

Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, May 7, 2019 5:30 p.m. Council Chambers, Municipal Office

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

- A. CALL TO ORDER (5:30 p.m.)
- B. CONSIDERATION OF A CLOSED SESSION
 - 1. HR Update personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*), and labour relations or employee negotiations Municipal Act s. 239 2(d)

REGULAR SESSION (6:00 p.m.)

- C. O CANADA
- D. ATTENDANCE
- E. APPROVAL OF AGENDA
- F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
- G. APPROVAL OF MINUTES

Council Minutes dated April 8 and 16, 2019

Pages 9-22

Pages 23-31

- H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS
 - Presentation: Carter Reid, Holy Name of Mary School Re: Acts of Service – Bravo Award
 - Marilyn Bird, Executive Director of Lanark TransportationRe: Pilot Project in Mississippi Mills
 - 3. Scott Newton, General Manager of Mississippi River Power Corporation Pages 32-57 Re: Update on MRPC Activities

I. PUBLIC MEETINGS

1. Zoning Amendment Z-06-19, Drummond, 487 Townline Road West Pages 58-66

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

• Financial Report to March 31, 2019

Pages 67-76

Resignation of Allan Goddard, Parks and Recreation Advisory Committee Page 77

Minutes

Motion to receive:

 Community Police – March 26, 2019 	Pages 78-81
 Library – March 27, 2019 	Pages 82-84
 Agriculture – April 16, 2019 	Pages 85-86
• CEDC – April 16, 2019	Pages 87-89
 Accessibility – April 17, 2019 	Pages 90-92

Motion to approve/support:

Accessibility

a. National Access Awareness Week

Page 91

Recommendation:

Whereas National Access Awareness Week was first established in 1988 to promote better community access for people with disabilities; and

Whereas the week was created in response to a request from Rick Hansen following his 40,000 km Man in Motion World Tour, organized to raise awareness about the need for accessibility for people with disabilities; and

Whereas the week celebrates achievements made by and for people with disabilities; and

Whereas it promotes access for people with all disabilities who encounter barriers that prevent full participation in day-to-day activities.

Therefore be it resolved that the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim May 26 – June 1, 2018 as National Access Awareness Week in an effort to raise awareness of the importance of equal access and full participation of persons with disabilities.

(J.2) **REPORTS**

Building & Planning

a. Zoning By-law Amendment – Davies, 250 Comba Lane, Pakenham Pages 93-103

Recommendation:

That Council approve amendments to Comprehensive Zoning Bylaw 11-83 to change the zoning on the lands known municipally as 250 Comba Lane, Pakenham Ward, from "Rural" (RU) to "Rural – Special Exception (Holding)" (RU-xh) to permit the following uses in addition to those permitted in the Rural Zone: "Winery"; "Microbrewery" and "Dairy";

And that a holding provision denoted by the suffix "h" in the zone designation is intended to recognize a water consumption operating limit of no more than 1000L/day until such time that additional assessments and studies are undertaken to sufficiently demonstrate the water quantity and quality of the site is maintained and does not adversely impact the aquifer;

And that Section 5 of Comprehensive Zoning Bylaw 11-83 be amended to add the following definition:

"WINERY: Shall mean the uses associated with the growing production of grapes, fruits or other produce directly associated with onsite cider or wine making process. Buildings or structures on the site may be used for value-added services including storage, display, processing, tasting, hospitality room, administrative facilities, outdoor patio area. An on-site restaurant, dining facility, commercial kitchen, banquet hall, retail facility or other uses that are normally incidental, subordinate and accessory to the main permitted use may also be permitted where it is demonstrated that they are secondary to the primary use."

b. Zoning By-law Amendment – Henry, 555 Country St, Ramsay Pages 104-114

Recommendation:

That Council approve Zoning By-law Amendment Z-04-19 to change the zoning on the lands known municipally as 550 Country Street, from "Development" (D) to "Development – Special Exception" (D-x) within the Municipality's Comprehensive Zoning Bylaw 11-83 to permit the construction of a single detached dwelling in accordance with the provisions of the Residential First Density (R1) Zone.

c. Zoning By-law Amendment – Mount Pakenham, Part Lot 14 Pages 115-122 Conc. 8 Pakenham

Recommendation:

That Council approve Zoning By-law Amendment Z-03-19 to change the zoning on the lands known as Part Lot 14, Concession 8 Pakenham Township, from "Rural" (RU) to "Limited Service Residential" (LSR) within the Municipality's Comprehensive Zoning Bylaw 11-83.

d. Clearance of Subdivision Conditions Mill Run Phase 4A, Almonte

Pages 123-135

Recommendation:

That Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Mill Run Subdivision Phase 4A as the draft conditions have been satisfied.

e. Request for Use of Unopened Road Allowance Robinson, Appleton

Pages 136-142

Recommendation:

That Council authorize the Mayor and Clerk to execute a Use of Municipal Road Allowance Agreement with the proponent respecting the use of the unopened road allowance known as Apple Street in the Village of Appleton (Ramsay Ward).

f. Heritage Application to Alter – 79 Little Bridge Street The Barley Mow

Pages 143-146

Recommendation:

That Council approve the alteration of the property known municipally as 79 Little Bridge Street (The Barley Mow) in accordance with Section 33 of the Ontario Heritage Act to permit the construction of a single-storey wood frame, lean-to finished in vertical wooden cladding on the southwestern façade wall of the original building.

g. Heritage Conservation District - 2 Year Program Review and Assessment

Pages 147-158

Recommendation:

That Council amend By-law 16-61 to remove "Schedule C" in its current form, and replacing it with the following statement: "Municipality of Mississippi Mills Downtown Almonte Heritage Conservation District Plan, prepared by Watson MacEwen Teramura Architects, and revised June 2016";

And that Council approve modifications to the Heritage Conservation District Plan to distinguish the following provisions of the plan:

- Section 5.3.1 (Major Permits) shall only be required for contributing and vacant properties specifically
- That new commercial signage and awnings shall be considered via Section 5.3.2 (Minor Permits)
- That any substantial work on a non-contributing property may be considered via Section 5.3.2 (Minor Permits)
- That the following work be exempt from permitting requirements in accordance with Section 5.2: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river,

new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.

And that Council amend the Delegated Authority By-law to authorize staff to review and approve Heritage Grant applications, in accordance with standardized review criteria and report mechanisms, with a final right of appeal to Council.

Finance and Administration

h. Award of RFP for Municipal Legal Services

Pages 159-160

Recommendation:

That Council award the Request for Proposal for the provision of Municipal Legal Services to Cunningham, Swan, Carty, Little & Bonham LLP.

i. Change in Operational Hours for Childcare Programs

Pages 161-162

Recommendation:

That Council approve a change in the daily operational hours of municipal childcare programs to 6:30 a.m. – 6:00 p.m. effective July 1, 2019.

j. Revised Seasonal Stand By-law

Pages 163-173

Recommendation:

That Council approve the revised Seasonal Stand By-law as presented and repeal By-law 15-110.

And that Fees and Charges By-law be amended to include the revised seasonal stand, mobile canteen, and seasonal produce/farm produce stands licensing fees.

k. Strategic Planning Options

Pages 174-175

Recommendation:

That Council authorize proceeding with Option 1 with respect to the development of a strategic plan.

(J.3) **INFORMATION ITEMS**

- Information Reports from Members of Council
 - Mayor's Report
 - County Councillors' Report
 - Mississippi Valley Conservation Authority Report
- Information List
- Meeting Calendars (May/June)

Page 176

Pages 177-179

Page 180

Pages 181-200

Pages 201-202

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of May 7, 2019 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 19-44 to 19-50 be taken as read, passed, signed and sealed in Open Council.

19-44 Lifting 0.3m Reserve BLK 47 and 49 27M-75	Page 203
19-45 Part Lot Control Block 44 Plan 27M-75	Page 204
19-46 Heritage Conservation District Amendment	Page 205
19-47 Delegated Authority Amendment (Heritage)	Page 206
19-48 Seasonal Stand	Pages 207-214
19-49 Fees and Charges	Page 215
19-50 Appointment of Chief Administrative Officer	Page 216

M. OTHER/NEW BUSINESS

1. Flooding – Disaster Relief Assistance for Ontarians Program

Recommendation:

Whereas, several watercourses have overflowed their banks in the Municipality of Mississippi Mills;

And whereas, the overland flooding began on April 15th, 2019;

And whereas, many residents along the waterways have likely experienced damage from flooding;

And whereas, several Municipal Roads were closed due to flooding and will require repair;

Now therefore be it resolved that, the Council of the Corporation of the Municipality of Mississippi Mills requests that the Minister of Municipal Affairs "activate" the Municipality of Mississippi Mills so that individuals, small owner-operated businesses, farmers and not-for-profit organizations can access the Disaster Relief Assistance for Ontarians Program.

2. Ottawa River Power Corporation (ORPC) Subordination and Postponement Agreement

Pages 217-224

Recommendation:

That Council authorize the Mayor and Clerk to enter into a Subordination and Postponement Agreement for ORPC to obtain financing from Infrastructure Ontario to construct a new substation in order to meet forecasted load growth.

3. National Nursing Week (May 6 to 12, 2019)

Page 225

Recommendation:

Whereas the health and well-being of people is the biggest priority for our community;

Whereas in Mississippi Mills, nurses are an integral part of the health system serving residents of all ages with skill, knowledge, caring and commitment;

Whereas nurses have a unique perspective and a broad understanding of the concepts of good health; and

Whereas members of the national nursing community recognize the hard work and dedication of nurses, in the Municipality of Mississippi Mills,

Therefore be it resolved that the Council for the Corporation of the Municipality of Mississippi Mills does hereby proclaim May 6-12, 2019 as "Nursing Week" and encourage everyone to recognize the many services provided by dedicated nurses and the tremendous contribution they make to the health and well-being of our community every day.

4. Public Works Week (May 19 to 25, 2019)

Pages 226-227

Recommendation:

Whereas, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of Ontario; and,

Whereas, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers and employees from provincial and municipal governments and the private sector, who are responsible for rebuilding, improving and protecting our nation's transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential services for our citizens; and,

Whereas, it is in the public interest for the citizens, civic leaders and children in Canada to gain knowledge of and to maintain a progressive interest and understanding of the importance of public works and public works programs in their respective communities,

Whereas, the year 2019 marks the 59th annual National Public Works Week sponsored by the American Public Works Association and Canadian Public Works Association;

Therefore be it resolved, that the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaims the week of May 19–25, 2019 as National Public Works Week and urges residents to pay tribute to our public works professionals, engineers, managers and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

5. Petition Policy – Councillor Maydan (Deferred from April 16, 2019)

Recommendation:

That Council direct Staff to review the Municipal Petition Policy to include provisions regarding opposition to minor local improvements.

N. NOTICE OF MOTION

1. Items for the Finance and Policy Committee - Councillor Maydan

Whereas Council appointed members to the Finance and Policy Advisory Committee on April 16, 2019;

And whereas The Finance and Policy Advisory Committee provides recommendations to Council on referred matters;

Therefore be it resolved that Council identify general priorities for review and recommendation of the Finance and Policy Advisory Committee.

- O. ANNOUNCEMENTS AND INVITATIONS
- P. CONFIRMATORY BY-LAW 19-51
- Q. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Council Meeting #16-19

MINUTES

A special meeting of Council was held on Monday, April 8, 2019 at 9:00 a.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 9:00 a.m.

B. ATTENDANCE

PRESENT: ABSENT:

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

Jeanne Harfield, Acting Clerk Kurt Greaves, Lanark County CAO Sam Leroux, Lanark County HR Specialist

C. APPROVAL OF AGENDA

Resolution No. 240-19
Moved by Councillor Holmes
Seconded by Councillor Dalgity
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

E. CONSIDERATION OF A CLOSED SESSION

Resolution No. 241-19 Moved by Councillor Ferguson Seconded by Councillor Dalgity

THAT Council enter into an in camera session at 9:00 a.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)).

Council Meeting April 8, 2019 Page 2

Resolution No. 242-19
Moved by Deputy Mayor Minnille
Seconded by Councillor Ferguson
THAT Council return to regular session at 1:12 p.m.

CARRIED

Rise & Report

1. HR Matter

Direction was provided in camera regarding the recruitment of a CAO.

F. CONFIRMATORY BY-LAW

By-law 19-38
Resolution No. 242-19
Moved by Councillor Maydan
Seconded by Councillor Holmes

THAT By-law 19-38, 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 8th day of April, 2019, be read, passed, signed and sealed in Open Council this 8th day of April, 2019.

CARRIED

G. ADJOURNMENT

Resolution No. 243-19
Moved by Councillor Dalgity
Seconded by Councillor Ferguson
THAT the meeting be adjourned at 1:12 p.m.

C/	٩R	RI	Е	D

Christa Lowry MAYOR	Jeanne Harfield ACTING CLERK	



The Corporation of the Municipality of Mississippi Mills

Council Meeting #17-19

MINUTES

A regular meeting of Council was held on Tuesday, April 16, 2019 at 5:30 p.m. in the Council Chambers.

A. CALL TO ORDER

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

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 244-19 Moved by Councillor Ferguson Seconded by Councillor Dalgity

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

CARRIED

Resolution No. 245-19
Moved by Councillor Ferguson
Seconded by Deputy Mayor Minnille
THAT Council return to regular session at 6:00 p.m.

CARRIED

Council recessed at 5:53 p.m. and resumed at 6:02 p.m.

Rise & Report

1. Committee Appointments

Resolution No. 246-19 Moved by Councillor Maydan Seconded by Deputy Mayor Minnille

THAT Council accept the resignation of Terry Lumsden from the Heritage Advisory Committee with regret.

CARRIED

Resolution No. 247-19 Moved by Councillor Holmes Seconded by Councillor Dalgity

THAT Council approve the following appointments to the Heritage and Finance and Policy advisory committees:

Council Meeting April 16, 2019 Page 2

Committee	Council Representative
Finance & Policy	- Councillor Ferguson
	- Councillor Maydan
Community and Economic Development	- Deputy Mayor Minnille
Public Works	- Deputy Mayor Minnille
Committee	Representative
Heritage	- Janet Carlile
-	- Stephen Brathwaite
Finance & Policy	- Helene Gilhooly
·	- David Hinks
	- Ryan Kennedy
	- Larry Surtees
	- Mary Lou Souter
	- Edward Wilson

CARRIED

C. O CANADA

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

D. <u>ATTENDANCE</u>

PRESENT: ABSENT:

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan

Shawna Stone, Acting Chief Administrative Officer

Jeanne Harfield, Acting Clerk

Councillor Denzil Ferguson

Jennifer Russell, Acting Deputy Clerk

Guy Bourgon, Director of Roads and Public Works (left at 8:24 pm)

Trish Petrie, Environment Compliance Officer (left at 7:30 pm)

Rhonda Whitmarsh, Treasurer (left at 8:24 pm)

Niki Dwyer, Director of Planning

Michael Cook, Building Official

E. APPROVAL OF AGENDA

Resolution No. 248-19 Moved by Councillor Ferguson Seconded by Councillor Dalgity **THAT** the agenda be approved as amended with Item J.2.g. 2019 Municipal Budget and Water and Sewer Budget as the first item of business under Committee of the Whole, and removal of Item J.2.f. Heritage Conservation district 2 year Program Review and Assessment.

CARRIED

F. APPROVAL OF MINUTES

Resolution No. 249-19
Moved by Councillor Dalgity
Seconded by Councillor Ferguson
THAT the Council Minutes dated March 28, April 2 and 4, 2019 be approved as presented.

CARRIED

G. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

Councillor Dalgity declared a pecuniary interest on Item J.2.g – Daycare Operating portion of the 2019 Municipal Budget as his daughter is an employee of the Daycare.

H. <u>DELEGATION, DEPUTATIONS, AND PRESENTATIONS</u>

 Presentation: Almonte and District High School Card Board Boat Team Re: Ottawa and Provincial Awards

The Mayor congratulated the team on their performance in Ottawa and at the Provincials and presented each member with a certificate.

I. PUBLIC MEETINGS

1. Zoning Amendment Henry, 555 Country Street, Almonte

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. No one spoke.

2. Zoning Amendment Davies, 250 Comba Lane, Pakenham

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. No one spoke.

3. Zoning Amendment Mount Pakenham, Pakenham

The Director of Planning provided an overview of the proposed amendments. The Chair invited members of the public to comment. No one spoke.

Council Meeting April 16, 2019 Page 4

J. COMMITTEE OF THE WHOLE

Resolution No. 250-19
Moved by Councillor Dalgity
Seconded by Councillor Holmes

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

CARRIED

J.1 **CONSENT ITEMS**

Resolution No. 251-19
Moved by Councillor Maydan
Seconded by Councillor Ferguson
THAT the CAO's Report be received.

CARRIED

Resolution No. 252-19 Moved by Councillor Maydan Seconded by Councillor Dalgity

THAT the minutes of the following committees be received:

- MRPC March 4, 2019
- Agriculture April 3, 2019

CARRIED

J.2 **STAFF REPORTS**

Finance and Administration

g. 2019 Municipal Budget and Water and Sewer Budget

Councillor Dalgity did not participate in discussions or vote on the following matter.

Resolution No. 253-19 Moved by Councillor Holmes Seconded by Councillor Maydan

THAT Council approve the 2019 Daycare Operating Budget.

CARRIED

Resolution No. 254-19 Moved by Councillor Holmes Seconded by Councillor Dalgity

THAT the Pakenham bump-outs be referred to the Public Works Advisory Committee for further consideration.

Resolution No. 255-19
Moved by Councillor Dalgity
Seconded by Councillor Maydan

THAT Council reallocate \$40,000 for the Gemmill Park basketball court to a potential pedestrian crossover on Paterson Street in Almonte;

AND THAT the potential crossover on Paterson Street be referred to the Public Works Committee.

CARRIED

Resolution No. 256-19 Moved by Councillor Maydan Seconded by Councillor Dalgity

THAT alternative options for yard waste diversion be referred to the Public Works Advisory Committee.

CARRIED

Resolution No. 257-19
Moved by Councillor Ferguson
Seconded by Deputy Mayor Minnille
THAT Council approve the 2019 Budget as amended.

CARRIED

Resolution No. 258-19
Moved by Deputy Mayor Minnille
Seconded by Councillor Ferguson
THAT Council approve the 2019 Water and Sewer Budget;

AND THAT the 2019 water and sewer rate by-law be approved.

CARRIED

Roads and Public Works

a. Wastewater Treatment Facility 2018 Annual Report

Resolution No. 259-19 Moved by Councillor Holmes Seconded by Councillor Ferguson

THAT Council receive the 2018 Annual Report for the Mississippi Mills Wastewater Treatment Facility as prepared by the Ontario Clean Water Agency.

b. Howie Road Depot

Moved by Deputy Mayor Minnille Seconded by Councillor Dalgity

THAT Council direct staff to close Howie Road Depot from November 15th to March 31st annually beginning in the Fall of 2019.

Motion to amend

Resolution No. 260-19 **Moved by Councillor Dalgity** Seconded by Councillor Maydan Strike out: November 15th to March 31st

Insert: November 1st to April 30th

CARRIED

Motion as amended

Resolution No.261-19

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT Council direct staff to close Howie Road Depot from November 1st to April 30th annually beginning in the Fall of 2019.

CARRIED

c. Pollinator Plant Pilot Project

Resolution No. 262-19 **Moved by Councillor Holmes** Seconded by Councillor Maydan

THAT Council approve the recommended 2019 Pollinator Plant Pilot Project as outlined in the Director of Roads and Public Works report dated April 16, 2019.

CARRIED

d. Amendment to By-law 13-108 Regulating All-terrain Vehicles

Resolution No. 263-19 **Moved by Deputy Mayor Minnille Seconded by Councillor Holmes**

THAT Council approve an amendment to By-law 13-108 to allow for set fines to be issued for violations of the by-law.

CARRIED

Resolution No. 264-19 **Moved by Deputy Mayor Minnille Seconded by Councillor Ferguson**

THAT Council refer By-law 13-108 to the Community and Economic Development Advisory Committee to consider economic development provisions.

Council Meeting April 16, 2019 Page 7

Building & Planning

e. Revised Pool By-law

Resolution No. 265-19 Moved by Deputy Mayor Minnille Seconded by Councillor Maydan

THAT Council approve the revised Pool By-law as presented and repeal By-law 16-68.

CARRIED

f. Heritage Conservation District 2 Year Program Review and Assessment

Item not considered – to be brought forward to future Council Meeting.

Finance and Administration

h. Process to Revise the Procedural By-Law

Resolution No. 266-19 Moved by Deputy Mayor Minnille Seconded by Councillor Ferguson

THAT staff be directed to begin the revision of the Procedural By-law.

CARRIED

J. 3 **INFORMATION ITEMS**

Mayor's Report

The Mayor gave a summary of her meeting with Ottawa Mayor Jim Watson at Fultons sugar bush to get acquainted, the Kairos Blanket Exercise put on by Mississippi Mills All My Relations group, and thanked the Winter Operations Crew with a pizza lunch.

• County Councillors' Report

Highlights: Discussions included procedural by-law review; OVRT information which included signage, ATV club contacts, parking, complaints, trail crossings, grooming, dust control, trail passes; Lanark Agriculture Farm Tour; Lanark County Interval House delegation; Lanark County Situation Table delegation; Lanark Lodge feasibility study.

Mississippi Valley Conservation Authority Report

Highlights: Update on watershed conditions; current treasurer retiring and being replaced by Angela Millar; Natural Systems Monitoring update; 2018 Annual Report available, conservation authority funding from the province being reduced.

Ontario Good Roads Association Report

Highlights: presentations to Rod Cameron and John Gleeson; presentations and workshops included Small Town Forum and Impact of Megatrends on Rural

Development, Autonomous Vehicle Revolution, Death of Expertise, Building the Future and Regional Economic Development and Joint and Several Liability Reform.

- Information List 08-19

Resolution No. 267-19 Moved by Councillor Ferguson Seconded by Councillor Dalgity

THAT Information List 08-19 be received and that Items 6, 9, and 10 be pulled for further consideration.

CARRIED

Resolution No. 268-19 Moved by Councillor Ferguson Seconded by Councillor Dalgity

WHEREAS throughout our community, museums, art galleries, and heritage sites reflect our local history and culture and contribute to our development;

AND WHEREAS this month provides an opportunity to increase awareness of our community's museums and celebrate the contributions these institutions make to quality of life, education, and economic development;

AND WHEREAS museums, galleries, and heritage sites are important community hubs that welcome visitors and tourists to our community and are valuable resources for education and learning;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi Mills hereby proclaim May 2019 as "May is Museum Month" in Mississippi Mills and encourage all residents and tourists to visit our local museums.

CARRIED

Resolution No. 269-19 Moved by Councillor Ferguson Seconded by Councillor Dalgity

THAT Council participate in the Green Light Campaign in support of Children's Mental Health Week May 5th to 11th, 2019 by lighting Almonte Old Town Hall green starting May 6th.

CARRIED

Meeting Calendars

Amendments: Parks & Recreation Advisory Committee April 23 at 3pm

Council recessed at 8:07 p.m. and resumed at 8:18 p.m.

Council Meeting April 16, 2019 Page 9

K. RISE AND REPORT

Resolution No. 270-19
Moved by Councillor Ferguson
Seconded by Deputy Mayor Minnille

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

CARRIED

Resolution No. 271-19 Moved by Councillor Holmes Seconded by Councillor Ferguson

THAT the recommendations of the Committee of the Whole for the meeting of April 16, 2019 Items 2 to 9 be adopted as resolutions of Council;

AND THAT Item 1 – Daycare Operating Budget, be voted on separately.

CARRIED

Councillor Dalgity did not participate in discussions or vote on the following matter.

Resolution No. 272-19 Moved by Councillor Guerard Seconded by Councillor Holmes

THAT the recommendation of the Committee of the Whole for the meeting of April 16, 2019 item 1 – Daycare Operating Budget, be adopted as a resolution of Council.

CARRIED

L. <u>BY-LAWS</u>

Resolution No. 273-19 Moved by Councillor Ferguson Seconded by Councillor Maydan

THAT By-laws 19-39 to 19-41 be taken as read, passed, signed and sealed in Open Council.

CARRIED

By-Law 19-39

Resolution No. 274-19

THAT By-law 19-39, being a by-law to impose water and sewer rates.

CARRIED

By-Law 19-40

Resolution No. 275-19

THAT By-law 19-40, being a by-law to amend All-Terrain Vehicle By-law 13-108.

By-Law 19-41

Resolution No. 276-19

THAT By-law 19-41, being a by-law respecting the enclosure of pools.

CARRIED

M. OTHER/NEW BUSINESS

Deputy Mayor Minnille Chaired this portion of the meeting.

1. Regionally Appropriate Policies for the Provincial Policy Statement – Mayor Lowry (from Notice of Motion March 19, 2019)

Moved by Mayor Lowry
Seconded by Councillor Holmes

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

AND WHEREAS the Provincial Policy Statement has significant impact on land use planning in every Municipality in Ontario;

AND WHEREAS the Provincial Policy Statement are geographically inclusive across the Province of Ontario;

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

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

THEREFORE BE IT RESOLVED THAT that the Corporation of the Municipality of Mississippi Mills expresses its desire to have regionally appropriate Growth Plan in addition to the policies provided by the Provincial Policy Statement;

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

Motion to amend
Resolution No. 277-19
Moved by Mayor Lowry
Seconded by Councillor Holmes
Strikeout: Growth Plan in addition to the

Insert: Agricultural Mapping

Motion as amended

Resolution No. 278-19

Moved by Mayor Lowry

Seconded by Councillor Holmes

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

AND WHEREAS the Provincial Policy Statement has significant impact on land use planning in every Municipality in Ontario;

AND WHEREAS the Provincial Policy Statement are geographically inclusive across the Province of Ontario:

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

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

THEREFORE BE IT RESOLVED THAT that the Corporation of the Municipality of Mississippi Mills expresses its desire to have regionally appropriate Agricultural Mapping policies provided by the Provincial Policy Statement;

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

CARRIED

Mayor Lowry resumed the Chair.

2. Local Improvement Petition Policy - Councillor Maydan

Resolution No. 279-19 Moved by Councillor Maydan Seconded by Councillor Holmes

THAT Council direct Staff to determine the feasibility of implementing a Local Improvement Petition Policy in accordance with the Municipal Act and the Local Improvement Act.

DEFEATED

Resolution No. 280-19 Moved by Councillor Maydan Seconded by Councillor Holmes

THAT Council direct Staff to review the Municipal Petition Policy to include provisions regarding opposition to minor local improvements.

DEFERRED – MAY 7, 2019

Council Meeting April 16, 2019 Page 12

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS

- MM2020 business development plan
- Deb Knapton awarded outstanding dairy service award
- Canadian Broomball Championships local residents part of the winning team

P. CONFIRMATORY BY-LAW

By-law 19-42

Resolution No. 281-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT By-law 19-42 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 16th day of April 2019, be read, passed, signed and sealed in Open Council this 16th day of April, 2019.

CARRIED

Q. <u>ADJOURNMENT</u>

Resolution No. 282-19
Moved by Deputy Mayor Minnille
Seconded by Councillor Dalgity
THAT the meeting be adjourned at 8:42 p.m.

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Christa Lowry	Jeanne Harfield
MAYOR	ACTING CLERK



Serving Lanark County and The Town of Smiths Falls since 2001

Who We Are

• Lanark Transportation Association (LTA) is a unique, community based accessible, caring, personal transportation service.



Success Story

• In 2014 appeared in the Rural Ontario Institute's report: Accelerating Rural Transportation Solutions; *Ten Community Case Studies in Ontario*, as one of the ten case studies.

(http://www.ruralontarioinstitute.ca/file.aspx?id=c3296740-5db4-436e-a56a-o7e5eocddfi6)

Our Service

- We connect people with life-enhancing community supports and services including:
- Medical appointments
- Day programs
- Counselling services
- Social service appointments
- Food programs
- Job interviews
- Court
- Pre-employment training

2

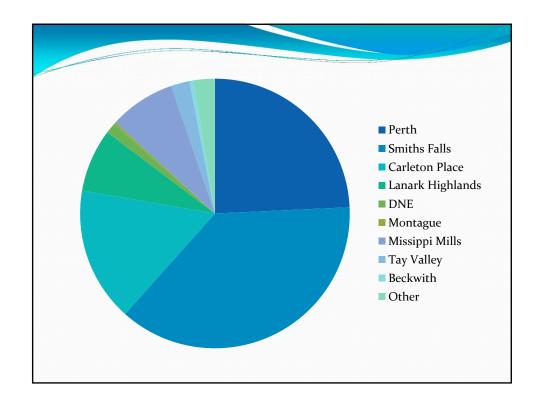
Our Service

- We are a member of the Canadian Urban Transit Association (CUTA)
- In 2017 we provided 21,326 trips to 1935 registered users
- In 2017 we drove 616,628 Kilometres (circumference of the earth is 40,075 Kilometres).

Point of Origin - 2015

Perth	2506
Smiths Falls	3856
Carleton Place	1664
Lanark Highlands	782
DNE	134
Montague	26
Missippi Mills	816
Гау Valley	230
Beckwith	52
Other	262

3



Sources of Funding

- In 2017 47.5% (\$488,5000) of LTA's operating budget came from fare recovery.
- We received from a grant from the County of Lanark \$84,600.
- A further \$8,486 from the Town of Smiths Falls.
- An additional \$422,000 received through the provincial Gas Tax Money.
- Each trip provided was subsidized by the County and The Town of Smiths Falls by \$4.36.

Grant Money

- The success of LTA has been made possible because of continuing support of Lanark County and the Town of Smiths Falls.
- 2003 \$50,000
- 2004 \$40,000
- 2005 \$76,000
- 2006 \$76,000
- 2007 \$76,000
- 2008 \$77,500
- 2009 \$79,000
- 2010 \$81,500
- 2011 2016 \$81,500 (\$8,400)
- 2017 \$83,000 (\$8,400)
- 2018 \$84,600 (\$8,400)
- 2019 \$86,500 (\$8,500)

Gas Tax Money

- In 2018 LTA received \$144,000 for capital (vehicle) purchases and \$280,000 for operating costs.
- The grant money that LTA receives from Lanark County and the Town of Smiths Falls qualifies the service for gas tax money.

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5

Gas Tax Money

- The amount of Gas Tax money received is dependent upon:
- The population of Lanark County.
- The number of kilometres travelled.
- The number of passengers carried.

Affordable for All

- LTA charges \$110 for a return trio to Ottawa. Private services charge 3 to 4 times as much.
- If a client is registered with OW or ODSP the cost of the trip is directly invoiced to their agency.

Subsidy Available

- The cost of this trip to people not with an agency is subsidized between 100% and 20% dependent on income. People with an income of < \$12,000 would pay \$2.00. A household income of between \$12 \$15,000 would pay between \$4 and \$12 depending on the destination.
- To date in 2018 we have subsidized trips in the amount of \$36,000

Partnerships

- LTA has formed partnerships with the following groups to provide transportation:
- Lanark County Mental Health
- The Table
- Interval House
- YAK
- Algonquin Employment Services

3 Service Models

- Individual need, for example a doctor's appointment.
- Agency or organization need. For example, a five week therapeutic riding program organized by youth centre.
- Modified fixed route pilot project in Lanark Highlands.

Ride the LT

- Available to residents of Lanark Highlands.
- Leaves from Lanark Town Hall OR personalized pick up and drip off at home address if can not get to the town hall.
- \$2 return trip.
- Every Tuesday to fixed stops in either Perth or Carleton Place.
- Two stops of approx. 45 mins each or one stop of approx. 90 mins.



