PRESENT:

Mayor Christa Lowry
Deputy Mayor Minnille
Councillor John Dalgity
Councillor Denzil Ferguson
Councillor Cynthia Guerard
Councillor Bev Holmes
Councillor Jan Maydan

ABSENT:

Ken Kelly, CAO
Jeanne Harfield, Acting Clerk

C. APPROVAL OF AGENDA

Moved by Councillor Maydan
Seconded by Councillor Holmes
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST

[None]

E. OTHER NEW BUSINESS

1. Strategic Plan

The CAO provided an overview and update of the 1-year plan. The CAO led a discussion regarding strategic planning with Members providing input and

ideas. Members provided input into themes; issues; concerns; projects; priorities; and things to tackle. As a next step the CAO will consolidate all the ideas to build out the themes: Infrastructure, Services, Economic Development, Governance, Quality of Life, Financial Management, Development, Organization, and Environment. The CAO and members also considered a timeline (final plan for May 2020) and public consultation, environmental scan, stakeholder mapping

Action: timeline for project – draft in March, final May 2020, public consultation at draft stage

F. ADJOURNMENT

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT the meeting be adjourned at 3:00 p.m.

CARRIED

Jeanne Harfield, Acting Clerk
Recording Secretary



The Corporation of the Municipality of Mississippi Mills

Council Meeting #40-19

MINUTES

A special meeting of Council was held on Tuesday, December 10, 2019 at 6:00 p.m. in the Council Chambers.

A. CALL TO ORDER

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

B. ATTENDANCE

PRESENT:

Deputy Mayor Minnille
Councillor John Dalgity
Councillor Denzil Ferguson
Councillor Cynthia Guerard
Councillor Bev Holmes
Councillor Jan Maydan

ABSENT:

Mayor Christa Lowry

Ken Kelly, CAO
Jeanne Harfield, Acting Clerk
Rhonda Whitmarsh, Treasurer
Christine Row, Chief Librarian (left at 6:15 p.m.)
Guy Bourgon, Director of Roads and Public Works (left at 7:

C. APPROVAL OF AGENDA

Resolution No. 733-19
Moved by Councillor Holmes
Seconded by Councillor Ferguson
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST

[None]

E. REPORTS**Finance and Administration**

1. 2020 Draft Budget

The Chief Librarian provided an overview of the 2020 draft capital and operating Library Budget including: new programs; operational review completed; outreach; increases from 2019; and improvements to the library made in 2019.

The Treasurer and Director of Public Works presented the Water and Sewer budget and highlighted: the proposed water storage reservoir; infrastructure master plan; environmental assessment; and provincial requirements.

The Treasurer provided an overview of the operating and capital budget the draft 2020 and changes from previous 2020 budget draft.

Resolution No. 734-19**Moved by Councillor Dalgity****Seconded by Councillor Holmes**

THAT Council direct staff to remove the funding for the full time Deputy Chief from the 2020 budget;

AND THAT Council direct staff to bring forward the full time Deputy Fire Chief position for consideration at the 2021 budget.

CARRIED**Resolution No. 735-19****Moved by Councillor Holmes****Seconded by Councillor Ferguson**

THAT Council direct staff to include the 3.02% tax revenue from growth in the 2020 draft budget.

CARRIED**Resolution No. 736-19****Moved by Councillor Dalgity****Seconded by Councillor Holmes**

THAT Council direct staff to defer the proposed micro-surfacing on Gale St. until 2021.

CARRIED**Resolution No. 737-19****Moved by Councillor Holmes****Seconded by Councillor Maydan**

THAT Council direct staff to remove the \$35,000 allocated to a part-time communications officer.

CARRIED

Resolution No. 738-19**Moved by Councillor Maydan****Seconded by Councillor Ferguson****THAT** the 2020 Draft Budget proceed to public meeting.**CARRIED****F. OTHER/NEW BUSINESS**

None

G. CONFIRMATORY BY-LAW

By-law 19-122

Resolution No. 739-19**Moved by Councillor Dalgity****Seconded by Councillor Maydan****THAT** By-law 19-122, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 10th day of December, 2019, be read, passed, signed and sealed in Open Council this 10th day of December, 2019.**CARRIED****H. ADJOURNMENT****Resolution No. 740-19****Moved by Councillor Dalgity****Seconded by Councillor Holmes****THAT** the meeting be adjourned at 7:35 p.m.**CARRIED**

Rickey Minnille
DEPUTY MAYOR

Jeanne Harfield
ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Special Council Meeting #41-19

MINUTES

A special meeting of Council was held on Thursday, December 12, 2019 at 10:00 a.m. in the Council Chambers.

A. CALL TO ORDER

The Clerk called the meeting to order at 11:00 a.m.

B. ATTENDANCE

PRESENT:

Councillor John Dalgity
Councillor Denzil Ferguson (left at 11:15 am)
Councillor Cynthia Guerard
Councillor Bev Holmes (arrived at 10:16 am)
Councillor Jan Maydan

ABSENT:

Mayor Christa Lowry
Deputy Mayor Rickey Minnille

Ken Kelly, CAO
Jeanne Harfield, Acting Clerk
Niki Dwyer, Director of Planning
Guy Bourgon, Director of Roads and Public Works

Resolution No. 741-19

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT Councillor Dalgity Chair the meeting as the Mayor and Deputy Mayor are both absent.

CARRIED

C. APPROVAL OF AGENDA

Resolution No. 742-19

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the agenda be approved.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

E. CONSIDERATION OF A CLOSED SESSION

Resolution No. 743-19

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT Council enter into an in camera session at 10:00 a.m. for the purpose of educating or training the members (*Municipal Act* s. 239 3.1(1)) – Infrastructure Training.

CARRIED

Resolution No. 744-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council return to regular session at 11:32 a.m.

CARRIED

Rise & Report

1. Infrastructure Training

Training regarding Infrastructure was provided in camera.

F. CONFIRMATORY BY-LAW

By-law 19-123

Resolution No. 745-19

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT By-law 19-123, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 12th day of December, 2019, be read, passed, signed and sealed in Open Council this 12th day of December, 2019

CARRIED

G. ADJOURNMENT

Resolution No. 746-19

Moved by Councillor Holmes

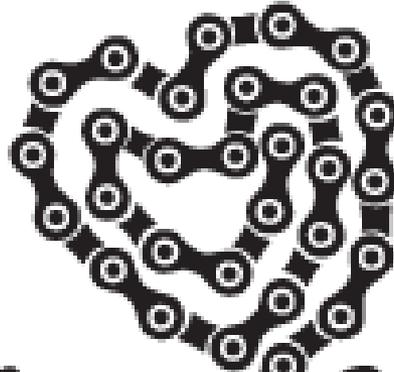
Seconded by Councillor Guerard

THAT the meeting be adjourned at 11:33 a.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



Silver Chain

CHALLENGE

Results from June 2019

Presentation to Mississippi Mills Municipal Council December 17, 2019



silverchainchallenge.ca

The Silver Chain Challenge is a friendly competition between a growing number of participating communities from across Eastern Ontario to inspire and promote more active, safe, and healthier communities. silverchainchallenge.ca



From June 1 through 30, participating municipal residents can log their kilometres — whether walking or biking. A real-time bar graph of kilometres clocked is displayed on the homepage of this website, showing which county measures up to being the **most active on bicycles and walking**.



JUNE 2019

[Home](#) [About](#) [FAQs](#) [Stats](#) [Contact Us](#) [Register](#) [Login](#)



Lanark County	Pop.	Partic.	% Partic.	Walked	Cycled	Total KM
Beckwith Township	7644	67	0.88	0	1446	1446
Carleton Place	10644	142	1.33	21	16903	16924
Drummond North Elmsley	7773	11	0.14	0	327	327
Lanark Highlands	5338	8	0.15	0	341	341
Mississippi Mills	13163	494	3.75	1033	22861	23894
Montague	3761	0	0.00	0	0	0
Perth	5930	147	2.48	108	7397	7505
Smith Falls	8780	18	0.21	0	149	149
Tay Valley Township	5665	0	0.00	0	0	0
Totals	68698	887	1.29	1162	49424	50586

47536
Total Kilometres

How does your community rank?

This competition isn't just about points. It's about increasing the number of participants and kilometres logged in each community. It's about everyone moving more!

316
Total Participants

Lanark County	Population	Participants	% Participation	KM Walked	KM Cycled	Total KM
Beckwith Township	6986	3	0.04	3	1289	1292
Carleton Place	9809	6	0.06	50.5	1107	1157.5
Drummond North Elmsley	7487	1	0.01	50.6	48	98.6
Lanark Highlands	5128	5	0.1	1.5	520	521.5
Mississippi Mills	12385	78	0.63	1203.5	13492.1	14695.6
Montague	3483	0	0	0	0	0
Perth	5840	6	0.1	30.5	36	66.5
Smiths Falls	8978	0	0	0	0	0
Tay Valley Township	5571	2	0.04	57	30	87
Totals	65667	101	0.15	1396.6	16522.1	17918.7

Renfrew County	Population	Participants	% Participation	KM Walked	KM Cycled	Total KM
Admaston/Bromley	2789	9	0.32	511.6	525.8	1037.4
Arnprior	7489	16	0.21	1141.3	3194.5	4335.8

Username *

Password *

[Create new account](#)

[Request new password](#)

[Log in](#)



Participate as an individual, family, school class or group.

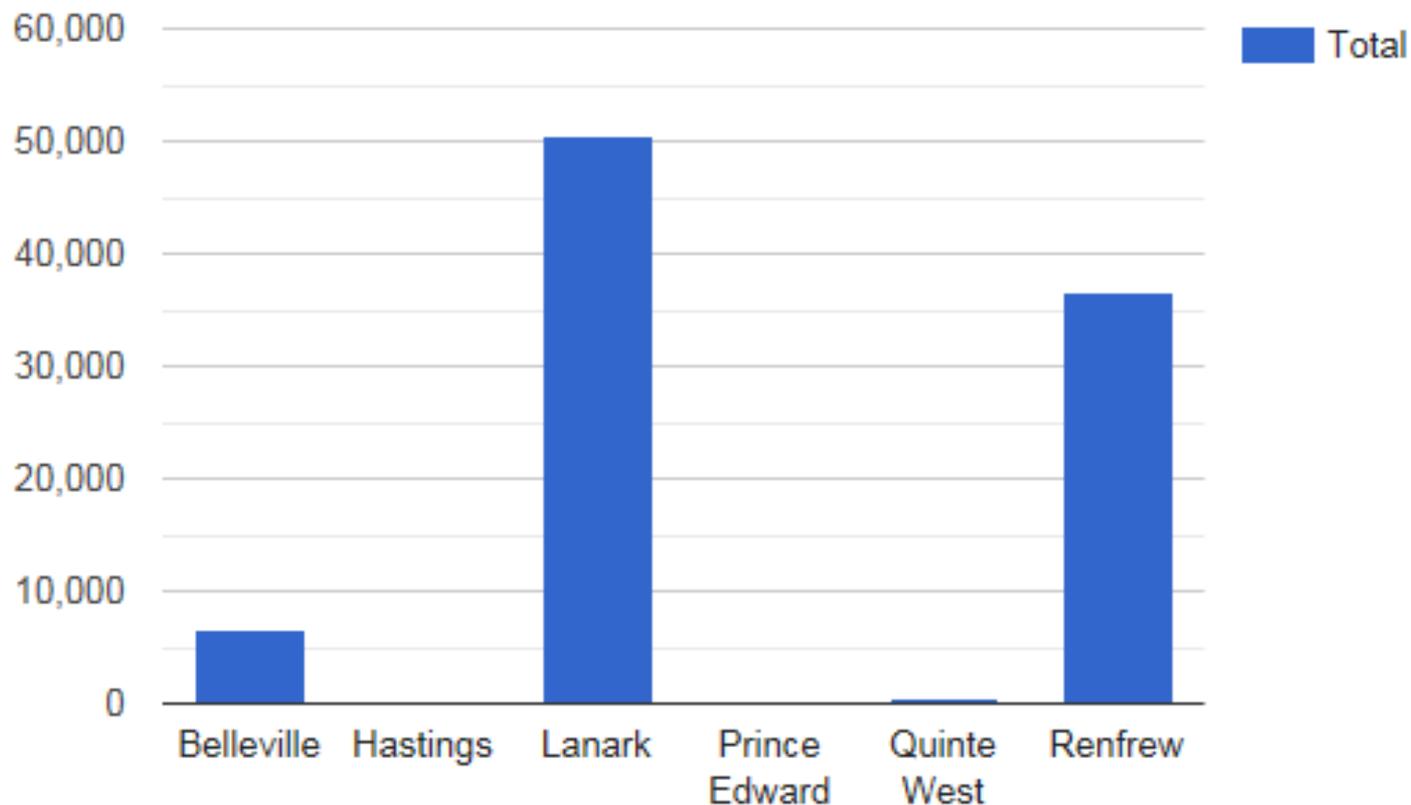


SILVER CHAIN CHALLENGE 2019

COUNTY	POPULATION	PARTICIPATION	% PARTICIPATION	WALKED	CYCLED	TOTAL KM
BELLEVILLE COUNTY	5071	262	5.17	438	6249	6687
HASTINGS COUNTY	39670	3	0.01	0	90	90
LANARK COUNTY	68698	887	1.29	1162	49424	50586
PRINCE EDWARD COUNTY	24735	9	0.04	48	244	292
QUINTY WEST COUNTY	43575	38	0.09	69	296	365
RENFREW COUNTY	102394	1036	1.01	1813	34661	36474

Total Participants 2019: 2,235
 2014: 316³³

TOTAL KM 2019: 94,494
 2014: 47,536



REMEMBER: This competition isn't just about points. It's about increasing the number of participants and kilometres logged in each community. It's about everyone moving more. It is about increasing the number of community members walking and biking on our trails and roads, creating safer communities, roads, improving our health and having fun.

Back on June 4th of 2015 the provincial government proclaimed June as Bicycle Month in Ontario. Help us promote and celebrate ...



Ontario 

How you can help as municipalities-

- Work with citizens to organize walking and riding activities during Bicycle Month in your municipalities and have participants log their kilometers.
- Continue to make walking and cycling infrastructure priorities in your towns
- Lead by example and walk and ride and log your kilometers in June
- Issue Mayor's, council, and Warden challenges to other municipalities/counties.



Kingston mayor challenges Thunder Bay mayor for this year's commuter challenge



The annual event that promotes walking, cycling, carpooling, runs this year from June 2 to 8

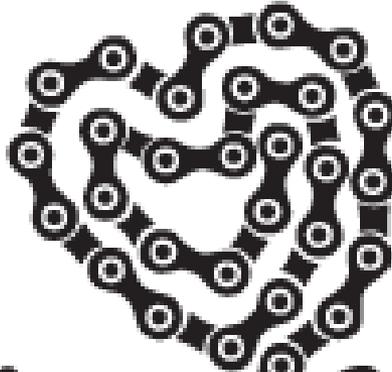
CBC News · Posted: May 26, 2019 9:00 AM ET | Last Updated: May 26



How you can help as Lanark County Council

- Kick off the 2020 Ontario Bicycle Month with a Lanark County Bicycle Month cycling event on the OVRT
- Invest in and promote the Silver Chain Challenge and Bicycle Month (June) in Lanark County





Silver Chain

CHALLENGE

Thank you
Any questions?



silverchainchallenge.ca



PLANET
Youth

by ICSRA ®

PARTNER *Lanark County*

Municipal Council Updates

December, 2019

David Somppi

Chairperson Planet Youth Lanark County
Fraser Scantlebury, United Way East Ontario

Kevin Clouthier, Open Doors for Lanark
Children and Youth

*Members - Planet Youth Lanark County
Steering Committee*



PARTNER *Lanark County*

Planet Youth Lanark

County requests

Municipality of

Mississippi Mills Council

support to further this

community-based youth

wellness change process

by:

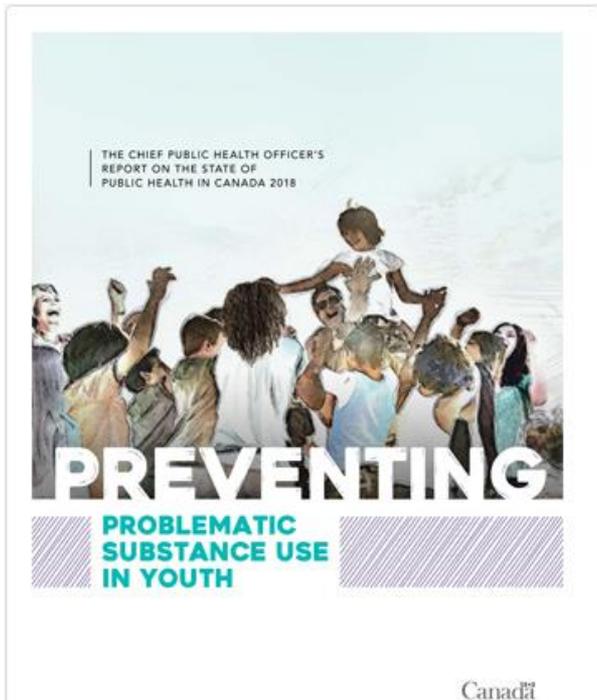
- Participating in the ICSRA workshop in January 2020 to learn how to use the reports compiled from grade 10 youth questionnaire responses and;
- To partner in public meetings and media events that broadly communicates Planet Youth Lanark County



Public Health Agency of Canada Call to Action



PARTNER *Lenark County*



“I’m calling upon all levels of government as well as nongovernmental, private, and philanthropic organizations across sectors – including public health, primary health care, social services, justice and education – to undertake a coordinated approach to preventing problematic substance use among youth.”

- Dr Theresa Tam, Chief Public Health Officer



Public Health Agency of Canada Call to Action

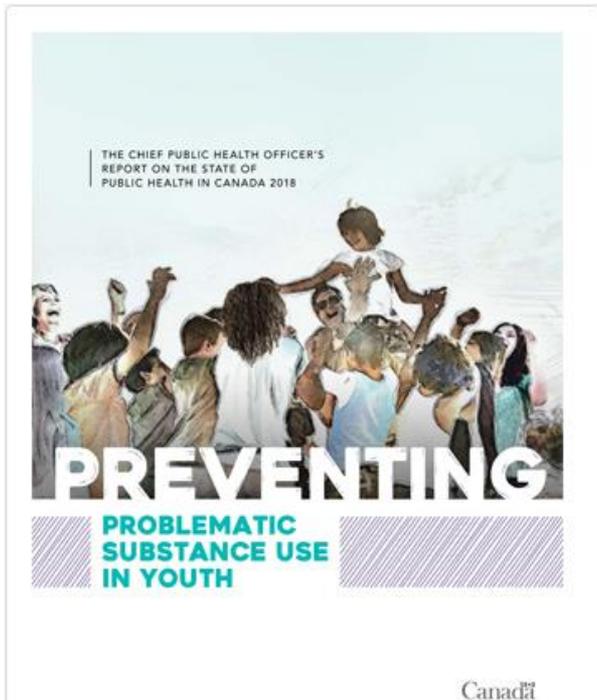


PARTNER *Lenark County*

Iceland's Model Highlighted as a Best Practice

“We learned through the studies that we need to create circumstances in which kids can lead healthy lives, and they do not need to use substances, because life is fun, and they have plenty to do—and they are supported by parents who will spend time with them.”

- Professor Inga Dóra Sigfúsdóttir, Founding Director Icelandic Centre for Social Research and Analysis (ICSRA) Reykjavik University, and Research



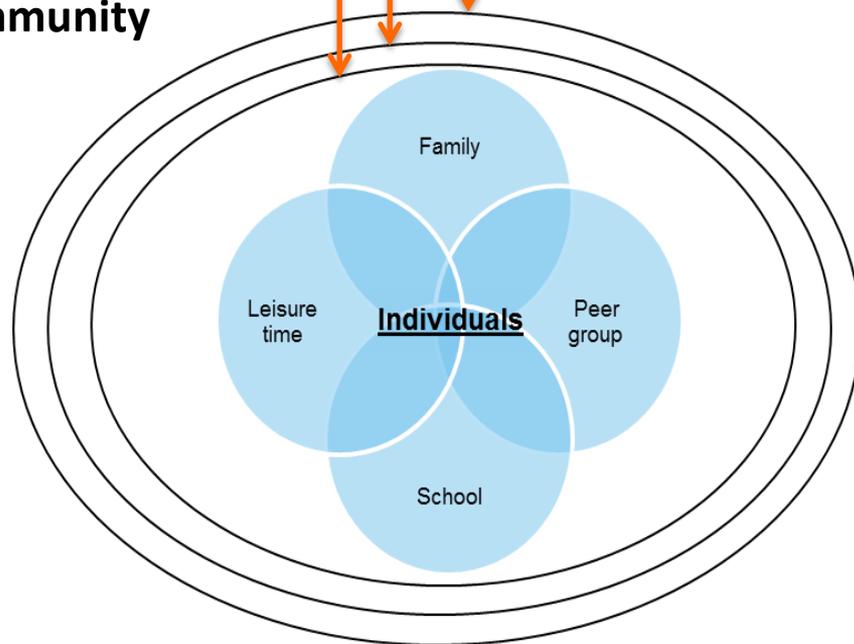


Adolescents are social products

Behavior change is notoriously difficult to accomplish

*High probability of **success** changing the **social** context*

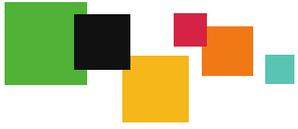
National
Municipal
Local school
community



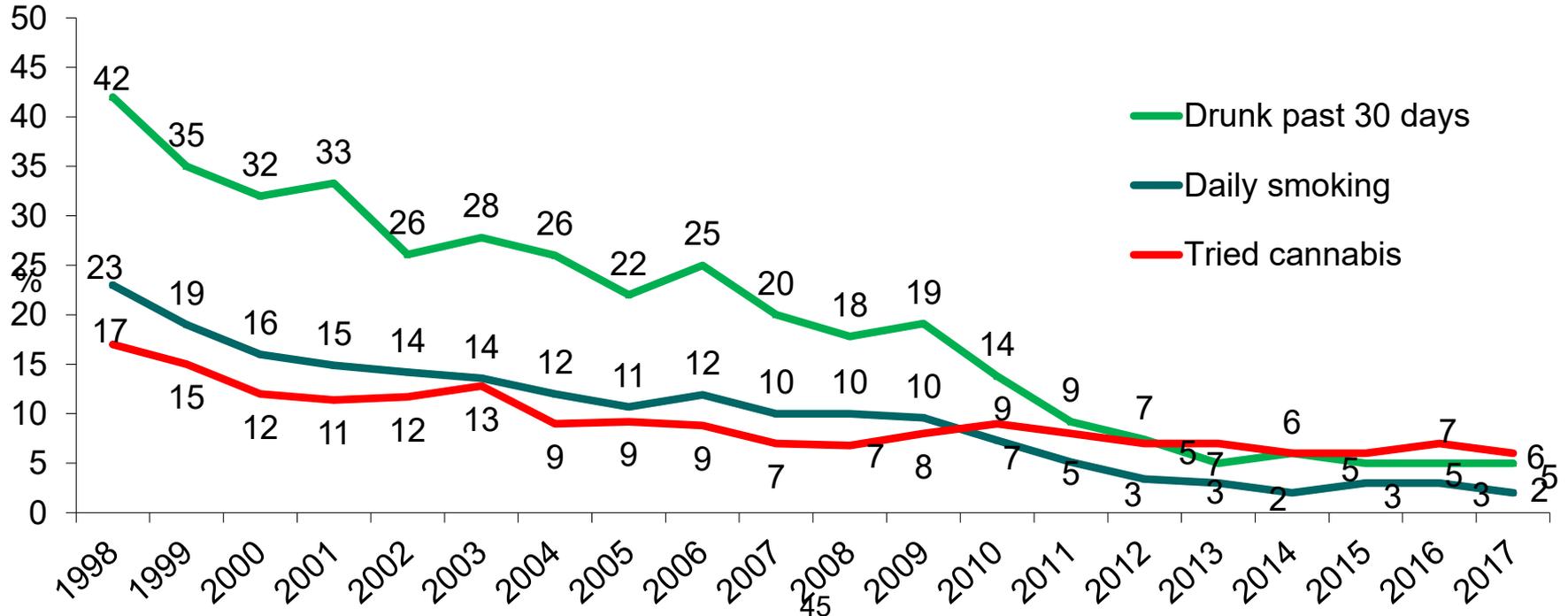
PLANET
Youth

by ICSRA ®

PARTNER Lanark County



Icelandic Grade 10 Youth Reported Experience 1998 - 2017





Planet Youth Methodology



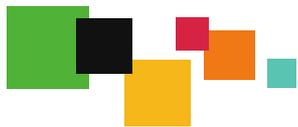
PARTNER *Lennox County*

Evidence-based practice

- Based on surveys of grade 10 students
- Survey design/analysis developed over 20+ years
- Community specific reports available in 8 weeks

Community-based reflection and decision making

- Each community and school receives a custom report describing local risk and protective factors
- Community decides on how it will respond
- Experts available to support community decision making
- Recurring survey/reports provide a “dashboard”



Planet Youth Lanark County

A Community Led Initiative



PARTNER *Lanark County*

- Steering Committee is community led and strongly supported by
 - School Boards:
 - Catholic District School Board of Eastern Ontario
 - Upper Canada District School Board
 - Leeds, Grenville & Lanark District Health Unit
 - Open Doors for Lanark Children & Youth - mental health service provider
 - United Way East Ontario - meeting space, fund raising, administrative support
 - Youth focussed organizations such as Big Brothers Big Sisters/Youth Centres
 - Lanark County Municipal Drug Strategy Steering Committee
 - Police service boards

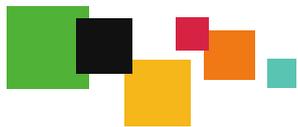


Status



PARTNER *Lenark County*

- First community in Canada to embrace Planet Youth methodology
- Five-year service agreement signed with Icelandic Centre for Social Research and Analysis (ICSRA)
- Research engagement with Public Health Agency of Canada to adopt to Canadian context
- Collaborating with school boards to acquire grade 10 youth data
 - Upper Canada District School Board School
 - Catholic District School Board of Eastern Ontario



by ICSRA ®

PARTNER Ireland

Growing up in the west

County Report: Roscommon



www.planetyouth.ie

www.planetyouth.org



by ICSRA ®

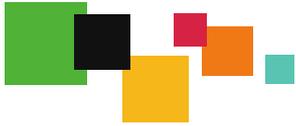
PARTNER Limerick County



WESTERN REGION

Drug & Alcohol Task Force

Meitheal Druag an Iarthair



PARTNER *Lanark County*

Planet Youth Lanark

County requests

Municipality of

Mississippi Mills Council

support to further this

community-based youth

wellness change process

by:

- Participating in the ICSRA workshop in January 2020 to learn how to use the reports compiled from grade 10 youth questionnaire responses and;
- To partner in public meetings and media events that broadly communicates Planet Youth Lanark County



PARTNER *Lanark County*

Want to Learn more?

<https://planetyouthlanark.ca>

<https://planetyouth.org>

Implementation Workshop January 2020

Thank you for you attention

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
INFORMATION REPORT

DATE: December 17, 2019
TO: Committee of the Whole
FROM: Ken Kelly, Chief Administrative Officer
SUBJECT: CAO's Report December 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
Victoria Turgeon-McGregor - Supply ECE Teacher Laura Guthrie and Bonnie McCurdy - Part-Time Crossing Guard Daniel Cousineau - Facilities/Health and Safety Coordinator

Procurement	Award Amount	Approved Budget
Street sweeping contract for the 2020-2022 period. We received the following two quotes: Jara Sweeping \$119.00/vehicle hour Munro Group \$174.50/vehicle hour Jara Sweeping hourly rate is the same rate as charged in 2019.	\$0.00	\$27,000 budget for 2020.

*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	Tabled for consideration Dec 17 2019	Q4
Website Upgrade	Proceeding to procure professional services – RFP issued	Q4
Strategic Plan	Planning session held Dec 6 next working session early January 2020	Q3 Plan – execute into Q4

Business Park Phase 3	Consultant design and tender in progress.	Q4
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Finance		
Item	Comments	Completion
Financial Plan	Update required	To be determined following strategic planning
Budget	Draft 2020 third revision presented Dec 10, 2019 – proceeding to public meeting in Jan 16, 2020.	Q4

Roads and Public Works		
Item	Comments	Completion
Downtown Infrastructure Renewal	Project Plan presented to Council Sept 17 2019 direction to proceed with 90% Engineering Design costing	Q4 – costing to be brought back to Council
Pakenham Crosswalks	Installed	Q4
Volunteer Policy	Draft policy being reviewed	Q4

Building and Planning		
Item	Comments	Completion
Community Official Plan	Growth Strategy and Land Evaluation and Area Review – completed.	
By-law Review and Update	Property standards, site plan, signs	Q3
Community Official Plan	Consultation – pending approval of COP Amendment 21	County decision presented to Council Oct 15, 2019
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	Present to Council Oct 15, 2019	Q4
Delegated Authority Report (Dir of Planning)	Report for quarter ending Sept 31, 2019 submitted to CAO.	Q4
Land Sale Bylaw	Sale of Municipally owned land Dec 17 2019	Q4

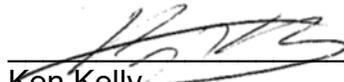
Culture		
Item	Comments	Completion
Filming Policy	Valley Heartland involvement	Q4
Signage	Digital – tender closed no suitable options may need to reissue. Downtown and Business Park in development.	Q3/Q4
Almonte Old Town	Tender for work in progress	Q3

Hall Exterior Painting		
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Recreation		
Item	Comments	Completion
Mill Run Park	Design / Build Tender being prepared	Q4

Daycare		
Item	Comments	Completion
Daycare Expansion Holy Name of Mary School	Lease signed and License received.	Q4

Respectfully submitted,



 Ken Kelly,
 Chief Administrative Officer



3rd Quarter 2019 Drinking Water Quality Management Standard Report to Members of Council

The purpose of this report is to summarize the activities of the Roads and Public Works Department (water distribution system) for the period of July 1st, 2019 through September 30th, 2019.

Operational Plan Revisions

There were no Operational Plan Revisions during this quarter.

Internal Audits

There were no internal audits during this quarter.

External Audits

There were no external audits during this quarter.

Status of License

The certificate of full-scope accreditation for our QMS – Operational Plan (OAP-178) currently posted with our sub-system license expires on March 3, 2021.

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

Drinking Water Quality

Customer Service Inquiries

During the 3rd Quarter of 2019, four (4) inquiries were received relating to water supply and/or quality and are summarized as follows:

- Colour - 2
- Water leak – 1
- Low pressure – 1

Adverse Water Quality Incidents

There were no reportable adverse quality incidents in the third quarter (per Ontario Regulation 170/03).

Management Review

The next management review is scheduled during the 4th Quarter of 2019.

Operational Activities

The following operational activities have been initiated or completed during the third quarter:

- July 21/19 – No water – 291 Victoria Street
- August 24/19 – Water colour – Internal Plumbing – 135 Sadler Street
- September 13/19 – Water pressure – 175 Victoria Street
- September 23/19 – Water colour – Internal Plumbing – 287 Ottawa Street
- Construction – Mill Run, Riverfront Estates, Victoria Street
- Meter reading
- Water meter change outs ongoing
- Leak detection activities ongoing
- Hydrant repairs ongoing
- Water main flushing ongoing

Water Production Statistics

- Refer to attached Table and Graph

Upcoming Events / Activities

October

Dead End Flushing
Service Repairs
Victoria Street

November

Dead End Flushing
Hydrant Flushing Program
Valve Turning Program

December

Maintenance and Repairs – Fire Hydrants
Valve Turning Programs

Cc: All Licensed Waterworks Staff



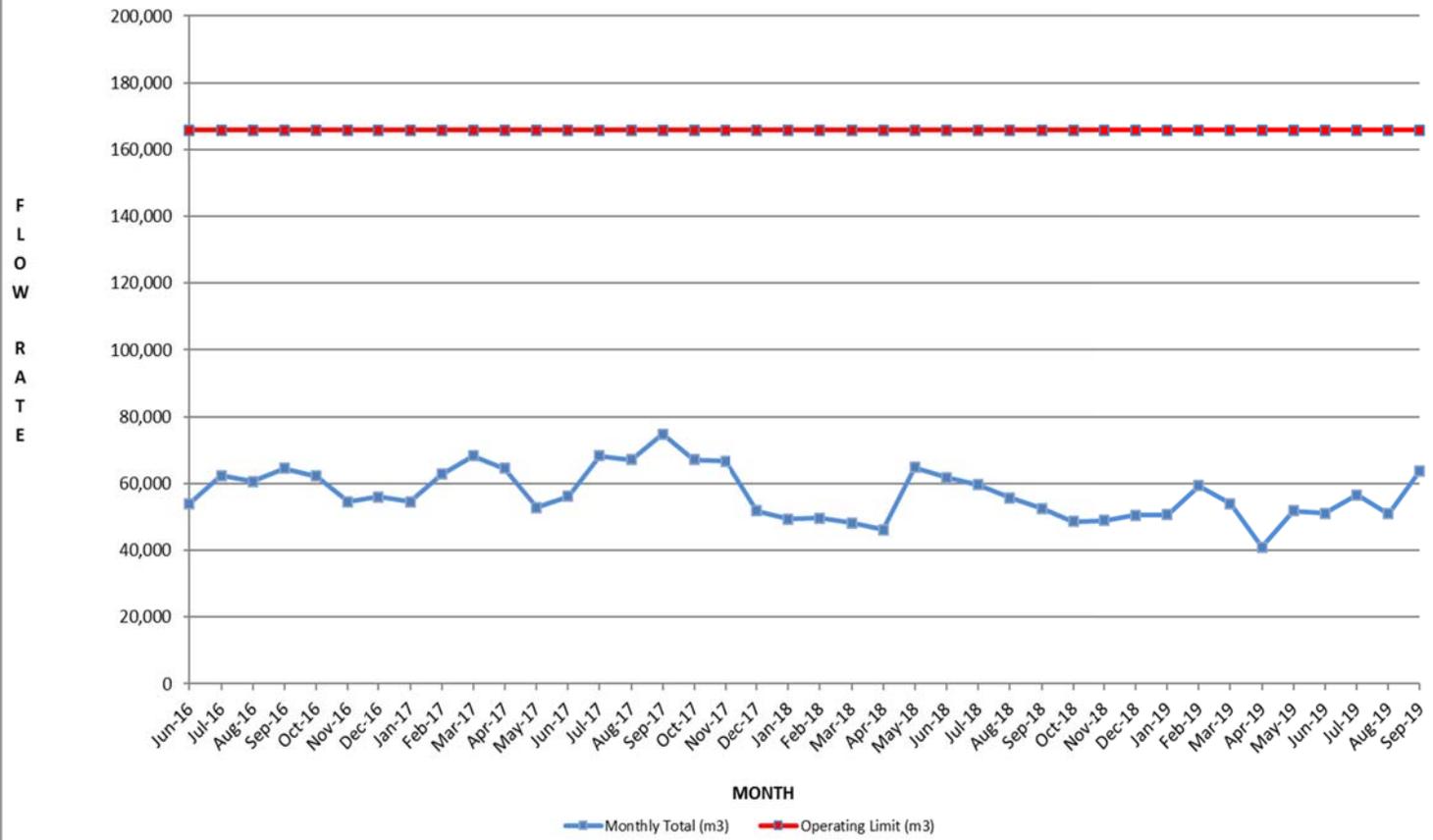
Mississippi
Mills

WATER TREATMENT PRODUCTION (2019 YEAR TO DATE)

Month/Year	Well 3 Monthly Total (m3)	Well 5 Monthly Total (m3)	Well 6 Monthly Total (m3)	Well 7 Monthly Total (m3)	Well 8 Monthly Total (m3)	Monthly Total (m3)	Operating Limit (m3)
Jan-19	4349.91	4523.27	4893.56	23157.03	23131.57	60055.34	165826.8
Feb-19	1604.19	4949.9	5319.62	23715.79	23662.17	59251.67	165826.8
Mar-19	0.42	6573.86	9006.41	28234.62	28208.3	72023.61	165826.8
Apr-19	82.77	5989.9	8323.81	24401.05	25625.39	64422.92	165826.8
May-19	0	6209.75	3570.59	25842.41	25828.39	61451.14	165826.8
Jun-19	381.91	5693.88	6646.41	24218.98	23913.2	60854.38	165826.8
Jul-19	4703.74	4430.45	6135	28757	27985.63	72011.82	165826.8
Aug-19	4092.59	3359.94	8352.29	26909.66	31719.87	74434.35	165826.8
Sep-19	1577.76	6335.43	8134.36	26040.26	18825.08	60912.89	165826.8
Oct-19							165826.8
Nov-19							165826.8
Dec-19							165826.8



WTP Treated Water Trending (m3/month)



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS
STAFF REPORT

MEETING DATE: December 17, 2019
TO: Council
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: FINANCIAL REPORT TO NOVEMBER 30, 2019

RECOMMENDATION:

THAT Committee of the Whole accepts the financial report to November 30, 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 \$23,811,406. The following table represents the tax arrears at November 30, 2019:

	Taxes	Interest	Total	% of Total
3 Yrs & Prior	80,344	57,321	137,665	7.04
2 years	71,135	14,513	85,648	4.38
1 year	292,532	36,536	329,068	16.84
Current	1,206,083	46,965	1,253,048	64.11
NSF Charges	540		540	.03
O/S Invoices	53,425		53,425	2.73
Water Tsf to taxes	95,066		95,066	4.86
Total	1,799,125	155,335	1,954,460	100.00
% of Levy	7.56	.65	8.21	

2019 final tax bills were mailed in June. Instalments were due on July 30, 2019 and September 27, 2019. Supplementary tax bills for new construction that occurred throughout the year have also been issued. 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 November 30/19
Cash in Bank	7,127,738.93
Investments	9,188,525.59
Accounts Receivable	865,615.29
Taxes Receivable (above)	1,954,460.40
Due from MRPC	156,400.80
Inventories and Prepays	144,138.68
Liabilities:	
Accounts Payable	48,243.54
Taxes Paid in Advance	912,249.39
Accrued Landfill Closure Costs	831,179.00
Deferred Revenue	1,151,059.97
Bank Loans	16,685,405.06
Reserves/Equity:	
Reserves	9,768,8559.57
Development Charges	4,954,841.85

Operating Expenditures

The following operational items will continue to be monitored:

- Winter control is over budget by \$51,183 primarily for the purchase of winter control materials that should extend into 2020. If so, an inventory adjustment will be required at year end reducing the overage. It is hoped that a under expenditures in other areas of the transportation budget will address any overage with regard to winter control, otherwise there is a winter control reserve that can be utilized.
- 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.
- Fire Department volunteer remuneration is over budget by \$24,908 however other remuneration and benefit savings (contract Chief vs. full time for a portion of the year) should address this overage.

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 November 30, 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)
- Purchase of a ½ truck for \$32,237.57 which is over the budgeted amount of \$27,000. The overage is to be funded from reserves (Resolution 631-19)

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

Reviewed by

Rhonda Whitmarsh,
Treasurer

Ken Kelly,
CAO

**Municipality of Mississippi Mills
Statement of Operations
For the eleven months ending November 30, 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	\$22,310,781.00	(\$488,434.00)	(2.24%)	\$21,294,300.00
Federal Government Grants	0.00	0.00	\$0.00	0.00%	0.00
Provincial Government Grants	912,938.00	1,576,363.00	(\$663,425.00)	(72.67%)	918,751.00
Municipal Grants	26,700.00	22,734.00	\$3,966.00	14.85%	22,362.00
Fees & Service Charges	1,828,290.00	1,897,969.00	(\$69,679.00)	(3.81%)	1,863,241.00
Grant In Lieu	265,975.00	261,796.00	\$4,179.00	1.57%	247,732.00
Other Revenue	893,994.00	905,263.00	(\$11,269.00)	(1.26%)	1,452,696.00
Total General Revenue	25,750,244.00	26,974,906.00	(1,224,662.00)	(4.76%)	25,799,082.00

	<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	163,969.00	\$63,481.00	27.91%	229,079.00
General Administration	1,349,667.00	1,192,137.00	\$157,530.00	11.67%	1,193,273.00
General Admin. Buildings	461,929.00	353,866.00	\$108,063.00	23.39%	363,247.00
Fire Department	870,151.00	795,185.00	\$74,966.00	8.62%	741,973.00
Police	1,885,672.00	1,414,292.00	\$471,380.00	25.00%	1,405,753.00
Protection to Persons/Property	278,611.00	240,975.14	\$37,635.86	13.51%	255,098.10
Transportation	4,915,376.00	3,741,440.00	\$1,173,936.00	23.88%	2,911,067.00
Environmental Services	1,654,380.00	1,301,620.00	\$352,760.00	21.32%	1,259,636.00
Septage	27,000.00	0.00	\$27,000.00	100.00%	0.00
Day Care	60,757.00	7,111.00	\$53,646.00	88.30%	12,455.00
Recreation	1,334,650.00	1,166,280.00	\$168,370.00	12.62%	1,181,418.00
Library	627,102.00	543,909.00	\$83,193.00	13.27%	536,472.00
Heritage Committee	39,750.00	12,381.00	\$27,369.00	68.85%	6,266.00
Other Cultural	31,400.00	32,110.00	(\$710.00)	(2.26%)	30,500.00
Planning and Zoning	272,507.00	220,721.00	\$51,786.00	19.00%	268,638.00

	<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	203,581.00	\$90,246.00	30.71%	205,775.00
Agriculture & Drainage	19,710.00	16,238.00	\$3,472.00	17.62%	15,495.00
County & School Requisitions	11,400,305.00	8,542,898.00	\$2,857,407.00	25.06%	8,423,956.00
Total General Expense	25,750,244.00	19,948,713.14	5,801,530.86	22.53%	19,040,101.10
BUILDING DEPARTMENT					
Building Dept. Revenues	446,030.00	589,999.00	(\$143,969.00)	(32.28%)	529,940.00
Building Dept. Expenses	446,030.00	355,444.00	\$90,586.00	20.31%	324,684.00
Net Building Dept.	0.00	234,555.00	(234,555.00)	0.00%	205,256.00
WATER & SEWER					
Water & Sewer Revenues	3,543,282.00	3,236,861.00	\$306,421.00	8.65%	3,157,632.00
Water & Sewer Expenses	3,543,282.00	2,663,253.00	\$880,029.00	24.84%	2,703,505.00
Net Water & Sewer	0.00	573,608.00	(573,608.00)	0.00%	454,127.00
Net General Fund	0.00	4,947,267.00			3,191,613.00

**Municipality of Mississippi Mills
Statement of Operations
For the eleven months ending November 30, 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	18,052.00	\$71,948.00	79.94%	116,965.00
Administration Buildings	91,000.00	23,296.00	\$67,704.00	74.40%	154,855.00
Fire Department	33,220.00	15,009.00	\$18,211.00	54.82%	535,822.00
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	2,203,628.00	\$1,257,607.00	36.33%	5,294,918.00
Septage	74,500.00	0.00	\$74,500.00	100.00%	0.00
Waste Managment	117,100.00	45,184.00	\$71,916.00	61.41%	45,315.00
Daycare	280,000.00	118,332.00	\$161,668.00	57.74%	15,005.00
Recreation	1,775,600.00	940,828.00	\$834,772.00	47.01%	232,534.00
Library	130,500.00	46,542.00	\$83,958.00	64.34%	36,532.00
Planning and Zoning	0.00	0.00	\$0.00	0.00%	62,637.00
Community Economic Development	96,750.00	21,559.00	\$75,191.00	77.72%	28,115.00
Agricultural & Drainage	0.00	0.00	\$0.00	0.00%	0.00
Total Capital Fund	6,184,905.00	3,432,430.00	2,752,475.00	44.50%	6,568,227.00
=====					
WATER & SEWER CAPITAL					
Water & Sewer Capital	3,938,500.00	2,629,235.00	\$1,309,265.00	33.24%	921,746.00
Total Water & Sewer Capital	3,938,500.00	2,629,235.00	1,309,265.00	33.24%	921,746.00
=====					

**Municipality of Mississippi Mills
Statement of Operations
For the eleven months ending November 30, 2019**

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
DAYCARE					
REVENUE					
Fees & Service Charges	\$2,138,617.00	\$1,821,666.00	\$316,951.00	14.82%	1,676,144.00
Municipal Grant	\$7,757.00	\$7,111.00	\$646.00	8.33%	12,455.00
TOTAL REVENUE	\$2,146,374.00	\$1,828,777.00	\$317,597.00	14.80%	1,688,599.00
EXPENDITURES					
Salaries & Benefits	1,935,294.00	1,580,131.00	\$355,163.00	18.35%	1,375,489.00
Supplies	131,750.00	96,485.00	\$35,265.00	26.77%	98,050.00
Service/Rent	79,330.00	40,557.00	\$38,773.00	48.88%	31,133.00
Total Daycare Expenses	2,146,374.00	1,717,173.00	429,201.00	20.00%	1,504,672.00
Net Daycare Fund	0.00	111,604.00	(111,604.00)	0.00%	183,927.00
=====					
LIBRARY					
REVENUE					
Federal Gov't Grants	\$0.00	\$3,920.00	(\$3,920.00)	0.00%	\$10,673.00
Provincial Gov't Grants	31,848.00	19,056.00	\$12,792.00	40.17%	43,539.00
Municipal Grants	626,502.00	577,244.00	\$49,258.00	7.86%	568,972.00
Fees & Service Charges	17,900.00	21,323.00	(\$3,423.00)	(19.12%)	20,392.00
Total Revenue	676,250.00	621,543.00	54,707.00	8.09%	643,576.00

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
EXPENDITURES					
Salaries & Benefits-Almonte	361,163.00	344,671.00	\$16,492.00	4.57%	341,086.00
Salaries & Benefits-Pakenham	107,701.00	73,216.00	\$34,485.00	32.02%	98,563.00
Administration-Almonte	24,245.00	23,438.00	\$807.00	3.33%	23,002.00
Administration-Pakenham	12,075.00	12,052.00	\$23.00	0.19%	6,585.00
Materials & Supplies-Almonte	47,300.00	37,123.00	\$10,177.00	21.52%	37,368.00
Materials & Supplies-Pakenham	19,633.00	15,988.00	\$3,645.00	18.57%	17,207.00
Building Operations-Almonte	21,800.00	17,012.00	\$4,788.00	21.96%	19,615.00
Building Operations-Pakenham	24,761.00	18,282.00	\$6,479.00	26.17%	17,082.00
Other Expenditures	57,572.00	57,555.00	\$17.00	0.03%	52,140.00
Total Library Expenses	676,250.00	599,337.00	76,913.00	11.37%	612,648.00
Net Library Fund	0.00	22,206.00	(22,206.00)	0.00%	30,928.00

**Municipality of Mississippi Mills
Statement of Operations
For the eleven months ending November 30, 2019**

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$2,800.00	\$300.00	\$2,500.00	89.29%	\$300.00
Municipal Grants	1,175,647.00	1,077,827.00	\$97,820.00	8.32%	1,057,028.00
Fees & Service Charges	526,700.00	389,212.00	\$137,488.00	26.10%	415,878.00
Total Revenue	1,705,147.00	1,467,339.00	237,808.00	13.95%	1,473,206.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	167,000.00	141,208.00	\$25,792.00	15.44%	135,096.00
Other Payroll Expenses-F/T	214,700.00	172,360.00	\$42,340.00	19.72%	167,848.00
Other Payroll Expenses-P/T	25,000.00	16,337.00	\$8,663.00	34.65%	27,900.00
Total Expense	406,700.00	329,905.00	76,795.00	18.88%	330,844.00
GENERAL EXPENSES					
General Rec. Expenses	326,773.00	229,002.00	\$97,771.00	29.92%	192,568.00
Total General Expenses	326,773.00	229,002.00	97,771.00	29.92%	192,568.00
Almonte Arena Expenses	286,864.00	212,075.00	\$74,789.00	26.07%	239,279.00
SCC Arena Expenses	224,544.00	168,524.00	\$56,020.00	24.95%	168,961.00
Sports Fields & Parks	184,478.00	171,855.00	\$12,623.00	6.84%	152,699.00
Vehicles & Equipment	27,750.00	20,603.00	\$7,147.00	25.75%	20,093.00
Programs	23,025.00	24,486.00	(\$1,461.00)	(6.35%)	19,536.00
Events	59,050.00	53,099.00	\$5,951.00	10.08%	63,056.00
Other Recreation	150,223.00	142,013.00	\$8,210.00	5.47%	140,134.00
Total Expense	955,934.00	792,655.00	163,279.00	17.08%	803,758.00

Total Recreation Expense	1,689,407.00	1,351,562.00	337,845.00	20.00%	1,327,170.00
Net Recreation Fund	15,740.00	115,777.00	(100,037.00)	0.00%	146,036.00

**Municipality of Mississippi Mills
Statement of Operations
For the eleven months ending November 30, 2019**

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
CURLING FUND					
FUNCTIONAL REVENUE					
Fees & Service Charges					
Beverage Sales	\$31,000.00	\$38,909.00	(\$7,909.00)	(25.51%)	\$33,838.00
Food Sales	3,500.00	0.00	\$3,500.00	100.00%	0.00
Curling Lounge Rental	2,500.00	828.00	\$1,672.00	66.88%	3,469.00
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	27,308.00	\$4,946.00	15.33%	27,806.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
Total Revenue	71,754.00	71,007.00	747.00	1.04%	65,113.00
EXPENDITURES					
Insurance	6,044.00	6,044.00	\$0.00	0.00%	5,242.00
Utilities	35,500.00	33,970.00	\$1,530.00	4.31%	30,786.00
Misc. Expense	500.00	365.00	\$135.00	27.00%	78.00
Ice Rental Lounge Maint.	8,500.00	14,755.00	(\$6,255.00)	(73.59%)	12,549.00
Ice Rental Locker Maint.	2,200.00	3,367.00	(\$1,167.00)	(53.05%)	3,413.00
Ice Rental Surface Maint.	4,250.00	2,583.00	\$1,667.00	39.22%	2,222.00
Equipment Maintenance- Ice Plant	5,100.00	5,217.00	(\$117.00)	(2.29%)	3,204.00
Equipment Maintenance-Ice Scraper	250.00	0.00	\$250.00	100.00%	1,393.00
Curling Bar	25,150.00	24,473.00	\$677.00	2.69%	26,998.00
Total Expense	87,494.00	90,774.00	(3,280.00)	(3.75%)	85,885.00
Net Curling Fund	(15,740.00)	(19,767.00)	4,027.00	(25.58%)	(20,772.00)

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

November 19, 2019
8:00 a.m.
Municipal Office - Council Chambers

PRESENT: Scott McLellan (Chairperson)
Councilor Gerard
Deputy Mayor Minnille
Greg Smith
Vic Bode
Helen Antebi
Ron MacMeekin

STAFF/OTHERS: Tiffany MacLaren, Community Economic & Cultural Coordinator
Bonnie Ostrom, Recording Secretary

REGRETS: Mary Rozenberg, Sanjeev Sivarulrasa

Chairperson, Scott McLellan called the meeting to order at 8:03 a.m.

A. APPROVAL OF AGENDA

To add a verbal update on the micro grants (Business Arising) and a verbal update on Riverwalk project (Reports)

Moved by Greg Smith

Seconded by Vic Bode

THAT the November 19, 2019 C&EDC agenda be accepted as amended.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS/PRESENTATIONS/TOURS

None

D. APPROVAL OF MINUTES: October 15, 2019

Moved by Ron MacMeekin

Seconded by Deputy Mayor Minnille

THAT the October 15, 2019 minutes be accepted as presented.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

1. Municipal Film Policy update & Next Steps
 - Working group to meet to finalize survey. Pilot survey, will be sent to Council for approval before it's circulated.
 - Another film was in town using the Metcalfe Geo-Heritage park on Monday November 4th. They provided an insurance certificate and there were no road closures or interruptions to residents.
 - CBC Facebook highlighted Almonte as a Hallmark town with road trip comments
 - Clayton resident who is working on a film that will be shot locally provided some feedback to the working group and has offered to consult on the policy moving forward.

2. OVRT/ Directional Signage/ Park/ Parking
 - The draft will be presented to Lanark County Council on November 27.
 - Lanark County has budgeted one million dollars for the OVTR in 2020.
 - Concerns about parking on the OVRT near the Almonte library parking lot were sent to Lanark County to remedy.
 - Lanark County has set up a new committee specifically to address the OVRT in the hopes that this will help speed up the decision making process.

3. Business Breakfast
 - Thursday November 21 at 7:00AM, registration is strong.
 - Valley Heartland supplying box of brochures on getting prepared for construction
 - A gift of local products for the guest speaker will be arranged.

4. Mississippi Mills Promotional Items
 - It was recommended that branding/logo be included in the Strategic Planning discussions.
 - Suggestion was made of possibly including branding Almonte a Community of 'Mississippi Mills; Pakenham a Community of Mississippi Mills; Clayton... etc.
 - Promotions item ideas: tote bags, series of stickers for each community (promote with locations to put the stickers ie helmets etc), metal ornaments

5. Micro Grant update
 - Update of grant recipients at the next meeting
 - Recipients send reports back on their events. These will be included in an article for the Mill Stone News promoting the successes.

F. ROUND TABLE

- Revise the Beautification summer student job description,
- Christmas weekend; LUTN Friday Dec 6 from 7-9pm, Pakenham Santa Parade Saturday Dec 7 from 1-2pm, Almonte Santa Parade 5-6pm.

- Greg Smith confirmed he is working on a project that identifies in demand skilled trades and their effectiveness. (Apprentice, Certification, Journeyman)
- Pakenham Country Christmas November 30; all local businesses involved

G. REPORTS

1. Beautification Committee Update (verbal) Ron MacMeekin
 - Fall Pitch In to be better promoted in 2020; schools, recruiting on the Mill Stone, possible Ottawa St banner.
 - Will contact public works to discuss any changes over the last few years on the amount of street sweeping that is done.
 - New members; Paul Watters from Clayton and Terry Lumsden from downtown Almonte merchants
 - Installation of a Christmas tree in Naismith Square scheduled for November 20.
2. Christmas Décor Update
 - Friday November 22 is the RFP deadline for Christmas décor installation. Installation to be done prior to Light Up the Night on Dec 6.
 - Including lighting the two spruce trees at the Train Wreck Memorial, garlands across Mill St., stars along bridges in Almonte, stars in Appleton, Clayton.
 - Pakenham snowman banners have been installed.
3. Pakenham Trail Working Group Update
 - The working group has not met to date, updates to follow.
 - January 2020 Lanark County will form a new OVRT committee. Deputy Mayor Minelli plans on applying for this committee.
 - Working groups plans on looking at all grant opportunities for the trail.
4. Riverwalk Update
 - Fundraising continues: Nov 23 – Buntline Concert, Nov 30 – Trivia Night
 - Financial update at next meeting

H. INFORMATION/CORRESPONDENCE

Mississippi Mills 2020 Celebration – Letter to Council

- Resident Laurel Cook sent a letter to Council in December 2018 requesting that Council designate the year 2023 as the Mississippi Mills Bicentennial Year.
- Such a celebration will take time to organize/schedule.