Letter from Client

"Ms. Bird, I want to remind you and your staff what a vital service you provide and tell you how very thankful and appreciative I am for everyone's outstanding assistance. Please know that you all make a very important difference in the lives of your customers and also to those you've never even met."

9



Presentation to Mississippi Mills Council
Spring 2019

<u>Agenda</u>

- 1) President Paul Virgin
 - -Welcome and introductions
 - MRPC overview
- 2) General Manager Scott Newton
 - 2018 Year-in-Review
 - 2019 look-ahead
- 3) Questions?

Company Structure

- Board of Directors (5 Members)
 - Paul Virgin(President)
 - Adrian Foster (Vice-President)
 - Lyman Gardiner (Secretary-Treasurer)
 - Garry Dalgity
 - Mayor Christa Lowry
- Staff
 - General Manager Scott Newton
 - Plant Manager Merlin Knapton
 - Plant Maintenance Tammy Gallagher
 - Part-time Maintenance Contractor Frankie Minnille

3

Corporate Structure

- Mississippi River Power Corp. is the generation side of the former Almonte Hydro
- MRPC is a Corporation, under the Ontario Business Corporations Act, and was formed in 2000 after the electricity industry in Ontario was deregulated
- The Corporation of the Municipality of Mississippi Mills owns 100% of the shares in MRPC

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MRPC Owns

- The Brian J. Gallagher Generating Station built in 2010 on the Lower Falls
- The intake facility (Old GS) and property on the Middle Falls
- The Substation (MS#1) adjacent to the Old GS
- The Millfall and Earthen Dams, rebuilt in 2018

5

Mississippi Mills Owns & MRPC Operates

- The Hydro Office building at 28 Mill St.
 - Building was originally constructed in 1870s
 - Almonte PUC purchased in 1940
 - 1350 square foot commercial space on the main floor and two one-bedroom apartments on the upper floor.
 - The Municipality owns this building and MRPC leases it through a triple net lease.
 - MRPC is responsible for all repairs and maintenance
 - The lease expires on September 30, 2023
 - MRPC sub-leases about 65% of the main floor to Ottawa River Power Corporation (distribution company)
 - MRPC had also sub-leased the two apartments until last year.

NOTE: More on present condition of building later in presentation

Mississippi Mills Owns & MRPC Operates

- Metcalfe GeoHeritage Park
 - The Municipality owns the park and MRPC leases it through two separate triple net leases.
 - MRPC is responsible for all maintenance and upgrades of the park.
 - MRPC planned and covered the cost of the design and upgrades to the public washroom in the park in 2012 and the significant upgrades and re-landscaping of the park in 2014.
 - MRPC continues to add elements (new benches, dock, etc.).

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2018 YEAR IN REVIEW

Operational Improvements & Employee Safety

- Maintenance procedures updated and digitized
- Completed Arc Flash equipment analysis
- Ordered arc flash clothing for staff
- All staff completed Confined Space Safety training
- All staff completed CPR/AED/First-Aid refresher course
- Staff completed lift-truck training
- Purchased two additional AEDs (now have 3 in total office, generating station, truck)

9

Commitment to Community

- We did several tours of the Generating Station for families, school groups and tourists.
- Staff spent weeks removing waste from the river during the summer, removing a total of 5500 pounds of metal and 2800 pounds of other garbage.
- Railway spikes that were found in the river were cleaned up and sold with all proceeds (\$1505) being donated to the Almonte General Hospital Foundation.
- Staff worked hard to keep Metcalfe GeoHeritage Park in great condition for all to use.

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Riverbed Cleanup





Railway Spikes





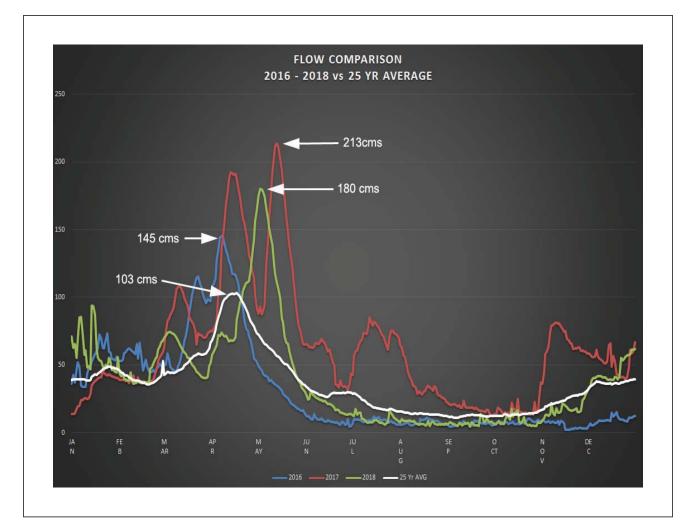
Protecting the Asset

- Hired welding company to complete recommended repairs to transition piece in penstock #1 in February.
- Both penstocks were de-watered in August for inspections.
- Both turbine runner chests were disassembled during the summer for turbine inspections and minor repairs.
- Performed standard dissolving gas and furan analysis in transformer oil sample.
- Completed infrared scan of generating station and transformer.
- Completed significant repairs and upgrades to Hawk (trashrack cleaner).

13

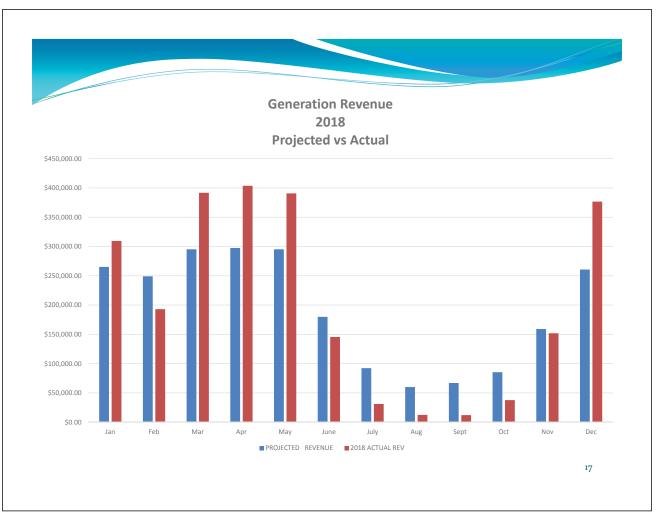
Flow Summary

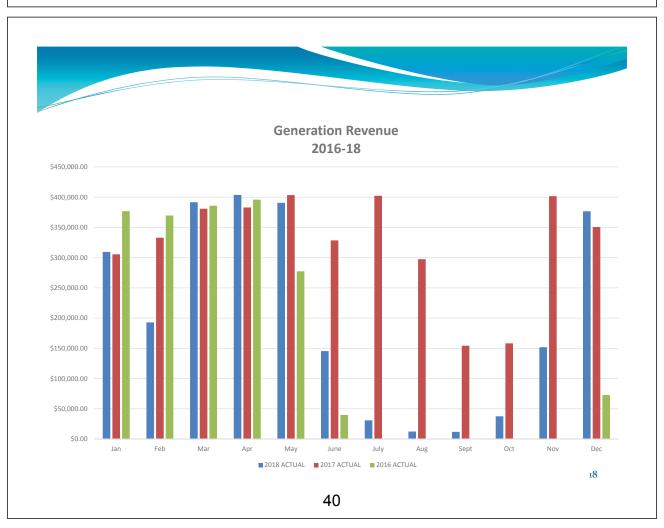
- Flows were well above average for last two months of 2017.
- 2018 started off above average.
- Heavy rains and mild temperatures early in March led to early and sustained higher than average flows in the Spring.
- Flows peaked at 180 cms on May 2nd.
- After the Spring freshet, flows dropped below average levels for most of the rest of the year.
- Higher than average precipitation in late November and December, led to higher than average flows in December to end the year.



Revenue

- Revenue projections are based on historical flows in Mississippi River at Appleton, from 1919 to present.
- Flows were well below average from June through November.
- Flows were well above average for the months of January, March, April, May and December.
- Projected revenue =\$2,306,000
- Actual revenue = \$2,455,780





Shareholder Payments

- Generation assets of old Almonte Hydro transferred by Municipality to MRPC in exchange for promissory note
- Interest on promissory note paid annually
- Mississippi Mills also received 100% of MRPC shares
- Dividend paid to MM when available

	INTEREST ON	28 Mill St.	DIVIDEND
YEAR	PROMISSORY NOTE	RENT	PAYMENT
2014	\$119,433.00	\$27,000.00	\$0.00
2015	\$119,433.00	\$36,000.00	\$0.00
2016	\$119,433.00	\$36,000.00	\$225,000.00
2017	\$119,433.00	\$36,000.00	\$225,000.00
2018	\$119,433.00	\$36,000.00	\$225,000.00
TOTAL	\$597,165.00	\$171,000.00	\$675,000.00

TOTAL Payments to the Municipality \$1,443,165.00

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MILLFALL & EARTHEN DAMS



Millfall Dam

- Structure originally built in early 1900s by Rosamonds
- Bridge transferred to Willards in 1977.
- Willards sold property to Dupuis, with bridge in 2014.
- Almonte Hydro/MRPC operated logs/boards on dam since 1950s.
- Made contact with adjacent landowners in 2012, none interested in ownership.
- Dam was falling apart and in dire need of repair.

2

2010





Damage



Damage



25

Damage



Damage



27

Millfall Dam cont'd

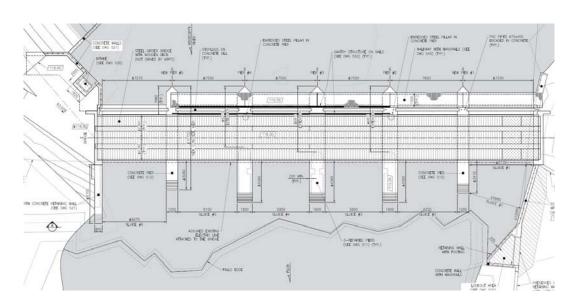
- Basic design work commenced as far back as 2013.
- Hired HydroSys Inc. (CIMA+) in late 2015 to prepare detailed options.
- Design was completed in early 2018.
- General Contract awarded to Ross & Anglin in May 2018.
- Construction started July 16, 2018.
- Construction completed December 4, 2018.
- Final repairs and landscaping work to conclude once ground dries out.

Millfall Dam cont'd

- The rehabilitated Millfall Dam consists of 6 stoplog bays, each roughly 7.5m wide.
- Four of the six bays will be fully operational via a safe steel walkway.
- There are no overflow weirs, therefore no need for flashboard installation.
- The new earthen dam has a concrete wall core and is 1.4m higher than the old dam.
- A public lookout was added on the south side of the Millfall Dam.

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New Millfall Dam Layout



<u>Millfall Dam – Post Construction</u>



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<u>Millfall Dam – Post Construction</u>



<u>Millfall Dam – New Lookout</u>



33

<u>Earthen Dam (Pre-Construction)</u>



<u>Earthen Dam (Pre-Construction)</u>



35

<u>Earthen Dam (Post-Construction)</u>



Earthen Dam (Post-Construction)



37

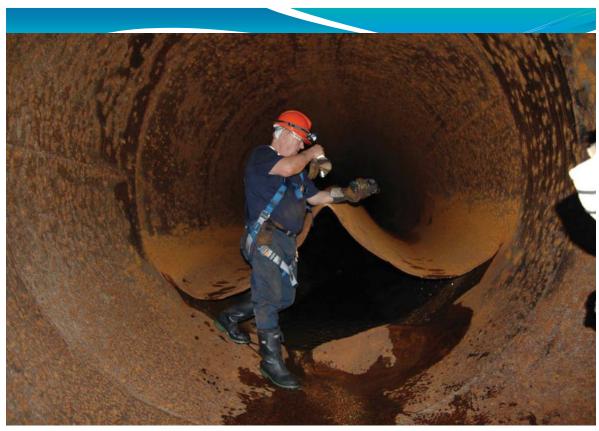
Land Ownership

- Prior to reconstruction of the dams, Mississippi Mills (at MRPC's request), purchased the land that makes up the earthen dam from Mike Dupuis.
- MRPC must purchase this land from Mississippi Mills by the end of September (extension granted recently).
- MRPC is also in the process of a Quit Claim application with MNRF for the riverbed where the Millfall Dam sits.
- We hope to have both of these completed by no later than the end of September.

PENSTOCKS







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Penstocks cont'd

- Station came online in 2010
- Penstock #2 collapsed in April of 2012, #1 shut down as precautionary measure.
- Repairs to #1 completed in February of 2013.
- Repairs to #2 completed in November of 2013.
- Total expenses and losses were approximately \$4.3M and have continued to grow (now approx. \$5M)

Penstocks cont'd

- Payments received in 2013/14 from insurer for all repairs and losses associated with #2 (total \$2.8M).
- In 2014, a Statement of Claim was filed in the courts against the engineers and contracts involved with the design and construction of the station, seeking \$1.5M for the cost of repairs and losses associated with unit #1.
- A concurrent Statement of Claim was filed by our insurer (MEARIE) seeking \$2.8M for the cost of repairs and losses associated with the collapse of penstock #2.
- Over next several months defendants submitted Statements of Defence.

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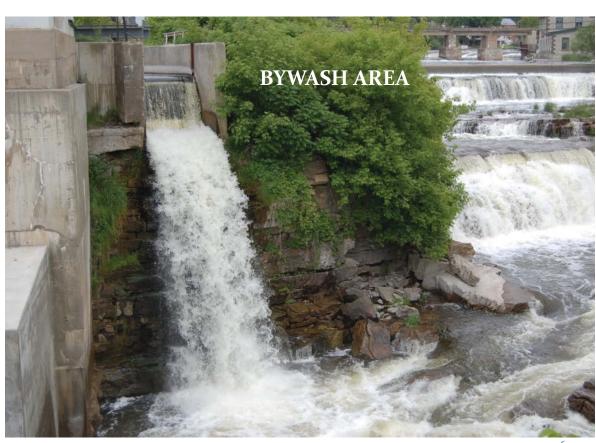
Penstocks cont'd

- Throughout 2015 defendants hired experts to review incident, prepared reports, etc.
- Conference call in December 2015 amongst defendant's lawyers to discuss further information exchange and schedule.
- Mediator was selected and timeline registered with courts.
- Examinations of Discovery 2016.
- Defendants cap on damages claim heard in 2018, appeal in 2019.

2019 & BEYOND

- Repair By-wash area (photo next slide)
- Development of a strategic plan
- Main dam (dam safety review)
- Old GS Park rehabilitation

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Bywash

- The bywash sits beside our intake (trashracks) and serves as a diversionary flow to pass ice, weeds, etc.
- It was built in 1987.
- The concrete shelf that the stoplog structure sits upon, was built on the bedrock.
- The bedrock in this area is fractured and annual freeze/thaw cycle deteriorates it.
- The concrete works are now hanging well over the bedrock that has crumbled into the river.
- In 2019 we are planning to have an assessment of the site done, followed by engineered design for repairs.

47



28 Mill Street - Hydro Office

- Building is owned by Mississippi Mills.
- MRPC leases the building on a triple-net lease.
- Part of main floor rented to ORPC, two residential apartments on upper floor.
- MRPC covers all building operational costs, ie: utilities, maintenance, improvements, etc. (close to \$200k over past five years).
- The roof was recently re-done and the front façade was painted and re-pointed.
- The interior needs significant work.
- Much of the plumbing needs replacement, the electrical needs to be upgraded.
- The entire interior is outdated, very worn, and there is asbestos in the insulation in the walls.

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Front Apartment



Pieces of Sewer Pipe Removed in 2019



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QUESTIONS?

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS BACKGROUND REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: BACKGROUND REPORT - ZONING BY-LAW AMENDMENT Z-06-19

Part Lot 1, Concession 5, Being Part 3 on Reference Plan 26R-769

Ramsay Ward, Municipality of Mississippi Mills

KNOWN AS: 487 Townline Road, Ramsay Ward

OWNER: Trevor and Travis Drummond

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from "Rural" to "Rural – Special Exception" to permit the addition of the following uses: "Commercial Storage" and "Container Sales Rental Establishment". The proposal will see the recognition of an existing business which provides commercial storage on site in a series of shipping containers, while simultaneously providing an additional supply of shipping containers for rent for use off-site. The following definition is proposed for the "Container Sales and Rental Establishment":

"Shall mean the use of land for the temporary erection and storage of shipping containers which are rented or sold for transport off-site for use by the general public."

DESCRIPTION OF SUBJECT LANDS

The subject lands are composed of a 0.69 ha lot on the north corner of Burns Lane and Townline Road in Ramsay Township. The property is located on the boundary line between the Municipality and the Town of Carleton Place, located to the south.

The owner has stated that the property has exhibited a lengthy history of home-based rural businesses over the years including notably being the former location of the Silverfox Soap furs between 1920's-40's, a former concrete cinder block manufacturer and sales location, and a heating and cooling business as recently as 2007.

The applicant, and co-owner of the property, Mr. Trevor Drummond, is the proprietor of BEC Storage and Container Dealer, which operates as a shipping container retailer, rental, refurbishment and commercial storage operation. Mr Drummond and his brother reside in the residence located on the property.

Adjacent uses around the site are primarily Rural, being mixed residential and rural commercial operations. There are livestock facilities on the lands immediately located to the north of the site.

SERVICING & INFRASTRUCTURE

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

Access to the property is provided by Townline Road, a County owned and maintained collector road. The County has indicated that an entrance permit upgrade will be required as part of the application to recognize the commercial operation of the site.



COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as "Rural".

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.

Generally, "Rural" lands are permitted to include a variety of uses that recognize the historic diversity of occurring operations in the rural environment. These include but are not limited to:

- (viii) Small scale rural commercial and industrial enterprises which primarily engage in the buying and selling of goods and services to area residents, farms, business or to the traveling public. Such uses include but are not limited to antique and craft shops, artisan studios, butcher and bakery shops, farm-related commercial and industrial, sawmills, feed mills, agricultural processing facilities, contractor's yards, and tourist commercial establishments.
- (ix) Rural commercial and industrial uses shall be limited to those that can operate on private services without danger of pollution or a serious drawdown of groundwater supplies and which create minimal obnoxious sound, odour, dust, vibration, fumes, smoke or solid waste disposal problems and are not deemed to be obnoxious uses in accordance with Ministry of Environment Guidelines.
- (xii) An accessory residential dwelling for the owner or operator of a permitted rural commercial or industrial use may be permitted on the same lot as the principal rural commercial/industrial use where the type of commercial/industrial activity presents no reason to prohibit a residential dwelling; Policy 3.3.2



Rural commercial uses are provided with additional provisions to ensure the sustainable development of economic diversity in the townships, while managing the compatibility of the use with adjacent existing uses and the rural character of the landscape. While most commercial and industrial development shall be directed to the villages and urban

areas, the Plan acknowledges that some commercial development may be most appropriate and well suited to rural lands. To ensure the compatibility of the proposed use, Policy 3.3.8.1 establishes the following policies for consideration:

- 3. Lot sizes shall be adequate for the proposed use. In assessing the appropriateness of the proposed lot size, consideration shall be given to parking and loading, servicing, storage, signage, landscaping and buffering requirements. Such lots shall have frontage on and direct access to an open public road, maintained year-round
- 8. Adequate off-street parking and loading facilities shall be provided. Where possible, parking areas shall be sited on a property such that large expanses of parking fronting on public streets are avoided. The visual appearance of parking areas and structures shall be enhanced through the use of diversity of plant forms, rural landscaping methods, naturalized landscape or other architectural elements. Parking areas adjacent to residential areas shall be appropriately screened.
- 9. Outdoor storage areas (equipment, garbage, etc.) shall be screened or fenced from adjacent uses and the street. Permanent display areas shall not be located in designated parking areas. Temporary or seasonal displays shall be permitted where they do not conflict with traffic flows or the safety of pedestrians.
- 10. Where rural commercial and industrial development is located adjacent to residential uses, appropriate screening, buffering, distance separation or other measures designed to minimize or mitigate potential land use conflicts or **adverse effects** shall be required.
- 12. The Zoning By-law shall place rural commercial and industrial uses in a separate zoning category.

ZONING BY-LAW #11-83

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

The intent of the zoning is to permit a mix of traditional agricultural, forestry and non-farm residential uses while ensuring compatibility of enhanced development opportunities with the adjacent uses in the rural context. Limited home based businesses in accordance with Section 8 of the Zoning Bylaw are also permitted.



Mr Drummond has suggested that the use of the property could be permissive by either: "grandfathering" from historic commercial enterprises; qualify as a homebased business; or qualify under the provisions of the zone "Rural-22".

The request for consideration as a "grandfathered business" or home-based business have been considered but cannot be found to comply with the provisions of the Zoning Bylaw and Planning Act. Staff have also reviewed the Rural-22 zone category and conclude that the uses prescribed are similar to the permitted used requested by Mr Drummond, but that the specific zoning category only applies to a single property on Highway 7.

Mr Drummond's application for Zoning Amendment indicated that he is seeking approval of Council to recognize the property into a site specific zoning category to permit "Commercial Storage" and "Container Sales Rental Establishment", the latter of which requires a new definition to be established.

Since the time of his original application, Mr Drummond has subsequently requested the following additional uses be considered and permitted through the zoning amendment application:

- Contractors or trade establishment
- Small engine sales, service or storage business
- · Agricultural equipment sales, service and storage business
- Machine Shop
- Welding shop
- Custom Workshop

Having reviewed the additional request, staff would suggest Council consider adding the following permissions: agricultural equipment sales, service and storage business.

The request to recognize a welding shop, machining shop, small machinery repair and trades persons business are permitted in accordance with Section 8.11 to recognize Home-based – Rural Businesses as prescribed by the provisions therein.

The requested additional use is consistent with the original intent and nature of the zoning application publically circulated and as such staff are satisfied that the change is immaterial and does not result in the need for re-notification.

PUBLIC COMMENTS RECEIVED:

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

Comments were received from Enbridge Gas and the Leeds Grenville and Lanark District Health Unit indicating no objection to the application. The County of Lanark provided comments indicating that an upgrade to the entrance permit for the existing

driveway on Townline Road would be required. The applicant has been advised to contact the County's Public Works Department directly.

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

All of which is respectfully submitted,

Niki Dwyer, MCIP RPP Ma Bes

Director of Planning

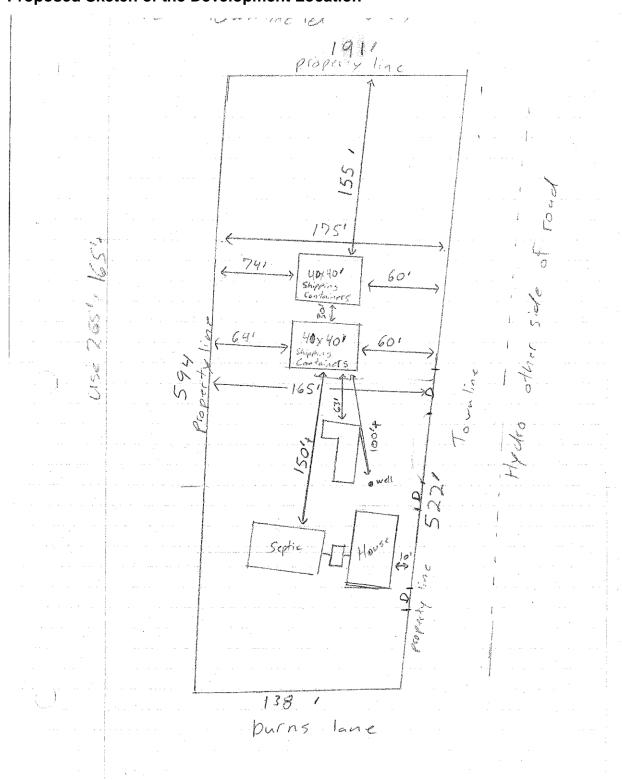
ATTACHMENTS:

Appendix A – Proposed Sketch of the Development Location

Appendix B – Limited Service Residential Zone Provisions

APPENDIX A

Proposed Sketch of the Development Location



APPENDIX B

SECTION 12 –RURAL (RU) ZONE

PURPOSE OF THE ZONE

The purpose of the RU – Rural Zone is to:

- (1) accommodate agricultural, forestry, non-farm residential lots by severance in areas designated **Rural** in the Community Official Plan;
- (2) recognize and permit this range of rural-based land uses which often have large lot or distance separation requirements; and
- (3) regulate various types of development in manners that ensure compatibility with adjacent land uses and respect the rural context.

12.1 USES PERMITTED

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

- (a) Residential Uses
 - detached dwelling
 - detached dwelling accessory to an agricultural use
 - garden suite
 - group home type A within a non-farm single detached dwelling
 - accessory apartment [By-law #17-61]
- (b) Non-Residential Uses
 - agricultural uses
 - bed and breakfast
 - conservation areas
 - forestry
 - hobby farm
 - home-based business domestic and household arts
 - home-based business professional use
 - home-based business rural business
 - home-based business farm vacation
 - hunt or fishing camp
 - pit, Class A
 - sugarbush

"COMMERCIAL STORAGE" means a place in which more than one storage unit is rented and used for the temporary storage of household items, vehicles and/or commercial goods and materials, but does not include any business operation or use associated with the storage. Each unit is physically separated from other units within the building and has its own entrance.

8.11 HOME-BASED BUSINESS - RURAL BUSINESS

- (1) Where listed as a permitted use, a Home-Based Business Rural Business may be conducted within a dwelling, a farm building or an accessory building and shall be limited to welding, machining, seed dealing, small machinery repair, cabinet making, furniture making or repair, arts and craft studio, carpentry, the sale and service of equestrian equipment and trades person business purposes in accordance with the following provisions:
 - (a) The said dwelling unit is occupied as a place of residence by the professional user.
 - (b) Not more than thirty-three percent (33%) of the gross floor area of the dwelling is devoted to the business.
 - (c) Where the rural home-based business is located within an accessory building, such accessory building must be a minimum of 70 m (230 ft) from any part of a dwelling located on surrounding properties and must comply with all other setbacks and provisions of this By-law. Not more than 100 m2 (1076 ft2), confined by walls on all sides, of an accessory building shall be devoted to a rural home-based business. Any change in use of an accessory structure to accommodate a rural home-based business will require a permit under the Building Code Act, Chap. 14, R.S.O. 1990 [By-law #18-77].
 - (d) The business is carried on by a member of the household residing on the premises and all articles sold are produced by members of the household. Two additional employees, other than a household member residing on the premises, shall be permitted provided one additional parking space is provided on the lot.
 - (e) Such home industry is clearly secondary to the main use and does not change the rural character of the area.
 - (f) There is no advertising other than a plate or sign which is not flashing or back lit and not larger than 1 m2 (10.8 ft2) in area and not flashing. Signs shall adhere to the Municipality's Sign By-law provisions [By-law #18-77].
 - (g) The rental or retail sales permitted as part of the a home-based business shall be limited to those items produced, assembled, repaired or otherwise has value added to, within the dwelling unit or is associated with a service being provided as part of the homebased business.
 - (h) There is no outside storage of goods, materials or equipment unless fully enclosed by a fence or other enclosure which provides visual screening.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: Financial Report to March 31, 2019

RECOMMENDATION:

THAT the financial report to March 31, 2019 be received 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 estimated to be \$21,707,347. The following table represents the tax arrears at March 31, 2019:

	Taxes	Interest	Total	% of Total
3 Yrs & Prior	140,782	61,715	202,497	10.86
2 years	200,677	30,209	230,886	12.38
1 year	618,714	43,331	662,045	35.50
Current	563,444	5,789	569,233	30.52
NSF Charges	690		690	.04
O/S Invoices	77,445		77,445	4.15
Water Tsf to taxes	122,074		122,074	6.55
Total	1,723,826	141,044	1,864,870	100.00
% of Estimated Levy	7.94	.65	8.59	
Arrears at Mar 31/18	9.59	.78	10.37	

2019 interim tax bills were due February 27th. Following the due date, reminder notices were mailed and payment options continue to be promoted such as making payments online or signing up for the Municipality's pre-authorized payment plan.

Operating

The 2019 budgets were passed by Council on April 16, 2019. There are no operational items to bring to Council's attention for the period ending March 31, 2019. The winter control area of the budget may be a concern later in the year as a result of the number of winter events already experienced from January to the end of March.

Capital

The capital program had not started at the end of March except for those items given pre-budget approval by Council. There are no issues or concerns to bring to Council's attention at this time.