Moved by Deputy Mayor Minelli

Seconded by Ron MacMeekin

THAT the C&EDC committee supports the designation of the year 2023 as Mississippi Mills Bicentennial Year.

CARRIED

I. OTHER/NEW BUSINESS

1. Economic Development Strategic Planning Examples
 - Committee members were given samples of Carleton Place and Perth Strategic Plans.
 - The Community Cultural and Economical Coordinator will forward the 2012 and 2015 C&EDC Strategic plans as back ground.
 - Further discussion on the subject will take place in 2020.

J. MEETING ANNOUNCEMENTS

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

K. ADJOURNMENT

Moved by Greg Smith

Seconded by Deputy Mayor Minnille

THAT the November 19, 2019 C&EDC meeting be adjourned at 9:32a.m. **CARRIED**

Bonnie Ostrom, Recording Secretary

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
COMMITTEE OF ADJUSTMENT & PROPERTY STANDARDS
MINUTES**

Wednesday, November 20, 2019, at 5:30 P.M.

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

PRESENT: Patricia McCann-MacMillan (Chair)
Stacey Blair

ABSENT: Connie Bielby (with regrets)

APPLICANTS/PUBLIC: A-25-19: Jeanne Barr
A-26-19: David & Cyndi Porter
Janet Gibson
Gwen Wark
Kathy Johns
Todd Purdy
A-27-19: Kim Walker-McTaggart
Norm & Dodi Allen
Kristen Cavanagh-Ray
Paul Belhumeur
Jacob Johnston

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. APPROVAL OF AGENDA

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None.

C. APPROVAL OF MINUTES

1. October 18th, 2019 PUBLIC MEETING

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

**THAT the approval of the Minutes be deferred until the next meeting of the
Committee of Adjustment**

CARRIED

D. NEW BUSINESS

None.

E. HEARINGS:

1. Minor Variance Application A-25-19

Owner/Applicant: Jeanne & Neil Barr
Legal Description: Lot 11, Concession 12, Being Part 2 on Reference Plan Plan 26R2373
Address: 1436 12th Concession South Pakenham
Ward: Pakenham
Zoning: Agricultural (A)

The owner/applicant is requesting relief from the minimum front yard setback from 9.0m (29.52ft) to 5.79m (19ft) to legally permit the replacement of an existing cold storage and new construction of an addition to the side of an existing non-farm residential dwelling within the Agricultural (A) Zone.

The Chair opened the floor to comments. The Owner provided a description of building plans and the requested relief. The Chair requested Planning Staff provide additional clarity regarding the application. A discussion with the Committee members, the applicant and Staff ensued regarding the condition recommended by Staff for a location survey to confirm the encroachment. The Director of Planning proposed that if the Committee believed it to be appropriate, that the condition could be removed based on the confidence of the Owner in the location of the structure. The Committee took to a vote and passed the following motion:

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Lot 11, Concession 12, Being Part 2 on Reference Plan 26R2373, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 1436 12th Concession South Pakenham, to permit the expansion of a legal non-complying cold storage and new addition to a non-farm residential dwelling, subject to the following conditions:

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

CARRIED

2. Minor Variance Application A-26-19

Owner/Applicant: David Porter
Legal Description: Concession 2, Lot 24, Being Part 1 on Reference Plan 26R2849
Address: 1033 Bellamy Mills Road
Ward: Ramsay
Zoning: Rural (RU)

The applicant is requesting relief from the Home-Based Business – Rural Business provision to permit a catering establishment within the Rural (RU) Zone. The catering establishment would be located within the existing residential dwelling.

The Chair opened the floor to comments. The Owner confirmed the requested relief. Without further discussion, the Committee passed the following motion:

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Lot 24, Concession 2, Being Part 1 on Reference Plan 26R2849, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 1033 Bellamy Mills Road, to include a catering establishment as a permitted use within the Home Based Business – Rural Business provision, subject to the following conditions:

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

CARRIED

3. Minor Variance Application A-27-19

Owner/Applicant: Roger Vanderbraak
Legal Description: Lot 131, Mitcheson Section, Plan 6262
Address: 64 Waterford Street
Ward: Almonte
Zoning: Residential Second Density (R2)

The applicant is requesting relief from the permitted projection provisions for a canopy from 1.8m but not closer than 3m to a lot line, to 0.086m (8.6cm) from a lot line to legally permit a canopy within the Residential Second Density (R2) Zone. The canopy is located in the interior side yard of the subject property and serves as a roof for a door of a non-conforming attached garage.

The Chair opened the floor to comments. The Owner provided a description of the requested relief and questioned the conditions recommended by Staff for a location survey to verify the encroachment of the canopy projection and eaves troughing. A discussion ensued between the Committee, Planning Staff and the Owner. The Owner provided to the Committee a letter from the adjacent property owner stating no objection to the canopy. The Director of Planning stated that Public Works did not have concerns regarding the application and that if the canopy were to be found non-compliant, it could be altered, removed or could apply for consent from the Land Division Committee. Following, the Committee passed the following motion:

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Lot 131, Mitcheson Section, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 64 Waterford Street, to reduce the minimum required setback for a canopy projection from 3m from a lot line to 0m to permit a canopy over the side doo of a non-conforming attached garage, subject to the following conditions:

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

4. Property Standards Appeal A19-1290

Appellant: Kim Walker-McTaggart
Legal Description: Lot 4, Teskey Section, Plan 6262
Address: 170 Augusta Street
Ward: Almonte

The appellant, Kimberly Walker-McTaggart is appealing an Order to Remedy issued October 7, 2019 regarding the property municipally known as 170 Augusta Street in Almonte Ward, Municipality of Mississippi Mills.

The Chair began proceedings by reading a statement and affirmed the Director of Planning prior to testimony. The Director of Planning submitted the Staff Report dated November 20th, 2019 as Exhibit A. The Director of Planning provided a summary of the of the file, further adding that the Municipality has had difficulty locating the records of the bylaw enforcement officers and that the Order to Remedy addresses the issue of free-feeding animals but does not include complaints around garbage on the subject property.

The appellant provided sworn testimony. The appellant's written notes were accepted into evidence as Exhibit E. The appellant's testimony pertained to the purpose and intent of her practice of leaving food outside and the impacts of the practice in her opinion. The appellant further noted she had no knowledge of the complaints pertaining to garbage and smell on the subject property.

Following, Ms. Kristen Cavanagh-Ray of 162 Augusta Street provided comments to the Committee and a set of images dated April 23rd, 2019 and November 20th, 2019. Ms. Cavanagh-Ray's images were accepted into evidence as Exhibit B and written notes accepted as Exhibit D. Ms. Cavanagh-Ray provided a timeline from June 2016 to November 18, 2019 detailing her observations, concerns, and interactions with the appellant, by-law enforcement and municipal staff. Ms. Cavanagh-Ray concluded with a request to the Committee to amend the Order to Remedy to include the removal of garbage and the derelict vehicle from the subject property.

Following, Mr. Norm Allen of 178 Augusta Street provided comments. Mr. Allen's written notes and attached image were accepted into evidence as Exhibit C. Mr. Allen provided a timeline from May 2018 to August 8, 2019 detailing observations, communication to municipal staff and bylaw enforcement officers, and consequences suffered by the Mr. and Mrs. Allen from the presence of skunks believed to be drawn in by the food left by the appellant on the adjacent property. Mr. Allen further added that he had not asked for the Order issued August 13, 2018 to be rescinded and that he believed the food left by the appellant to attract stray cats did not so much attract stray cats but neighbourhood cats.

Having heard the above sworn testimonies and submissions, the Committee proceeded with discussion. The Committee members agreed with the comments

provided by Ms. Cavanagh-Ray and Mr. Allen and that the Order to Comply issued October 7, 2019 should further be amended to include the removal of garbage and debris from the subject property. The Committee discussed the vehicle on the subject property, however it was determined that it is not considered derelict as it remains licensed and operable.

The Committee passed the following:

That the items of the 'Order to Remedy', dated October 7, 2019, issued against the subject property remains outstanding and continues to be in non-compliance with Property Standards Bylaw 03-35.

Therefore, the Property Standards Appeal Committee makes the following 'Order' with respect to the 'Order to Remedy' dated October 7, 2019, pertaining to 170 Augusta Street, Almonte Ward:

THAT the 'Order to Remedy' be modified as follows:

- 1. That all the Items of the 'Order to Remedy' for 170 Augusta Street, Almonte Ward, must be completed on or before December 20th, 2019;**
- 2. That the 'Order to Remedy' be confirmed as modified:**
 - a. That the owner cease and desist the practice of leaving food outdoors that attract rodents, skunks, racoons or other animals in accordance with Section 2.1.1 and 2.2.1(5) of the Property Standards By-law 03-35;**
 - b. That all unenclosed garbage and debris on the property be removed from the site in accordance with Section 2.2.1(1) of the Property Standards By-law 03-35.**

CARRIED

F. OTHER BUSINESS

None.

G. ANNOUNCEMENTS

None.

H. ADJOURNMENT

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the meeting be adjourned at 7:37 p.m. as there is no further business before the Committee.



Maggie Yet, Recording Secretary

The Corporation of the Municipality of Mississippi Mills

**COMMUNITY POLICING ADVISORY COMMITTEE
MINUTES**

A meeting of the Community Policing Advisory Committee was held on Tuesday, November 26, 2019 at 9:30 a.m. in the Council Chambers, Municipal Offices.

Present: Mayor Christa Lowry - Chair
Councillor Denzil Ferguson
Councillor Jan Maydan
Grant Chaplin – Vice Chair
Neil MacLeod
Tess Powter
Inspector Karuna Padiachi, Lanark County OPP Detachment
Staff Stg. Marty McConnell

Regrets: Tess Powter

Staff: Ken Kelly, CAO
Susie Smithson, Recording Secretary

The Chair called the meeting to order at 9:32 a.m.

A. APPROVAL OF AGENDA

Moved by Neil MacLeod
Seconded by Vice Chair Grant Chaplin
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. CONSIDERATION OF A CLOSED SESSION

Moved by Neil MacLeod
Seconded by Councillor Jan Maydan
THAT the Community and Policing Advisory Committee enter into an in-camera session at 9:33 a.m. re: Youth Matter personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)

CARRIED

Moved by Grant Chaplin

Seconded by Councillor Denzil Ferguson

THAT the Community and Policing Advisory Committee return to regular session at 9:51 a.m.

CARRIED

Rise and Report

1. Youth Matter

Committee provided direction to staff to meet with representatives of Youth Home and the OPP.

D. DELEGATIONS/PRESENTATION/TOURS

None

E. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Moved by Councillor Jan Maydan

Seconded Neil MacLeod

THAT the minutes dated September 10, 2019 be approved as presented.

CARRIED

F. BUSINESS ARISING OUT OF MINUTES

1. Update Task Chart

- Get examples of what and how other communities are communicating to their respective communities with regards to messaging i.e.: OPP tip of the week. Inspector Padiachi to contact other PSB's to see what they are doing.
- Look at getting the messaging out using various resources such as Twitter/Facebook, the municipal website using links to sites, run news feeds.
- Set up a meeting to discuss the yearly report to Council. CPAC members to talk to peers at upcoming LCAPSB meeting to understand what others are doing.
 - What are the OPP priorities?
 - What are the priorities for Mississippi Mills?
 - What are the CPAC objectives?
 - What are Councils expectations of the CPAC committee and get direction from them.
 - What are the issues in the community that need to be addressed?
 - Change the CPAC agenda.

G. REPORTS

1. OPP Report – Inspector Padiachi

- Councillor Ferguson addressed the high number of animal collisions. Is the Municipality doing enough to address the issue such as additional signage on high incident roads. Inspector Padiachi suggested clearing vegetation along roadways where the incidents are occurring. Is this feasible and what is the environmental impact in these areas. What can be done to make the public more aware of the high risk of these incidents during dusk/dawn hours.
- Staff Sgt. Marty McConnell to get information into the accident on March Road.
- Inspector Padiachi to look into the report for the number ATV patrols hours done between July and September 2019 – during the summer months more marine patrols are scheduled.

**Moved by Councillor Denzil Ferguson
Seconded Neil MacLeod**

THAT the Committee accept the reports as presented.

CARRIED

H. INFORMATION/CORRESPONDENCE

1. Zone 2 OAPSB Minutes – Sept. 19 & 20, 2019
2. Ltr. from LCAPSB Chair Theresa Fritz dated October 23rd
Re: selection of Lanark County Detachment Commander
3. Fred Kaustinen, Executive Director of the OAPSB Zone 2 training session presentations:
 - OAPSB Update Zone 5 – 10 Sept 19
 - OPP bd trg – sp evals Zone 2 30 Oct 19
 - OPP Det Boards – OAPSB to AMO Aug 2019

**Moved by Grant Chaplin
Seconded Councillor Jan Maydan**

THAT correspondence items 1 to 3 are accepted as information.

CARRIED

I. OTHER/NEWBUSINESS

None

J. MEETING ANNOUNCEMENTS

- Community Policing Advisory Committee
 - Tuesday, January 28th, 2020 to discuss annual report to Council
 - Tuesday, February 11th, 2020 – future dates to be confirmed at this time
- Zone 2 OAPSB meeting
 - Friday, November 29, 2019 – Gananoque
- LCAPSB
 - Wednesday, December 4, 2019 –
Perth Town Hall, 80 Gore Street East, 2nd Floor, Council Chambers
- Committee Members and Volunteers Christmas Celebration 2019
 - Thurs Dec 5, 2019 4:00-7:00 p.m.

K. ROUND TABLE

Councillor Denzil Ferguson – LCAPSB looking for agenda items for upcoming meeting – asked for the AMO non-police functions to be added to the agenda for discussion

Grant Chaplin – updated CPAC budget not on the agenda – has there been an increase to cover travel expenses

Neil MacLeod – with regards to the CPAC agenda and the many reports received from the OPP and other sources – instead of attaching the items can we use a pdf link – Thanked the OPP for their support in many of the local events

Councillor Jan Maydan – did the accident at the crosswalk have anything to do with the crosswalk itself – Staff Sgt. McConnell to look into

L. ADJOURNMENT

Moved by Neil MacLeod

Seconded by Councillor Denzil Ferguson

THAT the meeting be adjourned at 11:45 a.m.

CARRIED

Susie Smithson, Recording Secretary

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

**Wednesday, November 27, 2019 @ 5:00 P.M.
Municipal Office, Council Chambers**

PRESENT: Michael Rikley-Lancaster, Chair
Councillor Jan Maydan
David Thomson
Stephen Brathwaite
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 5:00 p.m.

A. APPROVAL OF AGENDA

Moved by David Thomson

Seconded by Stephen Brathwaite

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

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. APPROVAL OF MINUTES

Moved by David Thomson

Seconded by Councillor Jan Maydan

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

CARRIED

D. DELEGATIONS/PRESENTATIONS

1. Ian MacLean and Laurel Cook attended to discuss the former communities in the Mississippi Mills signage project. Leckies Corners' signage has been completed. Bennies Corners' signage will be the next project as well as six more settlement area signs.

2. Gary Lamers and Julie Odin attended to discuss a possible heritage designation and insurance rates for heritage properties.

3. Lita Edwards and Ron Whitehorne – balcony extension at Victoria Woollen Mill

Moved by Councillor Jan Maydan

Seconded by David Thomson

Recommendation to Council to approve a ten foot balcony extension at Victoria Woollen Mill, 7 Mill Street, Unit 203 in the Spring of 2020. The current balcony is 6'x10'. The extension will be an exact replica of the original balcony.

CARRIED

E. NEW BUSINESS

1. Heritage Settlement signs
Locations to be discussed at the January 22, 2020 meeting.
2. Draft property report for K's Flower Gallery, 5 Bridge Street
Received for information. To be reviewed at the January 22, 2020 meeting.

F. INFO/CORRESPONDENCE

1. Doors Open Ontario 2020
Received for information.

G. BUSINESS ARISING FROM MINUTES

1. The Keepsakes building report prepared by Sarah More.
Received for information.

2. ANNOUNCEMENT

Next meeting: January 22, 2020

3. ADJOURNMENT

Moved by Councillor Jan Maydan

Seconded by David Thomson

THAT there being no further business before the Committee, the meeting adjourned at 6:00 p.m.

CARRIED

Roxanne Sweeney, Recording Secretary

A meeting of the **Mississippi Mills Finance and Policy Advisory Committee** was held on **Thursday, November 28, 2019 at 9 a.m.** at the Municipal Office.

PRESENT:

Committee: Councillor Denzil Ferguson
Councillor, Jan Maydan
Ed Wilson
David Hinks
Mary Lou Souter
Helene Gilhooly
Larry Surtees

Staff/Others: Rhonda Whitmarsh, Treasurer
Ken Kelly, CAO (left at 10:35 a.m.)

Regrets: Ryan Kennedy

Ed Wilson called the meeting to order at 9:00 a.m.

A. APPROVAL OF AGENDA

Moved by Mary Lou Souter
Seconded by David Hinks
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS / PRESENTATIONS

None.

D. APPROVAL OF MINUTES

Moved by Helene Gilhooly
Seconded by Denzil Ferguson
THAT the minutes of the meeting held on October 24, 2019 be approved.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

None

G. REPORTS

None

H. INFORMATION / CORRESPONDENCE

None

I. OTHER/NEW BUSINESS

1. Delegated Authority Best Practices Report

Larry Surtees and Mary Lou Souter presented their report on delegated authority and answered questions posed by the Committee members. The Committee members then put forth the following motion for Council's consideration:

Moved by David Hinks

Seconded by Jan Maydan

THAT the Finance and Policy Committee recommends to Council that

- **The current Delegated Authority for competitive procurement for Mississippi Mills remain in force;**
- **Delegated Authority be based on an assessment of risk to the Municipality;**
- **Consideration be given to separate Delegation of Authority tables for non-competitive procurements (including single source procurements and procurements of Consultants and Professional Services) at the following levels; under \$10,000 for Department Heads, \$10,000-\$50,000 to the CAO and above \$50,000 to Council;**
- **Consideration be given to identifying a separate delegated authority for extensions to, or amendments of, contracts based on a percentage increase in dollar value of the extension or amendment;**
- **The Delegation of Authority for procurement tables become part of the Municipality's Procurement Policy as a separate schedule.**

CARRIED

2. Infrastructure Levies Report

Larry Surtees provided an overview of his report into his research with regard to infrastructure levies as a tool to fund capital requirements. Larry will conduct additional research and will provide further information at the next meeting as to whether this is a common practice of Ontario Municipalities.

3. Debt Management Report

Mary Lou Souter and Helene Gilhooly presented their finding with regard to the debt management practices of other Ontario Municipalities and addressed questions posted by the Committee members. The following motion was put forth:

Moved by Mary Lou Souter

Seconded by Denzil Ferguson

THAT the Finance and Policy Committee recommends that Council direct Staff to update the debt management policy within the context of the Municipal Strategic Plan, Long Term Financial Plan and Asset Management Plan.

CARRIED

4. Reserve Management

David Hinks advised the Committee that the working group of David Hinks and Ryan Kennedy are just getting started in their research into the reserve management practices of other municipalities. They will provide an update for the next meeting.

J. MEETING ANNOUNCEMENTS

The next meeting of the Finance and Policy Advisory Committee is tentatively scheduled for Thursday, January 16, 2020 at 9 a.m.

K. ADJOURNMENT

Moved by Mary Lou Souter

THAT the meeting be adjourned at 10:41 a.m.

CARRIED

Rhonda Whitmarsh, Treasurer and Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
ROADS AND PUBLIC WORKS REPORT

DATE: December 17, 2019
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: **2019 Investing in Canada Infrastructure Program: Green Stream**

RECOMMENDATION:

THAT Council approves Queen/Martin Streets from Princess Street to the Maclan Bridge as the first community priority under the 2019 Investing in Canada Infrastructure Program (ICIP) Green Stream;

AND FURTHERMORE THAT Council authorize the Director of Roads and Public Works to submit the Application for funding under the ICIP Green Stream.

BACKGROUND:

In October of 2019, the Province of Ontario announced the 2019 intake of the Investing in Canada Infrastructure Program: Green Stream to invest in the critical infrastructure needs of municipalities. The Green Stream includes up to \$7.12 billion in combined federal, provincial and other partner funding over 10 years. The current intake will prioritize projects that address critical health and safety issues associated with water, wastewater and stormwater infrastructure.

In order to be eligible, municipalities must submit applications by January 22, 2020. All final funding announcements are expected to be released in spring 2020. Eligible projects must be completed on or before October 31, 2026.

DISCUSSION:

One of the key focus points of the ICIP Green Stream is to provide funding support for critical infrastructure projects: Drinking Water, Wastewater and Stormwater. The program's priority will be projects that focus on renewal, rehabilitation and replacement projects. The program guidelines further outline that all proposed projects will be scored based the following criteria:

Criteria 1 – Initial Technical Review: review of eligibility, scope, technical viability and ability to meet designated timeline.

Criteria 2 – Criticality of health and/or safety risk

Criteria 3 – Funding need

The criteria for health and safety has been found to be better addressed by known water and sewer projects that are beyond their lifecycle and that are already included in the Municipality’s Asset Management Plan. Many of our older watermain and sanitary sewers were constructed in the same trench one on top of the other to minimize rock excavation at the time, which presents a strong health and safety argument. It should be noted that although reinstatement to existing conditions associated with water and wastewater projects can be included as an eligible cost, it is not possible to include improvements to the above ground infrastructure such as what is proposed for the Almonte Downtown Rehabilitation.

Eligible costs will be shared at 40% Federal, 33.3% Provincial and 26.7% Municipal. The maximum total eligible cost per project is \$3 million per applicant.

Eligible Projects

A list of eligible projects that meet the screening criteria have been included below for discussion.

	Eligible Local Projects	Total Project Cost	Total Eligible Cost	40% Federal	33.3% Provincial	Municipal Share
A	Queen/Martin Streets Rehabilitation (Princess to Maclan Bridge)	\$3,160,000	\$3,000,000	\$1,200,000	\$999,000	\$961,000
B	Farm Street Reconstruction (Almonte Street to Bridge Street)	\$1,700,000	\$1,700,000	\$680,000	\$566,000	\$454,000
C	Mill Street (Almonte Street to Bridge Street)	\$2,610,000	\$1,900,000	\$760,000	\$630,000	\$1,220,000

Staff has worked to screen all projects against the eligibility guidelines.

Queen/Martin Streets are considered a strong candidate for the following reasons: the watermain and sanitary sewers from Princess Street to the Maclan Bridge date back to 1930, have exceeded their lifespan, were constructed in the same trench and the

potential failure of these pipes is a health and safety concern; the watermain crossing the bridge is the primary feed for all the lands west of the river; the sanitary sewer is a trunk sewer draining a large portion of Almonte and whose integrity is critical to preventing sewer back-ups; and Queen/Martin Streets are primary arterial roadways through Almonte which service both the residential and business districts, and are also a primary route for emergency services. As the watermain and sewer are both situated immediately adjacent to the sidewalk, standard road reinstatement and curb/sidewalk reinstatement would form part of the project. Detailed design and approvals could proceed in 2020 with construction completed in 2021. As Queen/Martin Streets are Lanark County Roads, there would likely be opportunity to recoup some of the costs for roadway reinstatement from them for this project. We would also be maximizing the grant funding available (\$2.2M) if we proceeded with this project.

Farm Street is similarly considered a strong candidate for the following reasons: the watermain and sanitary sewers between Charles and Bridge Streets date back to 1930, have exceeded their lifespan, were constructed in the same trench and the potential failure of these pipes is a health and safety concern; the sanitary sewer and watermain replaced in 1979 between Charles and Almonte Street are laid directly on top of each other in the same trench which is a significant health and safety concern; and the sanitary sewer is a trunk sewer draining a large portion of Almonte in this area whose integrity is critical to preventing sewer back-ups. Although the storm sewer between Brae and Charles Streets was only recently installed (approx. in the year 2000), the detailed design will determine whether this sewer can remain in its present location while still allowing for the proper separation distance from the watermain to be achieved. Standard road reinstatement and curb/sidewalk work would form part of the project. Detailed design and approvals could proceed in 2020 with construction completed in 2021. In comparison, Farm Street is only a local roadway and services far fewer vehicles than Queen Street.

With respect to the Almonte Downtown Revitalization, our consultant has estimated the cost of completing the construction of Mill Street from Almonte Street to Bridge Street at \$2.61M. The sewer and watermain in the section of road from Almonte Street to Little Bridge Street date back to 1930 and the sanitary is also a trunk line draining a large part of Almonte. Due to the improvement to surface features proposed which are ineligible costs defined under the program, and the fact that Mill Street from Little Bridge to Bridge has no underground infrastructure rendering this section ineligible, the Municipality's share for both eligible and ineligible costs is estimated at \$1,220,000. Design completion and approvals would occur in 2020 with construction to follow in 2021. It is not recommended to phase the reconstruction of Mill Street beyond a year due to the potential impact to business. As the municipality's proportionate costs (47%) for the rehabilitation of Mill Street would be substantially higher than that of the Queen/Martin Streets Reconstruction (30%), Mill Street is not being recommended for application to this program.

Overall, the Queen/Martin Streets Reconstruction meets more of the eligibility criteria, maximizes the eligible project cost, and consequently the level of grant funding at 70%

of the total project cost. The Queen/Martin Streets Reconstruction is therefore the staff recommendation for the ICIP Green Stream.

FINANCIAL IMPLICATIONS:

The Queen/Martin Streets watermain and sanitary sewer rehabilitation proposed as the priority project for the application to the ICIP Green Stream are presently listed as high priorities in the current Asset Management Plan. The design component for this project would proceed under standing offer immediately after funding is announced in spring 2020 if the Municipality is successful. Construction would subsequently follow in 2021. If the grant application is successful, the Municipality would contact the County of Lanark to see about cost sharing the roadway works on these County Roads.

SUMMARY:

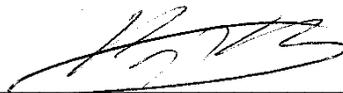
The announcement of the Investing in Canada Infrastructure Program (ICIP) Green Stream presents an excellent opportunity for the Municipality of Mississippi Mills to obtain critical funding towards major infrastructure works that need to be addressed locally. A review of the program eligibility guidelines suggests that at least three (3) major projects are eligible for funding under the program. Staff has screened eligible projects and is presently recommending that the Municipality submit an application for the Queen/Martin Streets Rehabilitation under the ICIP Green Stream.