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

FINANCIAL IMPLICATIONS:

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

- OPP rebate for 2018 in the amount of \$12,407
- Sale of Business Park Lands for \$95,000 (By-law 19-20)
- Modernization Funding in the amount of \$625,994

SUMMARY:

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

Respectfully Submitted

Reviewed by

Rhonda Whitmarsh,

Treasurer

Shawna Stone, Acting CAO

Attachments:

1. Financial Report to March 31, 2019

Municipality of Mississippi Mills Statement of Operations For the three months ending March 31, 2019

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
GENERAL FUND					
REVENUE					
General Taxation	\$21,822,347.00	\$8,696,846.00	\$13,125,501.00	60.15%	\$8,439,122.00
Federal Government Grants	0.00	0.00	\$0.00		0.00
Provincial Government Grants	912,938.00	849,379.00	\$63,559.00	6.96%	216,053.00
Municipal Grants	26,700.00	13,578.00	\$13,122.00	49.15%	13,377.00
Fees & Service Charges	1,828,290.00	52,379.00	\$1,775,911.00	97.14%	52,882.00
Grant In Lieu	265,975.00	5,085.00	\$260,890.00	98.09%	4,663.00
Other Revenue	893,994.00	107,902.00	\$786,092.00	87.93%	333,468.00
Total General Revenue	25,750,244.00	9,725,169.00	16,025,075.00	62.23%	9,059,565.00
	2018 Budget	YTD 2018	Bal Remaining YTD	Bal Remaining %	2017 YTD
EXPENDITURES					
Council	227,450.00	44,502.00	\$182,948.00	80.43%	64,153.00
General Administration	1,349,667.00	99,593.00	\$1,250,074.00		312,088.00
General Admin. Buildings	461,929.00	111,298.00	\$350,631.00	75.91%	108,895.00
Fire Department	870,151.00	166,176.00	\$703,975.00	80.90%	182,704.00
Police	1,885,672.00	157,631.00	\$1,728,041.00	91.64%	312,417.00
Protection to Persons/Property	278,611.00	117,990.00	\$160,621.00	57.65%	113,034.00
Transportation	4,915,376.00	1,055,646.00	\$3,859,730.00	78.52%	785,363.00
Environmental Services	1,654,380.00	265,898.00	\$1,388,482.00	83.93%	282,410.00
Septage	27,000.00	0.00	\$27,000.00	100.00%	0.00
Day Care	60,757.00	3,397.00	\$57,360.00	94.41%	3,397.00
Recreation	1,334,650.00	287,353.00	\$1,047,297.00	78.47%	287,353.00
Library	627,102.00	149,256.00	\$477,846.00	76.20%	143,856.00
Heritage Committee	39,750.00	0.00	\$39,750.00	100.00%	75.00
Other Cultural	31,400.00	30,110.00	\$1,290.00	4.11%	27,000.00

Planning and Zoning	272,507.00	47,284.00	\$225,223.00	82.65%	99,191.00
	2018 Budget	YTD 2018	Bal Remaining YTD	Bal Remaining %	2017 YTD
Economic Development	293,827.00	40,660.00	\$253,167.00	86.16%	44,642.00
Agriculture & Drainage	19,710.00	8,288.00	\$11,422.00	57.95%	8,288.00
County & School Requisitions	11,400,305.00	1,018,641.00	\$10,381,664.00	91.06%	1,064,037.00
Total General Expense	25,750,244.00	3,603,723.00	22,146,521.00	86.01%	3,838,903.00
BUILDING DEPARTMENT					
Building Dept. Revenues	446,030.00	156,665.00	\$289,365.00	64.88%	53,762.00
Building Dept. Expenses	446,030.00	91,984.00	\$354,046.00		83,357.00
Net Building Dept.	0.00	64,681.00	(64,681.00)	0.00%	(29,595.00)
WATER & SEWER					
Water & Sewer Revenues	3,543,282.00	543,406.00	\$2,999,876.00	84.66%	514,357.00
Water & Sewer Expenses	3,543,282.00	435,850.00	\$3,107,432.00		462,658.00
Net Water & Sewer	0.00	107,556.00	(107,556.00)	0.00%	51,699.00
Net General Fund	0.00	4,947,267.00			3,191,613.00

Municipality of Mississippi Mills Statement of Operations For the three months ending March 31, 2019

<u>-</u>	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	3,473.00	\$86,527.00	0.00%	20,232.00
Administration Buildings	91,000.00	0.00	\$91,000.00	100.00%	0.00
Fire Department	33,220.00	15,009.00	\$18,211.00	0.00%	4,407.00
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%	0.00
Transportation	3,461,235.00	10,450.00	\$3,450,785.00	99.70%	531,143.00
Septage	74,500.00	0.00	\$74,500.00	0.00%	0.00
Waste Managment	117,100.00	0.00	\$117,100.00	100.00%	17,777.00
Daycare	280,000.00	2,951.00	\$277,049.00	98.95%	0.00
Recreation	1,775,600.00	0.00	\$1,775,600.00	100.00%	5,638.00
Library	130,500.00	2,232.00	\$128,268.00	98.29%	7,776.00
Planning and Zoning	0.00	0.00	\$0.00	0.00%	22,932.00
Community Economic Development	96,750.00	1,221.00	\$95,529.00	98.74%	3,943.00
Agricultural & Drainage	0.00	0.00	\$0.00	0.00%	0.00
Total Capital Fund	6,184,905.00	35,336.00	6,149,569.00	99.43%	644,637.00
WATER & SEWER CAPITAL					
Water & Sewer Capital	3,938,500.00	66,289.00	\$3,872,211.00	98.32%	22,354.00
Total Water & Sewer Capital	3,938,500.00	66,289.00	3,872,211.00	81.18%	22,354.00

Municipality of Mississippi Mills Statement of Operations For the three months ending March 31, 2019

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
DAYCARE REVENUE					
Fees & Service Charges	\$2,138,617.00	\$426,444.00	\$1,712,173.00	80.06%	432,098.00
Municipal Grant	\$7,757.00	\$3,397.00	\$4,360.00	56.21%	3,397.00
TOTAL REVENUE	\$2,146,374.00	\$429,841.00	\$1,716,533.00	79.97%	435,495.00
EXPENDITURES					
Salaries & Benefits	1,935,294.00	377,915.00	\$1,557,379.00	80.47%	343,960.00
Supplies	131,750.00	19,291.00	\$112,459.00	85.36%	25,094.00
Service/Rent	79,330.00	29,961.00	\$49,369.00	62.23%	12,509.00
Total Daycare Expenses	2,146,374.00	427,167.00	1,719,207.00	80.10%	381,563.00
Net Daycare Fund	0.00	2,674.00	(2,674.00)	0.00%	53,932.00
LIBRARY					
REVENUE					
Federal Gov't Grants	\$0.00	\$0.00	\$0.00	0.00%	\$0.00
Provincial Gov't Grants	31,848.00	13,820.00	\$18,028.00	56.61%	352.00
Municipal Grants	626,502.00	149,256.00	\$477,246.00	76.18%	143,856.00
Fees & Service Charges	17,900.00	4,060.00	\$13,840.00	77.32%	4,613.00
Total Revenue	676,250.00	167,136.00	509,114.00	10.58%	148,821.00

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
EXPENDITURES					
Salaries & Benefits-Almonte	361,163.00	80,810.00	\$280,353.00	77.63%	83,288.00
Salaries & Benefits-Pakenham	107,701.00	21,572.00	\$86,129.00	79.97%	25,084.00
Administration-Almonte	24,245.00	9,449.00	\$14,796.00	61.03%	9,374.00
Administration-Pakenham	12,075.00	3,655.00	\$8,420.00	69.73%	3,685.00
Materials & Supplies-Almonte	47,300.00	11,311.00	\$35,989.00	76.09%	10,811.00
Materials & Supplies-Pakenham	19,633.00	5,389.00	\$14,244.00	72.55%	5,346.00
Building Operations-Almonte	21,800.00	4,806.00	\$16,994.00	77.95%	4,840.00
Building Operations-Pakenham	24,761.00	4,222.00	\$20,539.00	82.95%	1,807.00
Other Expenditures	57,572.00	0.00	\$57,572.00	100.00%	12,560.00
Total Library Expenses	676,250.00	141,214.00	535,036.00	79.12%	156,795.00
Net Library Fund	0.00	25,922.00	(25,922.00)	0.00%	(7,974.00)

Municipality of Mississippi Mills Statement of Operations For the three months ending March 31, 2019

	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$2,800.00	\$0.00	\$2,800.00		\$0.00
Municipal Grants	1,175,647.00	287,352.00	\$888,295.00	75.56%	287,353.00
Fees & Service Charges	526,700.00	173,847.00	\$352,853.00	66.99%	178,252.00
Total Revenue	1,705,147.00	461,199.00	1,243,948.00	72.95%	465,605.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	167,000.00	37,124.00	\$129,876.00	77.77%	33,703.00
Other Payroll Expenses-F/T	214,700.00	44,948.00	\$169,752.00	79.06%	45,009.00
Other Payroll Expenses-P/T	25,000.00	3,791.00	\$21,209.00	84.84%	8,582.00
Total Expense	406,700.00	85,863.00	320,837.00	78.89%	87,294.00
GENERAL EXPENSES					
General Rec. Expenses	326,773.00	30,144.00	\$296,629.00	90.78%	42,977.00
Total General Expenses	326,773.00	30,144.00	296,629.00	90.78%	42,977.00
Almonte Arena Expenses	286,864.00	70,597.00	\$216,267.00	75.39%	80,333.00
SCC Arena Expenses	224,544.00	63,897.00	\$160,647.00	71.54%	69,928.00
Sports Fields & Parks	184,478.00	5,398.00	\$179,080.00	97.07%	7,718.00
Vehicles & Equipment	27,750.00	595.00	\$27,155.00	97.86%	978.00
Programs	23,025.00	1,503.00	\$21,522.00	93.47%	1,333.00
Events	59,050.00	2,069.00	\$56,981.00	56.32%	1,479.00
Other Recreation	150,223.00	9,030.00	\$141,193.00	93.99%	124,768.00
Total Expense	955,934.00	153,089.00	802,845.00	83.99%	286,537.00

Total Recreation Expense	1,689,407.00	269,096.00	1,420,311.00	21.64%	416,808.00
Net Recreation Fund	15,740.00	192,103.00	(176,363.00)	0.00%	48,797.00

Municipality of Mississippi Mills Statement of Operations For the three months ending March 31, 2019

_	2019 Budget	YTD 2019	Bal Remaining YTD	Bal Remaining %	2018 YTD
CURLING FUND					
FUNCTIONAL REVENUE					
Fees & Service Charges					
Beverage Sales	\$31,000.00	\$24,289.00	\$6,711.00	21.65%	\$23,440.00
Food Sales	3,500.00	0.00	\$3,500.00	100.00%	0.00
Curling Lounge Rental	2,500.00	0.00	\$2,500.00	(93.32%)	0.00
Curling Surface Rental	500.00	0.00	\$500.00	, ,	0.00
Curling Surface Bar Proceeds	2,000.00	0.00	\$2,000.00	100.00%	0.00
Curling Ice Rental-Curling Club	32,254.00	16,127.00	\$16,127.00	50.00%	15,657.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
Total Revenue	71,754.00	40,416.00	31,338.00	43.67%	39,097.00
EXPENDITURES					
Insurance	6,044.00	6,044.00	\$0.00	0.00%	5,242.00
Utilities	35,500.00	15,979.00	\$19,521.00	54.99%	13,979.00
Misc. Expense	500.00	0.00	\$500.00	100.00%	0.00
Ice Rental Lounge Maint.	8,500.00	5,915.00	\$2,585.00	30.41%	3,835.00
Ice Rental Locker Maint.	2,200.00	2,217.00	(\$17.00)	(0.77%)	1,574.00
Ice Rental Surface Maint.	4,250.00	0.00	\$4,250.00	100.00%	0.00
Euipment Maintenance- Ice Plant	5,100.00	75.00	\$5,025.00	98.53%	75.00
Equipment Maintenance-Ice Scraper	250.00	0.00	\$250.00	100.00%	0.00
Curling Bar	25,150.00	15,780.00	\$9,370.00	37.26%	17,719.00
Total Expense	87,494.00	46,010.00	41,484.00	47.41%	42,424.00
Net Curling Fund	(15,740.00)	(5,594.00)	(10,146.00)	64.46%	(3,327.00)

From: Allan Goddard

Date: April 17, 2019 at 8:20:41 PM EDT

To: Bonnie Ostrom

bostrom@mississippimills.ca, Calvin Murphy

<<u>cmurphy@mississippimills.ca</u>>

Subject: Re: Parks and Recreation Advisory Committee

Dear Calvin and Bonnie

After much thought, I must inform that I can not sit on the Parks and Rec. Advisory Committee at this time. I thank all who nominated and encouraged me to accept the position.

Regards, Allan Goddard

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, March 26, 2018 at 9:30 a.m. in the Council Chambers, Municipal Offices.

Present: Mayor Christa Lowry

Councillor Denzil Ferguson Councillor Jan Maydan

Neil MacLeod Tess Powter

Inspector Derek Needham, Lanark County OPP Detachment

Staff: Shawna Stone, Acting CAO

Susie Smithson, Recording Secretary

Regrets: Grant Chaplin

Acting CAO called the meeting to order at 9:31 a.m.

A. APPROVAL OF AGENDA

Moved by Councillor Jan Maydan Seconded by Councillor Denzil Ferguson THAT the agenda be accepted as presented.

CARRIED

B <u>DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE</u> THEREOF

None were declared.

C. <u>ELECTION OF OFFICERS</u>

Acting CAO called for nominations for the position of Chair.

Moved by Neil MacLeod Seconded by Councillor Jan Maydan

THAT Mayor Christa Lowry be appointed Chair for 2019.

CARRIED

The meeting was turned over to the Chair who called for the nominations for Vice-Chair and Secretary.

Moved by Councillor Denzil Ferguson Seconded by Councillor Jan Maydan

THAT Grant Chaplin be appointed Vice-Chairperson for 2019.

CARRIED

Moved by Neil MacLeod Seconded by Tess Powter

THAT Susie Smithson is appointed Secretary for 2019.

CARRIED

D. <u>DELEGATIONS/PRESENTATIONS/TOURS</u>

None

E. APPROVAL OF MINUTES FROM PREVIOUS MEETING(S)

Moved by Neil MacLeod Seconded Councillor Denzil Ferguson

THAT the minutes dated September 18, 2018 be approved as presented.

CARRIED

F. BUSINESS ARISING OUT OF MINUTES

1. Update Task Chart

Task #1 – no updates

Task #2 - include Annual Report to Council by Chair for April/May 2019

G. ROUND TABLE

- Councillor Ferguson speeding a concern, consider investing in a second speed spy for the Municipality.
- Neil MacLeod Stephanie Gray will be giving an update on the Situation Table at County Council; notified members of Bill 68 changes and what it could mean for CPAC.

H. REPORTS

Inspector Needham reviewed the reports and addressed questions from the members.

Concerns with cannabis edibles due to the delay of the effects and driving

- Q4 stats show an increase in Trouble with Youth Inspector Needham to provide a map showing problem areas
- Assaults are up across the County
- Criminal record checks require two fulltime OPP staff members to process there have been discussions to charge volunteers for processing the record checks to recoup some of the cost but it would deter people from volunteering
- Two SIU investigations one closed, other on-going
- Highway 7 correspondence provided by the MTO shows that the snow fence installed westbound past Carleton Place has had a positive impact on reducing accidents in that area. There is no current timeline for the report from MTO due to the wide scope of issues to be reviewed.
- The addition of the mental health nurse provided by funding from the Proceeds of Crime Grant has been a huge success with 191 contacts in the first 5 months

Reports received for information.

I. <u>INFORMATION/CORRESPONDENCE</u>

1. OPP Weekly News Releases January 21 – March 4, 2019

Received for information.

2. OAPSB Zone 2 Minutes - dated November 30, 2018

Received for information.

J. OTHER/NEWBUSINESS

- 1. YTD Financial Report
 - 2019 Budget has not yet been approved
- 2. Rail Trail Snowmobile Traffic Data
 - Raw data from the OPP and Mississippi Mills Speed Spy to be analysed with help from the OPP. A stats report to be compiled of the OVRT data and published when it becomes available.
 - The Speed Spy radar requires interpretation to exclude false errors due to radio frequency interference and different size vehicles.
 - The OPP SAVE unit issued no tickets in the urban boundaries of Almonte for speeding.
 - Darren McRae of the Snowmobile/ATV club to be invited to a future CPAC meeting to discuss any issues on the trail and what is being done to educate the public on the rules and regulations.

K. **MEETING ANNOUNCEMENTS**

- Community Policing Advisory Committee

 - Tuesday, June 11th, 2019 at 9:30 am Tuesday, September 3rd, 2019 at 9:30 am Tuesday, November 26th, 2019 9:30am
- Joint Lanark County PSB meeting Wednesday June 12, 2019, Carleton Place
- Zone 2 OAPSB meeting April 26, 2019, Carleton Place
- 2019 OAPSB Spring Conference & AGM -May 22-25, 2019, Windsor, ON -Councillor Denzil Ferguson and Grant Chaplin to attend

L. **ADJOURNMENT**

Moved by Councillor Denzil Ferguson Seconded by Neil MacLeod **THAT** the meeting be adjourned at 11:35 a.m.

 Susie Smithson, Recording Secretary

CARRIED

MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

MINUTES

A regular meeting of the Library Board was held on March 27th, 2019 at 2:30 p.m. at the Pakenham Branch.

1. CALL TO ORDER

The meeting was called to order at 2:31 p.m.

2. ATTENDANCE

PRESENT: ABSENT:

Micheline Boucher Barbara Button

Leannne Czerwinski, Acting Chair

Jeff Fraser

Councillor Jan Maydan Cathy Peacock, Chair Warren Thorngate

Marie Traversy

Staff: Christine Row, CEO/Chief Librarian

3. APPROVAL OF AGENDA

Resolution No. 6-19 Moved by B. Button

Seconded by W. Thorngate

THAT the agenda be approved as amended.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

[None]

5. DELEGATIONS/PRESENTATIONS

[None]

6. **CONSENT ITEMS**

- a) Approval of minutes from February 20, 2019
- b) Correspondence- Cost sharing information to Council and the 2018 MMPLB decision on the fence beside the Almonte Branch
- c) Reports- March 2019 CEO Report
- d) Incidents-[None]
- e) Financials-[None]

M. Boucher provided history of the Library Board's decision on the fence beside the Almonte Branch. C. Row provided information on items that were not included in the CEO report

including: Great Ideas in IT at the Almonte Branch on April 26th, EKLF's donation of a Little Library, potential partnership on the community podcast project, and the Investing 101 workshop on April 25th.

Resolution No. 7-19 Moved by J. Fraser Seconded by B. Button

THAT the MMPLB accepts the consent agenda as presented.

CARRIED

7. FOR DISCUSSION/DECISION

- a) Business arising from the minutes [None]
- b) Strategic Plan update- verbal

Discussion was held on the steps to initiate a legacy giving plan such as informing local estate planners and lawyers about the Library's charitable status and the possibility of being added to the list of potential donor recipients. C. Row gave an update on new funding avenues such as the online donation link on the website and initiating a Friends of the Library.

ACTION: B. Button will investigate the information that lawyers and estate planners would find useful. J. Fraser volunteered to be the Board representative for the Friends of the Library.

- c) Board orientation- Board By-laws Discussion on the By-laws resulted in the agreement that a few changes may need to be made. As a result, the Board By-laws will be added to an upcoming meeting as a review item.
- d) Signing officers

Resolution No. 8-19 Moved by J. Fraser Seconded by B. Button

THAT C. Peacock and L. Czerwinski be appointed signing officers for the Mississippi Mills Public Library.

CARRIED

- e) HR Committee
- C. Peacock, B. Button and L. Czerwinski agreed to be members of the Standing HR Committee.
- f) Advocacy
 - B. Button will inquire about a library representative making a presentation at the Pakenham Community Outreach program.
 - C. Peacock will invite a member of the Elizabeth Kelly Library Foundation to attend an upcoming Board meeting.
- g) Draft cost sharing letter
- C. Peacock presented a draft cost sharing letter for review and discussion.

ACTION: C. Row will work with the CEO of the Carleton Place Public Library to obtain information on current circulation statistics.

8. OTHER/NEW BUSINESS

9. <u>NEXT MEETING</u>

April 24, 2019 at 2:30 at the Almonte Branch

10. ADJOURNMENT

Resolution No. 9-19
Moved by B. Button
Seconded by L. Czerwinski
THAT the meeting be adjourned at 4:00.

CARRIED

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS AGRICULTURE COMMITTEE MINUTES

Wednesday, April 16th, 2019 @ 12:30 P.M.

Municipal Office, 3131 Old Perth Road, Almonte

PRESENT: Brenda Cochran

Lorne Heslop Merlin Knapton Scott Sigurdson Paul Crozier

Councillor Bev Holmes

STAFF: Niki Dwyer, Director of Planning

REGRETS:

The Chair called the meeting to order at 12:33 p.m.

A. APPROVAL OF AGENDA

Moved by Merlin Knapton Seconded by Lorne Heslop

THAT the Agenda dated April 16, 2019 be approved as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None were declared.

C. APPROVAL OF MINUTES

Moved by Councillor Holmes Seconded by Lorne Heslop

THAT the Minutes of the Meeting of April 3rd 2019 Meeting of the Agricultural Committee be approved.

CARRIED

D. DELEGATIONS/PRESENTATIONS

None due to the nature of the meeting

E. NEW BUSINESS

Pakenham "Bump Outs" – County Road 29
 Moved by Lorne Heslop
 Seconded by Scott Sigurdson

THAT the staff report by Guy Bourgon dated October 8, 2018 and the supplemental design drawings be received for information by the Agricultural Committee

CARRIED

The committee discussed the proposed bump outs as presented to Council and the impacts on large agriculture vehicles to navigate the intersection.

2. Wild Parsnip Spraying

Moved by Scott Sigurdson Seconded by Lorne Heslop

THAT the public information pertaining to Wild Parsnip Spraying for the 2019 season be received for information by the Agricultural Committee.

CARRIED

The Committee discussed possible alternatives for future application of Wild Parsnip Management and commented on the impact of cross contamination from herbicides on the operation of organic farming.

- Committee Objectives Item deferred to the next Committee meeting.
- 4. Meeting Frequency

The next regularly scheduled meeting will be held on June 11th 2019 at 12:30pm, with a tentative meeting scheduled for May 14th, 2019 at 12:30pm to be confirmed in the future.

F. INFO/CORRESPONDENCE

None presented or discussed.

G. ROUNDTABLE:

None

H. ANNOUNCEMENT

None

I. ADJOURNMENT

Moved by Merlin Knapton Seconded by Scott Sigurdson THAT the meeting be adjourned at 1:48 p.m.

CARRIED

Niki Dwyer MCIP RPP, Recording Secretary

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

April 16, 2019 8:00 a.m. Municipal Office - Council Chambers

PRESENT: Scott McLellan

Deputy Mayor Minnille Councillor Gerard

Vic Bode

Sanjeev Sivarulrasa

Greg Smith Ron MacMeekin Mary Rozenberg Helen Antebi

STAFF/OTHERS: Tiffany MacLaren, Community Economic & Cultural Coordinator

Bonnie Ostrom, Recording Secretary

REGRETS: None

The Community Economic & Cultural Coordinator called the meeting to order at 8:05 a.m.

A. APPROVAL OF AGENDA

Moved by Mary Rozenberg

Seconded by Vic Bode

THAT the following items be added to the agenda; Sub- committee appointments, Rail Trail update and BR&E update;

AND THAT item 1. Election of Committee Chair be brought forward as the first item of business.

CARRIED

Moved by Mary Rozenberg Seconded by Vic Bode

THAT the April 16, 2019 agenda be accepted as amended.

I. OTHER/NEW BUSINESS

1. Election of Committee Chair

Moved by Vic Bode

Seconded by Mary Rozenberg

THAT Scott McLellan is nominated as the Community Economic Development Committee Chariperson.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS/PRESENTATIONS/TOURS

None

D. APPROVAL OF MINUTES

None

E. BUSINESS ARISING OUT OF MINUTES

None

F. ROUND TABLE

- Almonte Fair Ladies Night Fundraiser will take place on May 24.
- Fantastic feedback from the Volunteer Appreciation Event held on April 11, 2019!
- Mill Street will hold an Easter Egg Hunt on April 20th
- Hyw 29 in Pakenham was flooded, waters have receded. The lack of traffic through Pakenham was very noticeable to residents and merchants alike.
- Arbour Week events will take place April 23-27. Ads are in the April Humm, local Metroland newspapers and can be found on the exploremississippmills.ca website.
- Downtown Pitch In will take place on Saturday April 26.

G. REPORTS

• 2019 C&EDC Budget

The Community Economic & Cultural Coordinator provided an overview of the draft 2019 budget and the proposed budget allocated for CEDC.

H. INFORMATION/CORRESPONDENCE

• 2019 Mississippi Mills Visitor Guide

Visitor Guides were handed out to the committee members. Staff asked for feedback and suggestions for the next edition.

I. OTHER/NEW BUSINESS

2. Filming Policy & Permit

Council requested a Filming Policy and Permit be drafted. Members briefly discussed options regarding the research and drafting of the policy. A working group was proposed to investigate the Filming Policy and Permit, a draft policy will be developed and brought forward to the committee for further consideration.

Moved by Vic Bode

Seconded by Mary Rozenberg

THAT the Film Policy development working group be created;

AND THAT the following members be appointed to the working group; Helen Antebi, Vic Bode, Sanjeev Sivarulrasa and Tiffany MacLaren.

3. Sub-Committee appointees:

Moved by Helen Antebi

Seconded by Mary Rozenberg

THAT Ron MacMeekin be appointed to the Beautification Working Group.

CARRIED

Moved by Ron MacMeekin Seconded by Vic Bode

THAT Tiffany MacLaren be appointed to the Riverwalk Working Group.

CARRIED

4. Rail Trail

Members discussed the OVRT regarding the following matters: garbage pickup/cans, dog poop pickup/receptacles, benches, local businesses would like to install signage to promote their business locations, trail maps, additional parking spaces along the trail, and public washrooms. Staff will bring forward further information from the County.

5. BR&E update

The Community Economic & Cultural Coordinator provided an update on the BR&E process to date. Staff will advise the committee details of the upcoming action planning.

J. MEETING ANNOUNCEMENTS

Next meeting: Tuesday May 21st at 8:00AM.

Next Business Breakfast: Thursday, May 23rd at 7:00AM.

K. ADJOURNMENT

Moved by Mary Rozenberg

Seconded by Rick Minnille

THAT the April 16 C&EDC meeting be adjourned at 9:36 a.m.

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Bonnie Ostrom, Recording Secretary	

A meeting of the Mississippi Mills Accessibility Advisory Committee was held on Wednesday, April 17, 2019 at 3:00 p.m. at the Municipal Office.

PRESENT:

Committee: Araina Clark

Betty Preston Claire Marson Jim Lowry

Kristen Cavanagh-Ray

Staff/Others: Jennifer Russell, Acting Deputy Clerk

Regrets: Councillor Cynthia Guerard

Myrna Blair Paul Crozier

Chairperson Betty Preston called the meeting to order at 3:10 p.m.

A. APPROVAL OF AGENDA

Moved by Araina Clark Seconded by Kristen Cavanagh-Ray THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

None

C. DELEGATIONS / PRESENTATIONS / TOURS

None

D. APPROVAL OF MINUTES

Moved by Claire Marson Seconded by Kristen Cavanagh-Ray

THAT the minutes dated March 21, 2019 be approved as presented.

CARRIED

E. <u>BUSINESS ARISING OUT OF MINUTES</u>

None

F. ROUND TABLE

None

G. REPORTS

None

H. INFORMATION / CORRESPONDENCE

1. Enable Ottawa Forum – May 22, 2019

Members discussed the one-day free forum for innovative solutions to accessibility.

I. <u>OTHER/NEW BUSINESS</u>

National Access Awareness Week – Poster & Tips

Moved by Araina Clark Seconded by Jim Lowry

WHEREAS National Access Awareness Week was first established in 1988 to promote better community access for people with disabilities; and

WHEREAS the week was created in response to a request from Rick Hansen following his 40,000 km Man in Motion World Tour, organized to raise awareness about the need for accessibility for people with disabilities; and

WHEREAS the week celebrates achievements made by and for people with disabilities; and

WHEREAS it promotes access for people with all disabilities who encounter barriers that prevent full participation in day-to-day activities.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of

Mississippi Mills does hereby proclaim May 26 – June 1, 2018 as National Access Awareness Week in an effort to raise awareness of the importance of equal access and full participation of persons with disabilities.

CARRIED

Committee members reviewed and discussed the Awareness week poster and tips. Some suggestions include:

- Brochures to be created for easy and quick readability for residents
- Brochures and 8x11 posters distributed to local businesses, schools, churches etc.
- 11x17 posters for Municipal facilities to be posted
- Daily tips to include information directing residents to the municipal website for accessible organization website links

Information on National Access Awareness Week could be presented at the next Business Breakfast.

2. County Accessibility Committee

Acting Deputy Clerk updated members on Lanark County's suggestion to create a staff resource Accessibility group for Lanark County and lower municipalities (with and without Accessibility Advisory Groups) to meet and share ideas and best

practices for a consistent approach throughout all of the County municipalities. A meeting for Clerks to further discuss will be schedule shortly. Further information to follow.

J. <u>MEETING ANNOUNCEMENTS</u>

May 15, 2019 @ 3:00pm

K. <u>ADJOURNMENT</u>

Moved by Claire Marson Seconded by Jim Lowry THAT the meeting be adjourned.

CARRIED

The meeting adjourned at 3:58 p.m.
Jennifer Russell, Acting Deputy Clerk, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: ZONING BY-LAW AMENDMENT Z-05-19

Lot 8, Concession 9 Pakenham, being Part 1 on 27R-10948

Pakenham Ward, Municipality of Mississippi Mills

KNOWN AS: 250 Comba Lane, Pakenham **OWNER:** Jim Davies (Farmgate Cider)

RECOMMENDATION:

THAT Council approve amendments to Comprehensive Zoning Bylaw 11-83 to change the zoning on the lands known municipally as 250 Comba Lane, Pakenham Ward, from "Rural" (RU) to "Rural – Special Exception (Holding)" (RU-xh) to permit the following uses in addition to those permitted in the Rural Zone: "Winery"; "Micro-brewery" and "Dairy"

AND THAT a holding provision denoted by the suffix "h" in the zone designation is intended to recognize a water consumption operating limit of no more than 1000L/day until such time that additional assessments and studies are undertaken to sufficiently demonstrate the water quantity and quality of the site is maintained and does not adversely impact the aquifer;

AND THAT Section 5 of Comprehensive Zoning Bylaw 11-83 be amended to add the following definition:

"WINERY: Shall mean the uses associated with the growing production of grapes, fruits or other produce directly associated with onsite cider or wine making process. Buildings or structures on the site may be used for value-added services including storage, display, processing, tasting, hospitality room, administrative facilities, outdoor patio area. An on-site restaurant, dining facility, commercial kitchen, banquet hall, retail facility or other uses that are normally incidental, subordinate and accessory to the main permitted use may also be permitted where it is demonstrated that they are secondary to the primary use."

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from "Rural" to "Rural – Special Exception (Holding)" to permit the enhancement of operations at an existing "Winery" (cidery) and add the additional permitted use of "Dairy", and "Micro

Brewery" in addition to the permitted "Rural" uses. There are no immediate plans to expand the use into a dairy or micro-brewery, but the owner has indicated that potential expansion of the business to include such functions may be explored.

DESCRIPTION OF SUBJECT LANDS

The subject lands represent an area of approximately 108 acres at the end of Comba Lane in Pakenham Township. The property has historically been used for a variety of agricultural uses over the past 150 years including: dairy, beef, cash crop, sugar bush and at one time a saw mill. The property is presently used by the owners as a farm-residence with primary agricultural uses.

The owner is the chief proprietor of "Farmgate Cider", a locally produced organic small batch cidery which presently retails at farms markets throughout Eastern Ontario. The owners have established their primary cidery facility at the subject lands and are looking to not only recognize the cidery use but also forecast future business expansion opportunities associated with their business, including: micro-brewery and reestablishing the former dairy.

SERVICING & INFRASTRUCTURE

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services. An existing septic system and private well are present on the site. The owner has indicated that the daily water usage of the site is approximately 400L/day, well within the operating limits of the existing well and septic system on site.

Access to the property is provided by Comba Lane, a municipally owned and maintained road allowance. The property represents that last driveway of approximately 10 lots which make use of the roadway.



COMMENTS FROM INTERNAL CIRCULATION

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

CAO: No concerns or objections.
Clerk: No comments received.
CBO: No comments received.
Fire Chief: No comments received.

Director of Roads and Public Works: Ensure that drainage and grading of the property is

maintained – particularly around the driveway access Recreation Coordinator: No concerns or objections.

COMMENTS FROM EXTERNAL AGENCY CIRCULATION

The Leeds Grenville and Lanark District Health Unit attend the site for an inspection and confirmed that they have no objection to the proposed rezoning application. They have however noted that as the scale of the business increases that an "engineer is to be retained to design the septic system to service the cider/wine projection building and to consider longer term potential plans for the property". A septic permit will be required at that time. The Health Unit also advised that premises will be required to be in compliance with the Food Premises regulation Ontario 493.

The Mississippi Valley Conservation Authority similarly provide site inspection and review of the uses and confirmed that they have no concerns or objections to the operation provided that the daily water consumption of the site does not exceed 1000L/day. If and when the proposed uses contribute to water consumption in excess of 1000L/day, the MVCA would require consultation for a review of hydrological studies to assess the sustainability of the water quality and quantity of the draw. In further discussions with MVCA staff, it was suggested that a holding zone to ensure compliance with the operating limit would be a sound tool to ensure adequate consideration prior to expansion of the use.

COMMENTS FROM THE PUBLIC

Notice of the application was circulated in accordance with the provisions of the Planning Act and no written comments or inquiries were received from adjacent property owners at the time the report was drafted.

The Municipality held a Public Meeting on April 16th, 2019 to provide an opportunity for the public to comment on the application. No members from the public were present to speak to the file.

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).

On rural lands located in municipalities, limited residential uses are to be permitted (Policy 1.1.5.2c). In addition, development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted (Policy 1.1.5.4).

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as "Rural" with pockets of "Locally Significant Agricultural Lands" on the property. The Plan places a high degree of significance on the value and protection of agricultural operations and notes that the Municipality shall work with local groups and farmers "...to ensure a positive climate for farmers to invest into the local agricultural industry...".

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.



Within the Rural Designation, the Plan specifically acknowledges that there are locally significant agricultural lands which represent lands exhibiting class 1 to 3 soils, but do not meet the minimum area requirement to qualify as prime agricultural lands. Regardless of the locally significant agricultural designation, Rural lands shall be permitted to be used for:

(i) **agricultural uses** including the growing of crops (including nursery, market gardens and horticultural crops), the raising of livestock and other animals for food or fur, (including dairy or beef cattle, poultry, swine, sheep, fish and non-traditional livestock, such as deer, bison, emu, pheasant, etc), aquaculture, apiaries, forestry, maple

- syrup production, orchards and associated farm buildings and structures;
- (ii) agriculturally related businesses and services, such as farm implement dealers, feed mill or seed cleaning plants, livestock assembly points, grain drying, animal husbandry services, storage for farm produce, abattoirs, custom machinery operators, or similar agribusinesses. Wherever possible, these uses shall be located on land that is of low capability for agriculture and shall not adversely affect agricultural operations in the general vicinity. Such uses shall be placed in a separate zoning category.
- (iii) farm gate retailing, home-based businesses (Section 3.6.11 of the Plan), agriculturally related tourist commercial uses, such as farm vacations and pick-your-own operations, value-added packing and processing of primary agricultural products, agricultural education enterprises and similar activities which are secondary and incidental to the farming operation are also permitted; Policy 3.3.2



Adjacent uses around the site are primarily Rural, being mixed farm and non-farm residential. Notably, a severance application for additional non-farm residential lots were approved on Comba Lane in recent years but have been yet to be developed.

The site is also bisected by Glenn Creek, located immediately adjacent to the existing buildings on the site.

ZONING BY-LAW #11-83

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

The intent of the zoning is to permit a mix of traditional agricultural, forestry and nonfarm residential uses while ensuring compatibility of enhanced development opportunities with the adjacent uses in the rural context. While the zone permits miscellaneous agricultural uses, hobby farms, rural business, and various home-based businesses, the scale and nature of the proposed cidery and future expansion uses such as events spaces, tasting rooms, museum, and larger commercial cidery operations our outside the intended permitted agricultural uses of the Rural zone.

In reviewing the zoning designations of other similar cideries in Ontario, it was noted that many Municipalities (Ottawa, Niagara Region, Prince Edward County), site specifically zone the properties to permit "Wineries" or "Estate Wineries" as permitted uses to ensure that the site is adequately designed and serviced for the array of accessory uses that come with the operation of a Winery/Cidery.

The proposed development meets all of the provisions of the Rural zone and no special exceptions are required to

Following the receipt of comments from the Health Unit and the MVCA, staff are supportive of the development proposal subject to a holding provision in accordance with Section 38 of the Planning Act. The Community Official Plan establishes that:

"...the [Municipality] may pre-zone property for development where the "principle of development" has been established through this Plan. In such cases, the [Municipality] may place a Holding Symbol on the zone which prevents any development from taking place until the Town is satisfied that certain conditions have been met." – Policy 5.3.3

The intent of the Holding provision in this case would be used to permit the additional uses of the property in a manageable scale, provided that the water consumption does not exceed the recommended limit of 1,000L/day. This will also the business to scale up to a larger operation without the burden of undertaken hydrogeological studies at this time. If and when the business operator was interested in increasing the functional draw of the water source, an application to "Lift the Holding" would be filed with appropriate hydrogeological studies to support that the intensified uses do not adversely impact the aquifer. The application would be reviewed to the satisfaction of the Municipality with supporting technical review by the MVCA. It is also likely at that time that additional application to upgrade the septic system would be required by the Health Unit.

CONCLUSION

Staff conclude that the change of zoning designation from "Rural (RU)" to "Rural – Special Exception (Holding)" (RU-xH) is appropriate and provides for the reasonable use of the site today with opportunity for further review as is warranted by intensification by the use. As such, the application approval is consistent and in conformity with the Community Official Plan and Provincial Policy Statement.

All of which is respectfully submitted by,

Niki Dwyer MCIP RPP

Director of Planning

Reviewed by,

Shawna Stone

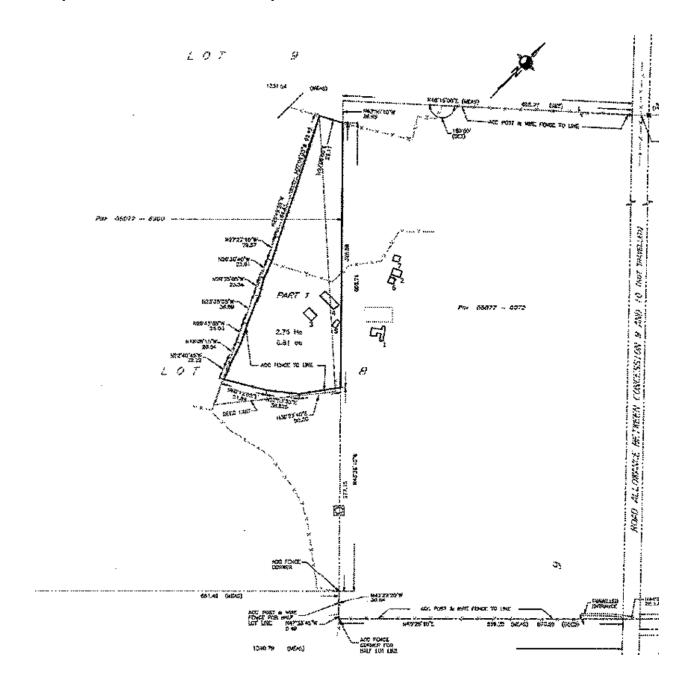
Acting Chief Administrative Officer

ATTACHMENTS:

Appendix A – Sketch of the Development Location Appendix B – Draft Bylaw

APPENDIX A

Proposed Sketch of the Development Location



APPENDIX B

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS BY-LAW NO. 19-XX

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 "Rural (RU)" Zone to "Rural Special Exception Holding (RU-xh)" Zone for the lands identified on the attached Schedule 'A', which are legally described as Lot 8, Concession 9 Pakenham Township, now Pakenham Ward, Municipality of Mississippi Mills; municipally known as 250 Comba Lane.
- 2. That Section 5 to By-law No. 11-83, as amended, is hereby further amended by adding the following definition:
 - "WINERY: Shall mean the uses associated with the growing production of grapes, fruits or other produce directly associated with onsite cider or wine making process. Buildings or structures on the site may be used for value-added services including storage, display, processing, tasting, hospitality room, administrative facilities, outdoor patio area. An on-site restaurant, dining facility, commercial kitchen, banquet hall, retail facility or other uses that are normally incidental, subordinate and accessory to the main permitted use may also be permitted where it is demonstrated that they are secondary to the primary use."
- 3. That Section 12 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:
 - 12.3,x Notwithstanding their "RU" zoning designation, lands delineated as "RU-xh" on Schedule 'A' to this by-law may be used for the following additional purposes:
 - (1) Winery
 - (2) Micro-Brewery
 - (3) Dairy

The holding provision (h) shall maintain a water consumption operating limit of no more than 1000L/day, to be lifted upon approval by the Municipality and Conservation Authority of

the following:

- (1) Appropriate hydrological studies that support the required water use, maintaining appropriate water quality and quantity standards of the aquifer.
- 4. 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 7th day of May, 2019.
Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk

BY-LAW NO. 19-XX

SCHEDULE 'A'

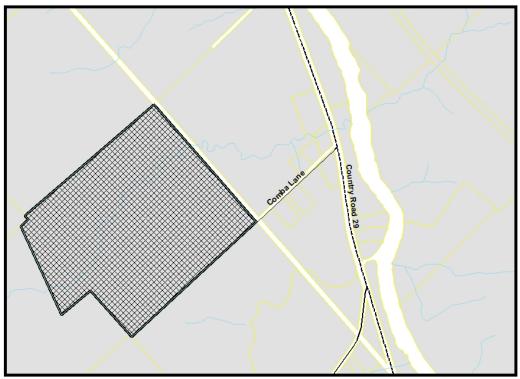
LEGAL DESCRIPTION OF THE SUBJECT LANDS

Lot 8, Concession 9, Pakenham Township, County of Lanark, Municipality of Mississippi Mills



Zoning Amendment Application Z-05-19 250 Comba Lane Part Lot 8, Concession 9 Pakenham





THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: ZONING BY-LAW AMENDMENT Z-04-19

Part Lot 13, Concession 9 Ramsay

Ramsay Ward, Municipality of Mississippi Mills

KNOWN AS: 555 Country Street **OWNER:** Joseph and Terra Henry

RECOMMENDATION:

THAT Council approve Zoning By-law Amendment Z-04-19 to change the zoning on the lands known municipally as 550 Country Street, from "Development" (D) to "Development — Special Exception" (D-x) within the Municipality's Comprehensive Zoning Bylaw 11-83 to permit the construction of a single detached dwelling in accordance with the provisions of the Residential First Density (R1) Zone.

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from "Development" (D) to "Development – Special Exception" (D-x) to permit the construction of a new single detached dwelling on the property. The property is currently occupied by a single detached dwelling which is uninhabitable.

DESCRIPTION OF SUBJECT LANDS

The subject lands are known as Part of Lot 13, Concession 9, Ramsay Ward, located immediately adjacent to the settlement area of the Town of Almonte. The property has historically been a farmed property and the original farmhouse still stands roughly in the centre of the property at the end of a 300m lane.

The subject property has been earmarked by the Municipality as "Future Expansion Lands" in the 2006 Community Official Plan, and the preliminary Environmental Compliance Approvals for the Municipal servicing systems identify the land for the eventual addition to the urban area of Almonte. However, the servicing requirements for the site are extensive, including the provision of an additional piped watermain

connection across the Mississippi River and as such it is acknowledge that it is unlikely that the lands will be absorbed into the urban area within the next 15-20 years.

It is common practice for Municipality's to designate lands acknowledged for future growth as "Development" – which in essence acts as a holding until certain conditions are met (ie. boundary expansion is justified, servicing constraints have been removed). The development designation limits any new development which may prohibit or challenge the ability to maximize development potential of the site in the public interest.

This rational for the "Development" designation and the future needs of the community for the site have been thoroughly discussed with the current applicant.

SERVICING & INFRASTRUCTURE

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services. A private well and septic system for the original farmhouse are located on the property and will be subject to decommissioning and replacement and/or rehabilitation as part of the development proposal.

Access to the property is provided by Country Street, a municipally maintained road. The property also has frontage on Highway 29, a County Road, however there are no existing entrance permits from the street.



COMMENTS FROM INTERNAL CIRCULATION

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

CAO: No concerns or objections. Clerk: No comments received. CBO: No concerns or objections. Fire Chief: No comments received.

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

Recreation Coordinator: No concerns or objections.

COMMENTS FROM EXTERNAL AGENCY CIRCULATION

The Mississippi Valley Conservation Authority has provided confirmation that they have "screened out" the application from a more substantial review, and Enbridge Gas provided correspondence indicating no objection.

The Leeds Grenville Lanark District Health Unit also provided comments indicating that septic inspection and approval would be required for the construction of the new dwelling and confirming that they have contacted the property owner directly.

COMMENTS FROM THE PUBLIC

Notice of the application was circulated in accordance with the provisions of the Planning Act and no written comments were received from adjacent property owners prior to the public meeting. Following the circulation of the notice the Municipality received a number of general phone calls from adjacent property owners (10-12 telephone calls). The nature of nearly all of the inquiries pertained to clarity around the proposal to development an entire subdivision on the site. Staff clarified that while the site is identified for future expansion needs of Almonte Ward, at present the site cannot be serviced for such a proposal and at this time the proposal is exclusively for a single detached dwelling and accessory uses permitted therein. Any future development proposal (ie. a subdivision) would be subject to public circulation and planning approval.

The Municipality held a Public Meeting on April 16th, 2019 to provide an opportunity for the public to comment on the application. No members from the public were present to speak to the file. Staff did receive written comments from Mr. Allan Stanley, resident of 508 Country Street, immediately following the public meeting. The comments were supplied to the applicant to address and the responses were consolidated into a response to Mr. Stanley (see Appendix B). No further questions were raised following the response.

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).

On rural lands located in municipalities, limited residential uses are to be permitted (Policy 1.1.5.2c). In addition, development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted (Policy 1.1.5.4).

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as "Rural". The Plan acknowledges that pressure for residential development can be beneficial to the Municipality provided that it doesn't limit sensitive uses that can only be allocated in the rural environment (ie. resource extraction, environmental features, or agricultural uses).

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.

The plan also specifically provides the objective to:

"provide direction to the location of new rural non-farm residential lots and the placement of houses on such lots is to be considerate of traditional rural land uses and environmental features".

The property is also notably identified in Schedule "A" as "Future Expansion Lands" for Almonte Ward. The subject land represents part of 1 of 3 large contingents of land for future growth of the urban area. The Mississippi Mills Growth and Settlement Strategy acknowledge that in general:

"Development proposals involving lands within the "Future Expansion" overlay shall be assessed to ensure that they will not hinder future expansion of the urban area should that need ever arise." – Policy 2.5.3.2.3.3

In this particular area of expansion, this property represents only part of multiple land holdings within the expansion area. This is unique to the other expansion areas which are largely or exclusively, composed of single land holdings for development.



Adjacent uses around the site are mixed and include the higher-density residential uses of the Town of Almonte (small lot singles and semi-detached dwellings); large non-farm rural residential lots, a cemetery, and vacant rural lands.

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

The intent of the zoning is to recognize the intended future urban development of the lands for the Town of Almonte and thereby permit a limited range of uses which will not inhibit development options in the future, notably by imposing regulations with ensure a "low scale and intensity of development to reflect the characteristics of the existing land uses".

The property was historically utilized as an agricultural holding, with a two-storey single detached dwelling associated with the use central on the property. The dwelling has been vacant for a significant number of years and at this time is in a state of disrepair which leaves limited opportunity to salvage the structure for occupation.

In exploring opportunities for the construction of a new dwelling, the owner's sought opinion on the ability to deem the property to have "non-conforming use" status in accordance with Section 6.13 of the Zoning Bylaw which could be used to recognize the construction of a new dwelling to replace the existing dwelling. The provisions of the bylaw specify that the restoration or reconstruction of the dwelling cannot increase the height, size or volume of the structure, thereby limiting the potential style and configuration of a new dwelling.

As the owner's wish to construct a bungalow of different massing, there was no ability to claim non-conformity rights to the new dwelling.

Instead, the owners have opted to file a zoning amendment application to construct the dwelling in the same location on the lot but of a different height, size and volume which meets their needs. The zoning amendment application seeks to add "a single detached dwelling" as a permitted use in accordance with the R1 zoning provisions for such a use.

	Residential First Density Provision	Proposed on Subject Lands
Minimum lot area	2000 m2	222,698m ²
Minimum lot frontage	30 m	179m
Minimum front yard	7.5 m	298m
Minimum exterior side yard	7.5 m	NA
Minimum side yard	3 m	97m
Minimum rear yard	10 m	185m
Minimum floor area	75 m2	158m²
Maximum building height	9 m	6.7m
Maximum lot coverage	30 %	0.08%

The conformity with the R1 zone also extends the owners the rights and permissions for Residential uses described in Section 8 of the Zoning Bylaw, including Home Based business provisions and Open storage. Notably, Mr Henry is the proprietor of Countryside Contracting, a business that is based out of his home. The operation of the home-based business is permitted in accordance with the following provisions of Section 8.10:

(j) Where the Home-Based Business – Professional Use is in the form of a trades person business, the storage of equipment and material necessary to conduct the home-based business shall be permitted within an accessory building, provided the area devoted to the home-based business is not more than 100 m2 (1076 ft2) and is confined by walls on all sides, and the accessory building complies with all other setbacks and provisions of this By-law [By-law #18-77]

In reviewing other "Development" holdings in the Municipality, staff have concluded that this approach has been used in several locations to ensure the temporary and active use of a site as an interim to future development needs.

CONCLUSION

Staff conclude that the change of zoning designation from "Development (D)" to "Development – Special Exception (D-x)" is appropriate, does not lead to anticipated adverse impacts in the future, and is consistent and in conformity with the Community Official Plan and Provincial Policy Statement.

All of which is respectfully submitted by,

Shawha Stone

Reviewed by,

Director of Planning Acting Chief Administrative Officer

ATTACHMENTS:

Niki Dwyer MCIP RPP

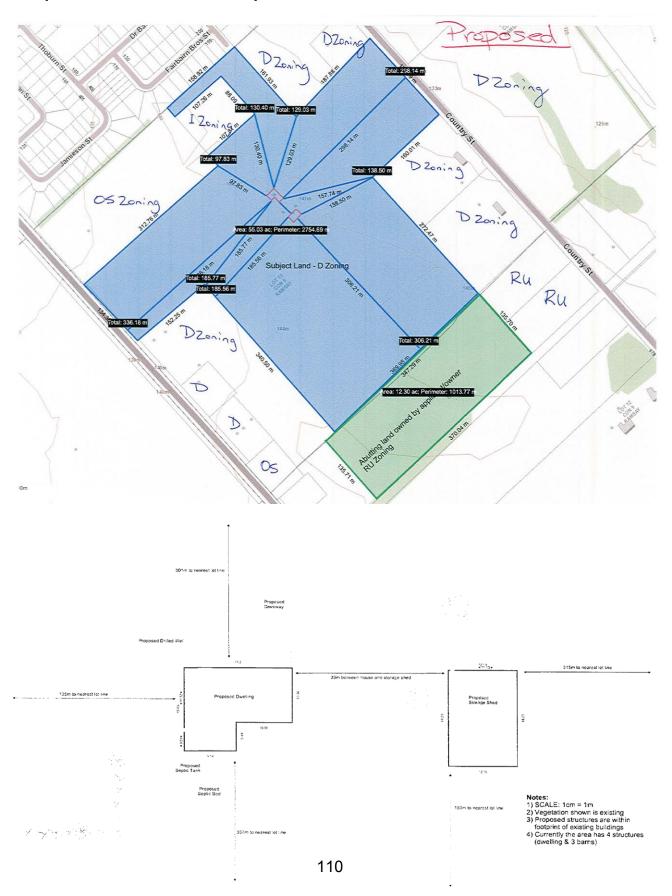
Appendix A – Proposed Sketch of the Development Location

Appendix B – Comments and Responses to Mr. A Stanley

Appendix C - Draft Bylaw

APPENDIX A

Proposed Sketch of the Development Location



APPENDIX B

550 Country Street Zoning Amendment Application Z-04-19

The Planning Department has received the following questions from Mr. Allan Stanley regarding the application for Zoning Amendment at 550 Country Street (Owner: Joseph and Terra Henry). Below is a summary of the questions provided by Mr. Stanley and answers provided by the Henry's, unless otherwise noted.

1. Will there be any construction of other buildings | ie: multi-bay commercial scale garage

A: Should the amendment be approved, we only have plans to construct a house and the storage shed, with the approval of a building permit.

2. How many wells will be dug?

A: There is an existing well at the front of the property that will be decommissioned and one single drilled well dug closer to the new home.

3. What vehicle storage will be in place... tandem dump trucks? 1 ton dump? Bob Cat excavators? Backhoe tractor? Highhoe excavator? Float and or trailers?

A: If we are granted a building permit for the storage shed, that will be its intended purpose. To store all of the equipment, out of the elements.

4. Will the land be used to dump soil/debris from ie: basement excavation? field beds?

A: During the building process of home and storage shed, of course there will be material required for delivery for use during construction. If they mean will we be dumping material as a part of our business operation, than that is very unlikely as it is not a part of our business model and materials are taken directly from quarries to job sites when required.

5. Which street/road will be the primary access route? Will Hwy 29 the Town's preferred option?

A: There is currently an entrance permit issued for 550 Country St, so that will be our primary access for now. We would, however, like to speak with the County about a permit off HWY 29 and use as primary access for business equipment, but we do not qualify at this point as there is an existing entrance from a municipal road.

6. Is there any possibility for future commercial development?

A: Any potential future commercial development of the site would be subject to further Zoning Amendment Applications, including public circulation and community consultation. The merits and impacts of a proposed commercial development would be evaluated at that time. (Answer provide by N Dwyer)

7. Is there any possibility for future residential development?

A: Any potential further residential development of the site would be subject to Official Plan, Zoning Amendment and Subdivision applications, including public circulation and community consultation. The merits and impacts of a proposed commercial development would be evaluated at that time. (Answer provide by N Dwyer)

8. Is there a possibility that the land will be used for "Toy" storage?

A: We have ZERO intention of ever having "storage" of any kind on our property, aside from the storage shed for business use.

9. Will subcontractors be using the location?

A: No

10. Will staff be using the location?

A: During the construction "season", staff may be required to come to the property to pick up things as needed, but there are no staff on the premises as a part of their regular job with us.

11. What will happen to Country Street. It is already in poor shape requiring numerous patches but never a proper paving or surface upgrade. Heavy vehicle and equipment traffic will certainly become a problem to noise, cleanliness and road maintenance.

A: Country Street both the urban portion from James St to the urban limits and the rural section was scheduled for a 2020 rehabilitation. However, due to recent reprioritization it is now scheduled for rehabilitation in 2021. It is not anticipated to upgrade the road to asphalt past the current urban boundary, should the urban boundary change this may need to be revisited. No known load restrictions with the exception of seasonal half loads are currently required. (Answer provided by C Smith)

12. What specific details are there regarding request of zoning exemption. Are there any pending rezoning requests. Are they permitted to run a business off the property within the existing zone?

A: There are no further development applications pending pertaining to this parcel of land. The permitted uses would be limited to a single detached dwelling in accordance with the Residential First Density (R1) Zone provisions. Home Based Business' are permitted ancillary uses to any single detached dwelling in accordance with the general provisions provided in the Zoning Bylaw. (Answer provided by N Dwyer)

APPENDIX C

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS BY-LAW NO. 19-XX

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 "Development Special Exception (D-x)" Zone for the lands identified on the attached Schedule 'A', which are legally described municipally as 550 Country Street, Ramsay Ward, Municipality of Mississippi Mills.
- 2. That Section 40 of By-law No. 1-83, as amended, is hereby further amended by adding the following provisions to Subsection 3 Special Provisions:

 40.03.x Notwithstanding their 'D' zoning, on those lands delineated as 'D-x' a single detached dwelling shall be permitted in accordance with the R1 zone provisions and applicable general provisions of Section 5 and 8.
- 3. 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 sea	aled in open Council this 7th day of May, 2019.
 Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk

BY-LAW NO. 19-XX

SCHEDULE 'A'

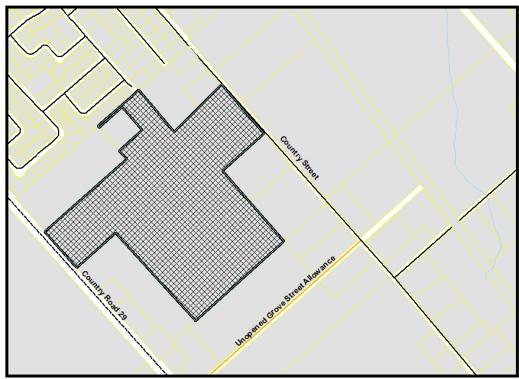
LEGAL DESCRIPTION OF THE SUBJECT LANDS

Part Lot 13, Concession 9, Ramsay Township, County of Lanark, Municipality of Mississippi Mills (known municipally as 550 Country Street)



Zoning Amendment Application Z-04-19 550 Country Street Part Lot 13, Concession 9 Ramsay Township





THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: ZONING BY-LAW AMENDMENT Z-03-19

Part Lot 14, Concession 8 Pakenham

Pakenham Ward, Municipality of Mississippi Mills

KNOWN AS: Part Lot 14, Concession 8 Pakenham Township (0931-946-015-24800)

OWNER: Mount Pakenham (Agent: Andrew Burns)

RECOMMENDATION:

THAT Council approve Zoning By-law Amendment Z-03-19 to change the zoning on the lands known as Part Lot 14, Concession 8 Pakenham Township, from "Rural" (RU) to "Limited Service Residential" (LSR) within the Municipality's Comprehensive Zoning Bylaw 11-83.

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from "Rural" (RU) to "Limited Service Residential" (LSR) to permit the construction of a single detached dwelling on the subject property without frontage on an open and maintained municipal road. The property is presently vacant and accessible only by an unopened municipal road allowance. The owners have previously sought and obtained permission by the Municipality of Mississippi Mills to cross the unopened allowance to access the lands.

DESCRIPTION OF SUBJECT LANDS

The subject lands are known as Part of Lot 14 on Concession 8, Pakenham Ward. The property is adjacent to Mount Pakenham Ski Hill and is owned by the corporation. The property has historically been used for cross-country ski trails, but has never been developed by the Ski Hill for formal uses.

Council will recall that the owners of the land had previously requested consideration of Council to permit the crossing of a road allowance to access an adjacent parcel of land for the proposed dwelling. In exploring options, the owners also considered developing a single detached dwelling on the Ski Hill property itself, but servicing requirements of the Ministry of Environmental for a communal commercial septic system have made the proposal infeasible.

SERVICING & INFRASTRUCTURE

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

Access to the property is provided by an unopened portion of the Ski Hill Road extension. The owners have previously received approval from the Municipality to use the allowance for the purpose of constructing a private driveway to access the proposed location of the dwelling.



COMMENTS FROM INTERNAL CIRCULATION

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

CAO: No concerns or objections. Clerk: No comments received. CBO: No comments received. Fire Chief: No comments received.

Director of Roads and Public Works: Ensure that drainage and grading of the property is

maintained – particularly around the driveway access Recreation Coordinator: No concerns or objections.

COMMENTS FROM EXTERNAL AGENCY CIRCULATION

No objections were received from external agencies as of the date this report was prepared. However, the Leeds Grenville and Lanark District Health Unit indicated that

inspections and permits would be required for private septic infrastructure at the time of development.

COMMENTS FROM THE PUBLIC

Notice of the application was circulated in accordance with the provisions of the Planning Act and no written comments or inquiries were received from adjacent property owners at the time the report was drafted.

The Municipality held a Public Meeting on April 16th, 2019 to provide an opportunity for the public to comment on the application. No members from the public were present to speak to the file.

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).

On rural lands located in municipalities, limited residential uses are to be permitted (Policy 1.1.5.2c). In addition, development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted (Policy 1.1.5.4).

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as "Rural" with pockets of "Provincially Significant Wetland" on the property. Rural lands represent the vast majority of land area in Pakenham Ward, and are valued for their array of potential uses. Notably, the Plan acknowledges that pressure for residential development can be beneficial to the Municipality provided that it doesn't limit sensitive uses that can only be allocated in the rural environment (ie. resource extraction, environmental features, or agricultural uses).

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.

The plan also specifically provides the objective to:

"provide direction to the location of new rural non-farm residential lots and the placement of houses on such lots is to be considerate of traditional rural land uses and environmental features". As the property is also partially designated "Provincially Significant Wetland" the proposal is under review by the Conservation Authority to provide comment on the potential impact and mitigating measures appropriate for any new structures.



Adjacent uses around the site are primarily Rural, being mostly single detached dwellings or vacant lands, with the notable exception of the adjacent Mount Pakenham Ski Hill which is designated Parkland and Open Space.

ZONING BY-LAW #11-83

The subject property is presently zoned "Rural" (RU) and "Environmental Protection" in the Municipality of Mississippi Mills Zoning Bylaw 11-83.

The intent of the zoning is to permit rural uses, only where the land is accessible by an open and maintained Municipal road allowance and where street frontage on said allowance is at least 45m.

Properties which do not have frontage on an improved road are instead permitted to be considered for development if they are rezoned into a Limited Service Residential Zone in accordance with the provisions of Section 6.7 of the Bylaw.

By zoning the lands to the Limited Service Residential Zone, the municipal services which would normally be provided on an open public highway will not be guaranteed including, but not limited to, snow ploughing, road grading, school busing, garbage pickup, and access by emergency vehicles.

The proposed lot meets all of the provisions of the Limited Service Residential Zone and complies with all General Provisions articulated in the Zoning Bylaw.

	Limited Service Residential Provision	Proposed on Subject Lands
Minimum lot area	4000 m2	144,273m²
Minimum lot frontage	60 m	335m
Minimum front yard	7.5 m	112m
Minimum exterior side yard	7.5 m	42m
Minimum side yard	3 m	>100m
Minimum rear yard	7.5 m	>100m
Minimum floor area	75 m2	185m²
Maximum building height	11 m	5.2m
Maximum lot coverage	15 %	0.13%

CONCLUSION

Staff conclude that the change of zoning designation from "Rural (RU)" to "Limited Service Residential (LSR)" is appropriate, does not lead to anticipated adverse impacts in the future, and is consistent and in conformity with the Community Official Plan and Provincial Policy Statement.

All of which is respectfully submitted by,

Shawna Stone

Reviewed by,

Niki Dwyer MCIP RPP Director of Planning

Acting Chief Administrative Officer

ATTACHMENTS:

Appendix A – Proposed Sketch of the Development Location

Appendix B – Draft Bylaw

APPENDIX A

Proposed Sketch of the Development Location



APPENDIX B

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS BY-LAW NO. 19-XX

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 "Rural (RU)" Zone to "Limited Service Residential (LSR)" Zone for the lands identified on the attached Schedule 'A', which are legally described as Part Lot 14, Concession 8 Pakenham Township, now Pakenham 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 se	ealed in open Council this 7 th day of May, 2019
Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk

BY-LAW NO. 19-XX

SCHEDULE 'A'

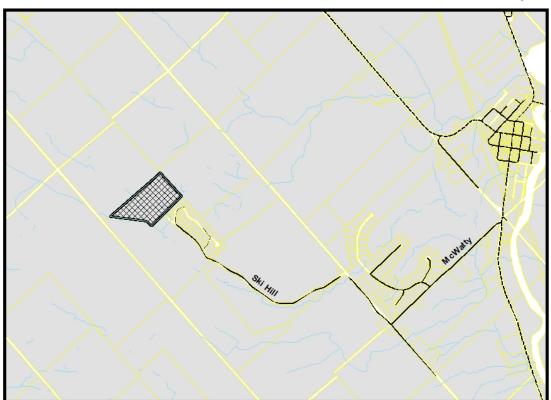
LEGAL DESCRIPTION OF THE SUBJECT LANDS

Part Lot 14, Concession 8, Pakenham Township, County of Lanark, Municipality of Mississippi Mills



Zoning Amendment Application Z-03-19 Ski Hill Road, Pakenham Part Lot 14, Concession 8





THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Council

FROM: Niki Dwyer, Director of Planning

SUBJECT: CLEARANCE OF SUBDIVISION CONDITIONS

Mill Run Phase 4A (Owner: Menzie Almonte Inc.) Almonte Ward, Municipality of Mississippi Mills

RECOMMENDATION:

That Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Mill Run Subdivision Phase 4A as the draft conditions have been satisfied.

SUMMARY:

This report advises that all the draft conditions regarding the proposed Mill Run Phase 4A Plan of Subdivision have been satisfied and staff recommend authorization for the Mayor and Clerk to enter into a Subdivision Agreement to allow the Mill Run Phase 4A Subdivision to be registered which will allow construction to proceed.

BACKGROUND:

Mill Run Subdivision has received draft approval for five (5) phases, of which most have included subphases of 50-75 lots each. The original Mill Run (or Sadler Estate) Subdivision was approved by the County of Lanark in October 2012, and constituted the development of the lands formerly known as "Phase 1". Additional phases 2-5 were approved by the County in June 2016 and have been subject to several revisions. Phase 4A of the development will include the construction of: 12 single detached dwellings, 18 semidetached dwellings, and 41 townhouse dwellings. The layout also includes three new streets (Walsh, Reaume and Leishman) and the completion of Sadler Drive.