Respectfully submitted,

Reviewed by,



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



Ken Kelly, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 17, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: Land Sale Bylaw – Proposed Repeal and Replacement (Amended)

RECOMMENDATION:

THAT Council pass a bylaw to repeal and replace the current Land Sale Bylaw.

BACKGROUND

This report is a follow up to the discussion by Committee on November 19th, 2019. Committee requested an addition to the policy respecting the evaluation of Parkland as surplus land. Councillor Maydan has provided requested revisions to the Bylaw as identified in red on the schedule attached.

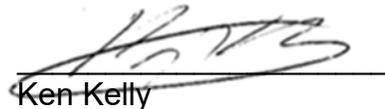
SUMMARY:

Staff suggest adopting the proposed Land Sale Bylaw as a replacement to the existing policy.

All of which is respectfully submitted,



Niki Dwyer
Reviewed by Director of Planning



Ken Kelly
Chief Administrative Officer

Attachments:

Appendix A – Proposed Bylaw

Appendix A – Proposed Bylaw

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-xx

BEING a by-law of the Corporation of the Municipality of Mississippi Mills to establish procedures regarding the sale of land;

WHEREAS Section 270 (1)1 of the Municipal Act, 2001 (S.O. 2001, c.25), requires a municipality to adopt and maintain policies with respect to the sale and other disposition of land;

AND WHEREAS Section 270 (1)5 requires the municipality to adopt and maintain policies with respect to the manner in which it will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

AND WHEREAS this by-law sets out how property will be sold or disposed of and provide a transparent process;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills from time to time, may wish to sell or dispose of surplus land;

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

1. DEFINITIONS

For the purposes of this by-law:

- a) "Abutting Land" in the case of the disposal of a closed road or highway, abutting land refers to a property that is immediately to the side of the road or highway, but does not include a property which touches either end of the road or highway. With respect to any other land disposal, abutting land is any real property which touches the Municipality's land parcel.
- b) "CAO" means the Chief Administrative Officer of the Municipality, or their delegate.
- c) "Developed Parkland" means municipal lands which are regularly maintained by the Municipality containing playing fields, play apparatuses, passive decorative gardens and/or a variety of ornamental tree specimens, opened natural green space used for nature trails, community recreational, cultural and leisure facilities.
- d) "Non-viable Land" means land that is deemed as being a potential liability to the Municipality and is determined to be of a size, shape or nature for which there is no general demand or market.
- e) "Sale" includes a lease of twenty-one years or longer.
- f) "Surplus Land" means all viable land owned by the Municipality that is not required to

meet the current or future program or operational needs of the Municipality. **Developed parkland shall not be included in "surplus lands"**.

- g) "Market Value" means the highest price a willing buyer would pay and a willing seller would accept, both parties being fully informed, and the real property being marketed for a reasonable period of time.
- h) "Municipality" means the Corporation of the Municipality of Mississippi Mills.
- i) "Registered Owner" means the owner last identified on the Municipal Tax Assessment Roll.
- j) "Viable Land" means land which can be granted a building permit for development purposes.

2. COMMON PROCEDURES FOR THE DISPOSAL OF SURPLUS LAND

- a) Council shall adopt and maintain a registry of lands surplus to the needs of the Municipality as Schedule "A" of this bylaw. Such maintenance may include the addition or removal of lands from the registry in consultation with the CAO and senior staff.
 - i. In each case, Council will identify whether the land included on the registry is deemed to be a viable or non-viable asset.
- b) The CAO shall obtain an appraisal of the fair market value of the surplus land unless exclusion of an appraisal is authorized by resolution of Council:
 - i. an appraisal obtained on a group of properties or on an individual property within the same zone of the surplus lands, may be used as the basis of calculating the fair market value of the subject site provided:
 - 1) such original appraisal has been obtained not more than three (3) years prior to the acceptance of an offer to purchase; and
 - 2) the Committee of the Whole is satisfied the original appraisal is an appropriate base for such calculation.
- c) The CAO shall ensure public notice is given of the proposed sale or disposition in the following manner:
 - i. Written notice is provided to the registered owner of abutting land by registered mail;
 - ii. Notice, as described in Schedule "C" of this bylaw, is posted on the Municipality's website for a period of not less than 14 days;
 - iii. Notice, as described in Schedule "C" of this bylaw, is posted in a newspaper that, in the opinion of the CAO, is of sufficient general circulation in the Municipality to give the public reasonable notice of the sale;
 - iv. Is posted within the Committee of the Whole-Council agenda package in the form of a staff report.

3. SALE BY REQUEST OF PURCHASER

- a) Where the Municipality is approached by an interested purchaser to divest of a parcel of land, a written request by the purchaser will be directed to the CAO. The letter must contain the following information:

- i. The Municipal Address of the individual;
 - ii. Contact information for the purchaser;
 - iii. Reasons for the request to purchase the land including the proposed or intended use;
 - iv. The address, legal description, or parcel map of the lands;
- b) The CAO will verify that the lands in question are owned by the Municipality and that they are included on the registry of surplus lands and declared to be a non-viable asset.
 - c) If the lands are deemed to be surplus to the needs of the organization, the CAO will respond to the purchaser and continue with the disposal of the lands in accordance with the provisions of Section 2 c) and d) and Section 5 c) and d).
 - d) If the lands are deemed to be necessary to the needs of the organization, the CAO will respond to the purchaser to confirm that the lands are not deemed surplus.

4. SALE BY SEALED TENDER

- a) The notice of sale of surplus lands by tender shall be provided in accordance with the common procedure of Section 2.
- b) Standard procedures for opening of sealed tenders shall be followed.
- c) The CAO shall present a summary of all tenders received to the first meeting of Committee of the Whole following the opening of tenders. The Committee shall make their recommendation to Council in open session.
- d) Council shall confirm the sale of the land to the purchaser with the adoption of the appropriate by-law.

5. SALE OF LAND (MARKETED)

- a) When Council deems it appropriate, an agreement to market certain land within the Town, may be signed with one or more Real Estate Agencies with a business address in the Town.
- b) The CAO shall negotiate the sale of the subject land(s) and present Agreements of Purchase and Sale to the Committee of the Whole in camera for consideration. The Committee shall make their recommendation to Council in open session.
- c) The Council shall then give notice to the public of the proposed sale of the land. Notice to the public shall be provided in the manner outlined in the Municipality's Notice By-law.
- d) Council shall confirm the sale of the subject land with the adoption of the appropriate by-law.
- e) Upon completion of the sale, if appropriate, the successful realtor shall be paid the applicable commission for the sale of the subject land.

6. DISPOSITION OF NON-VIABLE LAND

- a) When Council deems that land is “non-viable”, an agreement may be reached with an abutting land owner or owners for transfer of the lands. Council will determine on a case by case basis whether transfer of the lands shall be required to one or all abutting land owners, though for zoning compliance reasons it shall be required that the land be transferred to an abutting land owner(s).
- b) Where the disposition of “non-viable” land is initiated by the Municipality:
 - v. The Municipality shall write to all adjacent landowners to declare the Municipality’s intention to dispose of the “non-viable” land.
 - vi. The Municipality shall inquire if each adjacent landowner has an interest in the “non-viable” land requesting a response within 28 days.
- c) “Non-viable” lands transferred to an abutting land owner will be subject to an application for consent for the purpose of a lot addition in accordance with Section 51 of the Planning Act.
 - i. Where the transfer is initiated by the Municipality, the Municipality will waive the Municipal Consent application fee and will evenly cost-share the associated costs of the survey and land transfer taxes and legal fees.
 - ii. Where the transfer is initiated by the purchaser, the purchaser will be responsible for all costs associated with the transaction including but not limited to: the survey, the consent application fees, land transfer taxes and legal fees.
- d) The CAO shall negotiate the disposition of the “non-viable” land and present Agreements of Purchase and Sale to the Committee of the Whole in camera for consideration. The Committee shall make a recommendation to Council in open session.
- e) Council shall confirm the transfer of the “non-viable” land with the adoption of the appropriate by-law.

7. NOTICE ON CLOSING AND SALE OF A PUBLIC HIGHWAY

- a) The provisions for giving Notice on the closing and sale of a public highway, which is surplus land to the requirements of the Municipality, shall be provided in accordance with the Municipality’s Notice By-law.

8. CERTIFICATE OF COMPLIANCE

- a) The CAO may issue a certificate verifying compliance with the provisions of the Municipal Act in the form of Schedule “B”

9. REPEAL

- a) By-law No. 09-41 is hereby repealed in its entirety.

BY-LAW read, passed, signed and sealed in open Council this 19th day of November, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

SCHEDULE 'A' TO BY-LAW NO. 19-xx

REGISTRY OF SURPLUS LAND

Roll Number	Area (Acres)	Area (m ²)	Ward	Legal Description / Address	Land Use	Serviced	Servicable	Appraised Value
0931-020-020-08400-0000	0.41	1673.94	Almonte	PLAN 6262 LOT 53 LOT 54 MAUDE ST	Residential	N	N	
0931-020-020-04700-0000	0.81	3268.63	Almonte	34 VICTORIA ST	Residential	N	N	
0931-020-020-11500-0000	0.58	2329.62	Almonte	PLAN 6262 BLK C LOTS 1 TO 4	Residential	N	N	
0931-020-020-16700-0000	0.85	3422.95	Almonte	PLAN 6262 LOTS 5 TO 10	Residential	N	N	
0931-020-020-15200-0000	0.69	2798.29	Almonte	PLAN 6262 LOT 21 TO 25	Residential	N	N	
0931-020-020-16600-0000	0.40	1630.21	Almonte	PLAN 6262 LOTS 16 TO 18	Residential	N	N	
0931-020-020-19100-0000	0.13	526.62	Almonte	PLAN 6262 LOT 19 MCDERMOTT ST	Residential	N	N	
0931-020-020-11600-0000	0.25	995.07	Almonte	PLAN 6262 BLK C LOT 7 LOT 8	Residential	N	N	
0931-020-020-15000-0000	0.25	1025.04	Almonte	PLAN 6262 LOT 4 LOT 10 ADELAIDE ST	Residential	N	N	
0931-020-020-16800-0000	0.88	3551.36	Almonte	PLAN 6262 LOT 11 TO 14 19 AND 20	Residential	N	N	
0931-020-020-11300-0000	0.82	3330.33	Almonte	PLAN 6262 BLK A LOTS 67 TO 70	Residential	N	N	
0931-020-020-11400-0000	1.19	4812.80	Almonte	PLAN 6262 BLK A LOTS 61 TO 66	Residential	N	N	
0931-020-025-17801-0000	1.34	5435.17	Almonte	Industrial Drive	Industrial	N	Y	

SCHEDULE 'B' TO BY-LAW NO. 19-xx

CERTIFICATE OF COMPLIANCE

FORM FOR USE WITH SECTION 270 OF THE MUNICIPAL ACT

Certificate of Compliance with Section 270 of The Municipal Act in the sale of land described as:

(description may be attached)

I, _____, Chief Administrative Officer of the Corporation of the Municipality of Mississippi Mills certify that:

1. The Municipality passed By-law _____ on _____.
(# if applicable) (date)

It is a procedural by-law for the purposes of the sale of land and was in force on the date of the sale of the land described above.

3. An appraisal of the fair market value of the land was obtained on _____

(complete only if applicable) (date)

4. The land sale is exempt from the requirement to obtain an appraisal of its fair market value under the following exemption: _____

5. Public notice of intent to sell the land was given by the following method(s):

(describe method(s))

on the following date(s): _____

NOTIFICATION OF SALE OF SURPLUS LAND

Municipality of Mississippi Mills

**SALE OF LAND
PUBLIC NOTICE**

TAKE NOTICE that the Council of the Municipality of Mississippi Mills is interested in selling the following parcel of land:

Unopened Road Allowance known as Maitland Street on PLAN 6262 in the Town of Almonte, located adjacent to the property known municipally as 216 Strathburn Street. (PINS 05088-0149 and 05088-0148)

(INSERT BLACK AND WHITE LOCATION MAP)

A reserve bid will apply to the sale of the lands.

Interested purchasers are requested to submit an offer to purchase in a sealed envelope clearly marked "Sale of Land" to the Chief Administrative Officer at the Municipal Office, 3131 Old Perth Road, Almonte Ontario K0A 1A0.

Offers to purchase will be accepted until noon on Tuesday, _____, 202__.
Successful purchasers will be contacted by the Chief Administrative Officer in the week following.

DATED: _____th day of _____, 202__
Chief Administrative Officer
613-256-2064 x 220

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 17, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: 2019 Planning Activity Report

RECOMMENDATION:

THAT Council receive the 2019 Planning Activity Report for information.

BACKGROUND

The intended purpose of this report is to provide Council a summary of applications received, reviewed and processed within the 2019 fiscal year. The summary report does not include those applications which have been pre-consulted on but did not result in the filing of an application.

For additional context, staff have also provided application summaries from 2017 and 2018 as comparators.

POLICY SUMMARY:

The Planning Department serves two chief functions: application review and policy development. In order to accurately report on annual activities of the department it is important to consider both functions.

As a non-statutory function, policy development is often a slow and steady undertaking of which the bulk is completed in the development “off season”. As the application summary shows, 2019 did not see a substantial “off season” with a continuous stream of applications throughout the year.

Notwithstanding the heavy application activity, staff were still able to complete the following policies:

- **Pools Bylaw:** a repeal and replacement of the original policy, updated to be reflective of Building Code and Zoning requirements.
- **Heritage Conservation District Review:** a two year review of the Plan with recommended amendments to remove administrative red tape on minor approvals
- **Site Plan Control Bylaw:** a repeal and replacement of the original policy to introduce more applications for minor review and introduce a formal amendment and red line amendment process.
- **Delegated Authority:** developed two separate bylaws to delegate additional authority to the Director of Planning and CBO in order to streamline application approval of administrative functions.

- **Parking Study:** Conducted an inventory and field investigation to determine the credibility of concerns associated with the downtown parking service and recommended areas for enhancement and improvement.
- **Municipal Cannabis Policy Statement:** Conducted a public survey and draft policies associated with the review and screening of retail cannabis applications.
- **COP Amendment 21:** Finalized the review and policy development of the Consistency and Conformity Review of the Community Official Plan (approved by County Council on December 4, 2019)
- **Telecommunications Policy:** Following the review of a proposed telecommunications tower on Water Street (Almonte Ward), staff brought forward a policy pertaining to the review and circulation of future applications to ensure that the public has knowledge and clear and concise information regarding applications.
- **Land Sale Bylaw:** a repeal and replacement of the former policy in order to clearly establish different processes for viable and non-viable land assets as well as establish an inventory of “surplus land” available for disposition.
- **Affordable Housing Policy:** began research and inventory of rented and owned housing in the community and developed a network of stakeholders working within the community. Work to be completed in 2020.

SUMMARY:

The Planning Department has had an unusually busy year which can be seen in the 47% increase in departmental revenue. Staff anticipate that 2020 will be similarly paced with the exception of Subdivision Registrations which we anticipate will mirror 2018 numbers.

Policy development in 2020 is anticipated to update or introduce the following documents:

- Community Official Plan Amendment 22 (Settlement Boundary Expansion)
- Zoning Bylaw Housekeeping Amendment
- Clean Yards / Property Standards Bylaws *drafted*
- Density Bonusing Policy
- Vexatious Complaint Policy
- Secondary Unit Policy and Zoning Amendment
- Affordable Housing Policy
- Environmental Impact Statements Policy *drafted*
- Public Consultation Strategy for Planning Applications
- Secondary Growth Plan for the Village of Pakenham

All of which is respectfully submitted,


 Niki Dwyer
 Director of Planning


 Ken Kelly
 Chief Administrative Officer

Attachments:

Appendix A – Activity Report

Appendix A – Activity Report:

	2017	2018	2019	Percent Change from Year Prior
Official Plan Amendment	0	2	2	0%
Zoning Amendment	10	12	17	29%
Minor Variance	10	20	27	26%
Site Plan Control	12	14	24	42%
Subdivision Registration (lots)	407 (Riverfront) 55 (Mill Run)	0 (Riverfront) 31 (Mill Run)	436 (Riverfront) 70 (Mill Run)	94%
Subdivision Extension/Red Line	2	3	1	-200%
Consent	16	11	28	61%
Part Lot Control	11	5	21	76%
Miscellaneous Agreements	4	2	7	71%
Heritage Designations/Alterations	1	0	8	100%
Land Sales	7	6	2	-200%
Lifting of Reserves	2	0	2	200%
LPAT Applications	1	2	3*	33%
Revenue	\$90,150	\$82,050	\$154,773	47%

*The Municipality received 6 applications of appeal, 3 of which have not been accepted by the Tribunal as complete records.

2019 Consent Applications by Ward:

	Almonte	Ramsay	Pakenham
Rural Areas	0	7	5
Rural Settlement Areas	0	4	0
Settlement Areas	12	0	1

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 17, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: **ZONING BY-LAW AMENDMENT Z-15-19**
Part Lot 48, 115 and 116 PLAN 248 Being Parts 1 and 2 on
Reference Plan 27R-11130
Ramsay Ward, Municipality of Mississippi Mills

KNOWN AS: 102 Gemmill Street (PIN 05085-0308)

OWNER: Michael McGarry (Diana Jackson)

RECOMMENDATION:

THAT Council approve the Zoning By-law Amendment to change the zoning on the lands known Municipally as 102 Gemmill Street, Ramsay Ward, Mississippi Mills from “Development” (D) to “Residential First Density” (R1).

BACKGROUND:

The applicant, Michael McGarry, is purchasing the recently severed lands known municipally as 102 Gemmill Street in the Village of Clayton, from Diana Jackson (owner). Mr. McGarry intends to build a single detached dwelling with a detached garage on a portion of the site while leaving the majority of the lands as undisturbed landscaped area.

The parcel was severed by Ms. Jackson in 2017, at which time it was noted by staff that the property would need to be rezoned prior to development. The severance review also noted that the infill development would be required to complete Site Plan Control prior to building permit approval.

The zoning amendment application marks the midway point in the files review and is required prior to the filing of the Site Plan application.

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from “Development” (D) to “Residential First Density (R1)” to permit the construction of a single detached dwelling on the lands. The application was previously subject to approval for a Consent Application in accordance with Section 51 of the Planning Act. The consent application has been finalized and registered but includes a covenant that the lands be rezoned to an appropriate zone to accommodate the development.

Figure 1 – Site Context (2014):



DESCRIPTION OF SUBJECT LANDS

The subject land represents an area of approximately 1.2ha with approximately 32.81m of frontage on Gemmill Street in Clayton. The property is within the Settlement Area for the Village of Clayton and has been vacant land for many years. The owner of the land, Diana Jackson, applied to sever the land to recognize two holdings, one being the subject land fronting on Gemmill Street, and the retained parcel with frontage on Bellamy Mills Road. There are no present plans for the development of the retained lands, which partially exist outside of the Clayton Settlement Boundary and thereby constitute Rural lands.

A stream/creek does bisect the property. However, said water feature has been identified as wet for less than nine (9) months of the year which reduces the required setback for development from 30m to 15m. Unevaluated wetlands are present to the north of the retained lands, but do not provide concern as it falls well outside the boundaries of the subject lands.

SERVICING & INFRASTRUCTURE

The subject property is vacant; thus, it is not serviced. Applications for permits for a private septic system and well will be required by the applicant prior to development. An entrance permit from Gemmill Street has pre-emptively been approved by the Public Works Department for the subject lands.

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 comments received.

Fire Chief: No comments received.

Director of Roads and Public Works: No concerns or objections.

Recreation Coordinator: No concerns or objections.

FROM EXTERNAL AGENCY CIRCULATION

Comments were received from Enbridge Gas indicating no objection to the application, and confirmation from the Mississippi Valley Conservation Authority that they had no concerns related to the rezoning application.

FROM THE PUBLIC

The Municipality received a letter from residents at 100 Gemmill Street voicing support for the application. A copy of the comments is attached for reference.

The Municipality held a Public Meeting on December 3, 2019 to provide an opportunity for the public to comment on the application. During the public meeting, the only resident to speak was Mr. Steve Maynard. Mr. Maynard additionally provided a summary of his verbal comments in writing by email. A copy of his comments are attached for reference. Staff also received an identical copy of Mr. Maynard's comments to staff from Ms. Marion MacDonald.

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.

The PPS encourages Municipalities to manage and direct land use activities in healthy, livable and safe communities by promoting efficient development patterns and accommodate an appropriate range and mix of residential housing types (Policy 1.1.1).

Growth and development shall be focused in Settlement Areas where land use patterns are appropriate for and efficiently use land and infrastructure available (Policy 1.1.3.2). Development should promote intensification and compact forms which avoid or mitigate risk to public health and safety (Policy 1.1.3.4).

- 1.1.3.2 *Land use patterns within settlement areas shall be based on:*
- a) *densities and a mix of land uses which:*
 - 1. *efficiently use land and resources;*
 - 2. *are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*

3. *minimize negative impacts to air quality and climate change, and promote energy efficiency;*

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Rural Settlement Area and Village”. The designation permits low density residential and accessory uses. A small corner of the land is shown presently as “Rural”, however this has been rounded out in the Rural Land Use Schedule approved by Official Plan Amendment No. 21. It is anticipated that all development will occur within the “Rural Settlement Area and Village” designation and as such the “Rural” policies have not been evaluated as part of this report.

Section 3.4.1 of the COP contains various objectives intended to implement the goal of preserving the general character and individual identity of each rural settlement area or village. The following provides an analysis of the proposal against relevant objectives:

- (1) *Ensure that the established pattern of development is continued;*

The surrounding residential area has a relatively inconsistent lot fabric, made up of many regular- and irregular-shaped lots and having a fair range of lot sizes. The new subject land will be more compatible than the previous oversized lot and will improve the lot fabric in the area by offering more consistency in terms of lot sizes and lot configurations along Gemmill Street.

Section 3.6.7 of the COP contains specific policies regarding infill development. The following provides an analysis of the proposal against these policies:

3.6.7.1 The Town shall give priority to the infilling of existing residential areas as a means of efficiently meeting anticipated housing demand. 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.

As the proposal is for the creation of one (1) additional residential lot within an existing rural residential neighbourhood, the infilling is considered small scale and conforms to the above-noted policy.

3.6.7.2 Infilling development proposals in existing residential neighbourhoods should be in character with the surrounding building form and setbacks of existing development in an effort to blend in with the residential neighbourhood. Specific design policies for infill development are found in the design section of this Plan.

The proposed rezoning represents low density residential development, which would be compatible with the low-density residential character of the area. The lot is sufficient in size to offer an adequate building envelope to ensure adequate setbacks from existing development and watercourses.

Comments received at the Public Meeting, and in subsequent emails, expressed concern that the submission of information by the applicant did not comply with

requirements of the Community Official Plan to detail a Landscaping Plan identifying natural features and significant trees during the construction period. As this application is one in a series of three steps, the landscaping plan from the original consent application was deemed to be sufficient to meet the needs of the Zoning Amendment Review.

Once the application advances to Site Plan Control review, a comprehensive landscaping plan showing detailed listings of existing and supplemental plantings is required.

Following the Public Meeting, the applicant and owner met with Mr. Maynard to discuss his concerns. Having no better clarity as to the nature of Mr. Maynard's objection, the applicant deemed it amenable to simply pre-submit the Site Plan landscaping plan for the record.

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 Development zone is intended to limit the use of the property to existing uses (vacant land) until such time as the land can be infilled or developed. This may include analyzing the appropriate size, shape, access points, setbacks and capacity of said lands prior to the approval of a change of use. The analysis of the majority of these characteristics was undertaken during the consent approval and no objections or concerns were raised by the Municipality, Conservation Authority or County of Lanark.

Figure 3 – Zoning By-law #11-83



The majority of the adjacent lands are zoned “Residential First Density” (R1) with the exception of lands outside the Settlement Boundary which was designated “Rural” or “Limited Service Residential” (LSR) in accordance with the corresponding Official Plan Designation.

The application does not suggest that any variances are required to the provisions of the R1 zone, and as a result, the construction of the new dwelling would be expected to conform to the following provisions:

Provisions	No Municipal Water or Sewer
Lot Area, Minimum (m ²)	2000 (c)
Lot Frontage, Minimum (m)	30
Front Yard, Minimum (m)	7.5
Side Yard, Minimum (m)	3 (d)
Exterior Side Yard, Minimum (m)	7.5
Rear Yard, Minimum (m)	10
Building Height, Maximum (m)	9
Lot Coverage, Maximum	30%
Floor Area, Minimum (m ²)	75

SUMMARY:

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

As there are no outstanding or unaddressed comments and concerns raised by members of the public, staff are satisfied that the proposal will not result in negative impacts within the local community.

Following the approval of the Zoning Amendment Application, staff will work collaboratively with the applicant to submit and review the applicable Site Plan Control application prior to the filing of Building Permits.

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP MA BES
Director of Planning



Ken Kelly
Chief Administrative Officer

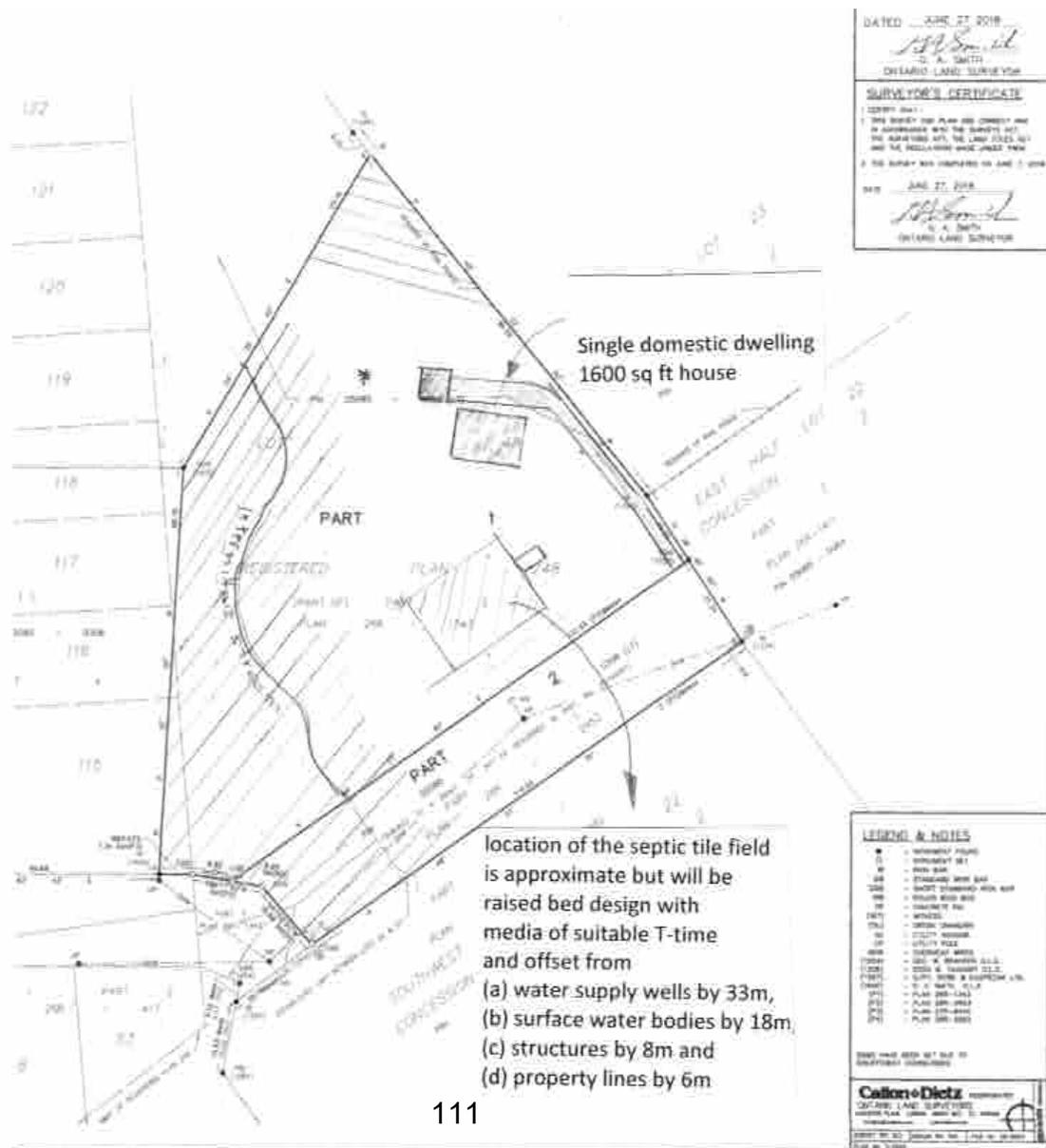
ATTACHMENTS:

Appendix A – Landscape Plan (provided by applicant)
Appendix B – Comments Received

Appendix A – Landscape Plan (provided by applicant)
102 Gemmill Street, Clayton Landscaping Plan

The following description of landscaping of the 1.2 ha plot at 102 Gemmill Street serves to support the application for its rezoning from Development to R1. Reference is made to the attached plan illustrating locations of the following.