The owner, Menzie Almonte Inc, is anticipating full build out by the end of 2021.

The draft approved Plan of Subdivision requires development on full municipal services. The municipal infrastructure will include water, sanitary and storm sewers. This phase of the subdivision is notably adjacent to the Mill Run Parkland block which has received conceptual approval for a design by Council. The Parks Department will be commissioning the design-build of the project in 2019 with construction in 2020.



Figure 1 - Mill Run Phasing Plan

Mill Run Phase 4A

The conditions of Draft Plan Approval issued by the County of Lanark have been satisfied. A draft Agreement has been prepared and is being reviewed by the Municipality's solicitor, the developer and their consultants and solicitor.

All plans associated with the development have been reviewed and approved by staff and all relevant external agencies. Furthermore, the Ministry of Environment has issued the required Certificates of Approval regarding the water mains, sanitary sewers and storm sewers. A pre-servicing agreement was executed with the Public Works Department to permit the initial servicing of the site in preparation for building permits in summer, 2019.

Upon execution of the Agreement, the developer will be required to provide all required securities for the development and a cash payment of \$43,795.24 to the Municipality to cover administration costs and registration fees.

CONCLUSION

The developer has satisfied the conditions issued for draft approval of the Mill Run subdivision Phase 4A. Staff requests that Council authorize the Mayor and Clerk to enter into a Subdivision Agreement for the Mill Run Subdivision Phase 4A as the draft conditions have been satisfied.

All of which is respectfully submitted,

Miki Dwyer, MCIP RPP Director of Planning Approved by,

shawna Stone

Acting Chief Administrative Officer

Attachments:

Attachment 1 – Location Map

Attachment 2 – Plan of Subdivision

Attachment 3 – Conditions of Draft Approval

ATTACHMENT 1 - LOCATION MAP

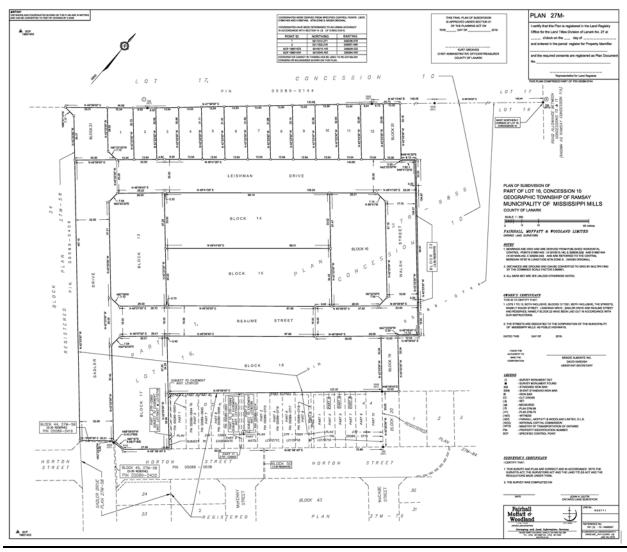


PHASE 4A MILL RUN SUBDIVISION ALMONTE ONTARIO





ATTACHMENT 2 - PLAN OF SUBDIVISION



Subdivision: Mill Run - Phases 2 to 5

File: 09-T-15002

Municipality: Town of Mississippi Mills

Subject Lands: Part Lot 16 Concession 10, Township of Ramsay (now Almonte Ward)

Applicant: Menzie Almonte Inc.

ATTACHMENT 3 – CONDITIONS OF DRAFT APPROVAL

MILL R	UN PHASE 4A – CLEARANCE OF CONDITIONS	
No	Condition	Cleared
1	That this approval applies to the draft plan of subdivision prepared by Fairhall Moffat and Woodland dated April 2015, revised November 2015, revised May 2016, revised February 2017, February 2018 and as further revised for Phases 4 and 5 on August 2018 and showing: a. A total of seventy-four (74) lots for single detached dwellings, Lots 47-66 and Lots 73-128; b. A total of six (6) blocks (40 units in total) for semi-detached dwellings, Blocks 128, 130, 131, 143, 146 and 147; c. A total of six (6) blocks (74 units in total) for townhouse dwellings, Blocks 127, 129, 132, 142, 144 and 145. d. A total of three (3) blocks for pathways,	Schedule A of Agreement
	Blocks 151, 154 and 155. e. One (1) block for other, Block 150. f. Four (4) blocks for 0.3 m reserves, Blocks 158, 159, 160 and 161.	
2	That if final approval is not given to this Plan within three (3) years of the draft approval date, and no extensions have been granted, the draft approval shall lapse.	Expiry date: February 10 2020
3	That road allowances be shown and dedicated as public highways on the final plan.	Cleared upon execution of agreement
4	That day lighting triangles be shown on the Final Plan at all intersections and dedicated as public highways.	Schedule F (6) of Agreement
5	That the streets shall be named to the satisfaction of the Municipality of Mississippi Mills.	Clause 18:10 and Schedule I of Agreement
6	That the subdivision agreement between the Owner and the Municipality of Mississippi Mills contain phasing arrangements and allocation of sanitary sewer and water services to the satisfaction of the municipality.	Clause 11 and Schedule S of Agreement
7	That prior to final approval of each phase, the Owner shall prepare a finalized Services Report to the satisfaction of the Municipality of Mississippi Mills.	Section 11, and Schedule R of Agreement
8	That prior to final approval for each phase, the	Schedule R of

	Owner shall provide an updated Transportation Impact Study (TIS) to the satisfaction of the Municipality of Mississippi Mills.	Agreement
9	The Owner shall prepare, at their sole cost, a hydraulic network analysis for the proposed water plant as part of each phase of development within the Plan of Subdivision. This report shall address domestic flows, fire flow demands, as well as looping requirements to the satisfaction of the Director of Roads and Public Works for the Municipality of Mississippi Mills.	No longer required – considered as part of Municipal Master Plan.
10	That the ends of the roads between phases and the abutting property, a 0.3m reserve shall be dedicated and conveyed to the Municipality of Mississippi Mills.	Schedule F and S of Agreement
11	That the subdivision agreement between the Owner and the Municipality of Mississippi Mills contain phasing arrangements to the satisfaction of the municipality. a. That the temporary turning circles created as a result of the phased development be shown on the final plans as blocks. These shall be conveyed to and held by the Municipality of Mississippi Mills until the extension of the road allowance, when the blocks shall be conveyed without charge to the Owners of the abutting lots.	Clause 5.12 and Schedule J of Agreement
12	That prior to final approval by the County of Lanark, the County shall be advised by the Municipality of Mississippi Mills that this proposed subdivision conforms to the zoning by-law in effect.	Zoning Amended by Bylaw 16-28 (04.05.2016)
13	That the Owner agrees in writing to satisfy all of the Municipality of Mississippi Mill's requirements, financial and otherwise, concerning the provision of roads, sidewalks, installation of services and drainage on the site. Specifically, the subdivision agreement shall contain provisions related to the Owner providing sidewalks in accordance with the final approved Transportation Impact Study.	Schedule J and P of Agreement
14	That the Owner agrees to provide accommodation for cyclists as part of the design features for Sadler Street, Street 8 and Honeyborne Street to the satisfaction of the	Schedule R of Agreement

	Municipality of Mississippi Mills.	
15	That the Owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Municipality of Mississippi Mills concerning the extension of sewer and water services to the proposed lots and shall provide for the municipality to assume ownership and operation of the system upon final acceptance by the municipality.	Clause 16 and Schedule K of Agreement
16	That on the final plan and through a provision in the subdivision agreement between the Owner and the Municipality of Mississippi Mills, the Owner shall provide black, chain link, commercial grade fencing acceptable to the municipality, along both sides of the pathways as shown on the draft plan.	Clause 18.4 and Schedule G of Agreement *amended to be a two-rail fence
17	That such easements and right-of-ways as may be required for the stormwater plan, landscaping plan, and the utility and lighting plan purposes, shall be granted to the appropriate authority.	Clause 18.6, and Schedule F of Agreement
18	That the subdivision agreement between the Owner and the Municipality of Mississippi Mills contain a provision for the implementation of the requirements of the stormwater plan, landscaping plan, utility and lighting plans, at the Owner's expense.	Clause 2, 5, and Schedule M and R of Agreement
19	That prior to final approval, the Owner shall prepare a stormwater plan to the satisfaction of the Mississippi Valley Conservation Authority (MVCA) and the Municipality of Mississippi Mills. The stormwater plan shall include design specifications which demonstrate how stormwater drainage from the subdivision shall be accommodated, and shall address both water quantity and quality, legal and adequate outlet, future maintenance requirements, and erosion and sedimentation control both during and after construction. The stormwater plan shall also include detail lot grading and drainage plans for the individual lots. No site preparation or road construction shall take place until such time as the stormwater plan has been approved.	Schedule R and W of Agreement
20	That prior to either the registration of a phase or submission of an application for an	Approval Number 3646- B7NP7Z (dated February

	Environmental Compliance Approval for any Stormwater works (whichever occurs first); the Owner shall prepare a Detailed Stormwater Management Plan to the satisfaction of the MVCA and the Municipality of Mississippi Mills. The Plan shall contain at a minimum: a. A grading and drainage plan that demonstrates that the overland flow routes will not have more than 30cm depth of flow with the 1:100 year event. b. The specifications of the manhole-type stormwater quality treatment units, including the expected performance and maintenance requirements during construction and operation for the individual phase of development and for final, build out conditions.	15, 2019)
21	That prior to final approval, the Owner shall prepare an energy efficient report to the satisfaction of the Municipality of Mississippi Mills. Such a report shall outline opportunities for energy efficiencies and passive solar gain.	Schedule R of Agreement
22	That prior to final approval, the Owner shall prepare a landscaping plan to the satisfaction of the Municipality of Mississippi Mills. The landscaping plan shall address matters associated with tree retention and planting, open space development, and pedestrian travel. The landscaping strategy may also include provisions for plantings on future phases of the subdivision.	Clause 18.3 and Schedule R of Agreement
23	That prior to final approval, the Owner shall prepare composite utility and lighting plan to the satisfaction of the Municipality of Mississippi Mills and those groups and companies responsible for the utilities involved.	Schedule R and W of Agreement
24	Prior to final approval, the Owner shall prepare a detailed stormwater management design to the satisfaction of the MVCA. The stormwater design shall demonstrate how stormwater drainage from the subdivision will be accommodated, and shall address both water quantity and quality, and erosion and sedimentation control both during and after construction. The design shall include, but not be limited to the following: a) A review of the proposed development and	Schedule R and W of Agreement

	stormwater management system to confirm that the existing stormwater management facility will provide the required level of treatment and that post-development flows from the site do not exceed pre-development levels. b) Demonstration that quality treatment corresponding to a normal level of protection per the design guidelines of the Stormwater Management and Planning Design Manual (MOE, March 2003) will be achieved. c) A lot Grading and Drainage Plan showing the 1:100 year ponding levels and limits. d) A Sediment and Erosion Control Plan to be used during construction.			
25	That prior to final approval by the County, the County shall be advised by Enbridge Gas that the subdivision agreement between the Owner and the Municipality of Mississippi Mills contain the following conditions to the satisfaction of Enbridge Gas Distribution Inc. a) The applicant shall contact Enbridge Gas Distribution's Customer Connections department for service and meter installation details and to ensure all gas piping is installed prior to the commencement of site landscaping (including, but not limited to: tree planting, silva cells, and/or soil trenches) and/or asphalt paving. b) If the gas main needs to be relocated as a result of changes in the alignment or grade of the future road allowances or for temporary gas pipe installations pertaining to phase construction, all costs are the responsibility of the applicant. c) In the event that easement(s) are required to service this development, the applicant will provide the easement(s) to Enbridge Gas Distribution at no cost. The inhibiting order will not be lifted until the application has met all of Enbridge Gas Distribution's requirements. d) The applicant will grade all road allowances to as final elevation as possible, provide necessary field survey information and all approved municipal road cross sections, identifying all utility locations prior to the installation of the gas piping.	Schedule Agreement	W	of

26	26. That prior to final approval by the County, the County shall be advised by Bell Canada that the subdivision agreement between the Owner and the Municipality of Mississippi Mills contain the following to the satisfaction of Bell Canada: a) The Developer is hereby advised that prior to commencing any work within the Plan, the Developer must confirm that sufficient wire-line communication / telecommunication infrastructure is currently available within the proposed development. In the event that such infrastructure is not available, the Developer is hereby advised that the Developer may be required to pay for the connection to and/or extension of the existing communication/ telecommunication infrastructure. If the Developer elects not to pay for such connection to and/or extension of the existing communication/telecommunication infrastructure, the Developer shall be required to demonstrate to the municipality that sufficient alternative communication/ telecommunication facilities are available within the proposed development to enable, at a minimum, the effective delivery of communication/telecommunication services for emergency management services (i.e., 911 Emergency Services). b) The Owner shall agree to grant Bell Canada any easements that may be required for telecommunication services. Easements may be required subject to final servicing decisions. In the event of any conflict with existing Bell Canada facilities or easements, the Owner/ developer shall be responsible for the relocation of such facilities or easements. c) Bell Canada requires one or more conduit or conduits of sufficient size from each unit to the room(s) in which the telecommunication facilities are situated and one or more conduits from the room(s) in which telecommunication facilities are located to the street line.	Schedule W of Agreement
27	27. That prior to final approval by the County, the County shall be advised by Canada Post that the subdivision agreement between the	Clause 25 and Schedule W of Agreement

1				
	Owner and the Municipality of Mississippi Mills			
	contain the following provisions to the			
	satisfaction of Canada Post:			
	a) The developer will consult with Canada Post			
	to determine suitable permanent locations for			
	the Community Mail Boxes. The developer will			
	then indicate these locations on the appropriate			
	servicing plans.			
	b) The developer agrees, prior to offering any			
	units for sale, to display a map on the wall of			
	the sales office in a place readily accessible to			
	potential homeowners that indicates the			
	location of all Community Mail Boxes within the			
	development, as approved by Canada Post.			
	c) The developer agrees to include in all offers			
	of purchase and sale a statement which			
	advises the purchaser that mail will be			
	delivered via Community Mail Boxes. The			
	developer also agrees to note the locations of			
	all Community Mail Boxes within the			
	development, and to notify affected home			
	Owners of any established easements granted			
	to Canada Post to permit access to the			
	Community Mail Boxes.			
	d) The developer will provide a suitable and			
	safe temporary site for a			
	Community Mail Boxes until curbs; sidewalks			
	and final grading are completed at the			
	permanent Community Mail Boxes locations.			
	Canada Post will provide mail delivery to new			
	residents as soon as the homes are occupied.			
	e) The developer agrees to provide the			
	following for each Community Mail Boxes site			
	and to include these requirements on the			
	appropriate servicing plans:			
	- Any required walkway across the boulevard,			
	per municipal standards			
	- Any required curb depressions for wheelchair			
	access, with an opening of at least two metres			
	(consult Canada Post for detailed			
28	specifications)	Clause	19.2	224
20	28. That the subdivision agreement between the Owner and the Municipality of Mississippi	Clause Schedule	F of	and the
	Mills and the Offers of Purchase and Sale	Agreement	⊏ UI	uie
	Agreements and Deeds contain as a minimum,	Adiceilleill		
	the following provisions, with wording			
L	Tute following provisions, with wording			

	acceptable to the Municipality, wherein the Owner agrees: a) To pay a capital development charge at the time of the construction of residential dwellings at the applicable Almonte Ward rate.	
29	29. That the subdivision agreement between the Owner and the Municipality of Mississippi Mills be registered against the lands to which it applies once the plan of subdivision has been signed.	To be finalized and authorized by Council

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: Request for use of Unopened Road Allowance

APPLICANT: Johnathan Robinson

RECOMMENDATION:

THAT Council authorize the Mayor and Clerk to execute a Use of Municipal Road Allowance Agreement with the proponent, Johnathan Robinson, respecting the use of the unopened road allowance known as Apple Street in the Village of Appleton (Ramsay Ward).

BACKGROUND:

In 2014, the County of Lanark approved a consent application to establish four building lots and a municipal road allowance at the end of Apple Street in the Village of Appleton by the applicant, Mr Johnathan Robinson. The approval was conditional upon the rezoning of the property and the execution of a Development Agreement with the Municipality to ensure the extension of the Municipal right-of-way by the developer as a local road with the benefit of also providing connectivity to the adjacent "Carlgate Development Site". The Zoning Amendment to recognize the lands in the R1 zone was completed and approved in 2015 and a Development Agreement was registered in January 2017 and the lands for the road extension deeded to the Municipality.

Since that time, the approval of the Carlgate Subdivision development has stalled at the County, but the owner of the adjacent lands is anxious to advance his own development on his adjacent lands. He is now requesting permission by the Municipality to construct a private laneway on the, now municipal, road allowance to access one of the lots. The requirement to construct the public road in partnership with Carlgate would still stand, but this interim step would permit Mr Robinson to build his retirement home.

Staff seek direction from Council on their desire to permit such a development arrangement as the Community Official Plan provides discretion to Council to permit the use of a road allowance for the purpose of providing a "private road" however the policy also references that:

"The use of unopened road allowances as lanes to gain access to year round residential development shall be discouraged" (Policy 4.6.4.5)

DISCUSSION:

Unopened municipal road allowances are subject to Common Law Rights of Passage by members of the public. In instances where the Municipality has not assumed responsibility or acknowledged any passive use or improvement of the land, the Occupiers Liability Act prevails and establishes a lower threshold for "duty of care" by the landholder. However, once the Municipality shows intent to permit the improvement or sanctioned use of the property there is a heightened duty of care to ensure that the use and condition of the property is maintained and does not pose risk to the public.

Municipalities may choose to permit members of the public to use, improve or alter the condition of the road allowance for the purpose of permitting safe passage for pedestrians and/or motor vehicles. This permission is sanctioned by an Agreement for the use of the road allowance passed by By-law.

If Council approves the principle of use the By-law and appended Agreement should establish:

- That the Municipality does not "assume" the road for "maintenance purposes" and that the road is to be "used at the user's risk";
- Signage requirements respecting the maintenance condition and assumption of risk;
- Onus of responsibility for cost of design, construction, surveying and maintenance;
- Minimum design and construction standards;
- Permissive users and restrictions on barring access to the land;
- Financial securities, liability insurances and save harmless agreements

Following execution by the signatories it is important that this agreement is registered on title of the leasee's land to ensure adherence in perpetuity.

Council similarly considered an application for the use of an unopened allowance in Pakenham Township at the end of Ski Hill Road. Approval was granted subject to the execution of a use agreement registered on title.

FINANCIAL IMPLICATIONS:

If an Agreement to use and improve the road is approved, it is typical to arrange that the full cost of preparing and registering the agreement and any work to improve/design the road is the responsibility of the proponent.

SUMMARY:

Having reviewed the context of the proposal for road allowance crossing, staff are supportive pending the execution of the agreement establishing terms and conditions for the use of the allowance.

All of which is respectfully submitted by,

Reviewed by,

Shawna Stone

Acting Chief Administrative Officer

ATTACHMENTS:

Director of Planning

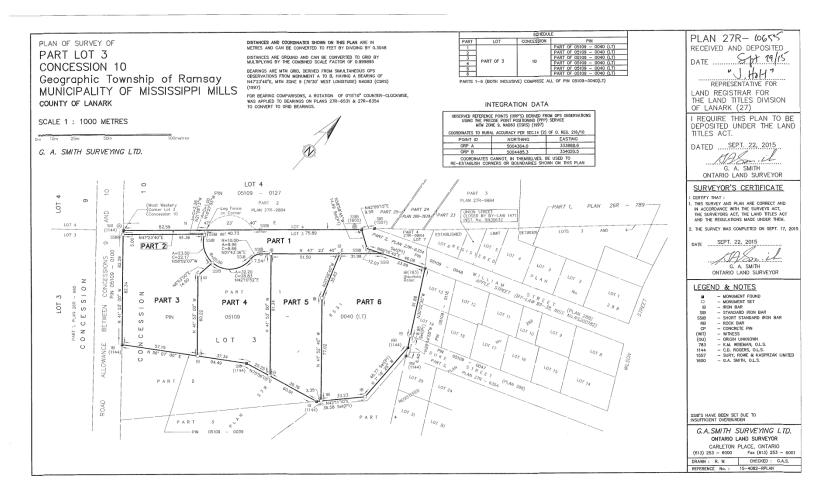
Niki Dwyer MCIP RPP

Schedule A – Reference Plan

Schedule B – Zoning By-law Map

Schedule C – Applicable Community Official Plan Policies

Schedule A - Reference Plan



Schedule B - Zoning Bylaw Map



Schedule C – Applicable Community Official Plan Policies:

3.3.5 Residential Development (in Rural Designations)

Residential development within the Rural designation shall be subject to the following policies:

 One single detached dwelling and accessory structures shall be permitted on a lot having frontage on an open and maintained road and subject to other provisions of this Plan and the Zoning By-law.

4.6.4.5 Unopened Road Allowances

- 1. This Plan recognizes that the public may use unopened public road allowances even though they are not maintained by the Town. The Town will not provide services to land fronting on an unopened road allowance.
- 2. The Town shall retain ownership of all unopened road allowances unless it is clearly demonstrated that there is no use for the road allowance for roadways, pedestrians, cycling or recreation trail or walkways, utility corridors, public access to waterways, recreational vehicle trails or any other possible future public use.
- 3. All private works or improvements to unopened road allowances shall require prior approval from the Town. The intentional or unintentional blocking up of an unopened road allowance by a private body shall be prohibited.
- 4. The use of unopened road allowances as lanes to gain access to year round residential development shall be discouraged.

4.6.9 Private Roads

A private road is defined as a road under private ownership which serves two or more legally conveyable lots and may include a right-of-way registered on title. A driveway provides access to only one property or legally conveyable lot, despite the length of the access. A driveway also includes a shared access between two abutting properties.

- There is no legal obligation on the part of the Town to maintain or repair private roads or otherwise provide services to any development located on a private road, nor is there any responsibility acknowledged for the provision of school busing.
- 2. New private roads shall be developed under agreement with the Town and will be required to meet a minimum standard of construction and maintenance to ensure that access can be gained for emergency vehicles in accordance with Section 3.2.5.6 of the Ontario Building Code and detailed in Appendix C.
- 3. The Town may, at its sole discretion, register notice on title or require that an owner enter into an agreement acknowledging that the Town will not be

- responsible for the repair or maintenance of private roads or the provision of services to any development located on a private road and further that the Town may not be able to provide emergency services to development located on a private road due to the condition of the road.
- 4. New private roads or extensions of private roads may be permitted provided that: any such road serves not more than a total of five separate lots; the private road is constructed to a standard capable of accommodating emergency vehicles; it is directly connected to a public road which is maintained year round; the road is owned jointly by the lot owners served by it or the lot owners have right of access set out in a deed; and, an agreement is registered against the land setting out the procedures for maintenance of the road and absolving the Town of any liability or responsibility for its upkeep or the provision of services.
- 5. The design and construction of a private road will be undertaken by a professional engineer or other persons competent in road construction, as approved by Town.
- 6. A new private road may also be permitted as part of a plan of condominium.
- 7. In circumstances where a private road is not being maintained to an acceptable standard, the Town may make improvements to bring the road to an appropriate standard and assess any costs relating to the work to the relevant parties. This action shall not be interpreted as the Town assuming responsibility for the private road.
- 8. The use of unopened road allowances as lanes to gain access to year round residential development shall be discouraged. Private roads may be permitted to cross unopened road allowances with the permission of the Town.
- 9. The Town shall develop guidelines for the construction of new private roads.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: Heritage Application to Alter – 79 Little Bridge Street (The Barley Mow)

RECOMMENDATION:

THAT Council approve the alteration of the property known municipally as 79 Little Bridge Street (The Barley Mow) in accordance with Section 33 of the Ontario Heritage Act to permit the construction of a single-storey wood frame, lean-to finished in vertical wooden cladding on the southwestern façade wall of the original building.

BACKGROUND:

The Municipality received a request from the operators of The Barley Mow for a building permit and heritage permit to retroactively approve the construction of a lean-to to cover the outdoor storage area of the restaurant. The application was in response to an order to comply which was issued in December 2018. The erection of the structure was undertaken in the fall of 2018.

The subject area, which is the primary maintenance door accessing the kitchen, had previously been partially fenced and roofed which screened the garbage and recycling areas, storage of consumed beer kegs and other temporary outdoor storage associated with the establishment.

Typically, requests for Permits to Alter a structure are evaluated and recommended by the Municipal Heritage Committee. As a Committee has only recently been appointed and a meeting was unavailable in April, 2019, staff have defaulted to request a decision by Council (the ultimate approval authority). This practice is an anomaly and is only being pursued to ensure the efficient processing of the request.

DESCRIPTION OF HERITAGE PROPERTY

The property in question was designated as a Property of architectural or historic value in 1986 in recognition of its history as The Mississippi Iron Works Building. The property's Statement of Significance references the structure to be a "small manufacturing building of the latter half of the 19th C and is one of the very few which has survived here in Almonte. Architecturally, it reflects the so-called 'Almonte' style…"

At the time, the general conditions assessment of the property rated the property as "poor" and highlighted that the character of the building was aesthetically pleasure both due to its construction and it's local. While the bylaw does not provide a list of "Heritage Attributes", it does summarize the exterior of the property to include both a main block and annex constructed from course rubble stone with quoining. Notably, the description includes reference to the "very plain vertical plank" doors.

COMMENTS FROM THE MUNICIPAL HERITAGE COMMITTEE

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

- The work appears to be an improvement on the previous site condition
- The alteration is minimally invasive to the original structure

EVALUATION

Alterations to designated heritage features are generally held to a single test: *Is the alteration likely to affect the property's heritage attributes, as set out in the description of the property's heritage attributes?*

Typically, this is assessed by reviewing the Standards and Guidelines for the Conservation of Historic Places in Canada. The Guidelines provide a sequential preferred series of options to consider for the restoration, renovation or reconstruction of a heritage assets.

Having reviewed the Guidelines, the addition of the lean-to involves the pinning of a 2x10 ledger board to partially support the weight of the roof of the structure. The dominant weight barring component are posts located adjacent to the original building. The structure is constructed with a low-pitch roof and is clad in a natural vertical wooden siding, which if untreated will weather to an aged barnboard-esque aesthetic.

CONCLUSION:

The alteration is simple and compliments the understated industrial feel of the original Iron Works Building. It also does not adversely or permanently negatively impact the heritage features described in the original bylaw, and if removed would leave the original buildings intact.

All of which is respectfully submitted by,

-4X

Reviewed by,

Niki Dwyer MCIP RPP Director of Planning Shawna Stone

Acting Chief Administrative Officer

ATTACHMENTS:

Appendix A – Before and After Photos

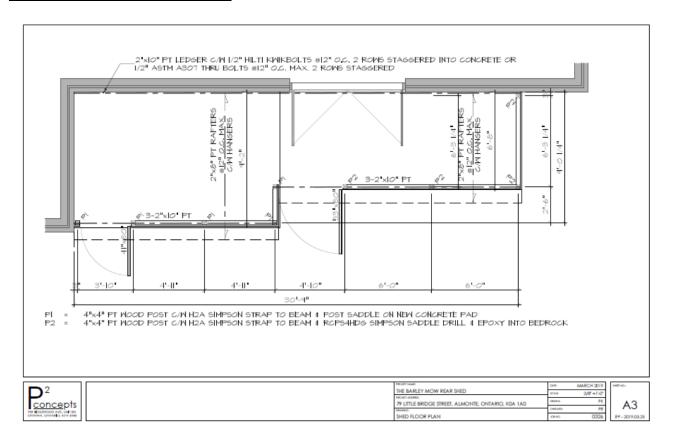
Appendix B – Shed Drawings

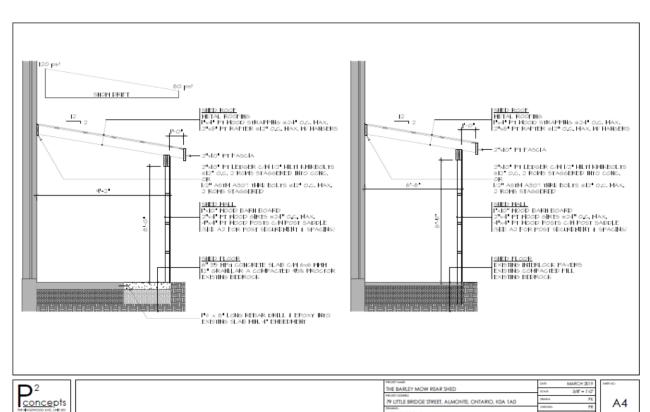
Appendix A – Before and After Photos of Construction





Appendix B - Shed Drawings





THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

SUBJECT: Heritage Conservation District - 2 Year Program Review and

Assessment

RECOMMENDATION:

THAT Council amend By-law 16-61 to remove "Schedule C" in its current form, and replacing it with the following statement: "Municipality of Mississippi Mills Downtown Almonte Heritage Conservation District Plan, prepared by Watson MacEwen Teramura Architects, and revised June 2016";

AND THAT Council approve modifications to the Heritage Conservation District Plan to distinguish the following provisions of the plan:

- Section 5.3.1 (Major Permits) shall only be required for contributing and vacant properties specifically
- That new commercial signage and awnings shall be considered via Section 5.3.2 (Minor Permits)
- That any substantial work on a non-contributing property may be considered via Section 5.3.2 (Minor Permits)
- That the following work be exempt from permitting requirements in accordance with Section 5.2: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.

AND THAT Council amend the Delegated Authority By-law to authorize staff to review and approve Heritage Grant applications, in accordance with standardized review criteria and report mechanisms, with a final right of appeal to Council.

BACKGROUND:

On June 28, 2016, Council adopted By-law 16-61 designating the Downtown Almonte Heritage Conservation District ("the HCD") and Bylaw 16-62 initiating a Heritage Grant Program. At that time, Council committed to an annual review process of the Heritage Program to address concerns from property owners located within the HCD. As a result of an OMB appeal, the effective date of the HCD was March 17, 2017 for the majority of

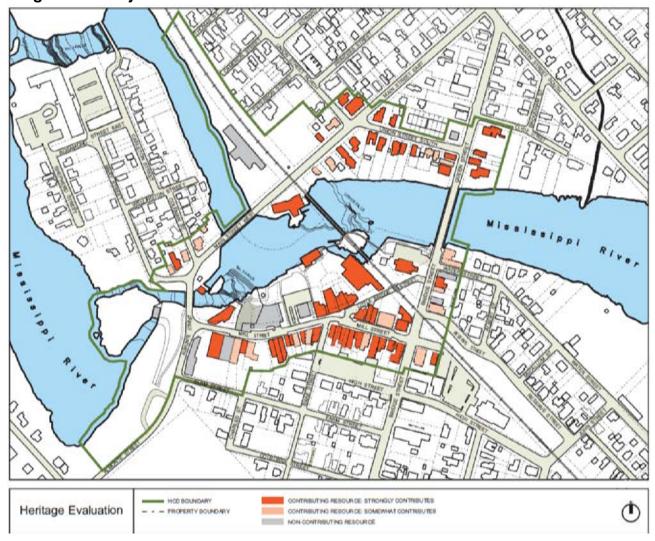
the policy and November 28, 2017 for the remainder. An annual review was to be conducted in June 2017; however, due to staffing turnover it was not completed at that time.

DESCRIPTION OF SUBJECT LANDS

The HCD pertains to an area of central Almonte framing the north and south shores of the Mississippi River. The cultural heritage value of the District can be summarized in the Statement of Significance of the HCD as:

"The ensemble of historic buildings, streetscapes, the natural and cultural features of the Mississippi River, the network of open spaces, and commemorations arranged in a complex pattern that responds to the river and its topography, results in a picturesque townscape and distinct cultural landscape."

Figure 1 – Subject Lands:



The district, while all-encompassing of the geographic boundary of the plan, instills a hierarchy of designations for properties within the area. The continuum of designations

is intended to scale the level of oversight and evaluation required for works depending on the age, attributes, and general significance the property has within the district. The district includes 7 vacant properties; 8 non-contributing resources; 21 somewhat contributing resources and 54 strongly contributing resources.

COMMENTS FROM INTERNAL CIRCULATION

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

CAO: No concerns or objections.
Clerk: No comments received.
CBO: No comments received.
Fire Chief: No comments received.

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

Recreation Coordinator: No concerns or objections.

COMMENTS FROM THE PUBLIC:

Staff circulated a request for comment to the Municipal Heritage Committee. No comments were received from the membership.

A survey coordinated through SurveyMonkey was also shared with businesses and property owners within the District. Businesses were contacted via an established Facebook Group, and all registered owners of properties within the District received notification in the mail requesting feedback. The survey was open for comment between October 24-November 9. 29 responses were received. A summary of comments received can be found in Appendix A.

EVALUATION

The adopted Heritage Conservation District Plan presented several deliverables following the implementation of the plan. To date, staff have completed 10 of the deliverables and assigned timelines for delivery of the outstanding items. A summary of the deliverables is included in Appendix B.

Notably, the Plan recommended the implementation of financial relief programs to property owners whose properties are designated. Council elected to offer a \$30,000.00 annual grant program for improvement projects in addition to the annual tax abatement program already in use.

In 2017, six properties received partial tax rebates, five of which were properties located within the Heritage Conservation District. 2018 data will not be available until the New Year. An additional five properties received Heritage Grants in 2017 and 2018 for work related to façade improvements and updates, totaling municipal contributions of \$24,820.28.

Staff have also monitored the intake and approval timelines for alternations to heritage structure through reporting mechanisms such as building and sign permits. Of the work subject to building permit applications, all projects represented improvements

which were exempt from heritage permitting in accordance with the provisions of the HCD. As a result, there was no further cost or administrative process required to advance the projects.

The Municipality has received six sign permits within the reporting period, 4 of which were subject to same-day approval by staff, and two of which were subject to review by the Heritage Committee. All permits were approved without modification or objection by the approval authorities. No additional costs for processing were incurred by the applicant.

CONCLUSION:

In the last year, staff noted that there are several inefficiencies in the implementation of the HCD that can be easily remedied by minor administrative changes. The following solutions are recommended to adoption to ensure that applications are processed as efficiently and effectively as possible:

- 1) That Major permits be limited to contributing and vacant properties specifically.
 - These permits will continue to be reviewed by the Heritage Committee with a final recommendation of acceptance by Council.
 - Today, all renovation or restoration work regardless of the contributing status of the property are subject to full Council approval. This adds significant delay to approval timelines.
- 2) That new commercial signage and awnings be considered via Minor Permits.
 - Permits will be reviewed in house by staff as part of the normal sign permit application process.
 - The current policy requires that all sign permits within the HCD receive approval by Council, adding significant delay to processing.
- 3) That any work on non-contributing properties may be considered by Minor Permits:
 - If the property has been found to not meaningfully contribute to the character of the district, Staff will approve, modify or deny the work through a Minor permit application
- 4) That the following work be exempt from permitting requirements: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.
 - These types of projects are not subject to application processes to the municipality, and thus often occur without the Municipality's knowledge/approval or the work represents work undertaken by the Municipality.
- 5) That Council delegate authority to staff to review and approve Heritage Grant applications in accordance with a standardized scoring criteria, with regular reporting to Council.

- Applications for grants are presently reviewed by the Heritage Advisory Panel (a committee of mostly staff, one Councillor and two community members). Staff have been challenged to quickly assemble the panel to review applications, some of which have required multiple meetings to discuss approvals.
- Alternatively, staff are seeking Council approval to develop a standardized criteria for successful applications. Applicants unsatisfied with the decision of staff could seek appeal to the Municipality Heritage Committee, whose decision would be final.

With direction from the new Council through the budget process, staff are recommending a third year of heritage grants with an annual review at the end of 2019. Deliverables will continue to be pursued in accordance with the table attached in Appendix B, with a focus on community engagement and general education as a prime focus prior to the launch of the grant cycle in March 2019.

All of which is respectfully submitted by,

Niki Dwyer MCIP RPP

Director of Planning

Reviewed by,

3hawna Stone

Acting Chief Administrative Officer

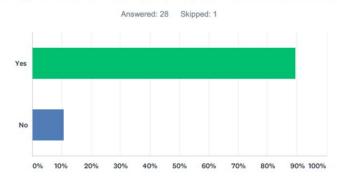
ATTACHMENTS:

Appendix A – Public Comments Summary

Appendix B – Project Deliverables

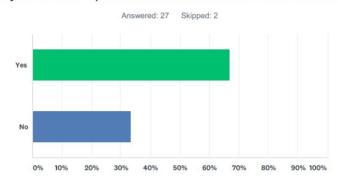
Appendix A - Public Comments Received

Q1 Do you own or rent a property in Downtown Almonte?



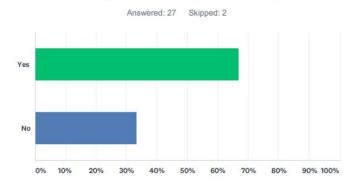
ANSWER CHOICES	RESPONSES	
Yes	89.29%	25
No	10.71%	3
Total Respondents: 28		

Q2 Do you own or operate a business in Downtown Almonte?



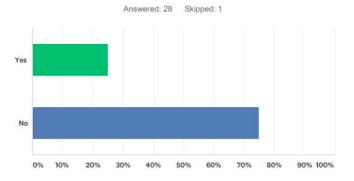
ANSWER CHOICES	RESPONSES	
Yes	66.67%	18
No	33.33%	9
Total Respondents: 27		

Q3 Did you participate in the initial consultation in 2014-2016 regarding the Heritage Conservation District Plan?



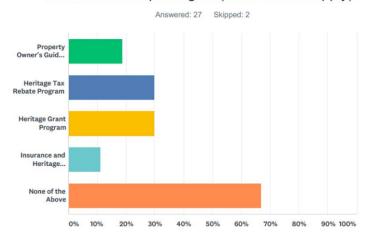
ANSWER CHOICES	RESPONSES	
Yes	66.67%	18
No	33.33%	9
Total Respondents: 27		

Q4 Have you been contacted by the Municipality (staff/council) regarding the Heritage Conservation District Plan?



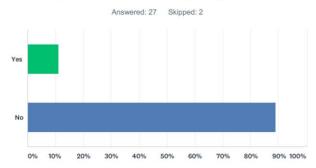
ANSWER CHOICES	RESPONSES	
Yes	25.00%	7
No	75.00%	21
Total Respondents: 28		

Q5 Have you received copies or heard of any of the following programs and information packages: (check all that apply)



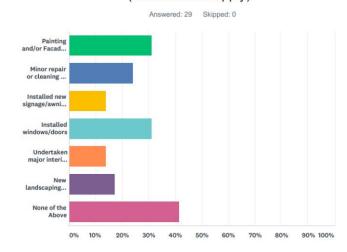
ANSWER CHOICES	RESPONSES	
Property Owner's Guide to the Conservation District	18.52%	5
Heritage Tax Rebate Program	29.63%	8
Heritage Grant Program	29.63%	8
Insurance and Heritage Properties Information Brochure	11.11%	3
None of the Above	66.67%	18
Total Respondents: 27		

Q7 Have any of the units in your building been vacant for more than one (1) month within the past year?



ANSWER CHOICES	RESPONSES	
Yes	11.11%	3
No	88.89%	24
Total Respondents: 27		

Q6 Have you completed any of the following work within the last year: (check all that apply)



ANSWER CHOICES	RESPONS	ES
Painting and/or Facade restoration	31.03%	9
Minor repair or cleaning of facades (reporting, foundation repair etc)	24.14%	7
Installed new signage/awning/lighting	13.79%	4
Installed windows/doors	31.03%	9
Undertaken major interior renovation (new unit, retrofit of commercial space, major tenant turnover etc.)	13.79%	4
New landscaping (retaining walls, gardens, decorative fencing etc)	17.24%	5
None of the Above	41.38%	12
Total Respondents: 29		

<u>Appendix B – Project Deliverables:</u>

DELIVERABLE	TIMELINE	COMMENTARY
COMMUNICATIONS		
Develop and enhance partnerships between the Town, property owners, business owners and trades-people to promote awareness and support for the District.	Ongoing	Continue to advertise and promote the HCD via deliverables below.
Maintain an Almonte HCD web page on the Town's website, and / or a dedicated Facebook page. This online presence should be used to provide information and updates on any initiatives and activities associated with the District.	Undetermined	To be undertaken as part of the development of a new municipal website
KNOWLEDGE TRANSFER		
The Town might develop a list of trades-people, designers, architects, engineers and other consultants skilled and trained in heritage conservation principles and practices.	Ongoing	Compiled with resource material and will be posted on updated website.
Municipal staff should be trained on the boundaries, purpose and objectives of the District.	Complete	GIS updated and HCD Plan shared with staff
Town planners, building officials and other personnel directly involved in implementing the District should be trained in the practical and theoretical approaches to heritage conservation. Excellent programs and modules are available at Carleton University – School of Canadian Studies, and the Willowbank School of Restoration Arts.	Complete	Retained Director of Planning with Masters of Arts in Heritage Conservation
Workshops and information sessions should be offered to inform on the Permit application process and other elements of implementation of the District.	Winter 2019	Will conduct a workshop in the lead up to the 2019 grant application cycle
As part of its mandate to increase awareness of heritage conservation issues, the Municipal Heritage Committee is well positioned to organize workshops or information sessions for property owners, business owners, project proponents and other interested community members on techniques and approaches to conservation and maintenance.	Ongoing	The MHC continues to advocate and advise on approaches to conservation and maintenance
A user-friendly version of this Plan and Guidelines should be prepared to assist property owners and other proponents contemplating work on their heritage property.	Complete	Adopted at time of HCD Bylaw approval
AWARENESS		
Copies of the HCD Plan and Guidelines should be distributed to the Chamber of Commerce, to the Main Street Almonte Attraction and Promotion (MAAP), the local Historical Society, the Mississippi Valley Conservation Authority (MVCA), and the Mississippi Valley Textile Museum (MVTM).	Winter 2019	Following completion of the user-guide series, information will be distributed to partner agencies

Copies of the HCD Plan and Guidelines should be made available in the library, at Town Hall	Complete	
and at the Almonte Old Town Hall, for consultation.		
To build awareness of conservation principles and practices within the community, it is	Complete	A collection of resources is available through
recommended that the Town enhance its collection of publications and other resources on		the Planning Department and staff encourage
the techniques and approaches to conservation and restoration. The collection should		residents to also utilize the resources of the
include preservation briefs, architectural style guides, catalogues on historic details,		Ministry of Culture Tourism and Sport
examples of historic paint colour palettes typical to the region, and guides for researching		
the history of a property. These should be made		
available to the public for consultation. A list of recommended		
resources is included in the Appendix.		
Develop and make available a "Guide to maintaining your historic property" for property	Fall 2018	To be completed as part of a user-guide series
owners.		across the Department
PROMOTION		
Promote awareness of the district and its heritage value through the Chamber of Commerce,	Winter 2019	Identify channels and network opportunities
County of Lanark and other regional organizations, and through general advertising.		for information sharing and provide user-
		guide information
The Heritage Committee is well-positioned to develop a walking tour (for example, as part of	Spring/	Collaborate with the MHC to develop walking
the annual Jane's Walk initiative), and to promote continued participation of heritage	Summer 2019	tour content
properties in the annual Doors Open event.		
Promote awareness of the District by identifying the boundaries through installation of	2020	As part of the downtown revitalization and
distinct street signs within the district, and/or an information panel.	2020	restoration plan, work with Public Works to re-
aistifict street signs within the district, and or an information panel.		brand the district
		brand the district
POLICY REVIEW		
Update the Community Official Plan to reflect the objectives and guidelines of the Heritage	Complete	
Conservation District Plan; require the submission of a Heritage Impact Assessment; outline a		
process for reviewing HIA content		
Develop a Guide for preparing Cultural Heritage Assessments	Complete	
Update the Zoning Bylaw designation of properties Union Street South to Residential Second	2020	To be included in the next Comprehensive
Density (R2) Zone	2020	Zoning Bylaw Review
Update Sign By-law to reference Heritage Conservation District Design Guidelines	Winter 2019	Zoning Dylaw Neview
Delegate authority for the issuance of Minor Heritage Permits to the Director of Planning	Complete	
	Complete	
(formerly Planner)		

FINANCIAL INCENTIVES FOR CONSERVATION		
Offer a Heritage Property Tax Relief Program providing a 25% rebate on the municipal and	Complete	Contribution of \$12,175.94 in tax abatement
education portion of property taxes		relief within the HCD in 2017
Institute a Heritage Grant Program to offer matching funding for eligible renovations and	Complete	Value increased from \$2,000 in HCD Plan
restoration work up to \$5,000 (max 50%)		\$5,000 to increase intake

BUILDING PERMIT IN 2017-2018

TYPE OF PERMIT	AVERAGE APPROVAL TIME	VALUE OF THE WORK	HERITAGE PERMIT	HERITAGE PERMIT DETAILS
Erect new hydro generation plant	5 months	\$400,000.00	No	Exemption - Green Energy Act application
Parging and resealing foundation	1 day	\$6,000.00	No	Exemption – Regular ongoing building maintenance of non-character defining elements
Demolition of one storey addition at rear of building	5 days	\$4,000.00	No	Exemption - Alterations to the rear of building
Erect a new 2-storey addition at rear of building to replace demolished addition	28 days	\$65,000.00	No	Exemption – Alteration to the rear of the building
Install Radiant heated Floor and fire rate ceiling in apartment	4 days	\$15,000.00	No	Exemption – Interior alteration
New kitchen and bathroom to commercial unit and change of use for residential apartment	Pending further information	\$15,000.00	No	Exemption – Interior alteration
Change of Use for commercial business	1 day	\$10,000.00	No	Exemption – Interior alteration
Change of use of second floor office to a residential	5 days	\$25,000.00 (Est.)	No	Exemption – Interior alteration

SIGN PERMIT APPLICATIONS 2017-2018

BUSINESS	ADDRESS	HERITAGE PERMIT	HERITAGE PERMIT DETAILS
Soul Scents	42 Mill Street	Yes	Minor Approval via Staff
Classic Country Charm	44 Mill Street	Yes	Minor Approval via Staff
Mill Street Fashions	7 Mill Street	Yes	Reviewed by Heritage Advisory Panel
Swarbrick Law	83 Little Bridge Street	Yes	Reviewed by Heritage Committee
3 Sixty Secure Corp	83 Little Bridge Street	Yes	Minor Approval via Staff
Elizabeth Swarbrick	83 Little Bridge Street	Yes	Minor Approval via Staff

^{*}Note: Staff have identified that there are several signs that have been installed/replaced without signage or heritage permit approvals. Education regarding the permitting process continues to be a challenge.

HERITAGE GRANT APPLICATIONS 2017-2018

Applicant	DESCRIPTION OF WORK	VALUE OF WORK	VALUE OF GRANT PROVIDED	LEVERAGE RATIO
83 Little Bridge Street	Masonry restoration, caulking and exterior painting	\$6,000.00	\$3,000.00	1:1
78A Mill Street	Repair and restore two windows on front façade	\$9,640.56	\$4,820.28	1:1
75 Little Bridge Street	Removal of door and restoration of part of facade	\$12,500.00	\$5,000.00	3:2
73 Little Bridge Street	Removal of existing door and reinstatement of false door to match historical reference	\$6,000.00	\$3,000.00	1:1
118 Mill Street	Extensive renovations to interior public space and exterior of the Hub	\$18,400	\$5,000.00	13:5

HERITAGE PERMIT APPLICATIONS 2017-2018

ADDRESS	DESCRIPTION OF WORK	Permit Class	PERMIT STATUS
28 Mill Street	Repair of replacement of two windows on front façade	Major Permit (HAP Review)	Permit granted – repair of existing wooden windows
52 Mill Street	Proposed mural	Major Permit (HAP Review)	Permit Granted
7 Mill Street	New signage proposal for Victoria Mill	Minor (Staff Review)	Permit Granted
83 Little Bridge Street	New signage proposal	Major Permit (HAP Review)	Permit Granted
36 Main Street	Proposed new development on vacant lands	Major Permit (HAP Review)	Impact Statement reviewed and Permit Granted

HERITAGE TAX ABETMENT APPLICATIONS 2017

ADDRESS	IN THE HERITAGE CONSERVATION DISTRICT
73 Mill Street	Yes
1953 Ramsey Concession 8	No
7 Mill Street (First Application)	Yes
7 Mill Street (Second Application)	Yes
77 Little Bridge Street	Yes
98 Mill Street	Yes

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Shawna Stone, Acting Chief Administrative Officer

SUBJECT: Award of Request for Proposal for Municipal Legal Services

RECOMMENDATION:

THAT Council award the Request for Proposal for the provision of Municipal Legal Services to Cunningham, Swan, Carty, Little & Bonham LLP.

BACKGROUND:

Mr. Jim McIninch of Bell Baker LLP, notified the Acting CAO in January 2019, of his intentions to retire from the practice effective June 30, 2019. At that time, Mr. McIninch advised that his partner in the Municipal, Planning and Development division of the firm would also be departing and as a result Bell Baker LLP would no longer provide the scope of legal services required by the Municipality of Mississippi Mills.

Staff circulated a Request for Proposal for municipal legal services on March 19, 2019. The RFP was posted on the Municipality's website and sent directly to law firms in Eastern Ontario. The RFP closed on April 2, 2019 with three (3) sealed bids received.

DISCUSSION:

The proposals were reviewed and scored by the Acting CAO, Director of Roads & Public Works and the Director of Planning. The proposals were evaluated and rated in accordance with the criteria outlined within the RFP documents, and were as follows:

1.	Experience and Qualifications of Firm	10 points
2.	Proposed Team Members	20 points
3.	Demonstrated Understanding of the Objectives	10 points
4.	Quality of Approach and Services	25 points
5.	Proposed Work Plan	15 points
6.	Financial Proposal	20 points

The RFP stated that the overall award recommendation would not be based on the lowest cost but rather on the highest overall score.

The firms were rated overall from high to lowest overall score:

- Cunningham, Swan, Carty, Little & Bonham LLP
- Borden Ladner Gervais LLP
- Howard Kelford & DuBois LLP

Cunningham, Swan, Carty, Little & Bonham LLP is a medium-sized multidisciplinary firm with a robust history of experience in municipal legal services in Eastern Ontario. The firm is being recommended for this proposal for the following reasons:

- they received the best overall score in the evaluation of the RFPs and offered a competitive rate for their personnel
- they have an excellent understanding of our requirements
- they have significant experience in municipal legal services and are able to provide qualified, professional counsel in each of the practice areas
- references on the firm were very positive and clients were very satisfied with their work
- they have the necessary qualifications and resources to undertake the work

Tony Flemming from Cunningham, Swan, Carty, Little & Bonham LLP currently provides Integrity Commissioner (IC) services to the Municipality. Under the IC agreement, it is specified that where there is a perceived or real conflict, the matter will be referred to alternative counsel.

FINANCIAL IMPLICATIONS:

Cunningham, Swan, Carty, Little & Bonham LLP would provide legal services to the Municipality based on an hourly rate of \$295 + HST; a competitive rate for legal services based on the submissions received.

SUMMARY:

After reviewing the submissions for professional legal services, staff recommend that the RFP be awarded to Cunningham, Swan, Carty, Little & Bonham LLP.

Respectfully submitted,

Niki Dwyer MCIP RPP

Director of Planning Officer

Shawna Stone

Acting Chief Administrative Officer

Director of Roads & Public Works

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Karen Kane, Director of Daycare

SUBJECT: Change in Operational Hours for Childcare Programs

RECOMMENDATION:

THAT Council approve a change in the daily operational hours of municipal childcare programs to 6:30 a.m. – 6:00 p.m. effective July 1, 2019.

BACKGROUND:

The Almonte Daycare Centre and School Age Programs have historically operated from 6:30 a.m. to 6:30 p.m. Monday through Friday, with the hours originally established to accommodate commuting families. A review of daily attendance records reveals that very few families require care after 6:00 p.m.

DISCUSSION:

Under the previous *Day Nursery Act*, childcare programs were able to use 2/3 ratios for the first 2 hours at the beginning of the day and the last 2 hours at the end of the day. This practice helped programs extend staffing hours. In 2018, the new *Childcare and Early Years Act* reduced the time to the first and last hour only, with no extra funding provided. As a cost savings measure at that time, staff preparation and programming time was eliminated.

Currently, four staff are scheduled to work until 6:30 p.m. each day, often with only one child in attendance at a cost of just over \$100 a day. These staffing hours could be reallocated to enhance the programs if used for planning and preparation time with no impact on the budget.

Parents were informed in February that the program hours were being reviewed with a possible reduction. No feedback was received regarding the proposed change.

A comparative review of all childcare programs in Lanark County was conducted – all programs closed by 6:00 p.m.

Program	Open	Closes
Almonte Daycare Centre	6:30 a.m.	6:30 p.m.
Carleton Place Daycare	6:30 a.m.	6:00 p.m.
Linda Lowe Daycare	6:00 a.m.	5:30 p.m.
Smiths Falls Daycare	6:30 a.m.	5:30 p.m.
Perth Daycare	6:30 a.m.	6:00 p.m.
Arnprior	6:30 a.m.	5:30 p.m.

FINANCIAL IMPLICATIONS:

The financial impact is neutral with cost savings as a result of closing earlier being reallocated to staff prep and planning time.

SUMMARY:

All programs will benefit from staff having time to do preparation and set up before the children arrive, especially in shared school space.

Respectfully submitted,

. *V*

Reviewed by,

Karen Kane, RECE Childcare Director Shawna Stone, Acting CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Jeanne Harfield, Acting Clerk

SUBJECT: Revised Seasonal Stand By-law

RECOMMENDATION:

THAT Council approve the revised Seasonal Stand By-law as presented and repeal By-law 15-110.

AND THAT Fees and Charges By-law be amended to include the revised seasonal stand, mobile canteen, and seasonal produce/farm produce stands licensing fees.

BACKGROUND:

The Municipality previously conducted a comprehensive review of the Seasonal Stand By-law in 2015. The changes at that time related to provisions for washrooms, increased insurance requirements, proximity to existing eating establishments, new definitions, and licensing fees.

Since the implementation of By-law 15-110 in 2016, there have been a number of areas that have been challenging for staff and applicants. One area that has been difficult to enforce and abide by is the level of insurance requirements for seasonal stands. As such, staff reviewed the existing by-law in an attempt to find the balance between necessary licensing requirements while not burdening businesses and staff.

To guide the proposed revisions, staff met with stakeholders and researched neighbouring municipal by-laws for best practices. In addition, the draft by-law was circulated to the following for comment: Chief Building Official, Director of Planning, Director of Roads and Public Works, Fire Chief, and the Community Economic and Cultural Coordinator.

DISCUSSION:

Proposed changes to the Seasonal Stand By-law include the removal of / amendments to provisions that are difficult to enforce and onerous for the applicant and the Municipality. New provisions are being proposed to provide clarity and reflect common practice from other similar-sized municipalities.

Some mobile canteens and seasonal stands have already submitted applications and been approved for a license for the 2019 season. They will be grandfathered this year, with future applications needing to abide by the revised by-law once approved by Council.

The following provides a summary of the changes to the by-law by affected section:

Section 1 – Definitions

Definitions were added to provide clarity to the by-law and to be consistent with other Municipal By-laws. The following definitions were added: By-law Officer, Designated Site, Director of Public Works, Fire Officer, Mobile, Mobile Canteen, Owner/Operator, Prepared Food, Produce, and Seasonal Produce/ Farm Produce Stand.

There were two definitions removed - Refreshment Cart and Refreshment - due to the fact that there has not been a license request for a refreshment cart.

<u>Sections 2-6 – License Requirements</u>

The most significant changes to the By-law 15-110 were within these sections most notably providing separate licensing requirements for Seasonal Produce/ Farm Produce Stand from that required of Mobile Canteens and Seasonal Stands. The goal with the revisions was to provide clarity as to what is required and to better reflect what is done in practice. Other changes included specific detail as to the required sign-offs from the Fire Department, Building Department, Health Unit, and Public Works, where applicable. Also of note is the requirement for Seasonal Produce/Farm Produce Stands to be on private property and that a letter from the property owner indicating approval be presented along with the application.

Sections 7-10 – Insurance Requirements

Insurance requirements have been amended to provide adequate coverage while also reducing the previously onerous list of requirements. Of note, only seasonal stands and mobile canteens are required to provide proof of insurance.

Section 17 – Special Occasion

This section was inserted in order to clearly outline requirements for mobile canteens that are brought in for a special occasion/community event such as a fair or festival.

Section 23 and 24 – Offences and Enforcement

These are both entirely new sections and will allow the municipality to apply for Short Form Wording if desired and fines could be imposed for those not in compliance with the By-law. It also grants authority to By-law Officers to enforce the by-law.

Fees and Charges

In addition to the above changes to the by-law, staff also reviewed the current fee requirements as outlined in Schedule A of By-law 19-25 Fees and Charges. The licensing costs for mobile canteens and seasonal stands are consistent with other similar-sized municipalities, therefore no amendments are recommended at this time.

Given that refreshment carts are no longer part of the Seasonal Stand By-law, staff recommends removing it. Lastly, after reviewing the fees charged for seasonal produce/ farm produce stands staff recommend reducing the licensing fee. The reduced fee will still adequately cover the costs associated with the administration of the by-law. The fees would not be applicable to farm gate operations (farm stands located on the farmer's property). Below are the proposed changes to Schedule A:

Mobile Canteen	•License\$750.00
	•Transfer\$50.00
	Special Event (maximum 3 days)\$75.00/day
Refreshment Cart	•License \$375.00
	•Transfer\$50.00
	Special Event (maximum 3 days)\$50.00/day
Seasonal Stand	•License\$750.00
	•Transfer\$50.00
Seasonal Produce/ Farm Produce Stand	•License\$500.00 \$300.00
	•Each Additional License\$150.00 \$50.00
	•Transfer\$50.00

FINANCIAL IMPLICATIONS:

The proposed decrease of fees for seasonal produce/ farm produce stand from \$500 to \$300 and each additional stand from \$150 to \$50 would come into effect upon approval of Council with the aim to be in place for the 2019 selling season.

CONCLUSION:

Proposed changes to the Seasonal Stand By-law are brought forward with the intention to have a clearer understanding of licensing requirements, reduce administrative burden, and be less onerous for applicants. It is recommended that Council approve the proposed changes to the by-law and reduction in fees for seasonal produce/farm produce stands.

All of which is respectfully submitted,

Jeanne Harfield Acting Clerk

Shawna Stone

Approved by,

Acting Chief Administrative Officer

Attachments:

1. Draft Seasonal Stand By-law 19-xx

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-XX

BEING a by-law respecting the licensing, regulating and governing of seasonal stands, mobile canteens and seasonal produce/farm produce stand from which produce and/or prepared food are sold for consumption by the public.

WHEREAS pursuant to The Municipal Act 2001(S.O. 2001, c.25), Section 150, a local municipality may license, regulate and govern any business wholly or partly carried on within the municipality for health and safety and consumer protection purposes;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it desirable to license and regulate vehicles and seasonal stands from which refreshments and / or prepared food are sold for consumption by the public for safety and consumer protection purposes;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills **ENACTS AS FOLLOWS**:

DEFINITIONS:

- 1. In this by-law, the following terms have the specified meanings:
 - a) "By-law Enforcement Officer" means persons so appointed by the Council of the Corporation of the Municipality of Mississippi Mills;
 - b) "Chief Building Official" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - c) "Clerk" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - d) "Designated Site" means the site identified and approved for the operation of a mobile canteen, seasonal stand, or season produce/farm produce stand;
 - e) "Director of Public Works" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - f) "Fire Officer" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - g) "Mobile" means propelled by human muscle power/ motorized/ towable and licensed and fit for operation on a road or highway as per all applicable requirements under the Highway Traffic Act (HTA). To be mobile, all Mobile Canteens and or Refreshment Carts must be able to be moved from place to place

- and/or can be relocated within 24 hours-notice from the Municipality or Property Owner:
- h) "Mobile Canteen" means any vehicle of any kind that is equipped for the preparation, storage, heating, cooling or sale of foodstuffs or beverages with or from the vehicle. Such vehicle shall be mobile at all times, meet all applicable requirements of the Highway Traffic Act of Ontario R.S.O. 1990, Chapter H. 8 and can be moved from place to place;
- i) "Municipality" means the Corporation of the Municipality of Mississippi Mills;
- "Owner/Operator" means the person or corporation who owns or operates the structure/ vehicle/ cart/ stand/ business with the license from the Corporation of Mississippi Mills;
- k) "Prepared Food" shall mean all food stuff or beverages either prepared on site or pre-packaged and intended for consumption by the public. Prepared food shall include, but not be limited to, French fries, hamburgers, onion rings, pogos, hotdogs, sausages, sandwiches, popcorn, ice cream, candy, and confections;
- I) "Produce" shall mean fresh farm-grown crops such as fruits and vegetables;
- m) "Seasonal Stand" means any building or part thereof, stand or shed of any kind that is equipped for the preparation, storage, heating, cooling or sale of foodstuffs or beverages on a seasonal basis;
- n) "Seasonal Produce/ Farm Produce Stand" means a portable enclosure with an area less than 10 sq.m. located temporarily on private property zoned commercial offering produce for sale. This does not include a farm gate operation on private property owned and operated by the property owners;
- o) "Site Plan" means a plan (drawing) to scale showing details and items relevant to this by-law.

GENERAL LICENSE REQUIREMENTS

- 2. No person shall operate a mobile canteen, seasonal stand or seasonal produce/ farm produce stand within the Municipality without having a valid license issued by the Municipality and having paid a license fee for the same, where applicable.
- 3. Any licensed mobile canteen, seasonal stand or seasonal produce/ farm produce stand shall be operated within any general and specific conditions of the license.
- 4. All licenses shall be issued subject to the following conditions, which shall apply whether or not they are physically endorsed on the license, itself.

- a) The license shall be valid only for the owner/operator or the mobile canteen, seasonal stand or seasonal produce/ farm produce stand for which it is issued;
- b) The license may be transferred to a new owner providing the new owner applies to the municipality for a transfer license and pays a transfer license fee and provides proof of insurance;
- c) Any individual owner may be issued more than one license;
- d) The license shall be valid for the calendar year of issue (January 1 December 31;
- e) The license shall be on display in or on the mobile canteen, seasonal stand, or seasonal produce/ farm produce stands and shall be made available for inspection at any time.