1. The natural beauty of the forested plot being will be kept by maintaining the trees beside and to the west of the small creek. At least 150 significant healthy trees (pine, maple and/or birch of minimum 4-inch diameter trunk) will not be removed. Further, at least 15 trees of similar size and type will be left undisturbed in the Northern corner of the plot. These are illustrated by shading in the attached plan. Similarly, all vegetation within 15 meters of the creek will be left in its natural state and not disturbed.
2. Other significant items of development are shown on the plan being
 - a. A one lane unpaved driveway alongside the NE boundary
 - b. A septic tile field and tank located alongside the southern boundary as shown
 - c. A single dwelling (approx. 1600 sq ft) and garage (approx., 450 sq ft)
 - d. A well (identified by an asterisk on the plan) located to the west of the garage



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 17, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: **Bylaw Service Contract**

RECOMMENDATION:

THAT Council authorize a twelve (12) month extension of the existing contract with Municipal Law Enforcement Services (MLES) to provide the following Bylaw Enforcement Services to the Municipality: animal control; parking enforcement; and bylaw enforcement;

AND THAT the Mayor and Clerk be authorized to execute any required contraction agreements to grant the extension;

AND THAT Council authorize staff to investigate service efficiencies and improvements to Bylaw Enforcement Services as part of the municipal wide Service Delivery Review in 2020.

BACKGROUND:

The Municipality began using Municipal Law Enforcement Services (MLES) as early as 2008 for bylaw enforcement functions within the Municipality of Mississippi Mills. In 2018, Council authorized the execution of a two (2) year contract with MLES to provide enforcement services to the Municipality for matters related to animal control, parking enforcement and general bylaw enforcement. The contract is scheduled to terminate on December 31, 2019.

The intention of the contract was to enable the Municipality to hand off the administration and enforcement of the service to the third-party contractor. MLES manage the tracking and response to complaints, enforcement of bylaws, attendance at provincial offences court and manage the administration of Provincial Offences Act ticketing. All tools, equipment and labour (direct or indirect) are the responsibility of MLES.

Contracted services were retained for up to 15 hours per week for general bylaw and parking enforcement. Animal control would be dealt with separately.

Monthly and annual reporting would be provided to the Municipality to identify activities by subcategory (bylaw being enforced).

In addition to the contract for MLES, the Municipality appoints Building Officials and Inspectors as “Bylaw Enforcement Officers” for the purpose of enforcing Building Code violations (include Property Standards Bylaws).

Over the past two years, it was noted that staff spent significant time managing, tracking and administering Bylaw Services. The Chief Building Official (CBO) inadvertently became the in-house contact for Bylaw inquiries and complaints, which he then provided to the service provider for investigation. In 2018, the CBO documented 380.75 hours of bylaw enforcement activity. This involvement detracted from the CBO’s capacity to perform core Building functions within the department which added additional stresses on the Inspectors.

The pressure on the CBO to act as an in-house contact for inquiries and complaints appeared to stem from the following feedback from residents:

- When inquiries were directed to MLES by telephone, residents could not connect directly with an individual, they could only leave a voice message;
- Following the submission of an inquiry, residents noted that they did not receive confirmation of the receipt of the message or follow up regarding the complaint;
- Inquiries directed to MLES by email were sent to a Gmail account which was perceived to diminish the credibility of the service provided;
- Inquiries and complaints are frequently made by in-person drop-ins at the Municipal Office, where residents are looking to speak to a staff member directly.

In addition to administrative functions provided by the CBO, numerous other front-line staff (receptionist, administrative assistants, Clerk, and Directors) saw an increased involvement in facilitating the service delivery. These hours remained uncharted and cannot be accurately estimated at this time.

EVALUATION

In response to informal complaints received from members of the public respecting the level of service received from the Bylaw provider, staff undertook an in-house organizational change in August 2019 to better serve residents:

- Re-allocated the Bylaw service from the Clerk’s Office to the Planning and Building Department (reporting to the Director of Planning);
- Replaced MLES contact information on the public interface with a staff extension and bylaw@mississippimills.ca email address;
- Introduced a Bylaw function to the Planning and Building Clerk (PBC) portfolio. This position is now responsible for the following:
 - o Receipt and monitoring of complaints by telephone, email or in-person;
 - o Internal tracking of all complaints received from residents;
 - o Triage of received complaints to determine appropriate action:
 - PBC may contact the property owner/tenant directly to seek voluntary compliance;
 - PBC contacts internal staff to confirm appropriateness of enforcement;
 - PBC forwards complaint to MLES for action (investigation and enforcement)
 - o Follow up with initial complainant to advise of file status or actions taken;
 - o Track activity and file closure as appropriate.

Since the re-organization of internal resources to respond to service level concerns, staff have not received any formal or informal complaints resulting from the delivery of service.

Staff continue to correspond directly to MLES on a daily basis to ensure files are responded to promptly and that copies of information or documentation produced by MLES is provided to the Municipality for record keeping.

In an effort to further standardize information sharing, staff will be launching an internal GIS platform in January 2020 to serve as a live-updating records management platform which can be accessed by staff and the service provider alike.

Staff will also be introducing a Vexatious Complaints Policy in 2020 to provide guidance and scope to the investigation of frivolous complaints between combative neighbours.

FINANCIAL IMPLICATIONS

The current MLES contract for bylaw enforcement service is budgeted at \$35,000.00/year with an additional \$26,000.00/year for animal control (including pound space).

Both contracts include 24/7 service which is required in order to enforce Winter Parking restrictions, Animal Control and the Noise Bylaw.

MLES is responsible for all costs associated with fleet vehicles, mileage (both within the Municipality or travel to PO Court), insurance, administrative overhead, and staff remuneration.

Additional internal costs to administer the service now include 0.5 FTE of the Building and Planning Clerk.

The 2020 Budget has been drafted to accommodate the level of service described in the Evaluation above.

ALTERNATIVES

While bylaw enforcement is a standard service offering of lower tier municipalities, there are several available options for delivering the service. In a review of Municipality's in the Lanark County, staff concluded the following:

Municipality	In-house	Contract service	Budget for Service
Carleton Place	1 FTE @ 36.25 hr/wk and 2 PTE @25hr/wk	Animal control contracted to MLES	\$238,333.33
Perth	Internal enforcement of misc. bylaw by staff; 15% of directors time for management of service	Parking contracted to 3Sixty Security Animal control contract to individual	\$136,000.00*
Smiths Falls	Internal staff	Contract enforcement	\$95,268*

	supervise (5-10 hr/wk) / admin process POA (3.5-5 hr/wk)	for animal control/parking and enforcement to Frontenac Municipal Law Enforcement	
Mississippi Mills	0.5 FTE to administer	Contract enforcement for parking/animal control/enforcement	\$129,850.00

*Budget for contract service only

MLES is the principal service provider for White Water, McNab Breaside, Renfrew, Arnprior, Greater Madawaska and Horton Townships. Service levels in Renfrew and Arnprior include full-time bylaw officers in-house in a turn-key delivery option.

Staff continue to monitor the impact of the service delivery changes made in August, 2019 and suggest a continuation of the trial period until the end of 2020. This timeline allows for an 18-month window of enhanced service delivery monitoring to identify if the quality of service has improved and will provide opportunity for the Municipality to undertake a corporate Service Delivery Review to determine further efficiencies or alternative delivery models would be more sustainable. The Service Delivery Review will likely conclude by summer 2020 and this will allow six (6) months to plan and implement any recommended changes.

CONCLUSION:

Based on a survey of local communities and a cursory review of the budgeted value for service in each community it appears that the Municipality is receiving a reasonable level of service given the cost. At this time, staff do not propose to make any changes to the service level or contract to MLES and will continue to operate under the recently amended organization structure to deliver the service.

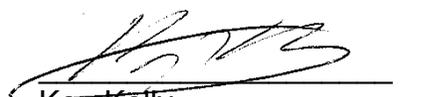
As the contract for MLES service is expiring on December 31, 2019, staff request that Council authorize a twelve (12) month extension to permit a more robust Service Delivery Review in 2020 prior to determining an appropriate long-term course of action.

Should Council choose not to renew the contract for service, the Municipality will find itself without reliable enforcement service effective January 1, 2020. If this is the case, staff request Council provide direction on how the vacancy should be filled or if enforcement services are to cease.

All of which is respectfully submitted by,

Reviewed by,


 Niki Dwyer MCIP RPP
 Director of Planning


 Ken Kelly
 Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

STAFF REPORT

DATE: December 17, 2019
TO: Committee of the Whole
FROM Rhonda Whitmarsh, Treasurer
SUBJECT: 2020 Municipal Grants

RECOMMENDATION:

THAT Council approve the following 2020 municipal grants:

Applicant	Recommended Funding for 2020
North Lanark Agricultural Society	\$5,000.00
Royal Canadian Legion Pipe Band	\$3,000.00
Old Home Week	\$2,500.00
Almonte Fish & Game Association	\$4,100.00
Almonte in Concert	\$1,750.00
Mississippi Lakes Association	\$500.00
Almonte Celfest Society	\$2,500.00
North Lanark Highland Games	\$2,500.00
Pakenham Civitan Club	\$1,500.00
Total	\$23,350.00

BACKGROUND:

Each year funds are allocated in the budget for grants to community groups and various organizations under the municipal grant program (Attachment 1). The 2020 draft budget includes \$32,500.00 for this program. The municipal grant submissions for 2020 were due on December 2, 2019.

DISCUSSION:

Attachment 2 provides a summary of the municipal grant applications including the recommended funding for 2020 and the rationale for the allocation. The total amount recommended for distribution to the organizations is \$23,350.00. There were a total of 15 applications received of which 2 (Clayton Recreation Club and Union Hall Community Centre) are now eligible for a rural recreation grant which has been included separately in the 2020 Parks and Recreation budget and were therefore not considered

for a municipal grant. There were also 3 groups that historically apply for funding that did not submit an application for a 2020 grant. As well, 4 applications were deemed to be ineligible for funding under this program.

FINANCIAL IMPLICATIONS:

There are no further financial implications as the amount of \$32,500.00 has been included in the 2020 draft budget for this program. Any surplus funds not distributed under this program in 2020 could be set aside in reserves to offset future municipal grant applications or could be reallocated in 2020 should Council wish to provide financial support to other organizations that come forward during the year that fall outside the parameters of the municipal grant program.

SUMMARY:

The proposed 2020 municipal grant allocations are being presented for Council's consideration.

Respectfully submitted,


Rhonda Whitmarsh,
Treasurer

Reviewed by,


Ken Kelly,
Chief Administrative Officer

Attachments:

1. Municipal Grant Program
2. Proposed 2020 Municipal Grant Allocations

Attachment 1

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

POLICY ON MUNICIPAL GRANTS

A. OBJECTIVE

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

B. PURPOSE

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

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

C CRITERIA

1. ELIGIBILITY TO APPLY FOR A MUNICIPAL GRANT

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

- a. A not for profit organization that meets the criteria established in Chapter 4 "Eligibility Requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario. See Sections 2.1.0 -2.1.5 and Sections 2.3.0 – 2.3.1 attached. A registered charity meets these criteria.
- b. Is located in the Municipality of Mississippi Mills

- c. Provides without discrimination a recreation, cultural or community service to a significant proportion of Municipality citizens that the Municipality does not otherwise provide.
- d. Has demonstrated revenue-generating capability to sustain the service or event on its own.
- e. Requires municipal funding participation to support a federal or provincial grant application.
- f. Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.

2. **GRANTS / CONDITIONAL GRANTS**

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

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

- a. Start-up funds for a new community event or festival.
 - *Start-up funds may be provided, on a ONE TIME basis only, to assist in the initial costs for providing the community with a new community event or festival.*
- b. Sponsorship funds for established community events or festivals.
 - *Sponsorship funds may be given to organizations provided that Council acknowledges that the municipality is obtaining an economic benefit for funds given.*
 - *Depending on the monetary success of the event, Council may determine that the sponsorship funding or portion thereof be repaid or be carried forward to a subsequent year.*
- c. Funding may be provided to organizations that provide a service or engage in a community festival in partnership with the Municipality.
- d. Funding may be provided to maintain and/or operate private structures or properties that are used for the benefit of the community.
 - *Funding may be provided to organizations to offset operating costs such as taxes and insurance for private*

structures and properties if Council acknowledges that those facilities are used for the benefit of the community.

- e. Funding to support Federal or Provincial Government grant application requirements.
 - *Funding may be provided to assist organizations in obtaining defined Federal or Provincial Government grants when these government bodies require that the municipality participate in the funding of an event or festival and where Council deems that the purpose of the event or festival provides an economic benefit to the community.*

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

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

- a. Social assistance services that are provided by other government agencies or not for profit organizations.
- b. Travel expenses for members of an organization.
- c. Uniforms
- d. Play structures that are to be constructed on non-municipal property.
- e. Rental Fee Waivers
- f. Sponsorship of athletic endeavours (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- g. Individuals
- h. For-profit organizations
- i. Organizations with political affiliations
- j. Organizations serving as funding sources for others, e.g. Services clubs unless they are applying for funding for community festivals (per Resolution 7-15)
- k. Faith organizations where services/activities include the promotion and/or required adherence to a faith.
- l. Hospitals, clinic-based services or medical treatment programs.
- m. Fundraising Events.
- n. School boards, primary and secondary schools, post secondary institutions.
- o. Programs with legislated mandates of other governments.
- p. Provincial/national organizations unless a local chapter exists to service the residents of Mississippi Mills.
- q. Organizations receiving greater than 50% funding from senior levels of government.

- r. Organizations that conduct the majority of their activities outside the Municipality.
- s. Costs for major capital equipment/renovations and financing of deficits.
- t. Any grant requests from organizations that do not submit the required reporting information for a previous year's grant in accordance with Section C of this policy.
- u. Incorporation costs or Director's Liability insurance costs
- v. Museums

4. **FUNDING LIMITS**

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

5. **APPLICATION PROCESS**

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

- a. Prior to considering any request for a grant or sponsorship, Council shall require the following from the organization:
 - *a completed Municipal Grant Application Form detailing the proposed commitment from the Municipality.*
 - *financial statements which shall include an income statement and a balance sheet from the previous event or fiscal year (and the most up to date available month end financial statements in the year of application)*
 - *a detailed budget for the upcoming fiscal year or event*
 - *information pertaining to the evaluation criteria and expected outcomes*
 - *The applicant will provide one (1) copy of the application form and supporting documents to the Municipality. An electronic copy is acceptable.*

- b. The Municipality reserves the right to request supplementary information in support of the application.
- c. Requests for Municipal Grant funding shall be received by the Municipality no later than November 30th of each calendar year.
- d. If the above information is not submitted by the November 30th deadline, applications will be returned and not considered by Council.

6. **CONSIDERATION**

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

C REPORTING

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

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

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

**Municipality of Mississippi Mills
2020 Municipal Grant Analysis**

Name of Organization	2020 Request	2019 Grant	2018 Grant	Planned use of funds	Years in Existence	# of Members	# of attendees/participants	Target Population	2020 Budget	Balance of Investments (other than operating funds)	2019 Profit/Loss	Anticipated Outcomes	Recommended funding for 2020	2020 Grant Allocation and reasons for support
North Lanark Agricultural Society	5,000	5,000	5,000	Expanding local entertainment, promote more education of agriculture.	160	50	3,500 paid admissions	All age groups	113,700	None	NLAS- Profit of \$35,362, Fair Profit of \$6,848	Investments in local entertainment, increased education of agriculture will attract visitors and encourage them to return in the future	5,000	Attracts visitors to the community and provides entertainment, education and various events for all age groups to participate in. Increase in funding in previous years went towards painting and upgrading facilities.
Carleton Place Water Dragons (operate out of CP pool)	5,000	N/A	N/A	Publicity, new website, promotional materials-signs/banners	unknown	8	Currently 70 swimmers both competitive and non-competitive. 40% are MM residents	All ages and abilities	127,700	None	unknown	To continue to grow the sport and attract new swimmers	0	Consider support through the Recreation budget or through discussions around Recreation Cost Sharing
Royal Canadian Legion Pipe Band	5,000	N/A	N/A	To purchase teaching materials and performance materials for band members	less than 1 year	51	Goal is to have a 28 member street band and 16 member concert band to attend community festival and events	All ages and abilities	35,110	None	N/A	Promote traditional Scottish music and heritage. Celebrate this heritage in the community through various activities and events. Partner with other organizations. Develop musicians and provide mentorship	3,000	Provides entertainment at various community events for all age groups. Has partnered with other organizations for support. Promotes the local culture of Mississippi Mills.
Almonte Fish & Game Association	5,000	2,500	N/A	Design and Construct a covered picnic area at Blakeney Park	15	230	Available to whole community	All age groups	4,100	None	None	Improved facilities at the park will attract visitors to the area. Promotes partnerships with local businesses	4,100	Provides residents with a park to enjoy. This group consistently provides in kind support to the municipality in the Blakeney area for items such as mulching of paths and minor bridge maintenance. 2019 funding was used to complete the concrete pad for the covered picnic area
Almonte in Concert	5,000	1,750	1,750	Expenses related to 2020/2021 concert series	40	12	934 paid attendees	All age groups	54,200	None	Profit of 4,979	Expand activities to develop a wider audience, contribute to life long education to which music is integral, create a distinct identity and strengthen its brand	1,750	Promotes Canadian and International artists and provides a cultural contribution that is available to all residents of MM
Mississippi Lakes Association	500	500	N/A	Awareness and protection of Mississippi Lake and its ecosystems, navigational hazards, bouy maintenance and replacement, etc.	75	600	1,200	All age groups	16,250	None	Profit of \$7,204	Improve Mississippi Lake water quality, improve boater safety and improve awareness of ecological and economic issues affecting the region	500	The Group provides a service not provided by any other organization in the Community to protect the waterways and the residents of Mississippi Mills who live around Mississippi Lake.
Almonte Celtfest	5,000	2,500	2,500	2020 Festival Costs including increased programming. Use funding to leverage other funding opportunities at Provincial and Federal levels	23	11	Approx. 9,800 attendees	All age groups	68,700	None	Profit of \$10,307	Continue to attract visitors to the community and promote MM as a place to live, work and enjoy including a youth showcase	2,500	Provides a cultural contribution to MM and attracts visitors to the community. The festival is available for all residents to enjoy. Provides volunteers to set up and take down the stage for MM's Canada Day activities

					Years in	# of	# of	Target	2020	Balance	2019	Anticipated	Recommended	2020 Grant Allocation
Name of Organization	2020 Request	2019 Grant	2018 Grant	Planned use of funds	Existence	Members	Attendees/participants	Population	Budget	of Investments (other than operating funds)	Profit/Loss	Outcomes	funding for 2020	and reasons for support
North Lanark Highland Games	5,000	2,500	2,500	Publicity and promotional materials	37	10	1,700-2,500	All age groups	64,400	None	Loss of \$372	Continue to celebrate and promote the Scottish heritage of MM and the surrounding region. Promote tourism and attract visitors to the community and increase awareness of what is available in MM.	2,500	Attracts a large number of visitors to MM. Provides a cultural contribution as well as economic benefits and publicity to the municipality. The event is available to all residents to enjoy
Clayton Recreation Club	To be funded from Rural Recreation Grant	4,500	5,000											
Union Hall Community Centre	To be funded from Rural Recreation Grant	3,000	1,700											
Pakenham Civitan Club	2,500	1,500	1,500	2020 Frost Festival	13	35	1,000	All age groups	14,930	None	Loss of \$15,605	Enjoy and celebrate winter and continue a long standing tradition in Pakenham	1,500	Continues to provide the community with a long standing festival. Available to all residents of MM and all age groups.
Community Justice	5,000	N/A	N/A	Provides Court diversion services. Funding would be for 2 adult cases	19	22	11 adult forums/cases; 2 in Mississippi Mills	Adults	142,700	None	Loss of \$14,972	Reduce policing/court costs, repair relationships	0	Social Service not eligible under Municipal Grant program. Serve all of Lanark County. Funding comes from Province and United Way, Lions Club, Rotary Club etc. and in-kind support
Home Hospice North Lanark	4,000	N/A	N/A	Community Education, Recruit volunteers and identify resources to residents	unknown	unknown	unknown	Support for terminally ill	4,000	None	Profit of \$27,795	Application is incomplete. Could not evaluate	0	The organization is ineligible under the municipal grant program as it provides a social service.
Old Home Week	5,000	N/A	N/A	Arena and hall rentals, ball diamond rentals, hire bands and provide a family barbeque	unknown	unknown	1,000	All age groups	9,700	Event has been supported entirely by volunteers. No financial information available	No financial information available as was previously supported by volunteers	To provide an event that brings together family and friends in the community	2,500	Provides various attractions and entertainment for families in the community. Open to all age groups. Has partnered with other organizations for support.
Lanark Animal Welfare Society (Laws)	4,700	N/A	N/A	Vet bills to spay and neuter shelter animals and SNAP program pets	33	40	unknown	Support for pets	36,200	None	Profit of 103,154	Reduce the number of unwanted animals in the Community	0	The organization is ineligible under the municipal grant program. Support should be reviewed when a review of Animal Control services is conducted by the Municipality.
Community Justice	4,500	N/A	N/A	To extend the existing program over the winter months of 2020. Funds to cover a volunteer honorarium and provide first aid training	Health Unit 72 years	19	19 Students registered but continues to grow	School Age Children	4,500	None	Volunteer Program	Recruit walking school bus leaders for 5 days a week	0	This organization is ineligible under the municipal grant program. The Municipality will be providing a Crossing Guard for the 2020 school year. Volunteers for the Walking School bus program could be invited to attend first aid training when offered by the Municipality
											TOTAL	23,350		

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 17, 2019
TO: Committee of the Whole
FROM: Jeanne Harfield, Acting Clerk
SUBJECT: Final Procedural By-law

RECOMMENDATION:

THAT Council pass a bylaw to repeal and replace the current Procedural By-law.

BACKGROUND:

The current Procedural By-law was approved in 2017. Council directed staff to bring forward a fulsome review of the existing Procedural by-law in order to reflect best and existing practices and to amend certain sections. A draft by-law was presented to Council on December 3, 2019.

DISCUSSION:

Following the December 3rd Council meeting, staff made further amendments to the Draft Procedural By-law such as the removal of the Open Forum section, formatting and other minor edits. As a follow-up to removing the open forum section, staff will be bringing forward a report in February outlining various public engagement strategies and opportunities for Council's consideration.

Based on the direction provided by Council, the updated draft Procedural By-law was reviewed by the Municipal solicitor. Staff is recommending that Council pass the new Procedural By-law in order for the by-law to be in place by the first meeting in January.

FINANCIAL IMPLICATIONS:

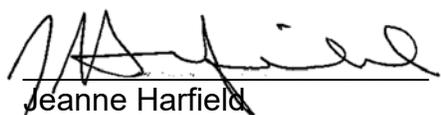
There are no financial implications with this report.

CONCLUSION:

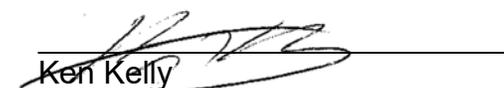
Staff has undertaken a comprehensive review and rewrite of the Procedural By-law. Council has provided direction and reviewed drafts of the by-law. The draft by-law was also reviewed by the municipal solicitor. Staff is recommending that Council pass the Procedural By-law in its current form.

All of which is respectfully submitted,

Approved by,


Jeanne Harfield
Acting Clerk

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Ken Kelly
Chief Administrative Officer

OFFICE OF THE MAYOR

Mayor Christa Lowry



December 17, 2019

Christmas Weekend in Mississippi Mills

Light Up the Night and the Almonte and Pakenham Santa Claus parades were another huge success this year! We had an amazing crowd at Light Up the Night on Friday December 6th and it was great having Wayne Rostad co-host, even though he did go off-script and made me sing on stage! The Santa Claus Parades in Pakenham on December 7th and Almonte on December 8th had good weather, big crowds and lots of floats this year.

These three events could not happen without the support of volunteers and community organizations as well as the businesses, churches, clubs and groups who enter floats in the parades. Thank you to the Light Up the Night Committee and in particular to volunteers extraordinaire, Gavin Donnelly and Don Wiley.

Mississippi Mills certainly knows how to celebrate community and Christmas spirit. These three days of celebrations were fantastic and thanks to everyone who made it happen!

On behalf of Council and Staff, I'd like to wish everyone a very Merry Christmas, a joyful holiday season and a happy and healthy New Year.

A handwritten signature in black ink, appearing to read "Christa Lowry".

Christa Lowry
Mayor of Mississippi Mills

Here are the highlights from the regular Lanark County Council meetings held Wednesday, Dec. 4 and 11.

- **Parking Changes for Portion of County Road 29 North:** Council has approved a by-law for a no parking, standing or stopping zone on County Road 29 North in Pakenham. The zone is located on the west and east sides of the road from 25 metres north and south of Waba Road, 25 metres north and south of Elizabeth Street and 25 metres north and south of Jeanie Street. Restrictions set in previous by-laws will be replaced with these new ones. A report to the public works committee last month indicated the county recently installed two new pedestrian crossovers on County Road 29 North, and the new controls are needed to provide for the safe movement of traffic and pedestrians. Additional line painting depicting the zones will be added by the Municipality of Mississippi Mills. The cost to purchase and install required signage is being accommodated within the county's public works budget. For more information, contact Janet Tysick, Public Works Business Manager, at 1-888-9-LANARK, ext. 3110.
- **Speed Limit Reduced on Section of County Road 10:** Council has approved a by-law to reduce speed to 60 km/hour on a section of County Road 10 (Franktown Road) in Beckwith Township. The reduction is located from 100 metres east of the Franktown Cemetery Road to Highway 15. A report to the public works committee last month indicated the area is designated in Beckwith Township's zoning by-law as a community development area, which is a location where a concentration of urban-type growth will be encouraged. "It is the county's practice to encourage and assist with development within these areas, where municipalities have so designated them, by reducing the speed limit on county roads within them," explained Janet Tysick, public works business manager. The report noted complaints have been received in this built-up area where the posted speed had not been reduced. A lower speed is needed due to numerous entrances and side streets to ensure the safety of all road users, Ms. Tysick noted in the report. For more information, contact Janet Tysick, Public Works Business Manager, at 1-888-9-LANARK, ext. 3110.
- **Lanark Highlands to be Highlighted at 2020 Harvest Festival:** Council has approved a request to make the Township of Lanark Highlands the host municipality at the 2020 Lanark County Harvest Festival. The annual festival takes place at Beckwith Park and each year features a different host municipality. This year Lanark Highlands is celebrating its 200th anniversary. Be sure to check out the festival on Sunday, Sept. 13, 2020 from 11 a.m. to 4 p.m. Details can be found at <https://lanarkcountytourism.com/harvestfestival/>. Admission is free! For more information, contact Marie White, Tourism Manager, at 1-888-9-LANARK, ext. 1530.
- **Upcoming Meetings: County Council, Wednesday, Jan. 8, 5 p.m.;** Community Services, Jan. 8 (following County Council); Services, Jan. 8 (following Community Services). **County Council, Wednesday, Jan. 22, 5 p.m.;** Public Works, Jan. 22 (following County Council); Economic Development, Jan. 22 (following Public Works). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

INFORMATION LIST #21-19 December 17, 2019

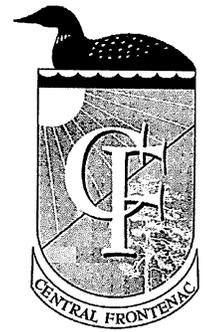
The following is a list of information items received as of December 10, 2019.

Item #	Date	Originator	* Subject	Page #
1	Nov 25, 2019	Township of Central Frontenac	Resolution re: Building Services Transformation	129
2	Nov 28, 2019	Carleton Place and District Memorial Hospital	Media Release re: Thoughtful Ten-Year-Old Cheers Patients	131
3	Dec 6, 2019	City of Stratford	Resolution re: Support of Conservation Authorities	133
4	Dec 9, 2019	The Municipality of Hastings Hidings	Resolution re: Joint and Several Liability Consultation	135

* Click on the subject name to go to the document

**CORPORATION OF THE
TOWNSHIP OF CENTRAL FRONTENAC
1084 Elizabeth Street, P.O. Box 89
Sharbot Lake, Ontario K0H 2P0**

Tel: 613-279-2935
Fax: 613-279-2422



November 25, 2019

The Honourable Doug Ford, Premier of Ontario
Room 281
Legislative Building, Queen's Park
Toronto, ON
M7A 1A1

Re: Building Services Transformation

We are pleased to advise that Council, at its November 12th, 2019 regular council meeting, passed resolution 430-2019 regarding building services transformation:

Resolution #430-2019

WHEREAS, the Province of Ontario has legislated in the Building Code Act that "the council of each municipality is responsible for the enforcement of this Act in the municipality" and "the council of each municipality shall appoint a chief building official and such inspectors as are necessary for the enforcement of this Act in the areas in which the municipality has jurisdiction";

AND WHEREAS, "the council of a municipality may pass by-laws applicable to matters for which and in the area in which the municipality has jurisdiction for the enforcement of this Act",

AND WHEREAS, the Province has asked local governments to find efficient and cost effective ways to deliver municipal services is now asking municipalities to collect a tax on their behalf to create a new Delegated Administrative Authority to deliver services that have historically been the responsibility of the Ontario Government,

AND WHEREAS, Premier Ford stated in his keynote address at the Association of Ontario Municipalities 2019 Conference, that "we can't continue throwing money at the problem (broken systems) as our predecessors did, into top-down, dig government schemes. That is neither compassionate nor sustainable",

AND WHEREAS, alternative methods of building administration and enforcement have been proposed in this consultation that remove municipal authority but not the associated liability,

THEREFORE LET IT BE RESOLVED that the Township of Central Frontenac requests that, the Province of Ontario work with the current building sector groups that, for the past fifteen years, have been working to support the Ministry of Municipal Affairs and Housing, and provide evidence based justification to municipalities that the creation of a new Delegated Administrative Authority is necessary prior to any legislative changes to the Building Code Act, with regards to building services delivery, are introduced in the Legislature nor have negative impact on municipalities,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to The Honourable Doug Ford, Premier of Ontario, The Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Associations of Municipalities of Ontario (AMO) and all Ontario Municipalities for their consideration.

Central Frontenac Council is strongly opposed of delegating administrative authority regarding the Building Code Act, with regard to building service delivery.

If you have any further questions, please feel free to contact the undersigned.

Yours truly,



Cindy Deachman
Deputy Clerk

CD/dl

cc: The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable Jim McDonnell, Parliamentary Assistant for Municipal Affairs and Housing
Associations of Municipalities of Ontario (AMO)
All Ontario Municipalities



MEDIA RELEASE

November 28, 2019

THOUGHTFUL TEN-YEAR-OLD CHEERS PATIENTS

Christmas is a month away, but Aubree Hunt has already played Santa at Carleton Place & District Memorial Hospital. She recently delivered more than a dozen pictures to patients at the Hospital. And she's just 10 years old!

It started with a get-well card for her Nana who was a patient at the Hospital. But then Aubree noticed that other patients seemed sad and might need some cheering up as well. So, she got to work.

"Aubree has always cheered people up with little cards," notes her Mom Nicole. "She asked the nurses how many patients were on the unit and then she got out her paper and markers as soon as we got home. Aubree delivered them the next day – including an extra one for Dr. Roger Drake, her Nana's physician.

Dr. Drake says he's very impressed with Aubree. "It was a touching experience for me. She wanted to be sure she didn't miss anyone."

"It made me feel really happy and I think they felt happy too," says Aubree. "Some of them were sleeping so I just left the cards by their bed. Every card was from my heart."

Thank you, Aubree!

-30-

Media Contact:

Jane Adams

Communications Lead, Carleton Place & District Memorial Hospital

613-729-4864

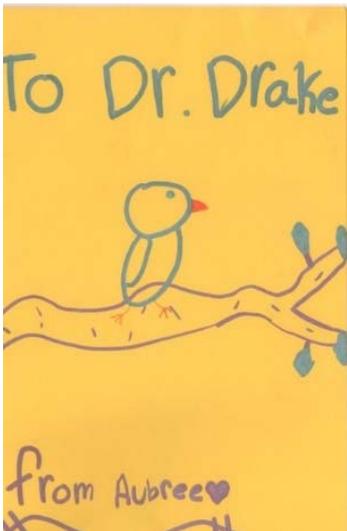
jane@brainstorm.nu



Cutline: Aubree Hunt



Cutline: Aubree's Drawing



Cutline: Card for Dr. Drake

Corporate Services

Clerk's Office

CITY of STRATFORD
City Hall, P.O. Box 818
Stratford ON N5A 6W1

519-271-0250 Ext. 237
Fax: 519-273-5041
TTY: 519-271-5241
www.stratford.ca



December 6, 2019

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr, 777 Bay St.
Toronto, ON M7A 2J3

minister.mecp@ontario.ca

Honourable Premier Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

premier@ontario.ca

Dear Premier Ford and Minister Yurek:

Re: Resolution in Support of Conservation Authorities

Stratford City Council recently adopted a resolution in support of continuation of the programs of Ontario conservation authorities and requesting the Ministry of Environment, Conservation and Parks give clear direction regarding what is considered mandatory or non-mandatory and how programs will be funded.

A copy of the resolution is attached for your consideration. We kindly request your support and endorsement.

Sincerely,

Tatiana Dafoe
Acting Clerk

Encl.
/ja

cc: MPP Erie Hardeman
MPP Randy Pettapiece
MP John Nater
Association of Municipalities of Ontario
Upper Thames River Conservation Authority
Conservation Ontario
All Ontario Municipalities



THE CORPORATION OF THE CITY OF STRATFORD
Resolution in Support of Conservation Authorities

WHEREAS the City of Stratford is committed to planning for a sustainable future for its resources and environment;

AND WHEREAS the City of Stratford is a member of the Upper Thames River Conservation Authority (UTRCA) and has a representative on the Board of Directors of the UTRCA;

AND WHEREAS the Board of Directors determines the policies, priorities and budget of the UTRCA;

AND WHEREAS the UTRCA provides the City of Stratford with expert advice on the environmental impact of land use planning proposals and that the City of Stratford does not have staff with comparable expertise or experience;

AND WHEREAS the UTRCA provides programs to the residents of Stratford and other member municipalities that include recreation, education, water quality monitoring, reduction of vegetation loss and soil erosion, preservation of species at risk, completing restoration projects on the Avon River as well as protecting life and property through a variety of measures;

THEREFORE BE IT RESOLVED:

That the City of Stratford supports continuation of the programs of the UTRCA, both mandatory and non-mandatory, and that no programs of the UTRCA or of the other Conservation Authorities in Ontario be "wound down" at this time. And that, the Ministry of Environment, Conservation and Parks give clear direction as to what programs are considered mandatory and non-mandatory and how those programs will be funded in the future;

AND THAT this resolution be forwarded to the Minister of the Environment, Conservation and Parks, Premier Doug Ford, MPP Ernie Hardeman, the Association of Municipalities of Ontario, the Upper Thames River Conservation Authority, Conservation Ontario and all Ontario municipalities.

The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1
Attention: Acting Clerk, 519-271-0250 ext 329, clerks@stratford.ca



Hastings Highlands

Beautiful By Nature

The Municipality of Hastings Highlands
P.O. Box 130, 33011 Hwy 62, Maynooth, ON K0L 2S0
613 338-2811 Ext 277 Phone
1-877-338-2818 Toll Free

December 9, 2019

VIA EMAIL

Ministry of the Attorney General
McMurtry-Scott Building
720 Bay St., 11th Floor
Toronto, ON
M7A 2S9
attorneygeneral@ontario.ca

Re: Joint and Several Liability Consultation – Town of Springwater Support

At its meeting on December 4, 2019 the Council of the Municipality of Hastings Highlands supported the Township of Springwater with the following resolution:

Resolution 774-2019

THAT Council supports the Township of Springwater in its concern for joint and several liability consultation.

cc:
Doug Ford, Premier of Ontario
Association of Ontario Municipalities (AMO)
Ontario Municipalities
Daryl Kramp, MPP, Hastings-Lennox and Addington
Derek Sloan, MP, Hastings-Lennox and Addington
Jeff Schmidt, Township of Springwater

Encl: Correspondence – Joint and Several Liability Consultation – Township of Springwater

Regards,

Suzanne Huschilt

Municipal Clerk
shuschilt@hastingshighlands.ca

September 26, 2019

Ministry of the Attorney General
McMurtry-Scott Building
720 Bay Street, 11th Floor
Toronto ON, M7A 2S9

Re: Joint and Several Liability Consultation

Please be advised that in response to your letter dated July 12, 2019, the Township of Springwater provides the following comments in regards to Joint and Several Liability.

1. Please describe the nature of the problem as you see it?

In response to the Province's request for consultation, the Township has a significant issue with Joint and Several Liability (JSL) and the impact it has on the municipality.

a. No Requirement of Proof

JSL is a tool that is used by the legal industry without any discretion to the point that this municipality feels that its use is negligent and in fact unethical. Most law suits that municipalities see are frivolous and vexations as lawyers cast their nets wide and attempt to use shotgun justice for their clients that are more than often the sole cause of a claim. A statement of claim does not require any proof that there is fault. A plaintiff only has to state who they think is involved and a significant amount of court time is spent determining who should be a party to the legal claim.

b. No Consequence for Being Wrongly Identified in a Statement of Claim

To add to this, there is no consequence that lawyers and their clients face for submitting a claim against a municipality when it is clear that a municipality is not involved. Municipalities incur significant administrative costs in managing these claims and the municipalities and their insurers pay significant costs to go through a lengthy process to prove that a claim was made in error (intentionally) only to find that a judge sees no reason to compensate a municipality for cost for incorrectly being named in a lawsuit by a plaintiff. Municipalities are seen as having deep pockets by the legal industry as well as the judicial system that makes decisions on these claims. Proof of innocence is often furnished to the plaintiff and lawyer by a municipality immediately upon notification of a pending legal action of statement of claim. This information is ignored by the plaintiff's lawyer. A plaintiff and their lawyer should have to reimburse a municipality for

all administrative and legal costs when the municipality is cleared of liability. Judges rarely compensate municipalities for being wrongly named in a legal action.

A recent example from 2019 occurred when a statement of claim was made against the Township of Springwater for an accident on a County Road (not the jurisdiction of Springwater). After legal and administrative costs totaling more than \$5,000, Springwater was dismissed from the claim. Unfortunately no costs were assigned to the plaintiff for wrongly naming Springwater in the statement of claim. The current system is broken and Springwater tax payers are left paying the bill.

2. What are the problems that you need addressed to benefit your community?

a. Ethical Standard of Due Diligence Required Before Submitting a Legal Action

Lawyer's representing plaintiff's should be required to submit documentation that provides significant research into why a claim is being made and a municipality is being named in a law suit. The claim should clearly prove authority and responsibility. The current practice of naming every party under the sun in a legal claim is negligent and unethical.

b. Frivolous and Vexatious Suits are Costing Taxpayers

The Township of Springwater is seeing a significant waste of administrative time and cost in managing legal claims against the municipality that are predominantly frivolous and vexatious due to JSL. Over the last seven years, the municipality has had 55 claims made against the municipality. These claims range from trips/falls resulting in broken eyeglasses to cases that unfortunately involve loss of life. The Township has no problem dealing with claims that the municipality is responsible for; however the Township does have a problem dealing with claims it does not have any responsibility for. Of the 55 claims against the municipality, 42 of these claims are frivolous and vexatious. Claims that the municipality has no responsibility for. Over the past 7 years, Springwater has paid more than \$100,000 on these frivolous and vexatious claims as they work themselves through the legal process. Many of these files are still open. This does not include additional costs paid by Springwater's insurance company that are beyond the municipality's deductible.

c. Negligent Legal Actions (Beyond Frivolous and Vexatious)

The Township of Springwater is currently named in 4 legal actions and an additional legal action (recently abandoned) for claims that occurred in another municipality (no where near Springwater). The Township is currently named in 3 claims that occurred in the Township of Clearview west of Stayner and one claim in the Township of Brock that have nothing to do with the Township. Springwater was named in a claim that occurred

in Wasaga Beach that was abandoned recently. All of these claims cost the Springwater taxpayer in administrative and legal costs as they work their way through the process.

d. Triage System for Claims

Before a claim makes it to a court date, the file should be triaged. It is at this stage that negligent of frivolous and vexatious claims will be filtered or thrown out. This process will trigger the reimbursement of costs to municipalities by unethical law firms.

e. Law Society of Ontario Charges

Lawyers that use JSL in an unethical way should be charged by the Law Society of Ontario. If a lawyer names a municipality in a legal action that should not be named, these lawyers should be suspended and potentially lose their license to practice law. There is a significant commonality when comparing frivolous and vexatious claims and the law firms/lawyers that submit them. The current code of ethics of the Law Society of Ontario should be updated by the Province to reprimand lawyers and law firms that negligently use JSL. The Province of Ontario should be involved in creating a new Code of Ethics for Ontario's legal industry.

3. *Is it increased premiums? Rising deductibles?*

A recent survey by CAO's in Simcoe County shows that insurance premiums are going up between 10% at the lowest to 59% being the highest in 2019. The Township of Springwater experienced a 10.8% increase in its 2019 insurance renewal. The area that typically sees an annual increase is related to the Municipal General Liability and Excess Liability lines of the business. The municipality was advised by its insurance broker that "over the past several years, insurance companies' appetite for Municipal Insurance has remained fairly stable. Insurance rates across all lines have seen only modest increases intended to simply keep pace with inflation and the rising cost of claims. Larger rate increases have been reserved for those accounts experiencing adverse claims development; either in frequency or severity (or both). However, starting in June 2018, the insurance market as a whole has shown clear signs of "hardening". Insurance companies for all sectors are putting stricter rules in place regarding the amount and breadth of coverage they will provide, and to which clients. Since the overall insurance supply is being reduced, the demand for insurer capacity is increasing, and as such, prices are elevating."

The table below provides at a high level (includes all lines of coverage) the Township's annual insurance premiums over the past five years.

2015	2016	2017	2018	2019
\$234,942	\$247,262	\$254,388	\$274,936	\$304,688

The Township continues to consult with its insurance broker in an effort to ensure that Springwater's constituents are receiving the best value for their tax dollar; however, the rising costs of insurance are not sustainable over the long run. Staff and its insurance broker have looked at increasing our deductibles in an effort to reduce the overall premium; however this has led to minimal reductions in the overall annual premium to the Township.

4. *Being unfairly named in lawsuits?*

As detailed above, Springwater continues to be unfairly named in legal actions. Issues here range from a complete absence of research by legal firms on causality to the municipality being named in legal action in completely separate jurisdictions (other municipalities).

5. *Feeling you cannot offer certain services because of liability risks?*

More recently, with the advice of the Township's insurance broker, the Township has changed the way in which it delivers some of its recreational programs/services, especially as it relates to children's programs/activities. For example, the Township in partnership with its Community Recreation Associations will host a number of community based events throughout the year, which includes children's activities. In order to allow inflatable Bouncy castles at community events, the Township now requires the service provider to indemnify the Township and to also provide staff to monitor the safety of participants while in the inflatable Bouncy castle. Some vendors are reluctant to take on this risk.

Thank you for allowing the Township to participate in this consultation. We are open to further dialogue should you feel it necessary.

Yours truly,



Jeff Schmidt, CPA, CGA, B.A.S.
Chief Administrative Officer

Cc: Ontario Municipalities

COUNCIL CALENDAR

December 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 6pm Council	4	5	6 1pm Sp Council (Strat Plan)	7
8	9	10 6pm Sp Council Budget	11	12 10am Sp Council (training)	13	14
15	16	17 8am CEDC 6pm Council	18 5:30 pm CoA	19 9am Fin & Pol	20	21
22	23	24 Office Closes at 12:00 pm Christmas Eve	25 Office Closed Christmas Day 	26 Office Closed Boxing Day	27 Office Closed	28
29	30 Office Closed	31 Office Closed New Year's Eve 				



COUNCIL CALENDAR

January 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New Year's Day Office Closed	2	3	4
5	6	7	8	9	10	11
12	13	14 12:30pm Ag 6pm Council	15 3pm AAC 5:30pm CoA	16 9am Fin& Pol 6pm Sp Council (Budget)	17	18
19	20	21	22 5pm Heritage	23	24	25
ROMA Toronto	ROMA Toronto	ROMA Toronto				
26	27	28 9:30am CPAC 3pm Parks & Rec 6pm Council	29	30	31	

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-124

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

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

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

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

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

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

1. That Schedule "A" attached to this by-law sets out the fees and charges for The Corporation of the Municipality of Mississippi Mills and forms part of this by-law.
2. That any portion of a fee or charge that remains unpaid beyond the date fixed for payment shall bear interest at the rate of 1.25% after thirty (30) days and each month thereafter until such fee or charge is paid in full.
3. That the Treasurer shall add unpaid fees and charges imposed by the municipality to the tax roll and collect them in the same manner as municipal taxes.
4. That where this by-law established a fee and charge for a fee that also exists in another by-law that predates the effective date of this by-law, the fee and charge in this by-law shall be the applicable fee and charge and the other by-law is hereby effectively amended.
5. That By-law No. 19-25 shall be and is hereby repealed on December 31, 2019.

6. That this by-law and all fees and charges for services set out in Schedule "A" shall come into force and take effect on January 1, 2020.

BY-LAW READ, passed, signed and sealed in open Council this 17th day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

SCHEDULE "A" TO BY-LAW 19-124

FEE AND CHARGES

ADMINISTRATION	
AFFIDAVITS	
Commissioning of Oaths	• \$15.00
GENERAL	
Copies-paper or digital (up to a maximum 11" X 17" size, larger sizes charged as may be required by outsourcing)	• (per page) \$0.25 plus HST
Community Maps	• (each) \$5.35
Municipal Pins	• (each) \$2.00
NSF Charges (Applicable for all Municipal Fees and Charges)	• \$30.00
Tax Certificate	• \$50.00
Water Certificate	• \$50.00
Municipal Office Room Rental	• during business hours \$25.00/hour plus HST • outside office hours \$25.00/hour + \$25/hour for staffing plus HST
Retail Holiday Business Act Exemption Application Fee	• \$100.00 plus HST
Election Signs Removal Fee	• \$25.00/sign
ACCESS TO INFORMATION (FOI)	
FOI Requests (fees regulated by Province)	• application fee \$5.00 • record preparation and search time (per ¼ hr) \$7.50 • photocopies (per page) \$0.20 • computer programming time (per ½ hr) \$60.00 • diskettes and CDs (per disk) \$10.00 • other fees charged (e.g. courier costs) as invoiced • fees estimated over \$100.00 50% deposit
VITAL STATISTICS	
Burial Permits	• (each) \$10.00
Marriage License	• \$150.00
LICENCING	
Liquor License Board of Ontario - Municipal Clearance	• \$35.00
Lottery	• Bingo (per event) 3% of prize value

ADMINISTRATION

(fees regulated by AGCO)	<ul style="list-style-type: none"> • Raffle (per event) 3% of prize value • Nevada (per box) 3% of prize value
Mobile Canteen	<ul style="list-style-type: none"> • License \$750.00 • Transfer \$50.00
Seasonal Stand	<ul style="list-style-type: none"> • License \$750.00 • Transfer \$50.00
Seasonal Produce/ Farm Produce Stand	<ul style="list-style-type: none"> • License \$300.00 • Each Additional License \$50.00 • Transfer \$50.00
Taxi	<ul style="list-style-type: none"> • Operator License \$100.00 • Vehicle License \$100.00 • Driver License \$50.00 • License Transfer \$10.00 • License Plate Replacement \$15.00

CANINE CONTROL

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

PUBLIC WORKS (plus applicable HST)

Entrance Permit Fee	<ul style="list-style-type: none"> • \$100.00
Property Identification Sign/Post	<ul style="list-style-type: none"> • \$185.00
Property Identification Post Replacement	<ul style="list-style-type: none"> • \$90.00
Property Identification Sign Replacement	<ul style="list-style-type: none"> • \$75.00
Tile Drainage Inspection Fee	<ul style="list-style-type: none"> • \$200.00
Water Connection Inspection (new development)	<ul style="list-style-type: none"> • \$50.00
Sewer Connection Inspection (new development)	<ul style="list-style-type: none"> • \$50.00
Turn water on or off (seasonal or outside business hours)	<ul style="list-style-type: none"> • \$50.00
Bulk Water Sales	<ul style="list-style-type: none"> • \$15.00 per 1,000 gallons plus \$30 connection fee

Water Meter	•5/8" x 3/4"meter (\$424.78 plus HST).....	\$480.00
	•3/4" meter (\$469.03 plus HST).....	\$530.00
	•1" meter (\$570.80 plus HST).....	\$645.00
	•1.5" meter positive displacement(\$911.51 plus HST)	\$1,030.00
	•2" meter positive displacement(\$1,070.80 plus HST)	\$1,210.00

GARBAGE AND RECYCLE

Garbage Tags	• (each) \$2.00
Composter	• \$40.00
Blue Box	
•new residents and replacements	• no charge
• to purchase	• \$8.00

FIRE

All rates are subject to HST.	
Compliance Letters Fire Reports (non-property owners/tenants)	• \$65.00 • \$65.00
Inspections	• Special Occasion Permit..... \$65.00 • Liquor License \$65.00 • Home Daycare \$65.00 • Mobile Canteen / Seasonal Stand \$65.00
Vehicle fire, danger of fire extrication, environmental spill or other emergency – per vehicle requiring responses (non-property owners/tenants) • current MTO rates	
Vehicle fire, danger of fire extrication, environmental spill or other emergency – all other costs incurred by the Fire Department associated with fire suppression and investigation • at cost and supported by invoices	
Hazardous Materials Spill/Clean Up Total replacement cost for any contaminated or damaged equipment or materials used in the clean-up of hazardous materials and the approved disposal of equipment or materials according to the direction of the controlling Federal or Provincial Ministry. • current MTO rates	
Open Air Burning Fires resulting from contravention of the Open Air Burning By-Law or failure to extinguish a fire once ordered to do so by the Fire Department shall, in addition to any penalty provided in the Open Air Burning By-law be liable to the Municipality for all expenses incurred for the purpose of investigating, controlling and extinguishing the fire including but not limited to materials, equipment rentals, a per	

vehicle charge and labour costs.

-at cost and supported by invoices
-current MTO rates

Additional Expenses

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

-at cost and supported by invoices

Fire Hall Room Rental

- \$25.00/hour plus HST (During Office Hours)
- \$25.00/hour + \$25/hour for staffing, if required plus HST (Outside of Office Hours)

POLICE

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

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

PLANNING

Official Plan Amendment	•\$3,500.00
Zoning	
Minor Amendment (includes surplus farm dwellings; conditions of approval on previous applications; garden suites or accessory apartments; or amendment to zone or general provisions)	• \$2,000.00

Major Amendment (all other applications)	• \$3,500.00
Temporary Use Extension	• \$2,000.00
Lift of Holding Provision	• \$650.00
Joint Official Plan & Zoning Amendment	• \$4,500.00
Minor Variance	• \$800.00
Site Plan Control	
Major	• \$2,600.00
Minor	• \$1,600.00
Red Line Amending	• \$1,600.00
Land Division	
Consent	• \$875.00
Plan of Subdivision	• \$4,000.00
Plan of Condominium	• \$3,000.00
Redline Change	• \$1,000.00
Lifting Part Lot Control	• \$1,000.00
Lifting of 1 ft. Reserves	• \$1,000.00
Extension of Draft Approval	• \$800.00
Subdivision Amendment Agreement	• \$800.00
Cash-in-lieu of Parking	• \$3,000.00/space
Agreements	
Encroachments	• \$800.00
Private Road	• \$1,000.00
Secondary Dwelling	• \$800.00
Miscellaneous Development (condition of approval)	• \$800.00
Pre-Servicing	• \$1,000.00

Zoning Compliance Report	• \$200.00
Zoning Certificate	• \$100.00
File Reactivation Fee (inactive for more than 12 months)	• 50% of the Original Fee
Green Energy Applications	• \$1,500.00
Radio Telecommunications Concurrence Letter	• \$1,500.00
Heritage Permits Request of Amendment to Designating By-law by Owner	• \$800.00

Additional Expenses
Applicants may be required to pay additional fees for review, reports, and consultation with public agencies including but not limited to; the Leeds, Grenville & Lanark District Health Unit, Mississippi Valley Conservation Authority, County of Lanark, Utility Companies, and Federal and Provincial Ministries.