LICENSE REQUIREMENTS - MOBILE CANTEENS AND SEASONAL STANDS

- 5. Before a license is issued under this by-law, the applicant for a mobile canteen or seasonal stand shall:
 - a) present a site plan, for all new applicants and renewal applicants, where changes to an approved site plan are made, showing details of the proposed site which shall include exact location, closest neighbours, roads, sign locations, approved electrical or other utility hook-ups and other specific details, as required;
 - b) All mobile canteen and seasonal stand shall be located on property as indicated in sections 12-15 of this by-law;
 - c) Present letter from property owner indicating approval for the canteen or stand to be situated on their property;
 - d) indicate what provision will be made for:
 - i. garbage receptacles,
 - ii. garbage removal,
 - iii. washroom facilities for the public and staff;
 - iv. parking note: must have three (3) parking spaces or demonstrate that onstreet parking in close proximity is available
 - v. recycling, and
 - vi. general cleanliness and tidiness of the site and surrounding area;

- e) present written approval of the Medical Officer of the Lanark, Leeds and Grenville District Health Unit that the Mobile Canteen or Season Stand has been inspected and has met all health requirements;
- f) present a letter of compliance from the Fire Official of the local Fire Department including but not limited to the following specifications:
 - i. where there is a potential for grease laden vapours and smoke to be generated within a contained space the applicant shall present a letter of compliance with NFPA 96 Standard for Commercial Cooking Applications from a qualified licensed and insured Professional Mechanical Engineer from the province of Ontario or from a licensed Fire Protection Company registered in Ontario;
 - ii. present a letter or inspection report from the Technical Standards and Safety Authority (TSSA) showing compliance with all applicable gas and/or propane codes where applicable;
 - iii. confirm that proper fire extinguisher(s) are in place for the potential fire hazards contained within the enclosure and any other Fire Code requirements to ensure a fire safe environment
- g) where a structure is placed on the site that is part of or accessory to the mobile canteen or seasonal stand such as but not limited to: a deck, stairs or shed. A letter from the Chief Building Official stating compliance with the Building Code shall be provided;
- h) Where a mobile canteen or seasonal stand is connected to an electrical source that is governed under the Electrical Safety Act, proof of compliance is to be provided at the time of application;
- i) Where a mobile canteen or seasonal stand is connected to Municipal Services (water and/or sewer) the connections shall be made only after obtaining written approval from the Director of Public Works or their delegate for the Municipality.

LICENSE REQUIREMENTS – SEASONAL PRODUCE/ FARM PRODUCE STAND

- 6. Before a license is issued under this by-law, the applicant for a Seasonal Produce/ Farm Produce Stand:
 - a) present a site plan, for all new applicants and renewal applicants, where changes to an approved site plan are made, showing details of the proposed site which shall include exact location, closest neighbours, roads, sign locations, approved electrical or other utility hook-ups and other specific details, as required;

- b) Seasonal produce/farm produce stands shall be on private property (as per sections 12-14 this by-law)
- Present letter from property owner indicating approval for the stand to be situated on their property;
- d) indicate what provision will be made for:
 - i. garbage receptacles,
 - ii. garbage removal,
 - iii. washroom facilities for the public and staff;
 - iv. parking note: must have three (3) parking spaces or demonstrate that onstreet parking in close proximity is available
 - v. recycling, and
 - vi. general cleanliness and tidiness of the site and surrounding area;

INSURANCE REQUIREMENTS - MOBILE CANTEENS AND SEASONAL STANDS

- 7. The operator shall provide and maintain at their sole expense, liability insurance to cover all operations of the owner and property damage insurance in the minimum amount of two million dollars (\$2,000,000.00), to protect the owner/operator against all liability.
- 8. Such insurance shall add the Corporation of the Municipality of Mississippi Mills as Additionally Insured.
- 9. Automobile liability insurance shall be required for all mobile canteens with a limit of not less than two million dollars (\$2,000,000.00)
- 10. Required insurance policies shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.

INDEMNIFICATION

11. The owner/operators shall indemnify and hold the Corporation of the Municipality of Mississippi Mills harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the operator, their officers, employees or other persons for whom the operator is legally responsible.

LOCATION

- 12. No mobile canteen, seasonal stand, or seasonal produce/ farm produce stand may be set up on any Provincial or County Road Allowance except by written permission of those authorities.
- 13. In Almonte Ward, mobile canteens, seasonal stands or seasonal produce/ farm produce stands are only permitted on Commercial and Industrial Zoned properties. Use of the North Lanark Agricultural Society Fairgrounds or properties owned by School Boards may be used for special events and festivals.
- 14. In Pakenham and Ramsay Wards, mobile canteens, seasonal stands or seasonal produce/ farm produce stands are permitted on properties in all zone classifications except on public road allowances.
- 15. No person shall operate a mobile canteen or seasonal stand closer than 30 metres to an eating establishment. Should the owner of a mobile canteen or seasonal stand wish to locate the said canteen or stand closer than 30 metres to an eating establishment, written acknowledgement from the affected eating establishment's owner shall be filed with the application indicating that they have no objection to the canteen, cart or stand locating within the 30 metre distance requirement.

SPECIAL OCCASIONS

- 16. A mobile canteen licensed under the provisions of this by-law:
 - a) may appear at a private event, provided that the cart or canteen is on private property or on an adjacent road allowance in a location where its operation will not cause a traffic problem.
 - b) may visit construction and quarry operations and other commercial and industrial operations within the Municipality, with appropriate permissions.
- 17. Organizers of special events/festivals wishing to bring in mobile canteens shall abide by the following provisions:
 - a) Mobile Canteens shall only be on site at the special event/festival for a maximum of three (3) days or 72 hours;
 - b) The organizers of the special event and owners/operators of the mobile canteen shall indemnify and hold the Corporation of the Municipality of Mississippi Mills harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the operator, their officers, employees or other persons for whom the operator is legally responsible;
 - c) Shall abide by all conditions set out in Section 5 c.

FEES

- 18. License fees are set are out in the Municipality's Fee By-law which are adopted from time to time by Council. The fees shall be paid at the time of issuance or renewal of the license, where applicable.
- 19. Notwithstanding Section 18, those seasonal stands assessed and taxed by the Municipality shall be exempt from license fees charged under this by-law.
- 20. Licenses shall be issued by the Clerk of the Municipality upon satisfaction of all applicable conditions.
- 21. The Municipality is not necessarily required to issue or renew any license, under this this by-law. The Municipality may take advice from the Ontario Provincial Police, the Director of Roads and Public Works, the County of Lanark, the Ministry of Transportation and any other source in reaching decisions about any special conditions to be attached to a license.
- 22. The Municipality may revoke a license if it is determined that public interest would be served by such action. The notice to revoke a license shall state the reasons for such revocation of license and fee to be returned, if any, to the licensee.

OFFENCES

- 23. No owner/operator being a holder of a license issued under this by-law, shall:
 - a) Operate or authorize or permit the operation of a mobile canteen, seasonal stand or seasonal produce/ farm produce stand on a site other than the designated site specified in the license not withstanding Sections 16 and 17;
 - Operate or authorize or permit the operation of a mobile canteen, seasonal stand or seasonal produce/ farm produce stand except during the times and dates specified in the license;
 - c) Fail to display or make available the license issued under the provisions of this bylaw;
 - d) Fail to provide or cause to be provided, an appropriate waste container at the designated site, for the use of the owner/operator, patrons and others while the mobile canteen, seasonal stand or seasonal produce/ farm produce stand is being operated;

- e) Fail to remove or cause to be removed, the waste container and all waste from the designated site by the end of each day of operation;
- Store equipment and supplies or allow to permit equipment or supplies to be stored outside of the mobile canteen, seasonal stand or seasonal produce/ farm produce stand;
- g) Fail to maintain in place throughout the term of license, a policy of insurance consistent with sections 7-10 and indemnification consistent with section 11

ENFORCEMENT

24. This by-law shall be enforced by the By-law Enforcement Officers so appointed by Council.

SEVERABILITY

25. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influences Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

PENALTIES

26. Any person contravening the provisions of this by-law is guilty of an offence, and the procedure with respect thereto and penalty upon conviction therefore shall be as provided for under The Provincial Offences Act, R.S.O. 1990, Chapter P. 33 as amended.

ENACTMENT

27. This By-law shall come into force and take effect on the day of its passing.

REPEAL

28. By-law 15-110, and any other by-laws inconsistent with this by-law are hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this DATE, 2019.		
Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk	

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS STAFF REPORT

DATE: May 7, 2019

TO: Committee of the Whole

FROM: Shawna Stone, Acting Chief Administrative Officer

SUBJECT: Strategic Planning Options

RECOMMENDATION:

THAT Council approve Option 1 – hire N.G. Bellchamber & Associates for the development of a strategic plan.

BACKGROUND:

With a new term of Council, it is important that a vision be established, through the strategic planning process, to guide the Municipality. From that process, the strategic plan will be used to set priorities, focus resources, support operations, ensure that Council and Staff are working toward common goals, and achieving intended outcomes/results.

DISCUSSION:

The 2019 budget includes funding for a strategic plan. Following approval of the budget on April 16th, the Acting Chief Administrative Officer solicited quotes from qualified consultants.

Option 1 – N.G. Bellchamber & Associates

N.G. Bellchamber & Associates proposal is a five step process that would include research, consultation with Council and Staff, public meeting with residents, setting action plans and a final presentation of the plan to Council. Since 2001, N. G. Bellchamber & Associates has worked with numerous municipalities, local boards and provincial organizations on topics including organizational review, asset management, strategic planning, executive recruitment, governance, and financial management. Additionally, Mr. Bellchamber has significant municipal experience and is routinely call upon by municipalities and associations to provide advice and/or lead training and education sessions.

The estimated cost is between \$11,250 and \$13,750 (not including HST or travel).

Option 2 – Queen's Executive Decision Centre

The Queen's Executive Decision Centre is under the Smiths School of Business at Queens University. They propose to facilitate sessions through the use of Group Decision Support Software, which allows participants to interactively share and merge ideas displayed on a large screen. The five step process would include: pre-session interviews, development of information packages, community consultation, workshop with Council and Staff, and a summary report delivered to Council. Based on the summary report it would be up to Council and Staff to determine action plans and priorities.

The estimated cost is \$7,900 (not including HST or travel).

Option 3 – Third Sector Consulting

Third Sector Consulting worked for the Municipality in 2016 to develop a strategic plan. The team, comprised of Mike Coxon and Clem Pelot, bring many years of consulting and community experience. Their proposal is a five phase approach that would include: a start-up meeting with Mayor and Staff to establish project expectations, workshop with Staff and Council (create shared vision), identifying issues (research and additional workshops), developing strategies (workshop with Council and Staff to identify broad strategic direction), and development of the final strategic action plan.

The estimated cost is \$8,812 (not including HST).

FINANCIAL IMPLICATIONS:

The 2019 budget includes \$10,000 for a strategic plan. The recommended Option 1, N.G. Bellchamber & Associates, is over budget by \$1,250 - \$3,750 (not including HST or travel expenses). The difference can be funded from General Administration - Other Professional Fees.

SUMMARY:

Staff recommend proceeding with Option 1 - N.G. Bellchamber & Associates for the development of a strategic plan. The proposal is comprehensive; consultant has a breadth of experience; consultation with all stakeholders; and includes a final product/deliverable.

Respectfully submitted,

\$hawna Stone,

Aeting Chief Administrative Officer

OFFICE OF THE MAYOR



Mayor Christa Lowry

May 7, 2019

Over the last weeks, we have seen water levels rise in the Mississippi Valley Watershed that rival 1998 flood levels. While we have been fortunate compared to areas in Renfrew County or the City of Ottawa, localized flooding in Mississippi Mills has had a devastating impact on some of our residents.

I am so very proud of how the community and the Municipal team have stepped up during this difficult time. I'd like to thank the hundreds of volunteers who helped with sandbagging, delivered bags, loaned pumps and provided support. Thank you as well to the following local businesses for their help: Jessica's Syrian Food, Tim Horton's, Patrice's Independent Grocer, Home Depot and several others who have quietly helped out and offered services. My thanks also go to those members of Council and Staff who have worked particularly hard over the last couple weeks to serve and respond to our residents.

While the worst of the flooding is behind us this spring, as water levels continue to recede, the cleanup work begins. There is an even greater need for volunteers to help our community with the cleanup efforts. All abilities are welcomed and needed. If you can help, please register with the Municipality through email at town@mississippimills.ca and provide your name, phone number and your availability if you have not done so already.

The greatness of a community is most accurately measured by the compassionate actions of its members.

- Coretta Scott King



MEDIA RELEASE

For immediate release April 24, 2019

Here are the highlights from the regular Lanark County Council meeting held Wednesday, April 24.

- County Takes Steps Towards Lanark Lodge Redevelopment: Council has received a report on a feasibility study to redevelop Lanark Lodge. Interim Director of Long-Term Care Jennie Bingley reviewed the results of the report at the community services committee meeting earlier this month. She said the study marks the first step in the process with a focus on a review of the current structure. The Lodge accommodates 163 residents in a building designed and constructed to standards acceptable in the early 1990s, classifying it as a "B" level facility. Although the buildings are in good shape, the facility must be rebuilt or redeveloped to meet current design standards by 2025. The feasibility study was completed by Dredge Leahy Architects Inc. between November 2018 and March 2019. It included determining if the existing facility can be renovated to meet the standards, providing estimates and sample floor plans for renovations, and providing estimates to construct a new facility if need be. The consultants explained that mechanical and electrical engineers found systems at the Lodge are mostly past their useful life and require significant upgrades that would be too significant to make redevelopment feasible. As well, redevelopment of the current structure was deemed not feasible from a cost/benefit standpoint due to significant additional costs for phasing, moves, operations, design variance and temporary bed closures. "It is unlikely the Ministry of Health and Long-Term Care would approve this option as it would require significant design variances and does not allow for any growth," Ms. Bingley said. A partial redevelopment/partial new build is a possible option, but a new build and repurposing the existing structure was recommended by the consultant. Before proceeding, Ms. Bingley is seeking a formal vision from council regarding the long-term future and management of Lanark Lodge, as well as input from Lanark Lodge residents, families, staff, management and the public. She also cited a need for current data regarding the demand for long-term care and the ability to pay for it, and indicated pending provincial legislation could significantly affect redevelopment options and responsibilities. Multi-public or private-public partnerships may be mandated under the new legislation, she said, which means obligations and requirements to operate a municipal long-term care home may change significantly. "The decision regarding renewal of the county facility will have a long-term impact on all Lanark County residents with respect to the growing demand for long-term care and the significant cost to taxpayers to fund it," she said, noting redevelopment could range between \$73 and \$76 million. She said hiring a consultant to provide all the options in light of pending provincial legislation will help to assess unknown factors. "This will be one of the biggest decisions made by this council in decades," Warden Richard Kidd (Beckwith Reeve) said. Council has directed staff to issue a request for proposal to hire a consultant to complete an analysis of all options pertaining to redevelopment pending the imminent passage of expected provincial legislation. For more information, contact Jennie Bingley, Interim Director of Long-Term Care, at 1-888-9-LANARK, ext. 7101.
- Lanark Lodge Air Conditioning Upgrades Planned: Council approved a motion authorizing a request for quotations up to \$100,000 for air conditioning upgrades at Lanark Lodge to the areas most in need. In a report to the community services committee earlier this month, Interim Director of Long-Term Care Jennie Bingley explained the Lodge is currently compliant with requirements around air conditioning, but the age of the facility and extreme heat and humidity experienced in recent summers have made for less-than-ideal conditions. The Lodge has a plan for hot weather-related illness prevention and management and, because it does not have central air conditioning, has designated cooling areas for residents. The upgrades, she explained, take needs and costs in



MEDIA RELEASE

For immediate release April 24, 2019

account while considering the long-term plan for redevelopment of the facility. The upgrade would involve installing electrical air conditioning units in common areas. It is expected to improve air conditioning to resident and staff areas by increasing air flow in the hallways and staff work areas while using strategic ceiling fans to maximize cool air flow into resident rooms. Each unit would serve three areas and can be installed with little or no disruption to residents. The Ministry of Health and Long-Term Care must pre-approve the work. Ms. Bingley explained other options investigated would be much more costly and disruptive to residents. For more information, contact Jennie Bingley, Interim Director of Long-Term Care, at 1-888-9-LANARK, ext. 7101.

- Signing Lease with Cabinscape: Council approved a by-law to execute a lease agreement with Cabinscape Inc. In November, company representatives presented to the economic development committee regarding their proposal to place a temporary cabin on vacant county property in Tay Valley adjacent to the Tay-Havelock Trail. CAO Kurt Greaves reported staff and Cabinscape worked with their lawyers and insurers to develop a draft lease. The cost to the county is to build parking spaces for guests. The lease will be a long-term income generator for taxpayers. The endeavour is expected to encourage direct tourism and promotion of Lanark County trails. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- Funds Approved for Situation Table: Council has passed a motion to provide funds for the Lanark County Situation Table Project in the amount of \$20,000 up to the end of 2019. This follows a presentation by Coordinator Stephanie Gray and Lanark County OPP Insp. Derek Needham at the community services committee meeting earlier this month. The situation table has been operating since December 2015 and is a privacy-protective, risk-intervention tool that brings front-line agencies together to intervene and assist referred individuals who are at an acutely elevated level of risk. The project was also instrumental in the coordination of the Community Plan for Safety and Well-being for Lanark County and Smiths Falls, which has since been mandated by the province and has been adopted by six out of nine local municipalities so far. Ms. Gray noted the high level of collaboration and dedication amongst participating agencies in both aspects of the program to help vulnerable populations and address prevalent risk factors in the community. Insp. Needham explained the project has been supported by provincial grants since it began, and a contingency is needed to cover costs until further provincial or other funding is secured. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- Transfers to Reserves Approved: Council has approved the 2018 transfers to and from reserves following a report to the corporate services committee earlier this month. Interim Treasurer Kevin Wills provided an updated schedule of reserve balances and outlined the 2018 surplus of more than \$1.1 million for the county. The surplus was generated in various departments by additional subsidies, revenues, shared services, and more. In addition, the Lanark County Housing Corporation (LCHC) experienced a surplus of \$893,341, which will be transferred into the capital reserve for future use. That surplus came from savings in utilities due to the impact of the Fair Hydro Act and the closing of the Joseph/Edward Pattie social housing site, as well as furnace and hot water tank buyouts and savings in wages and benefits from restructuring. For the county surplus, \$500,000 will be allocated to reserves for Lanark Lodge capital, \$357,821 to social housing, \$250,000 to forestry and trails, and \$21,403 to planning. The total Lanark County reserve balance at the end of 2018 is \$20 million, and LCHC has \$2 million. "Maintaining adequate reserves is important for managing operations, smoothing the tax levy and replacing the county's assets,



MEDIA RELEASE

For immediate release April 24, 2019

which have a replacement cost valued at more than \$400 million," Mr. Wills said. CAO Kurt Greaves commended Mr. Wills for his diligence in pursuing the savings. For more information, contact Kevin Wills, Interim Treasurer, at 1-888-9-LANARK, ext. 1323.

• Upcoming Meetings: County Council, Wednesday, May 8, 5 p.m.; Community Services, May 8 (following County Council); Corporate Services, May 8 (following Community Services). County Council, Wednesday, May 22, 5 p.m.; Public Works, May 22 (following County Council); Economic Development, May 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!

Mississippi Valley Conservation Authority & Mississippi Valley Source Protection Authority April 17, 2019 Councillor Holmes

Highlights from Mississippi Valley Conservation Authority meeting:

- Three representatives from the MVCA (Janet Mason, Jeff Atkinson, and Sally McIntryre) attended the Conservation Ontario (C0) Council Meeting and AGM on April 10th. The CO Council represents the 26 Conservation Authorities in Ontario.
- 2. Proposed changes in Provincial Funding, Legislation, Regulation, and Policies.
 - a. The Natural Hazard Management grant has been decreased by approximately 50% to \$128,437.87. MVCA is able to accommodate this reduction in fiscal 2019 without reducing services and programs to the public.
 - b. There are proposed amendments to the Conservation Authorities Act which have an impact on the MVCA.
 - c. The province will be publishing a Housing Supply Action Plan in May and will include proposed amendments to the Planning Act and the Provincial Policy statement. This could affect the MVCA role.

Comments to the province are due by May 21, 2019 and the MVCA staff will prepare a response to the province for endorsement at the May Board meeting.

- Presentation on Asset Management for Conservation Authorities (CA) was provided. The purpose was to inform Board members of asset management training for conservation authorities and municipal water resource managers being carried out in Eastern Ontario and highlighted the benefits of integrated asset management.
- 4. Q1 Budget Control Report indicates that expenditures are on target for this time of year.
- 5. A two page report titled "Mississippi Valley Conservation Update" was provided and copies have been distributed to council.
- Watershed Conditions Update was described as the calm before the storm with warmer temperatures and rainfall coming which had the potential for levels to increase rapidly.

Highlights from Mississippi Valley Source Protection Authority meeting:

- The Source Protection Annual Progress Report was presented. There were no deficiencies noted and staff were directed to submit the "Annual Progress Report" (public and supplemental form) to the Ministry of the Environment, Conservation and Parks as required.
- 2. The Risk Management Official Annual Report for the Mississippi-Rideau Source Protection Region was presented. No significant risks were identified.

INFORMATION LIST #09-19 May 7, 2019

The following is a list of information items received as of May 1, 2019.

Item #	Date	Originator	* Subject
1	12-Apr-19	Almonte General Hospital & Fairview Manor	Media Release re: Volunteers Support Future Healthcare Workers
2	16-Apr-19	Almonte General Hospital & Fairview Manor	Media Release re: Responding to the Needs of Emergency Patients
3	16-Apr-19	City of Brantford	Resolution re: Single-Use Plastic Straws
4	17-Apr-19	Almonte General Hospital	Invitation re: Paddle for AGH
5	17-Apr-19	Town of Minto	Resolution re: Ontario Municipal Partnership Fund
6	18-Apr-19	Eastern Ontario Wardens Caucus	Media Release re: EOWC meets Eastern Ontario Federal MPs, discusses cell gap, budget
7	23-Apr-19	Leeds, Grenville & Lanark District Health Unit	Letter to Deputy Premier and Steven Clark re: Restructuring of Ontario's Public Health System
8	23-Apr-19	Mississippi Valley Conservation Authority	Update on Activities
9	23-Apr-19	Lanark County	Notice of Public Meeting re: Proposed Amendment to the Sustainable Communities Official Plan (SCOP) #8
10	23-Apr-19	Lanark County	Notice of Public Meeting re: Proposed Amendment to the Sustainable Communities Official Plan (SCOP) #9
11	30-Apr-19	Ottawa River Power Corporation	Memo re: Appointment of CEO & President
12	30-Apr-19	Municipal Property Assessment Corporation	Letter re: 2018 Annual Report

^{*} Click on the subject name to go to the document



MEDIA RELEASE

April 12, 2019

AGH & FAIRVIEW MANOR VOLUNTEERS SUPPORT FUTURE HEALTHCARE WORKERS

Mackenzie Mills says she likes to give back to her community. And now she is being recognized for her work.

Each year, the AGH Volunteer Services Committee and the Fairview Manor Auxiliary present a \$1000 volunteer bursary to a deserving student. At the volunteer appreciation breakfast in Almonte on April 10th, Mary Dillabaugh, AGH Volunteer Services Committee Chair and Pat Kennedy, Fairview Manor Auxiliary Vice Chair announced that Mackenzie is this year's recipient.

The bursary is awarded to a student who has volunteered at Almonte General Hospital or Fairview Manor for at least 100 hours and is planning to pursue or is pursuing a post-secondary education in a health-care related field. Applicants must demonstrate compassion, care and commitment in their volunteer positions at AGH-FVM.

Mackenzie was originally taking pre-health courses at St. Lawrence College but received early acceptance to the nursing program at Canadore College due to her high marks. She has won several awards over the past few years and provided 102 hours of volunteer time at AGH. Her interests include dancing, animals, music and baking. She has also worked as a cashier and child care provider.

Mackenzie was unable to attend the presentation as she is at school in North Bay. But she did send a message to the volunteers: "I would like to thank everyone for choosing me for this bursary. It means a lot to me, not only because it will help with my payments of student loans, but also as a reminder of how important volunteering within my community really is. Thank you again. I will promise to work very hard to give back to others."

Congratulations and good luck in your future endeavours Mackenzie!

Thank you to all the volunteers who give so generously of their time and talent to support patient care at Almonte General Hospital and resident care at Fairview Manor. In 2018, more than 13,000 hours were contributed by these amazing volunteers.



Cutline: Mackenzie Mills

Media Contact:

Jane Adams

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



MEDIA RELEASE

April 16, 2019

RESPONDING TO THE NEEDS OF EMERGENCY PATIENTS

A suggestion from a patient has resulted in a new food option for patients and families waiting in the Emergency Department. Two new vending machines now offer cold drinks and snacks right in the waiting room.

"Our goal is to support patients and families and to respond to their needs," explains President & CEO Mary Wilson Trider. "Patients and families can't always leave the Emergency Department, so the vending machines provide another option for them."

"So far, feedback has been very positive," adds Pauline Dobson, Manager, Food Services. "The vending machines are conveniently located and provide some healthy snack options."



-30-

Cutline: The new vending machines are in the Emergency Department waiting room.

Media Contact:

Jane Adams

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



April 16, 2019

Below is a copy of a Resolution adopted by Brantford City Council at its meeting held March 26, 2019. In keeping with City Council's direction, a copy is being distributed to other municipalities in the Province of Ontario.

C. Touzel City Clerk

RESOLUTION

6.1 Single-Use Plastic Straws

WHEREAS section 8(1) of the *Municipal Act, 2001* requires that the powers of a municipality are to be interpreted broadly so as to confer broad authority on the municipality to enable the municipality to govern its affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues; and

WHEREAS section 8(3) of the *Municipal Act, 2001* permits the municipality to pass by-laws under section 10 and 11 which: regulates or prohibits the matter; and to require persons to do things respecting the matter; and

WHEREAS section 10(2) of the *Municipal Act, 2001* permits single-tier municipalities to pass by-laws respecting the following matters: economic, social and environmental well-being of the municipality, including respecting climate change; and

WHEREAS the Council of The Corporation of the City of Brantford wishes to consider regulating or prohibiting the sale and distribution of single-use plastic straws in the municipality in order to reduce: (a) littering; (b) the impact on landfills; (c) the impact on sewers; and (d) the contribution to climate change;

NOW THEREFORE BE IT RESOLVED THAT City Staff BE DIRECTED to:

1. Analyze the impacts of single-use plastic straws in the municipality; and how to reduce those impacts through the regulation and prohibition of single-use plastic straws;

- 2. Consult with the public and impacted industries, including but not limited to:
 - i. Retail Stores;
 - ii. Restaurants;
 - iii. Manufacturers and Distributors, as applicable;
 - iv. Chamber of Commerce:
 - v. Brantford Accessibility Advisory Committee; and
 - vi. Brantford Environmental Policy Advisory Committee;
- 3. THAT City Staff REPORT BACK to Council on the results of their analysis and consultation; along with a process, including timelines, to:
 - a. In the first phase, regulate the sale and distribution of single-use plastic straws, taking into account existing inventories and the sourcing of alternate suppliers; and
 - b. In the final phase, prohibit the sale and distribution of single-use plastics straws.
- 4. THAT a copy of this resolution BE FORWARDED to the MP and MPP Brantford-Brant, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM) and other municipalities in the Province of Ontario.

From: Arthur Solomonian < <u>asolomonian@gmail.com</u>>

Date: April 17, 2019 at 1:46:11 PM EDT

To: Christa Lowry < <u>clowry@mississippimills.ca</u>>

Cc: Gretta Bradley < glbradley@me.com>

Subject: Paddle For AGH

Good morning Christa

It seems that Spring is here and with it the planning for the annual Paddle For AGH.

We are hoping for even more rafts this year, and are planning more activities on and around the water to keep things interesting while the teams are building their rafts, beginning with a Community Paddle up river towards Appleton.

We are challenging the Council and staff of Mississippi Mills to put in a raft again this year. With all that engineering skill in Public Works and the outdoorsy types in Parks and Rec I am sure they could come up with a formidable entry!

Of course, the big winner will be the patients of our first class hospital. All proceeds from entry fees, sponsorships and pledges of support will go to the AGH/FVM Foundation to support the needs of the hospital. The Foundation is currently in the midst of a campaign to raise enough funds for a CT Scan.

We look forward to answering any questions that you have and registering a team. Please contact us at raftraceagh@gmail.com

Art Solomonian and Gretta Bradley Co-Chairs Paddle For AGH From: Annilene McRobb [mailto:annilene@town.minto.on.ca]

Sent: April-17-19 4:05 PM

Subject: Town of Minto Council Meeting Tuesday April 16, 2019 Item 9 f) Ontario Municipal Partnership

Fund Resolution

Good Afternoon:

The Council of the Town of Minto met on April 16, 2019 to consider the above noted item and passed the following motion:

MOTION: COW 2019-069

Moved by: Councillor Elliott; Seconded by: Councillor Anderson

Whereas the Provincial government announced it was conducting a review of the Ontario Municipal Partnership Fund (OMPF), which provides annual funding allotments to municipal governments to help offset operating and capital costs; and

Whereas Municipalities were further advised that the overall spending envelope for the program would decrease having a significant impact on future budgets and how funds are raised by Municipalities as funding will be reduced by an unspecified amount; and

Whereas if allocations to municipalities are reduced, Councils will need to compensate with property tax increases or local service reductions; and

Whereas, the 2018 Town of Minto allocation was \$1,630,700 which is equivalent to 33.96% of the Town's municipal property tax revenue; and

Whereas the Town of Minto prides itself on efficient and value for money practices every day;

And Whereas, a 33.96% increase in the municipal property tax rate would increase the municipal component of property taxes paid for an average household by \$403 per year;

Now therefore be it resolved that although an interim payment has been received, Council of the Town of Minto expresses grave concern with the potential reduction and/or loss of the OMPF allotment in future years;

And Further, Council petitions the Provincial government to complete the OMPF review in an expeditious manner as future financial consideration ensures municipal sustainability;

And furthermore, that this resolution be circulated to the Premier, Ministers of Finance, Municipal Affairs and Housing, our local MPP and all Ontario municipalities for their endorsement and support.

Annilene McRobb, Dipl. M.M., CMO
Deputy Clerk
Town of Minto
T 519.338.2511 x 230
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E annilene@town.minto.on.ca
www.town.minto.on.ca



www.eowc.org

NEWS RELEASE

EOWC meets Eastern Ontario Federal MPs, discusses cell gap, budget

Kingston, April 18, 2019 – Members of the Eastern Ontario Wardens' Caucus (EOWC) and the Eastern Ontario Regional Network (EORN) held a constructive meeting with their federal counterparts today, as part of ongoing advocacy efforts to advance priority projects for Eastern Ontario and dialogue with the federal government on issues of interest.

Co-hosted by both EOWC Chair Andy Letham and Glengarry-Prescott-Russell MP Francis Drouin, this meeting is an annual gathering of Federal MPs and the heads of Council from across the region. Members of the Eastern Ontario Mayors' Caucus, representing the region's large cities, were also present to advocate alongside the EOWC and EORN.

"On behalf of the EOWC and its partners, I would like to thank our Federal MPs for their presence and interest in our region's growth and development," stated Chair Letham. "Most of all, we recognize their ongoing commitment to the EOWC's number-one priority, being the improvement and expansion of the cellular and mobile broadband networks in Eastern Ontario, and we look forward to achieving this goal together in the coming year."

The EOWC also used the opportunity to welcome the federal government's financial commitment to local government in Canada's 2019 Budget, released last month. The budget consisted of a much-needed increase in funding for rural municipal priorities that align with the EOWC, including affordable housing, rural broadband, energy efficiency and infrastructure investment. Among them:

- A one-time \$2.2 billion top-up to the Federal Gas Tax Fund that doubles funding to municipal governments this year;
- A \$2.7-billion investment for rural and northern broadband expansion, with the objective of connecting all Canadians to high-speed internet by 2030;
- An additional \$1 billion to the Federation of Canadian Municipalities (FCM) to help municipalities invest in energy efficiency, including \$350 million for grants and loans for large public buildings, and \$300 million to improve energy efficiency within sustainable affordable housing.
- Funding initiatives to help increase housing affordability, including the expansion of the Rental Housing Construction Finance Incentive to provide low interest loans for affordable rental construction projects.