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

• at cost and supported by invoices

BUILDING

Minimum Building Permit Fee	• \$125.00
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RESIDENTIAL BUILDING FEES

Dwellings	
Single Family (≤ 3,200 sq. ft.)	• \$3,200.00
Townhome/Semi (≤ 2,500 sq. ft.)	• \$2,500.00 per unit
Apartment Dwelling (≤ 1,500 sq. ft.)	• \$1,500.00 per unit
Seasonal (≤ 600 sq. ft. – foundation/plumbing,/HVAC/Insulation extra)	• \$600.00
Dwellings over the prescribed maximum will be subject to additional charges	• \$0.50/sq. ft.
Accessory Dwellings	
Coach House	• \$2,500.00

Apartment Unit (or second dwelling in a house)	• \$1,500.00
Structures	
Accessory Building (new or additions)	
No foundation	• \$150.00
Below Grade Foundation	• \$250.00
Garage (attached/detached)	
Heated	• \$250.00
Unheated	• \$300.00
Deck/Landing/Porch	
Floating, no below grade foundation	• \$150.00
With below grade foundation	• \$250.00
With covered roof	• \$300.00
Alterations	
Additions-New Above Grade Living Space (foundation/plumbing/HVAC/Insulation extra)	• \$1.00/sq. ft.
Basement Finishing (plumbing extra)	• \$250.00
Foundation (new)	• \$150.00
Foundation (structural or other repair)	• \$125.00
Plumbing	• \$125.00
HVAC or Solid Fuel Burning Device	• \$125.00
Insulation	• \$125.00
Renovation to existing building	• 2% of the Value of Construction
COMMERCIAL or INDUSTRIAL or INSTITUTIONAL BUILDING FEES	
Buildings new or additions (Group A, B, D, E, & F Occupancies)	• \$1.00/sq. ft.
Fabric/Coverall Buildings/Tents	• 2% of the Value of Construction
Air Support Structure/Dome	• \$4,500.00
Alterations/Renovation/Interior Fit Up to existing buildings Group A, B, D, E & F occupancies	• 2% of the Value of Construction
Pre-Fab Storage/Warehouse Structures	
<1,500 sq. ft.	• \$600.00
1,500-2,999 sq. ft.	• \$800.00
>3,000 sq. ft.	• \$1,200.00

C-Can or Repurposed Vehicle (not modified) No Foundation	• \$150.00
Below Grade Foundation	• \$250.00
C-Can or Repurposed Vehicle (Modified)	• See Pre-Fab Structure
AGRICULTURAL BUILDING FEES	
Conventional Barns/sheds/grain bins ≤ 592 sq. ft.	• \$150.00
>592 sq. ft.	• \$250.00
Manure Storage/Digesters	• \$300.00
Fabric/Coverall Storage, grain bin	• \$150.00
Engineered Farm Buildings \$600.00
MISCELLANEOUS BUILDING FEES and CHARGES	
Conditional Building Permit Agreement	• \$200.00
Demolition Permit	• 2% of the Value of Construction
Private Pool or Hot Tub	• \$150.00
Change of Use Permit + Fees required for construction	• \$125.00
Renewal of Permit (Re-inspection fees extra)	
1 st renewal	• \$125.00
2 nd renewal	• \$250.00
3 rd renewal	• \$375.00
4 th renewal	• \$500.00
5 th renewal	• \$625.00
Each year after the 5 th renewal	• Double previous year renewal fee
Occupancy/Use Certificate Inspection	• \$125.00
Alterations/Revisions to Permits or Submitted Plans	• \$125.00
Limiting Distance Agreement	• \$200.00
Re-Inspection (per inspection, where previous inspection failed or was deemed not complete/not ready)	• \$125.00
Permit Transfer to new Owner	• \$125.00
Construction without a permit surcharge fee	
Major	• \$2,000.00 maximum
Minor	• \$500.00 maximum
*Applied at the discretion of the CBO	

Registration of an Order or Agreement on the property title	• at cost and supported by invoices
Application of alternative solution base evaluation by CBO	• \$300.00 maximum
Third party evaluation fee, as required	• at cost and supported by invoices
Access to Building Permit Records per property (reproduction costs extra)	• \$75.00
Building fees added to property tax roll	• 24% surcharge on outstanding fees
SIGN PERMIT FEES	
Fascia / Awning/ Banner/ Sidewalk	• \$125.00
Sidewalk sign (annual renewal)	• \$60.00
Billboard sign	• \$500.00
Portable / Trailer sign	• \$300.00
Ground mount pedestal sign	• \$125.00
Sign Variance	• \$250.00

DAY CARE (fee per day)	
Infant Program	
Full-time	• \$63.00
Part-time	• \$68.00
Toddler Program	
Full-time	• \$53.00
Part-time	• \$58.00
Preschool Program	
Full-time	• \$45.00
Part-time	• \$48.00
Kindergarten Program	
Before & After School	• \$24.00
Before or After School	• \$19.00
Before & After School – Part-time	• \$26.00
Before or After School – Part-time	• \$21.00
Full Day	• \$37.00
School Age Program	
Before & After Full Time	• \$22.00
Before or After Full Time	• \$17.00

Before & After Part Time	•	\$24.00
Before or After Part Time	•	\$19.00
Full Day	•	\$35.00

ALMONTE OLD TOWN HALL

AUDITORIUM
All rates are subject to HST.

Rental Fees Resident/Community Group	
Morning 8:00 a.m. – 12 noon Monday – Sunday	• \$36.75
Afternoon 12 noon – 4:00 p.m. Monday – Sunday	• \$67.00
Evening 4:00 p.m. – 1:00 a.m. Monday- Thursday and Sunday	• \$100.00
Friday and Saturday	• \$130.00
	• + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event)
	• + improvement fee \$2 per ticket or 50% of rental rate for non-ticketed events

Rental Fees Non Resident	
Morning 8:00 a.m.– 12 noon Monday – Sunday	• \$55.00
Afternoon 12 noon – 4:00 p.m. Monday – Friday	• \$80.00
Saturday and Sunday	• \$115.00
Evening 4:00 p.m. – 1:00 a.m. Monday – Wednesday	• \$100.00
Thursday	• \$130.00
Friday and Saturday	• \$190.00
Sunday	• \$100.00
	• + Cleaning Fee (if applicable) - \$75 (50-125 people) \$100 (125+ people) (charged post event)
	• + improvement fee

	\$2 per ticket or 50% of rental rate for non-ticketed events
Wedding Reception/ Private Function	• \$675.00
Equipment Rental	
Stage Lights	• \$100.00
Spot Light	• \$25.00
Panels & Track Lights	• \$100.00
Projector and Screen	• \$25.00
Sound Equipment – Full Complement	• \$250.00
Sound Equipment Small Sound Set-up	• \$100.00
MULTI-PURPOSE ROOM	
Resident Community/ Affiliate Group	• \$15.00/ hour (minimum 3 hr rental)
Private/Commercial Function (e.g. wedding, reception, meeting, staff function)	• \$25.00/ hour

RECREATION

ICE RENTAL RATES

All ice rental rates are an hourly rate and are subject to HST.

Prime Time – Minor Resident	• \$134.00
Non Prime Time – Minor Resident	• \$111.00
Prime Time – Adult Resident	• \$188.00
Non Prime Time – Adult Resident	• \$156.00
Prime Time – Non Resident	• \$224.00
Non Prime Time – Non Resident	• \$191.00
Tournament Rate – Minor Sports	• \$134.00
Tournament Rate – Adult Resident	• \$151.00
Tournament Rate – Broomball	• \$131.00
Tournament Rate – Adult Non- Resident	• \$224.00

SLAB RENTAL RATES

All slab rental rates are subject to HST.

Monday – Thursday	• \$39.00/hr
Friday – Sunday Rec Bar/no alcohol	• \$64.00/hr
Friday – Sunday Client Bar	• \$118.00/hr
Service Club/Non-Profit Rec Bar/no alcohol	• \$482.00/booking
Service Club/Non-Profit Client Bar	• \$656.00/booking

Resident – Rec Bar/no alcohol	•..... \$482.00/booking
Resident – Client Bar	•..... \$803.00/booking
Non Resident – Rec Bar/no alcohol	•..... \$566.00/booking
Non Resident – Client Bar	•..... \$1,048.00/booking

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

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

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

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

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

Hourly Rental (No lights required)	•..... \$16.00/hr
Hourly Rental (Lights required)	•..... \$20.00/hr

BAR BEVERAGE RATES/BEVERAGE
All rates include HST

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

COMMUNITY AND ECONOMIC DEVELOPMENT

BANNER INSTALLATION
Per sign subject to HST

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

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-125

BEING a by-law of the Corporation of the Municipality of Mississippi Mills to establish procedures regarding the sale of land;

WHEREAS Section 270 (1)1 of the Municipal Act, 2001 (S.O. 2001, c.25), requires a municipality to adopt and maintain policies with respect to the sale and other disposition of land;

AND WHEREAS Section 270 (1)5 requires the municipality to adopt and maintain policies with respect to the manner in which it will try to ensure that it is accountable to the public for its actions, and the manner in which the municipality will try to ensure that its actions are transparent to the public;

AND WHEREAS this by-law sets out how property will be sold or disposed of and provide a transparent process;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills from time to time, may wish to sell or dispose of surplus land;

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

1. DEFINITIONS

For the purposes of this by-law:

- a) "Abutting Land" in the case of the disposal of a closed road or highway, abutting land refers to a property that is immediately to the side of the road or highway, but does not include a property which touches either end of the road or highway. With respect to any other land disposal, abutting land is any real property which touches the Municipality's land parcel.
- b) "CAO" means the Chief Administrative Officer of the Municipality, or their delegate.
- c) "Developed Parkland" means municipal lands which are regularly maintained by the Municipality containing playing fields, play apparatuses, passive decorative gardens and/or a variety of ornamental tree specimens, opened natural green space used for nature trails, community recreational, cultural and leisure facilities.
- d) "Non-viable Land" means land that is deemed as being a potential liability to the Municipality and is determined to be of a size, shape or nature for which there is no general demand or market.

- e) "Sale" includes a lease of twenty-one years or longer.
- f) "Surplus Land" means all viable land owned by the Municipality that is not required to meet the current or future program or operational needs of the Municipality. Developed parkland shall not be included in "surplus lands".
- g) "Market Value" means the highest price a willing buyer would pay and a willing seller would accept, both parties being fully informed, and the real property being marketed for a reasonable period of time.
- h) "Municipality" means the Corporation of the Municipality of Mississippi Mills.
- i) "Registered Owner" means the owner last identified on the Municipal Tax Assessment Roll.
- j) "Viable Land" means land which can be granted a building permit for development purposes.

2. COMMON PROCEDURES FOR THE DISPOSAL OF SURPLUS LAND

- a) Council shall adopt and maintain a registry of lands surplus to the needs of the Municipality as Schedule "A" of this bylaw. Such maintenance may include the addition or removal of lands from the registry in consultation with the CAO and senior staff.
 - i. In each case, Council will identify whether the land included on the registry is deemed to be a viable or non-viable asset.
- b) The CAO shall obtain an appraisal of the fair market value of the surplus land unless exclusion of an appraisal is authorized by resolution of Council:
 - i. an appraisal obtained on a group of properties or on an individual property within the same zone of the surplus lands, may be used as the basis of calculating the fair market value of the subject site provided:
 - 1) such original appraisal has been obtained not more than three (3) years prior to the acceptance of an offer to purchase; and
 - 2) the Committee of the Whole is satisfied the original appraisal is an appropriate base for such calculation.
- c) The CAO shall ensure public notice is given of the proposed sale or disposition in the following manner:
 - i. Written notice is provided to the registered owner of abutting land by registered mail;
 - ii. Notice, as described in Schedule "C" of this bylaw, is posted on the Municipality's website for a period of not less than 14 days;

- iii. Notice, as described in Schedule “C” of this bylaw, is posted in a newspaper that, in the opinion of the CAO, is of sufficient general circulation in the Municipality to give the public reasonable notice of the sale;
- iv. Is posted within the Committee of the Whole-Council agenda package in the form of a staff report.

3. SALE BY REQUEST OF PURCHASER

- a) Where the Municipality is approached by an interested purchaser to divest of a parcel of land, a written request by the purchaser will be directed to the CAO. The letter must contain the following information:
 - i. The Municipal Address of the individual;
 - ii. Contact information for the purchaser;
 - iii. Reasons for the request to purchase the land including the proposed or intended use;
 - iv. The address, legal description, or parcel map of the lands;
- b) The CAO will verify that the lands in question are owned by the Municipality and that they are included on the registry of surplus lands and declared to be a non-viable asset.
- c) If the lands are deemed to be surplus to the needs of the organization, the CAO will respond to the purchaser and continue with the disposal of the lands in accordance with the provisions of Section 2 c) and d) and Section 5 c) and d).
- d) If the lands are deemed to be necessary to the needs of the organization, the CAO will respond to the purchaser to confirm that the lands are not deemed surplus.

4. SALE BY SEALED TENDER

- a) The notice of sale of surplus lands by tender shall be provided in accordance with the common procedure of Section 2.
- b) Standard procedures for opening of sealed tenders shall be followed.
- c) The CAO shall present a summary of all tenders received to the first meeting of Committee of the Whole following the opening of tenders. The Committee shall make their recommendation to Council in open session.
- d) Council shall confirm the sale of the land to the purchaser with the adoption of the appropriate by-law.

5. SALE OF LAND (MARKETED)

- a) When Council deems it appropriate, an agreement to market certain land within

the Town, may be signed with one or more Real Estate Agencies with a business address in the Town.

- b) The CAO shall negotiate the sale of the subject land(s) and present Agreements of Purchase and Sale to the Committee of the Whole in camera for consideration. The Committee shall make their recommendation to Council in open session.
- c) The Council shall then give notice to the public of the proposed sale of the land. Notice to the public shall be provided in the manner outlined in the Municipality's Notice By-law.
- d) Council shall confirm the sale of the subject land with the adoption of the appropriate by-law.
- e) Upon completion of the sale, if appropriate, the successful realtor shall be paid the applicable commission for the sale of the subject land.

6. DISPOSITION OF NON-VIABLE LAND

- a) When Council deems that land is "non-viable", an agreement may be reached with an abutting land owner or owners for transfer of the lands. Council will determine on a case by case basis whether transfer of the lands shall be required to one or all abutting land owners, though for zoning compliance reasons it shall be required that the land be transferred to an abutting land owner(s).
- b) Where the disposition of "non-viable" land is initiated by the Municipality:
 - v. The Municipality shall write to all adjacent landowners to declare the Municipality's intention to dispose of the "non-viable" land.
 - vi. The Municipality shall inquire if each adjacent landowner has an interest in the "non-viable" land requesting a response within 28 days.
- c) "Non-viable" lands transferred to an abutting land owner will be subject to an application for consent for the purpose of a lot addition in accordance with Section 51 of the Planning Act.
 - i. Where the transfer is initiated by the Municipality, the Municipality will waive the Municipal Consent application fee and will evenly cost-share the associated costs of the survey and land transfer taxes and legal fees.
 - ii. Where the transfer is initiated by the purchaser, the purchaser will be responsible for all costs associated with the transaction including but not limited to: the survey, the consent application fees, land transfer taxes and legal fees.

- d) The CAO shall negotiate the disposition of the “non-viable” land and present Agreements of Purchase and Sale to the Committee of the Whole in camera for consideration. The Committee shall make a recommendation to Council in open session.
- e) Council shall confirm the transfer of the “non-viable” land with the adoption of the appropriate by-law.

7. NOTICE ON CLOSING AND SALE OF A PUBLIC HIGHWAY

- a) The provisions for giving Notice on the closing and sale of a public highway, which is surplus land to the requirements of the Municipality, shall be provided in accordance with the Municipality’s Notice By-law.

8. CERTIFICATE OF COMPLIANCE

- a) The CAO may issue a certificate verifying compliance with the provisions of the Municipal Act in the form of Schedule “B”

9. REPEAL

- a) By-law No. 09-41 is hereby repealed in its entirety.

BY-LAW read, passed, signed and sealed in open Council this 17th day of December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

SCHEDULE 'A' TO BY-LAW NO. 19-125

REGISTRY OF SURPLUS LAND

Roll Number	Area (Acres)	Area (m ²)	Ward	Legal Description / Address	Land Use	Serviced	Servicable	Appraised Value
0931-020-020-08400-0000	0.41	1673.94	Almonte	PLAN 6262 LOT 53 LOT 54 MAUDE ST	Residential	N	N	
0931-020-020-04700-0000	0.81	3268.63	Almonte	34 VICTORIA ST	Residential	N	N	
0931-020-020-11500-0000	0.58	2329.62	Almonte	PLAN 6262 BLK C LOTS 1 TO 4	Residential	N	N	
0931-020-020-16700-0000	0.85	3422.95	Almonte	PLAN 6262 LOTS 5 TO 10	Residential	N	N	
0931-020-020-15200-0000	0.69	2798.29	Almonte	PLAN 6262 LOT 21 TO 25	Residential	N	N	
0931-020-020-16600-0000	0.40	1630.21	Almonte	PLAN 6262 LOTS 16 TO 18	Residential	N	N	
0931-020-020-19100-0000	0.13	526.62	Almonte	PLAN 6262 LOT 19 MCDERMOTT ST	Residential	N	N	
0931-020-020-11600-0000	0.25	995.07	Almonte	PLAN 6262 BLK C LOT 7 LOT 8	Residential	N	N	
0931-020-020-15000-0000	0.25	1025.04	Almonte	PLAN 6262 LOT 4 LOT 10 ADELAIDE ST	Residential	N	N	
0931-020-020-16800-0000	0.88	3551.36	Almonte	PLAN 6262 LOT 11 TO 14 19 AND 20	Residential	N	N	
0931-020-020-11300-0000	0.82	3330.33	Almonte	PLAN 6262 BLK A LOTS 67 TO 70	Residential	N	N	
0931-020-020-11400-0000	1.19	4812.80	Almonte	PLAN 6262 BLK A LOTS 61 TO 66	Residential	N	N	
0931-020-025-17801-0000	1.34	5435.17	Almonte	Industrial Drive	Industrial	N	Y	110,000 / acre

SCHEDULE 'B' TO BY-LAW NO. 19-125

CERTIFICATE OF COMPLIANCE

FORM FOR USE WITH SECTION 270 OF THE MUNICIPAL ACT

Certificate of Compliance with Section 270 of The Municipal Act in the sale of land described as:

(description may be attached)

I, _____, Chief Administrative Officer of the Corporation of the Municipality of Mississippi Mills certify that:

1. The Municipality passed By-law _____ on _____.
(# if applicable) (date)

It is a procedural by-law for the purposes of the sale of land and was in force on the date of the sale of the land described above.

3. An appraisal of the fair market value of the land was obtained on

(complete only if applicable) (date)

4. The land sale is exempt from the requirement to obtain an appraisal of its fair market value under the following exemption:

5. Public notice of intent to sell the land was given by the following method(s):

_____ *(describe method(s))*

on the following date(s):

SCHEDULE 'C' TO BY-LAW NO. 19-125

NOTIFICATION OF SALE OF SURPLUS LAND

Municipality of Mississippi Mills

**SALE OF LAND
PUBLIC NOTICE**

TAKE NOTICE that the Council of the Municipality of Mississippi Mills is interested in selling the following parcel of land:

Unopened Road Allowance known as Maitland Street on PLAN 6262 in the Town of Almonte, located adjacent to the property known municipally as 216 Strathburn Street. (PINS 05088-0149 and 05088-0148)

(INSERT BLACK AND WHITE LOCATION MAP)

A reserve bid will apply to the sale of the lands.

Interested purchasers are requested to submit an offer to purchase in a sealed envelope clearly marked "Sale of Land" to the Chief Administrative Officer at the Municipal Office, 3131 Old Perth Road, Almonte Ontario K0A 1A0.

Offers to purchase will be accepted until noon on Tuesday, _____, 202__.
Successful purchasers will be contacted by the Chief Administrative Officer in the week following.

DATED: _____th day of _____, 202__
Chief Administrative Officer
613-256-2064 x 220

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-126

BEING a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills.

WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills passed Zoning Bylaw 11-83, known as the Zoning By-law, to regulate the development and use of lands within the Municipality;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Development (D)" Zone to "Residential First Density (R1)" Zone for the lands identified on the attached Schedule 'A', which are legally described as Part Lot 48, 115 and 116 on PLAN 248; being Parts 1 and 2 on Reference Plan 27R-11130, Ramsay Ward, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **17th day of December, 2019.**

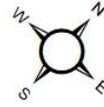
Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

SCHEDULE 'A'
TO BY-LAW NO. 19-126



Application Z-15-19
102 Gemmill Street
Village of Clayton, Ramsay Ward
Municipality of Mississippi Mills



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW 19-127

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 17-03 and replace it with this By-law;

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.

- 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 advise on municipal matters within the scope and responsibility of Council and as per the provisions within the Advisory Committee’s terms of reference.
- 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 26-27, of the Municipal Act.
- i) **“Closed Session”** (also known as an “in camera Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with the Municipal Act.
- j) **“Committee”** means a committee appointed by Council 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 which the Committee of the Whole will not generally vote on any substantive matter.

- m) “**Communication(s)**” includes, but is not limited to, a letter, memorandum, report, notice, electronic mail, facsimile, brochure, or periodical article.
- n) “**Confirmatory By-law**” means a by-law passed at the conclusion of each Council Meeting, 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, Deputy Mayor and Councillors from the three wards.
- p) “**Council Member**” means a Member of Council, including the Mayor and Deputy Mayor.
- q) “**Defer**” means to postpone the consideration of a matter until a specific action(s) can be undertaken, such as, but not limited to, 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.
- s) “**Deputation**” means a presentation made by Municipal Staff, Municipal consultant, committee, board, or commission.
- t) “**Emergency**” means a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.
- u) “**Head of Council**” means the Mayor of the Municipality of Mississippi Mills or such person designated by Council to act in the place of the Mayor for specified purposes.
- v) “**Holiday**” means 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, any day as set out in a resolution or by-law passed by Council.
- w) “**Improper Conduct**” means conduct that obstructs or interferes with 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.
- 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 materially advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means provided a quorum of Members is involved and the discussion materially advances the business of Council or a Committee.
- aa) **“Member(s)”** means a Council Member(s) or Committee Member(s).
- bb) **“Municipal Act”** means the Municipal Act , 2001, SO 2001, c.25 as amended.
- cc) **“MFIPPA”** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.
- dd) **“Municipality”** or **“Municipality of Mississippi Mills”** means the Corporation of the Municipality of Mississippi Mills.
- ee) **“Municipal Conflict of Interest Act”** means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.
- ff) **“Municipal Consultant”** means a professional hired by the Municipality to provide professional advice.
- gg) **“Municipal Website”** means the internet site maintained by the Municipality at www.mississippimills.ca
- hh) **“Notice of Motion”** means an advance notice to Members of a matter on which Council or a Committee will be asked to take a position.
- ii) **“Order of Business”** means the sequence of business to be considered at a Meeting.
- jj) **“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.

- kk) “**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.
- ll) “**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.
- mm) “**Point of Personal Privilege**” means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.
- nn) “**Presentation**” means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff.
- oo) “**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.
- pp) “**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.
- qq) “**Recess**” means a short break taken during a Meeting, which may be declared at the discretion of the Chair.
- rr) “**Refer**” means to direct a matter under discussion by Council to a committee or staff for further examination.
- ss) “**Resolution**” means a motion that has been voted on.
- tt) “**Rules of Procedure**” means the applicable regulations contained in this by-law.
- uu) “**Table**” means to postpone without setting a definite date as to when the matter will be re-discussed.
- vv) “**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.

Interpretation

3. The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its committees.
4. 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.
5. The Clerk or the Clerks' designate shall be secretary of Council and Committee of the Whole.
6. Where procedural matters of Council or Committees of Council are not governed by the Municipal Act, Municipal Conflict of Interest Act or provisions of this By-law, Robert's Rule of Order most recent edition shall apply.
7. Whenever any reference is made in this by-law to a provincial statute, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

Amendment to Procedural By-law

8. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless:
 - a) Notice of intention of proposed amendment or repeal has been given at a previous regular meeting of Council (Municipal Act, 2001, Part VI, Section 238, Subsection 4, as amended);
9. Any amendment or repeal of this by-law or any part thereof shall require a two thirds majority vote.
10. The waiving of this notice by Council is prohibited.

Suspension

11. Despite Section 8, two-thirds of the members present and voting at a meeting may agree to suspend a rule in this by-law for the purposes of that meeting or a particular agenda item. The motion to suspend shall only apply during the Meeting in which the motion was passed and only on such conditions, if any, as specified in the motion to suspend.

PART II - ROLES & DUTIES

Role of Council

12. 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.

13. Members shall adhere to the Council Code of Conduct at all times.

Role of the Mayor

14. 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, which means
 - i. upholding and promoting the purposes of the Municipality;
 - ii. promoting public involvement in the Municipality's activities;
 - iii. acting as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
 - iv. participating in and fostering activities that enhance the economic, social and environmental well-being of the Municipality and its residents
 - 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 12 of this by-law;
 - e) to represent the Municipality at official functions; and

- f) to carry out the duties of the Head of Council under the Municipal Act or any other Act
- 15. The Mayor shall sit on the Council of the County of Lanark as County Councillor.
- 16. The Mayor's Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of December.
- 17. The sitting Mayor is a non-voting ex-officio Member of all Advisory Committees, unless he/she is appointed by Council as a voting Member.

Role of the Deputy Mayor

- 18. 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.
- 19. In the absence of the Mayor, the Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor.
- 20. The Deputy Mayor shall sit on the Council of the County of Lanark as a County Councillor.

Role of the Committee of the Whole Chair

- 21. The Committee of the Whole Chair shall preside over Committee meetings so that its business can be carried out efficiently and effectively.
- 22. Council shall appoint a Chair for Committee of the Whole on a rotating basis every six months by alphabetical order starting with the Deputy Mayor.
- 23. All members of Council, with the exception of the Mayor, are eligible to Chair the Committee of the Whole.

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) exercise all powers and duties under the MFIPPA, which are hereby delegated to the Clerk; and
- i) perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

Role of Deputy Clerk

- 28. When appointed, the Deputy 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.
- 29. As per section 228(2) of the Municipal Act, the Deputy Clerk has all the powers and duties of the Clerk as assigned under the Act and of any other provincial Act.

PART III – RULES OF CONDUCT FOR MEMBERS AND ATTENDEES

Chair at Meetings

30. The Mayor shall Chair Council meetings in accordance with the Municipal Act.
31. In the absence of the Mayor the Deputy Mayor shall be the Acting Chair. In the absence of the Mayor and Deputy Mayor, the Chair of the Committee of the Whole shall Chair the Council meeting. In the absence of the Mayor, Deputy Mayor, and Chair of the Committee of the Whole, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
32. In the absence of the Committee of the Whole Chair, the Deputy Mayor shall chair the committee of the whole meeting. In the absence of the Committee of the whole Chair and Deputy Mayor, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
33. It shall be the duty of the Chair of a meeting to:
 - a) open the meeting by calling the Meeting to order;
 - b) ensure that business is carried out properly and efficiently;
 - c) enforce the rules of the Procedural By-law;
 - d) enforce order and good behavior of all Members at all times;
 - e) expel any person for improper or disruptive conduct at a Meeting;
 - f) adjourn the meeting when the business is concluded or at the designated time;
 - g) ensure that all members who wish to speak on a motion have an opportunity to speak; and
 - h) put all motions to a vote and announce the results.
34. The Chair may vote on all motions.
35. The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in the debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of Committee in accordance with the provisions of this by-law, until the Member resumes the position of Chair.

Conduct of Members

36. Members shall:

- a) attend scheduled meetings;
- b) treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- c) hold in strict confidence all information concerning matters dealt with in a Closed Session;
- d) carefully consider and make decisions about meeting business, including seeking information and advice from staff, prior to the meeting;
- e) vote on motions put to a vote, unless the *Municipal Conflict of Interest Act* prohibits it;
- f) not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- g) 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;
- h) when a Member is speaking, not speak or interrupt the Member except to raise a Point of Order; and
- i) where appropriate, request that the question or motion under discussion to be read at any time during the debate.

37. 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; and
- f) not consume food in the Council Chambers during Meetings.

Members of the Public

38. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees, including:

- a) Individuals shall refrain from public outbursts, 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.
 - 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.
 - h) Use recording devices respectfully and in accordance with Sections 39-40.
39. Recording devices are permitted only during the formal and open council/committee meetings and may only be used with permission obtained in advance of the Meeting. Recording devices shall be turned off during recesses, breaks, or suspension of Council meetings and should the Chair direct it, all persons attending a Meeting shall cease using recording devices.
40. Individuals wishing to record Council/Committee meetings shall in writing inform the Clerk by noon the day before the meeting is scheduled and obtain permission in writing prior to using any recording device.
41. Accredited members of the media are permitted to record meetings without notifying the Clerk, but shall abide by Section 39.

Staff Participation

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

PART IV – COUNCIL AND COMMITTEE MEETINGS

Location

43. Council and Committee Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
44. All Council and Committee meetings shall be open to the public except as provided for in the Municipal Act.

Inaugural Meeting of Council

45. The Inaugural Meeting of Council shall be held in accordance with Schedule “A” of this By-law.

Regular Meetings

46. Generally, Council will hold its Regular Meetings on the first and third Tuesday of every month.
47. During the month of July there will be no Regular Meetings scheduled.
48. 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.

Special Meetings

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. Business transacted at a Special Meeting shall include only that for which notice was provided.

Emergency Meetings

51. The Mayor at any time may, in the event of an emergency, call an emergency meeting of Council without giving forty-eight (48) hours' notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council and the public immediately upon being advised of the intention of the Mayor to hold an emergency meeting.
52. The only business dealt with at an emergency meeting of Council shall be with respect to that emergency.

Inclement Weather

53. 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.

Committee of the Whole

54. Council shall conduct its business using the Committee of the Whole System which allows for freer debate and consideration of reports, by-laws, and other business matters.
55. Rules of Council will govern procedure of Committee of the Whole meetings.
56. Committee of the Whole Meetings shall generally be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided by Council.
57. Committee of the Whole meetings will generally take place the first and third Tuesday's of every month immediately following Council.
58. During the month of July there shall be no Committee of the Whole Meetings scheduled, unless otherwise prescribed by Council.
59. The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other

than administrative in nature shall be recognized as emanating from Committee of the Whole.

60. All Committee of the Whole recommendations shall be referred to Council for ratification.

Advisory Committees

61. Council may create advisory committees to provide recommendations to Council on matters as directed by Council.
62. Rules of Council will govern the procedure of Advisory Committee meetings.
63. Every Advisory Committee shall have a Terms of Reference approved by Council.
64. The authority of Advisory Committees is limited to making recommendations to Council or Committee of the Whole unless otherwise directed by statute.
65. Except as provided in this By-law, all Advisory Committee meetings shall be open to the public.

Closed Session

66. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered is:
 - 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;

- 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;
 - 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;
 - 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;
 - 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.
67. 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.
68. A vote may be only held during a closed meeting if:
- a) 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.
69. 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.
70. 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.
71. 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 or a resolution of Council.

72. All closed sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Municipal Clerk. The recordings shall not be considered the official record of the meeting.

Notice

73. Notice of Regular Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website four (4) calendar days prior to the Regular Meeting.
74. Notice of Special Meetings and Agenda packages shall be provided to the public through publication on the Municipal Website forty-eight (48) hours' prior to the special meeting.
75. Notice of Emergency Meetings and agenda packages will be posted to the Municipal website as soon as possible under the circumstances.
76. Notice for all Council meetings shall include location, date and time.
77. In an emergency situation, at the discretion of the Mayor in consultation with the Clerk, the notice in Section 73 may be waived.

Meeting Schedule

78. Prior to January 1st of every year, Council shall approve a Meeting schedule of Council for each calendar year, which may be amended. The meeting schedule shall be made available to the public on the Municipal website.
79. The Meeting schedule for Advisory Committees and/or Boards is determined by its Members, in accordance with each Advisory's Committee and/or Board's Terms of Reference.

PART IV – ORDER OF BUSINESS AND GENERAL RULES

General

80. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.
81. The CAO shall attend Council and Committee of the Whole meetings (both open and closed sessions) with the right, as given by the Chair, to speak but not to vote.
82. Department Heads shall attend a meeting as directed by the CAO.

Quorum

83. At any meeting a quorum consists of a majority of Members.
84. If no quorum is present thirty (30) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
85. If quorum is lost during a meeting, the Chair shall declare the meeting recessed or adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
86. When quorum is lost as a result of declarations of pecuniary interest by one or more Members present, the remaining Members shall be deemed to constitute quorum, provided the number is not fewer than two (2).

Order of Business

87. The business shall be taken up in the order it stands on the agenda unless otherwise directed by a majority vote of the Members present.

Council Agenda

88. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings.
 - A. Call to Order

- B. Consideration of a Closed Session
- C. O Canada
- D. Moment of Silent Meditation
- E. Annual Dedication to Indigenous Peoples'
- F. Attendance
- G. Approval of Agenda
- H. Disclosure of Pecuniary Interest or General Nature Thereof
- I. Approval of Minutes
- J. Delegations, Deputations, and Presentations
- K. Public Meetings
- L. Committee of the Whole Report
- M. By-laws
- N. Announcements and Invitations
- O. Confirmatory By-law
- P. Adjournment

Committee of the Whole Agenda

89. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:

- A. Call to Order
- B. Disclosure of Pecuniary Interest or General Nature Thereof
- C. Approval of Agenda
- D. Approval of Minutes
- E. Consent Reports
- F. Staff Reports
- G. Notice of Motion
- H. Information Items
- I. Other New Business
- J. Pending List
- K. Adjournment

Call to Order

90. 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.

Consideration of a Closed Session

91. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered adheres to Section 66 of this by-law;
92. All closed sessions shall adhere to the provisions contained within this by-law (Sections 66-72).

O Canada

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

Moment of Silent Meditation

94. Following the singing of O Canada Members shall remain standing for a moment of silent reflection or meditation.
95. The Mayor may dedicate the moment of meditation to an individual, event, or organization as appropriate.

Annual Dedication to Indigenous Peoples'

96. At a meeting in the month of January, Council shall acknowledge and dedicate the land on which Council gathers as the traditional territory of the Algonquin Anishinaabe.

Attendance

97. Attendance shall be recorded at all Council meetings by the Clerk or designate.

Approval of Agenda

98. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote.
99. Whenever possible, the Clerk shall endeavor 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 or General Nature Thereof

100. Where a Member has any pecuniary interest, direct or indirect, as defined by the Municipal Conflict of Interest Act, 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.

101. Members shall declare a conflict of interest in accordance with the Code of Conduct for Members of Council, Committees and Local Boards.

102. Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, as defined by the Municipal Conflict of Interest Act, in addition to complying with the requirements of Section 100, the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.

103. Where the pecuniary interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her pecuniary interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.

104. The Member shall provide such declaration in writing using the prescribed form attached in (Schedule B) to the Clerk and any such record shall appear in the minutes of that particular Meeting.

105. The Clerk shall maintain a conflict of interest registry in which a copy of the following shall be made publicly available on the Municipal website:
 - a) Date of conflict
 - b) Member conflict pertains to
 - c) Specific agenda item and topic
 - d) Reason for conflict

106. A Member shall not ask another Member or Municipal Staff whether that Member should declare a pecuniary interest or conflict of interest. It is the sole duty of the Member to determine if the agenda item or topic is a conflict.

107. A Member has the right to consult with the Municipality's appointed Integrity Commissioner for guidance and advice on potential conflicts.

Approval of Minutes

108. 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; and
- g) the time of adjournment.

109. 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.

Deputations and Presentations

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

Delegations

111. 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.

112. 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 fourteen (14) days prior to the Meeting of Council or Committee.

113. Upon confirmation from the clerk, the delegate shall ensure that all material to be included in the agenda (presentation and background information) shall be submitted to the Clerk no later than eight (8) days prior to the Council meeting.
114. The delegate(s) shall be limited in speaking to not more than ten (10) minutes. 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.
115. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.
116. At the discretion of the Clerk, persons may generally only appear before Council or Committee once every six (6) months on different topics.
117. No Delegate shall:
- a) speak disrespectfully of any person;
 - b) use intemperate, coarse or abusive 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. involving 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; or
 - vi. related to funding, grants or other monetary support.
118. 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.
119. 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.
120. 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.

Public Meetings

- 121. 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.
- 122. 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.
- 123. 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.
- 124. 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.
- 125. All comments are to be addressed through the Mayor or Chair.
- 126. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.
- 127. 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.
- 128. During Public Meetings, no Member of the public shall:
 - a) speak disrespectfully of any person;
 - b) speak on items involving insurance claims;
 - c) speak on administrative complaints that have not been reported and investigated through the Customer Service process;
 - d) speak on matters beyond the jurisdiction of Council; or

- e) contrary to MFIPPA.

129. 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 speaker is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

Committee of the Whole Consent Report

130. The report from Committee of the Whole to Council shall be submitted to Council in the form of a Consent Report, and shall be dealt with by Council as follows:
- a) The Committee of the Whole report shall be presented by the Chair, who shall move the adoption of the report;
 - b) Council members shall identify any items contained on the Consent Report which they wish to speak to and that matter shall be removed from the consent agenda for separate discussion and vote; and
 - c) The items on the Committee of the Whole Consent Report, which have not been pulled, shall be voted on in one motion.

By-laws

131. 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.
132. 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.
133. At the conclusion of all Council Meetings, a Confirmatory 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 Confirmatory By-law when introduced shall be taken as read and finally adopted without debate.

Announcements and Invitations

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

Adjournment

135. Council and Committees shall adjourn four hours after the commencement of the meeting.
136. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.
137. Council may by simple majority, extend a meeting with a one-time motion. The Motion shall include the length of time the meeting will be extended by.

Consent Reports

138. Reports other than those that require action or direction, or are of an administrative nature, may be included as "Consent Reports" unless required by regulations or directed by Council.

Staff Reports

139. Staff reports will generally be given in writing and attached to the meeting agenda. All staff reports shall have a recommendation for Committee of the Whole, background information, discussion of the pertinent facts or opinions on the matter by the author, financial implications and a summary.

Notice of Motion

140. 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.
141. Notice may be given in writing or verbally, if the notice of motion is given verbally, it shall not be considered until the subsequent regular meeting.
142. In order for a notice of motion to be considered at a regular meeting, it shall be submitted in writing to the Clerk at a minimum of 7 days prior to the Council meeting.
143. A Notice of Motion shall first be discussed with the appropriate Department Head or CAO prior to introducing it.

144. A motion for which notice has been given shall be added under Other/New Business on the agenda.
145. If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.
146. No delegations shall be permitted to speak on a Notice of Motion.

Information List

147. Information Items are matters that are principally for the information of Council and may not require action or response from Council.
148. 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.
149. Communications are generally considered public documents and are therefore subject to the MFIPPA.
150. 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.

Other/New Business

151. 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; and
 - d) Proposed motions for which Notice of Motion has been given.
152. 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.

Pending List

153. The Pending List shall be maintained by the Municipal Clerk in consultation with the CAO. 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.
154. Where a matter is deferred, referred, or tabled, the Clerk shall ensure the matter is added to the Pending List.
155. 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.

PART VI – DEBATE

Motion Process

(Refer to Motion Table in Schedule C)

156. All motions shall be read aloud by the Chair and then moved and seconded before being debated.
157. All motions that have been moved and seconded shall be recorded in the minutes.
158. After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee and open for debate. Council or Committee may consent to the withdrawal of the motion at anytime before amendment or decision.
159. 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.
160. The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
161. After the Chair has called the vote, no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
162. Every Member present shall be deemed to vote against a Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declaration of pecuniary or conflict of interest.
163. A Motion on which the voting results in a tie shall be considered defeated.
164. The manner of determining the vote on a Motion shall be by show of hands.
165. No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
166. The Chair shall announce the result of every vote.

Reconsideration

167. Any proposal to reconsider a decision of Council made within its current term shall require a motion of reconsideration.
168. 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.
169. A motion to reconsider shall be introduced by way of a Notice of Motion to Council.
170. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.
171. No delegations shall be permitted to speak on a Notice of Motion to reconsider.
172. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.
173. During the term of Council, a motion to reconsider shall not be permitted more than once for any matter and no vote to reconsider shall be reconsidered.
174. No motion for reconsideration shall be in order if the Municipality has taken any steps to implement the decision such as entering into a contract or spending public money in furtherance of the decision.
175. No motion to reconsider may be tabled more than one (1) year after the original decision.

Recorded Vote

176. 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.
177. Recorded votes shall not be permitted in the Committee of the Whole.

178. Notwithstanding Section 176, a recorded vote may be called in the Committee of the Whole only if the vote is lost.
179. Where a Member abstains from voting during a recorded vote, the abstention will be counted as a negative vote.

Point of Privilege

180. A Member may rise at any time on a Point of Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
181. A point of privilege shall take precedence over any other matter except during verification of a vote.
182. A Member shall state the point of privilege to the Chair at the time of the occurrence.
183. A Member shall not be permitted to enter into any argument or introduce any motion not related to the point of privilege.
184. Upon hearing a Point of Privilege, the Chair decides and states his/her ruling.
185. When the integrity of the CAO or other employees of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.
186. Where a Chair rules that a breach of privilege has taken place, he/she demands that the offending Member or individual apologize and, failing such an apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.
187. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
188. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

Point of Order

189. A member may raise a point of order to a perceived violation of the rules of procedure, except during the verification of a vote.
190. A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-law.
191. The Chair shall decide upon the point of order and advise the Member of the decision.
192. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
193. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

PART VI – COMMITTEES & BOARDS

194. Council may appoint Council Members, ratepayers, or others, to serve on committees and boards and report to Council. These appointments shall be made by resolution.
195. When a vacancy occurs on a Committee or Board, Council may appoint a new member through resolution.
196. 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.

Advisory Committees

197. 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.
198. Advisory Committees shall adhere to the rules and procedures contained within this by-law.
199. The Chair of the Advisory 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.
200. 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.
201. 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 VII – ENACTMENT

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

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 December, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

Schedule A – Procedures for Inaugural Meeting of Council

1. The Inaugural Meeting of Council shall be held at 6:00 p.m. 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.
2. The location of the Inaugural Meeting of Council shall be determined by the Mayor Elect and Clerk.
3. 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.
4. The Head's Inaugural Address shall take place at the Inaugural Meeting of Council.
5. Every Member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" at the Inaugural Meeting of Council as per section 232 (1) of the *Municipal Act, 2001*, S.O. 2201, c. 25, as amended.
6. If a Member is absent, the "Declaration of Office" and "Oath of Allegiance" shall take place at the next subsequent Meeting of Council.
7. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:
 - A. CALL TO ORDER
 - B. O'CANADA
 - C. ROYAL ANTHEM
 - D. ATTENDANCE
 - E. DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
 - F. BLESSING OF COUNCIL
 - G. MAYOR'S INAUGURAL ADDRESS
 - H. CONFIRMATORY BY-LAW
 - I. ADJOURNMENT



Schedule B – Declaration of Pecuniary Interest or Conflict of Interest Form

PECUNIRARY INTEREST AND/OR CONFLICT OF INTEREST FORM

MEETING DATE: _____

NAME: _____

Committee:

Council Committee of the Whole Other _____

I, _____, declare a potential, deemed, pecuniary
interest with respect to Agenda Item No. _____, being

_____, as
(Name of Report or Title of Topic)

Signature

Print Name

Schedule C – Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Adjourn	YES	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • Council shall immediately rise and no further proceedings shall take place • all unfinished business on the agenda shall be included on the agenda of the next meeting 	<ul style="list-style-type: none"> • the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved • a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted 	NO	<ul style="list-style-type: none"> • shall not include qualifications or additional statements • shall always be in order except when a Member is speaking or the Members are voting
Extend Curfew	YES	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • Council shall indicate the additional length the meeting will continue for (beyond the four (4) hour time limit) 	<ul style="list-style-type: none"> • the Chair shall immediately declare the meeting adjourned 	NO	<ul style="list-style-type: none"> • shall always be in order except when a Member is speaking or the Members are voting • shall require a simple majority vote of the Members present
Recess	YES EXCEPT AT COMMITTEE	NO	<ul style="list-style-type: none"> • shall be resolved prior to any other motion being moved 	<ul style="list-style-type: none"> • the meeting shall recess 	<ul style="list-style-type: none"> • the meeting shall not recess 	TIME ONLY	<ul style="list-style-type: none"> • shall be in order if no question is pending

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Withdraw	YES Mover & Secunder of the main motion	NO	<ul style="list-style-type: none"> • shall receive disposition prior to any other motion being presented 	<ul style="list-style-type: none"> • the motion is withdrawn 	<ul style="list-style-type: none"> • vote on the main motion 	NO	<ul style="list-style-type: none"> • majority vote • shall be in order if decision has not been made
Close Debate (Call the Question)	YES	NO	<ul style="list-style-type: none"> • shall apply to the motion or amendment under debate 	<ul style="list-style-type: none"> • Council shall immediately vote on the question without further debate or comment 	<ul style="list-style-type: none"> • debate shall continue 	NO	<ul style="list-style-type: none"> • shall not be permitted in any committee • shall require a Two-Thirds' vote of the Members present
Defer (Postpone/ Table)	YES	YES DATE AND TIME ONLY	<ul style="list-style-type: none"> • shall be resolved prior to the main motion • shall be resolved prior to the preceding motion 	<ul style="list-style-type: none"> • no further debate until motion returns to the agenda 	<ul style="list-style-type: none"> • vote on the main motion 	YES DATE AND TIME ONLY	<ul style="list-style-type: none"> • shall not include qualifications or additional statements • shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved
Refer (Commit)	YES	YES	<ul style="list-style-type: none"> • shall preclude any amendment or debate to any previous motion unless resolved in the negative 	<ul style="list-style-type: none"> • there shall be no further debate 	<ul style="list-style-type: none"> • vote on the main motion 	YES	<ul style="list-style-type: none"> • shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Main Motion (Primary Amendment)	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • Council shall vote on the main motion as amended 	<ul style="list-style-type: none"> • vote on the main motion or • secondary amendment may be proposed 	YES	<ul style="list-style-type: none"> • shall not propose a negative to the main motion • shall not propose two distinct proposals of amendment to the main motion • shall not change the intent of the main motion • shall have only one motion to amend the main motion at one time
“Friendly” Amendment	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • Council shall vote on the main motion as amended 	<ul style="list-style-type: none"> • vote on the main motion or • secondary “friendly” amendment may be proposed 	NO	<ul style="list-style-type: none"> • shall not propose a direct negative to the main motion • shall not propose two distinct proposals of amendment to the main motion • shall not change the intent of the main motion • shall have only one motion to

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Amend Amendment (Secondary Amendment)	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the primary amending motion 	<ul style="list-style-type: none"> • Council shall vote on the primary amending motion as amended 	<ul style="list-style-type: none"> • vote on the primary amending motion • propose a secondary amendment 	NO	<ul style="list-style-type: none"> • shall not propose a direct negative to the primary amending motion • shall not propose two distinct proposals of amendment to the primary amending motion • shall not change the intent of the primary amending motion • shall have only one motion to amend the primary amending motion at one time • an amendment of the third degree is not permitted
Defer Indefinitely (postpone/Table Indefinitely)	YES	YES	<ul style="list-style-type: none"> • shall be resolved prior to the main motion • Shall be resolved prior to any preceding motion 	<ul style="list-style-type: none"> • the preceding motion and any amendments thereto shall be Council's consideration indefinitely. • The motion may defer indefinitely may be reconsidered 	<ul style="list-style-type: none"> • disposition of the main motion • Cannot put forward another motion to defer indefinitely regarding the main motion 	NO	<ul style="list-style-type: none"> • shall not include qualifications or additional statement • Shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved.

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
Divide	YES	YES	<ul style="list-style-type: none"> • shall receive disposition prior to the main motion 	<ul style="list-style-type: none"> • the debate and vote shall be on separate and distinct proposals from the main motion 	<ul style="list-style-type: none"> • disposition of the main motion in its entirety 	YES	<ul style="list-style-type: none"> • shall only be in order when the main motion to be divided contains two or more separate and distinct proposals • divide when pecuniary interest declared
Main	YES	YES	N/A	<ul style="list-style-type: none"> • the motion is carried 	<ul style="list-style-type: none"> • the motion is defeated 	YES	<ul style="list-style-type: none"> • majority vote unless otherwise provided

Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided upon before other motions ranking below it in the list:

1. Adjourn
2. Extend Curfew
3. Recess
4. Withdraw
5. Close Debate (Call the Question)
6. Defer (Postpone/Table)
7. Refer
8. Amend Amendment
9. Amend Main Motion
10. Defer Indefinitely (postpone/table indefinitely)
11. Divide
12. Main Motion



POLICY UPDATE

November 19, 2019

Public Health and Emergency Health Services Modernization Consultation

The Ministry of Health is consulting on Public Health and Emergency Health Services modernization. This will be a broad consultation with municipal governments, Boards of Health, local Public Health agencies, EMS services, and other stakeholders. AMO will work with our members, partner associations, the Ministry of Health and the Municipal Advisor, Jim Pine, throughout the process to bring forward practical solutions for public health and emergency health services that work best for residents, communities, and municipal governments.

The video of the webinar launch and two discussion papers are available on the Ontario government [website](#).

Written submissions and completion of an [online survey](#) will be accepted up until February 10th, 2020.

Planning for in-person meetings across the province are underway. Information about the dates and locations will be available soon.

The public can [email](#) the Ministry of Health with any questions about the consultations.

People interested in signing up for the government's "Connected Care Updates" on health in general, can [subscribe](#) to the Ministry of Health.

AMO will continue to keep members aware of relevant developments including the response to the consultation.

AMO Contact: Michael Jacek, Senior Advisor, mjacek@amo.on.ca, 416-971-9856 ext. 329.

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.



MEDIA RELEASE

November 21, 2019

TAKING THE INITIATIVE TO HELP IMPROVE CARE

Jennifer Brunet has worked as a Registered Practical Nurse (RPN) at Almonte General Hospital for almost two years. When she moved back to the area from Alberta, she already knew where she wanted to be. “I had my heart set on working at Almonte General Hospital. My family in Almonte raved about the hospital and the great care.”

Now, Jennifer is helping to ensure that care is the best it can be. She submitted a proposal to a competition for the close to 50,000 RPNs in Ontario called the RPN Innovation and Impact Challenge. Her project was chosen and approved, resulting in a \$10,000 grant from the Registered Practical Nurses Association of Ontario (RPNAO) to explore ways that nurses in Almonte can work up to their full scope of practice. Her proposal focuses on enhancing the role of Registered Practical Nurses (RPNs) at AGH and supporting role clarity for both RPNs and Registered Nurses (RNs).

“I want to help elevate the role of RPNs and ensure we are working to our full potential,” Jennifer explains. “That means examining the role of RPNs and of RNs and growing together. We want to contribute and do more to free up RNs to provide specialized care when it is needed.”

Almonte General Hospital is the first hospital in Ontario to benefit from this research project. Jennifer is receiving project management training and will work with the RPN Association to enhance learning at AGH. Experts will also be coming to Almonte to evaluate nursing processes and provide input into potential changes.

Jennifer was one of four RPNs in Ontario whose proposal was accepted. “Congratulations to Jennifer for taking the initiative to apply for this exciting grant opportunity and thank you to Joyce Rolph, Chief Nursing Executive, for supporting Jennifer’s application,” noted Mary Wilson Trider, President & CEO. “It is a great opportunity to learn together and continually improve care.”



Cutline: RPN Jennifer Brunet (right) with Barbara Jones, Director, RPN Innovation and Impact, RPNAO.

-30-

Media Contact:

Jane Adams
Communications Lead
Almonte General Hospital
613-729-4864
jane@brainstorm.nu

From: Erica Townson <erica@sharetheroad.ca>

Sent: November-21-19 1:34 PM

Subject: Help Us Celebrate Excellence in Cycling – Wheels of Change Awards 2020

Hello,

Each year, **Share the Road** recognizes the impactful work of advocates and professionals across Ontario with our **Wheels of Change Awards**. These awards recognize leadership, innovation and relationship building in cycling and we'd like to **encourage you to nominate someone from your community!**

As a leader in your community, you and your colleagues have an opportunity to recognize a Professional, Organization or Community Champion who has helped to change the cycling conversation. This will demonstrate your appreciation of their efforts and raise awareness throughout the cycling community of successful activities and/or programs.

We are accepting nominations until Wednesday, February 10th, 2020.

You can view the **2020 Wheels of Change Awards Nomination Form** at the following web link:

https://docs.google.com/forms/d/e/1FAIpQLSctPFBRI0yHS1weN-pnxpU5G62dxWI9UAgESWrD_Hrkf1XOXw/viewform

Award recipients are nominated by their peers and selected by the Share the Road Board of Directors. This year, recipients will be recognized at the **12th Annual Ontario Bike Summit on April 6th & 7th, 2020** at the Courtyard by Marriott, Downtown Toronto. Nominees will not be excluded from consideration if they are unable to attend this event.

Nominations can be made under the three categories mentioned above: Professional, Organization or Community Champion/Individual. You can submit multiple nominations. Please note that some of your submission comments may be shared with the nominee at the award ceremony and/or in writing when they are notified about their nomination, regardless of whether they are selected for an award. Unless you indicate otherwise, we will let the nominee know the name of the person/organization that nominated them.

If you have questions, or problems with this form, please contact events@sharetheroad.ca.

Please take this opportunity to help us celebrate excellence in cycling by nominating someone from your community and/or Ontario. Thank-you in advance for your submission!

With thanks,

Lori Newton
Wheels of Change 2020 Awards Chair
Share the Road Cycling Coalition

c/o

Erica Townson
Event & Program Coordinator
Share the Road Cycling Coalition

www.sharetheroad.ca

@STRCanada

Dir. Tel. # (416) 694-9713 (Town Events Management)



Municipality of Mississippi Mills
PENDING LIST
December 17, 2019

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates, invitation sent to County to present to Council	Every Quarter
Strategic Plan	CAO	Ongoing - Final Report to Council May 2020	Q2 2020
Procedural By-law	Clerks	Final Report to Council - Dec 17	17-Dec-19
Paterson St. Parking Restrictions	Public Works	Deffered from December 3rd Council Meeting, looking for further public input	18-Feb-20
Public Engagement Strategies	Clerks	Council direction provided Dec 3, 2019. Remove "Open Forum" from Procedural By-law to allow for further debate and review of additional public engagement strategies/options.	18-Feb-20
Micro surfacing Gale St.	Public Works	Deferred from 2020 Budget, to be brought forward to 2021 Budget consideration	Q4 2020
Full Time Deputy Fire Chief	Fire Dept.	Deferred from 2020 Budget, to be brought forward to 2021 Budget consideration	Q4 2020