For more information, please visit www.eowc.org.

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For more information, contact:
Ron Taylor, Secretary/Treasurer, rtaylor@kawarthalakes.ca
Justin Bromberg, Communications and Policy Coordinator, info@eowc.org

From: "Bruce, Heather" < Heather.Bruce@healthunit.org>

Date: April 18, 2019 at 4:52:53 PM EDT

To: "Bruce, Heather" < Heather. Bruce@healthunit.org>

Subject: Update on Funding of Public Health

Dear Mayor/Reeve and CEO/Clerk:

The provincial budget released on Thursday, April 11, 2019 includes significant new direction for public health. The Budget states:

In 2019-20 improve public health programs and back-office efficiency and sustainability while
providing consistent, high-quality services, be responsive to local circumstances and needs by
adjusting provincial-municipal cost-sharing of public health funding;

Note: The following information about the cost-sharing formula was released this afternoon.

- o In 2019/21 the province will pay 70% of the allocation for mandatory programs instead of 75%.
- The province will pay for 70% of Allied Programs instead of 100%.
- This is a reduction of about \$1 Million that the province expects municipalities to pick up. This will be confirmed in the coming days.
- The provincial contribution will be further decreased in subsequent years based on the size of the new Regional Public Health Entity. We don't know how this will apply to Leeds, Grenville and Lanark.
- 2. By 2020-21 establish 10 regional public health entities and 10 new regional boards of health with one common governance model; and protect what matters most by ensuring public health agencies focus their efforts on providing better, more efficient front-line care by removing back-office inefficiencies through digitizing and streamlining processes.

Note: We have not been notified on which Regional Public Health Leeds, Grenville and Lanark will be part of. The Board will work to preserve all the programs and services we currently have in our region.

3. **By 2021–22**, modernizing public health units through regionalization and governance changes to achieve economies of scale, streamlined back-office functions and better-coordinated action by public health units, leading to **annual savings of \$200M by 2021-22**.

Dr. David Williams, Chief Medical Officer of Health for Ontario and his team will be holding teleconferences with each Board of Health and Health Unit Management to ensure there is a clear understanding of provincial direction and the roll out of this direction. The Board will share the uniqueness of public health programs that have developed over time based on community needs to ensure these are maintained.

The Leeds, Grenville and Lanark District Health Unit provides high quality public health programs and services in collaboration with local partners, including municipalities, to promote and protect health of the population. The Board of Health includes all obligated municipalities who provide funding to the

Health Unit, and this relationship extends to working with municipalities on important public health concerns. The current grant from the provincial government is insufficient now to respond to all the requirements in the Ontario Public Health Standards and Accountability Framework.

The new direction from the 2019 Ontario Budget for public health in governance, organization, and funding will have a major impact on public health programs and services in the community with an associated impact on the population's health.

We strongly encourage all municipalities to write to the Minister of Health Christine Elliott and Minister of Municipal Affairs and Housing Steve Clark expressing concern about the change in the funding formula for public health that puts a significant financial burden on municipalities partway through the year, and the loss of municipal role and influence in the governance of the new Regional Public Health Entity.

Sincerely,

Doug Malanka, Chair, Board of Health

Dr. Paula Stewart, Medical Officer of Health/CEO



Your Partner in Public Health

April 23, 2019

VIA ELECTRONIC MAIL

The Honourable Christine Elliott, Deputy Premier Minister of Health and Long-Term Care Hepburn Block 10th Floor 80 Grosvenor Street Toronto, ON M7A 1E9

The Honourable Steve Clark Minister of Municipal Affairs and Housing 17th Floor 777 Bay Street Toronto, ON M5G 2E5

Dear Ministers:

Ontario local public health units play a crucial role in ensuring the safety, health and well-being of Ontario communities and their people. This crucial role is played out daily as Public Health Units work diligently and professionally to protect our communities from illnesses and promote health and well-being. These services centred on Ontario's Public Health Standards and related Public Health Programs like Smoke Free Ontario and Healthy Smiles ensure that our population remains healthy and does not end up requiring costly care and treatment in hospital emergency rooms and wards.

As Chair of the Board of the Leeds, Grenville and Lanark District Health Unit (LGLDHU), I can confirm the Board's unconditional support of the LGLDHU and its staff in all the work that they do. The health needs of Ontarians are variable and preserving local partnerships with municipalities and others is essential to ensuring the effectiveness, efficiency and success of health programs and services. It is this Board's view that the LGLDHU is right sized and right staffed to professionally deliver health unit services for and in partnership with the municipalities served.

With this backdrop, our Board of Health was surprised, disappointed and confused by the Government of Ontario's budget announcement to restructure Ontario's Public Health system that changes the Provincial-Municipal funding formula by downloading costs to municipalities after budgets have been set. The latter will place a significant strain on the ability of local public health units like LGLDHU to continue to deliver on their mandate. Moreover, it has been reported that the Public Health budget represents approximately 2% of the Province's total health expenditures and that every dollar spent has an average of \$14 of upstream savings. With this in mind, it is difficult to comprehend how a \$200 million dollar provincial reduction in prevention services will contribute to lowering future overall health care costs.



Your Partner in Public Health

Before the Budget's new directions for public health units are fully implemented, the LGLDHU Health Board recommends for your consideration that any change in the funding ratio should be done in consultation with AMO and the municipalities rather than unilaterally by the province. The 2019 public health municipal levy has already been established, and municipalities are already more than a quarter into their fiscal year.

As the Regional Public Health Entity to replace the LGLDHU has not yet been announced, the LGLDHU Health Board further recommends that the Ministry consult with Public Health Ontario, the Association of Local Public Health Agencies, the Council of Medical Officers of Health, and other experts in the field before the Regional Public Health Entity is implemented to ensure it will improve the effectiveness and efficiency of public health services in the community.

Additionally, the LGLDHU Board of Health recommends that the following principles in the development of the Regional Public Health Entity be adopted to ensure this change in public health governance and organization is as effective and efficient as possible while maintaining the strong public health presence and impact in our community:

- a. No loss of service to our community All current employees providing programs and services under the Foundational and Program Standards as listed in the 2019 Annual Service Plan continue to be funded within the Regional Public Health Entity to provide service in Lanark, Leeds, and Grenville.
- b. *Meaningful involvement in planning* The needs and assets of the Lanark, Leeds and Grenville communities are considered in the planning of any public health programs and services for the community.
- c. Integrity of Health Unit The Health Unit functions as a unit and service and programs will be difficult to maintain if the health unit is split into two.
- d. *Like Health Unit Populations Be Grouped Together* Collaboration will be more effective and efficient if the populations are similar among the health units in the Regional Public Health Entity.
- e. Equitable access to positions All Management and Administrative positions in the new Regional Public Health Entity must be open to all our current employees through a competition process.
- f. Effective "back office" support All services included in the "back office" support provided by the Regional Public Health Entity be at the same quality or better than currently exist in the Health Unit.
- g. Appropriate municipal role in governance The public expects that their municipal tax dollars are overseen by the municipal politicians they elect. For the municipal public health investment, this currently occurs through representatives from obligated municipalities on the Board of Health.



Your Partner in Public Health

The Leeds, Grenville and Lanark District Health Unit provides high quality public health programs and services in collaboration with local partners, including municipalities, to promote and protect health of the population. The LGLDHU Board of Health includes all obligated municipalities who provide funding to the Health Unit, and this relationship extends to working with municipalities on important public health concerns. The current grant from the provincial government is insufficient to respond to all the requirements in the Ontario Public Health Standards and Accountability Framework, therefore, any reduction in provincial funding will cause a reduction in programs and services that will impact the population's health.

I look forward to working collaboratively with you to continue to provide exemplary public health programs and services to the people of Leeds, Grenville and Lanark.

Sincerely

Doug Malanka Board Chair

cc: Leeds, Grenville and Lanark District Board of Health

Hon. Doug Ford, Premier of Ontario

Hon. Helen Angus, Deputy Minister of Health and Long-Term Care

Dr. David Williams, Chief Medical Officer of Health Randy Hillier, MPP – Lanark, Frontenac, Kingston

Monica Turner, Director of Policy, Association of Municipalities of Ontario

Leeds, Grenville and Lanark Municipalities

Loretta Ryan, Association of Local Public Health Units

Ontario Boards of Health

long molala

MISSISSIPPI VALLEY **CONSERVATION UPDATE**

April 2019

NEW LEADERSHIP

With the fall municipal election came appointment of a new Board of Directors:

Beckwith Township Faye Campbell

City of Ottawa

Eli El-Chantiry Glen Gower

John Karau

Janet Mason, Chair

Phil Sweetnam

Municipality of Mississippi Mills

Bev Holmes

Christa Lowry

Tay Valley Township

RoxAnne Darling

Town of Carleton Place

Jeff Atkinson

Theresa Fritz

Twp. of Addington Highlands

Kirby Thompson

Twp. of Central Frontenac

Elwin Burke Twp. of Drummond / N. Elmsley

Paul Kehoe Twp. of Greater Madawaska

Garry McEvoy

Twp. of Lanark Highlands John Hall, Vice Chair

Twp. of North Frontenac John Inglis

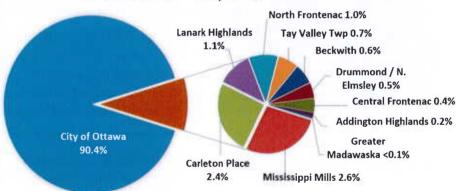
2019 BUDGET

The Board of Directors approved the 2019 Budget at its Annual General Meeting held February 20. An operating budget of \$3,845,721 and capital budget of \$625,468 were approved to support operations and renewal of the Authority's eleven dams and five conservation areas, and delivery of engineering, stewardship, and permitting services.

The 10-year capital budget identified just over \$1.7 million for asset renewal at Big Gull Lake, Shabomeka Lake and Kashwakamak Lake dams. At the recommendation of its Finance Committee, the Board approved implementation of a one-time increase and equalized capital contributions of \$180,000 for these works over the ten-year period.

Approximately 9% of costs are to be recovered through permit and planning fees, and another 24% through special levies, grants, and contracted services. The balance will be recovered via the General Levy, apportioned to member municipalities based upon Current Value Assessment, as regulated by the Province.

MUNICIPAL LEVIES, 2019





Vice Chair John Hall and Chair Janet Mason



General Manager Sally McIntyre & Treasurer Angela Millar

Changing of the Guard

With over 70 years at the Authority between them, General Manager Paul Lehman and Secretary Treasurer Joan Sargent retired in February and March respectively. The Board and staff wish them well, and welcome Sally McIntyre and Angela Millar as the new General Manager and Treasurer.





Contact Us Mississippi Valley Conservation 10970 Highway No. 7 Carleton Place, ON K7C 3P1

(613) 253-0006

** Call to book your space by May 24.
info@mvc.on.ca
www.mvc.on.ca



Floodplain Mapping

Update of floodplain mapping is ongoing of the Mississippi River downstream of the Hwy. No. 7 bridge and includes the Indian River, Cody Creek, Clayton Lake, and the Mississippi-Snye near Morris Island.

In addition to mapping the regulated 1 in 100-year flood hazard limit, staff will calculate water levels associated with the 1 in 5, 10, 25, 50, and 350-year events to support infrastructure planning, engineering and emergency response management by member municipalities.

Draft mapping for **Harwood Creek**, a subwatershed comprising 14 km² in West Carleton, was presented at an Open House held March 20. Once finalized, the mapping will serve as the new flood hazard limit under O. Reg. 153/06 under Sec. 28 of the *Conservation Authorities Act*, RSO 1990.

Mayors, Reeves and Councilors are invited to join the Board on its June 26 Watershed Tour**

R. Tait McKenzie Memorial Museum

Introduction of the James Naismith basketball collection into the Museum in 2018 was a tremendous success. Now, MVCA and the Museum Advisory Committee are turning their focus to ensuring sustained management and display of the two collections and integrity of the building that houses them. In Q1, work began on a **5-year Strategic Plan** that will guide future operations and capital planning. Completion of the plan will also enable the MVCA to apply for provincial grants to support Museum operations.

Flood Preparedness Videos

Over the month of March and continuing into April, <u>weekly videos</u> were published to help watershed property owners and residents understand flood forecasting and mitigation, and the steps recommended for safeguarding your home and property from flooding.

Winter Education Program

The Mill of Kintail Conservation Area was a hub of activity this winter as 16 schools and 800 students ranging from kindergarten to grade six strapped on snowshoes and went exploring, while fostering their appreciation and enthusiasm for conservation and nature. The Spring Water Awareness Program is also being delivered to schools, which teaches children safe practices around thin ice and seasonally turbulent lakes and rivers.

Did you know that...

May has the highest risk of a flood event. In most years, by May all reservoirs in the watershed are full, the ground is saturated, and vegetative needs have been met. An intense rainfall under these conditions quickly enters creeks and rivers raising water levels.



99 CHRISTIE LAKE ROAD - PERTH ON - K7H 3C6

PHONE: 613-267-4200 FAX: 613-267-2964

WEBSITE: www.lanarkcounty.ca

NOTICE OF PUBLIC MEETING PURSUANT TO SECTION 17 and 21 OF THE PLANNING ACT R.S.O. 1990, CH. P.13.

CONCERNING A PROPOSED AMENDMENT TO THE COUNTY OF LANARK SUSTAINABLE COMMUNITIES OFFICIAL PLAN (SCOP)

Legal Description: The Amendment applies to the County of Lanark

TAKE NOTICE that a **Public Meeting** will be held on <u>Wednesday, May 22, 2019 at 6:00 p.m.</u>, in the Lanark County Council Chambers, 99 Christie Lake Road, Perth ON K7H 3C6, with respect to the following amendments:

PURPOSE and EFFECT

Amendment No. 8 to the Lanark County Sustainable Communities Official Plan (OPA#8)

The purpose of OPA #8 is to update the population projections for the County of Lanark and allocations to local municipalities to the year 2038.

The effect of OPA #8 is as follows:

- 1. To amend Section 1.1 "Population Projections and Distribution" by updating the population projections to the year 2038.
- 2. To delete Appendix 2 "Historical and Projected Population by Municipality and replacing it with the following:

APPENDIX 2

Municipality	2016 Census	2038 Projected Population
Beckwith	7,644	14,262
Carleton Place	10,644	20,964
Drummond North Elmsley	7,773	12,549
Lanark Highlands	5,338	7,507
Mississippi Mills	13,163	21,122
Montague	3,761	4,857
Perth	5,930	8,085
Tay Valley	5,665	7,097
Lanark County	59,918	96,443

A Key Plan is not provided as this official plan amendment applies to all lands located within the County of Lanark.

IF YOU WISH to be notified of the adoption of the proposed official plan amendment, you must make a written request to the County Planner, County of Lanark, 99 Christie Lake Road, Perth, Ontario, K7H 3C6.

A COPY of the proposed official plan amendment and related information and material can be obtained from the County Planner, County of Lanark, 99 Christie Lake Road, Perth, Ontario, K7H 3C6 between the hours of 8:30 a.m. and 4:00 p.m. (Monday to Friday), by phone at 613-267-4200 ext. 1520, or by e-mail at plan@lanarkcounty.ca.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the County of Lanark before the proposed official plan amendment is adopted; the person or public body is not entitled to appeal the decision of County of Lanark Council to the Local Planning Appeal Tribunal.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the County of Lanark before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Dated this 23 day of April 2019.

Julie Stewart, MCIP, RPP, County Planner



99 CHRISTIE LAKE ROAD - PERTH ON - K7H 3C6

PHONE: 613-267-4200 FAX: 613-267-2964

WEBSITE: www.lanarkcounty.ca

NOTICE OF PUBLIC MEETING PURSUANT TO SECTION 22 OF THE PLANNING ACT R.S.O. 1990, CH. P.13.

CONCERNING A PROPOSED AMENDMENT TO THE COUNTY OF LANARK SUSTAINABLE COMMUNITIES OFFICIAL PLAN (SCOP)

Legal Description: The Amendment applies to the County of Lanark

TAKE NOTICE that a **Public Meeting** will be held on <u>Wednesday, May 22, 2019 at 6:00 p.m.</u>, in the Lanark County Council Chambers, 99 Christie Lake Road, Perth ON K7H 3C6, with respect to the following amendments:

PURPOSE and EFFECT

Amendment No. 9 to the Lanark County Sustainable Communities Official Plan (OPA#9)

The purpose of OPA #9 is to amend Schedule A to the Lanark County Sustainable Communities Official Plan (SCOP) to re-designate lands within the municipal boundary of the Town of Perth to "Settlement Areas" in order to accommodate the Town's population allocation of 8,085 to the year 2038. This official plan amendment is being processed concurrently with OPA #16 to the Official Plan for the Town of Perth and OPA #8 to the SCOP which will update the population allocation to local municipalities, including the Town of Perth.

The effect of OPA #9 is to amend Schedule A to the SCOP by re-designating lands within the Town of Perth from "Rural Areas" to "Settlement Areas" as shown on the Key Map attached to this Notice.

IF YOU WISH to be notified of the adoption of the proposed official plan amendment, you must make a written request to the County Planner, County of Lanark, 99 Christie Lake Road, Perth, Ontario, K7H 3C6.

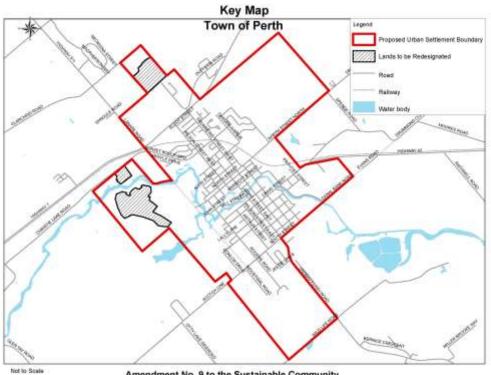
A COPY of the proposed official plan amendment and related information and material can be obtained from the County Planner, County of Lanark, 99 Christie Lake Road, Perth, Ontario, K7H 3C6 between the hours of 8:30 a.m. and 4:00 p.m. (Monday to Friday), by phone at 613-267-4200 ext. 1520, or by e-mail at plan@lanarkcounty.ca.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the County of Lanark before the proposed official plan amendment is adopted; the person or public body is not entitled to appeal the decision of County of Lanark Council to the Local Planning Appeal Tribunal.

IF A PERSON OR PUBLIC BODY does not make oral submissions at a public meeting or make written submissions to the County of Lanark before the proposed official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.

Dated this 23 day of April 2019.

Julie Stewart, MCIP, RPP, County Planner



Amendment No. 9 to the Sustainable Community Official Plan for the County of Lanark



Memorandum

To: The City of Pembroke, Township of Whitewater Region, Township of Killaloe, Hagarty and

Richards and The Town of Mississippi Mills

From: Les Scott & Ron Gervais

Date: April 30, 2019

Re: Appointment of Justin Allen to CEO & President of ORPC and ORES

On behalf of the members of both Boards, our congratulations to Justin Allen on being appointed to President & CEO.

We wish him much success in his new responsibilities.



April 30, 2019

To: Heads of Council

All Ontario Municipalities

From: Dan Mathieson

Chair, MPAC Board of Directors

Subject: 2018 Annual Report

The Municipal Property Assessment Corporation's (MPAC) <u>2018 Annual Report</u> is available for your information.

This document has been prepared as required by the *Municipal Property Assessment Corporation Act*. The report is also being provided to the Premier, Minister of Finance, Members of Provincial Parliament and the Association of Municipalities of Ontario.

Our Annual Report provides an overview of our operational and financial performance over the year including highlights of our 2017-2020 Strategic Plan.

Should you have any questions regarding the report, please do not hesitate to contact me at 519 271-0250, extension 234 or Nicole McNeill, President and Chief Administrative Officer, at 905 837-6166.

If you would like a detailed copy of MPAC's Financial Statements for the Year Ended December 31, 2018, please contact Mary Meffe, Vice-President, Corporate and Information Services and Chief Financial Officer, at 289 539-0306.

Yours truly,

Dan Mathieson

Chair, MPAC Board of Directors

Attachment

Copy Municipal Chief Administrative Officers and Clerks

au Matheson

Nicole McNeill, President and Chief Administrative Officer, MPAC

Mary Meffe, Vice-President, Corporate and Information Services and Chief Financial Officer,

MPAC



COUNCIL CALENDAR

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
			OSUM Pembroke	OSUM Pembroke	OSUM Pembroke	
5	6	7 6pm Council	8	9	10	11
12	13	14	15 3:00pm AAC 5:30pm CoA	16	17	18
19	Victoria Day Office Closed	21 6pm Council	22 2:30pm Library 7pm Heritage	23	24	25
26	27	28	29	30 FCM Quebec City	31 FCM Quebec City	



COUNCIL CALENDAR

June 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						FCM
2	3	4	5	6	7	8
FCM		6pm Council				
9	10	11 9:30am CPAC	12 10:30am Joint Cost Sharing (Beckwith)	13	14	15
16	17	18 6pm Council	19 5:30pm CoA	20	21	22
23	24	25	26 2:30pm Library 7pm Heritage	27	28	29
30						

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-44

BEING a by-law for the purpose of accepting strips of land deeded to the Municipality for the purpose of development control into the municipal highway system.

WHEREAS the Municipal Act, 2001, S.O. 2001, c.25 as amended, grants authority to the council of local municipalities to pass by-laws in respect of municipal highways;

AND WHEREAS the lands described herein have been conveyed to the Corporation of the Municipality of Mississippi Mills for the purpose of development control;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it desirable to assume these lands into the Municipality's road system;

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

- 1. **THAT** the 0.3 m reserve described as Blocks 47 and 49 on Plan 27M-75, Almonte Ward, Municipality of Mississippi Mills is hereby accepted for public purposes and dedicated as part of the municipal right-of-way.
- 2. **THAT** this by-law comes into force and effect upon the day of its passing.

Christa Lowry, Mayor

BY-LAW READ,	passed, signed an	nd sealed in open	Council this 7 th	day of May, 2	019.

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-45

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

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

AND WHEREAS the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 44, Plan 27M-75, in order to accommodate the development of one (1) block of six (6) freehold townhome dwelling units;

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

- 1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
 - Registered Plan of Subdivision 27M-75, Block 44, described as Parts 1 through 10, inclusive on Reference Plan 27R-11202, Municipality of Mississippi Mills, County of Lanark.
- 2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
- 3. This By-law shall be automatically repealed on the 7th day of May, 2021, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

BY-LAW READ , passed, signed a	nd sealed in open Council this 7" day of May, 2019
Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS BY-LAW NO. 19-46

BEING a by-law to amend the Downtown Almonte Heritage Conservation District Bylaw 16-61.

WHEREAS Section 41(1) of the *Ontario Heritage Act* R.S.O. 1990, c.O.18 authorizes the Council of a municipality may by by-law designate the municipality or any defined area thereof as a heritage conservation district;

AND WHEREAS pursuant to subsection 41.1 (1) of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18 a municipality shall adopt a heritage conservation district plan for each district that is designed in the by-law;

AND WHEREAS the Community Official Plan for the Corporation of the Municipality of Mississippi Mills contains provisions relating to the establishment of heritage conservation districts:

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

- 1. **THAT** Schedule C, being the Heritage Conservation District Plan, of By-law 16-61 shall be amended as follows:
 - a. Section 5.3.1 (Major Permits) shall only be required for contributing and vacant properties specifically
 - b. That new commercial signage and awnings shall be considered via Section 5.3.2 (Minor Permits)
 - c. That any substantial work on a non-contributing property may be considered via Section 5.3.2 (Minor Permits)
 - d. That the following work be exempt from permitting requirements in accordance with Section 5.2: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.
- 2. THAT this By-law will come into effect on the day of its passing.
- 3. **THAT** By-law 16-61 shall be and is hereby amended.

BY-LAW READ, passed, signed and s	sealed in open Council this 7 th day of May, 2019.		
Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk		

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS BY-LAW NO. 19-47

BEING a by-law to amend Delegation of Authority By-law 13-18, as amended.

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

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

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

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

- 1. **THAT** Schedule A, Section C of By-law 13-18 Delegated Authority Specified Staff Authorities be amended to include the following:
 - 7. The Director of Planning to approve the release of Heritage Grants, in accordance with standardized review criteria and the Heritage Conservation District Bylaw.
- 2. THAT this By-law will come into effect on the day of its passing.
- 3. **THAT** By-law 13-18 shall be and is hereby amended.

BY-LAW READ,	passed,	signed and	d sealed in	open Co	ouncil this	7" day d	of May, 2019.

Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-48

BEING a by-law respecting the licensing, regulating and governing of seasonal stands, mobile canteens and seasonal produce/farm produce stand from which produce and/or prepared food are sold for consumption by the public.

WHEREAS pursuant to The Municipal Act 2001(S.O. 2001, c.25), Section 150, a local municipality may license, regulate and govern any business wholly or partly carried on within the municipality for health and safety and consumer protection purposes;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it desirable to license and regulate vehicles and seasonal stands from which refreshments and / or prepared food are sold for consumption by the public for safety and consumer protection purposes;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills **ENACTS AS FOLLOWS**:

DEFINITIONS:

- 1. In this by-law, the following terms have the specified meanings:
 - a) "By-law Enforcement Officer" means persons so appointed by the Council of the Corporation of the Municipality of Mississippi Mills;
 - b) "Chief Building Official" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - c) "Clerk" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - d) "Designated Site" means the site identified and approved for the operation of a mobile canteen, seasonal stand, or season produce/farm produce stand;
 - e) "Director of Public Works" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - f) "Fire Officer" means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - g) "Mobile" means propelled by human muscle power/ motorized/ towable and licensed and fit for operation on a road or highway as per all applicable requirements under the Highway Traffic Act (HTA). To be mobile, all Mobile Canteens and or Refreshment Carts must be able to be moved from place to place

- and/or can be relocated within 24 hours-notice from the Municipality or Property Owner;
- h) "Mobile Canteen" means any vehicle of any kind that is equipped for the preparation, storage, heating, cooling or sale of foodstuffs or beverages with or from the vehicle. Such vehicle shall be mobile at all times, meet all applicable requirements of the Highway Traffic Act of Ontario R.S.O. 1990, Chapter H. 8 and can be moved from place to place;
- i) "Municipality" means the Corporation of the Municipality of Mississippi Mills;
- "Owner/Operator" means the person or corporation who owns or operates the structure/ vehicle/ cart/ stand/ business with the license from the Corporation of Mississippi Mills;
- k) "Prepared Food" shall mean all food stuff or beverages either prepared on site or pre-packaged and intended for consumption by the public. Prepared food shall include, but not be limited to, French fries, hamburgers, onion rings, pogos, hotdogs, sausages, sandwiches, popcorn, ice cream, candy, and confections;
- I) "Produce" shall mean fresh farm-grown crops such as fruits and vegetables;
- m) "Seasonal Stand" means any building or part thereof, stand or shed of any kind that is equipped for the preparation, storage, heating, cooling or sale of foodstuffs or beverages on a seasonal basis;
- n) "Seasonal Produce/ Farm Produce Stand" means a portable enclosure with an area less than 10 sq.m. located temporarily on private property zoned commercial offering produce for sale. This does not include a farm gate operation on private property owned and operated by the property owners;
- o) "Site Plan" means a plan (drawing) to scale showing details and items relevant to this by-law.

GENERAL LICENSE REQUIREMENTS

- 2. No person shall operate a mobile canteen, seasonal stand or seasonal produce/ farm produce stand within the Municipality without having a valid license issued by the Municipality and having paid a license fee for the same, where applicable.
- 3. Any licensed mobile canteen, seasonal stand or seasonal produce/ farm produce stand shall be operated within any general and specific conditions of the license.
- 4. All licenses shall be issued subject to the following conditions, which shall apply whether or not they are physically endorsed on the license, itself.

- a) The license shall be valid only for the owner/operator or the mobile canteen, seasonal stand or seasonal produce/ farm produce stand for which it is issued;
- b) The license may be transferred to a new owner providing the new owner applies to the municipality for a transfer license and pays a transfer license fee and provides proof of insurance;
- c) Any individual owner may be issued more than one license;
- d) The license shall be valid for the calendar year of issue (January 1 December 31;
- e) The license shall be on display in or on the mobile canteen, seasonal stand, or seasonal produce/ farm produce stands and shall be made available for inspection at any time.

LICENSE REQUIREMENTS – MOBILE CANTEENS AND SEASONAL STANDS

- 5. Before a license is issued under this by-law, the applicant for a mobile canteen or seasonal stand shall:
 - a) present a site plan, for all new applicants and renewal applicants, where changes to an approved site plan are made, showing details of the proposed site which shall include exact location, closest neighbours, roads, sign locations, approved electrical or other utility hook-ups and other specific details, as required;
 - All mobile canteen and seasonal stand shall be located on property as indicated in sections 12-15 of this by-law;
 - c) Present letter from property owner indicating approval for the canteen or stand to be situated on their property;
 - d) indicate what provision will be made for:
 - i. garbage receptacles,
 - ii. garbage removal,
 - iii. washroom facilities for the public and staff;
 - iv. parking note: must have three (3) parking spaces or demonstrate that onstreet parking in close proximity is available
 - v. recycling, and
 - vi. general cleanliness and tidiness of the site and surrounding area;
 - e) present written approval of the Medical Officer of the Lanark, Leeds and Grenville
 District Health Unit that the Mobile Canteen or Season Stand has been inspected
 and has met all health requirements;

- f) present a letter of compliance from the Fire Official of the local Fire Department including but not limited to the following specifications:
 - i. where there is a potential for grease laden vapours and smoke to be generated within a contained space the applicant shall present a letter of compliance with NFPA 96 Standard for Commercial Cooking Applications from a qualified licensed and insured Professional Mechanical Engineer from the province of Ontario or from a licensed Fire Protection Company registered in Ontario:
 - ii. present a letter or inspection report from the Technical Standards and Safety Authority (TSSA) showing compliance with all applicable gas and/or propane codes where applicable;
 - iii. confirm that proper fire extinguisher(s) are in place for the potential fire hazards contained within the enclosure and any other Fire Code requirements to ensure a fire safe environment
- g) where a structure is placed on the site that is part of or accessory to the mobile canteen or seasonal stand such as but not limited to: a deck, stairs or shed. A letter from the Chief Building Official stating compliance with the Building Code shall be provided;
- Where a mobile canteen or seasonal stand is connected to an electrical source that is governed under the Electrical Safety Act, proof of compliance is to be provided at the time of application;
- i) Where a mobile canteen or seasonal stand is connected to Municipal Services (water and/or sewer) the connections shall be made only after obtaining written approval from the Director of Public Works or their delegate for the Municipality.

LICENSE REQUIREMENTS - SEASONAL PRODUCE/ FARM PRODUCE STAND

- 6. Before a license is issued under this by-law, the applicant for a Seasonal Produce/ Farm Produce Stand:
 - j) present a site plan, for all new applicants and renewal applicants, where changes to an approved site plan are made, showing details of the proposed site which shall include exact location, closest neighbours, roads, sign locations, approved electrical or other utility hook-ups and other specific details, as required;
 - k) Seasonal produce/farm produce stands shall be on private property (as per sections 12-14 this by-law)

- Present letter from property owner indicating approval for the stand to be situated on their property;
- m) indicate what provision will be made for:
- i. garbage receptacles,
- ii. garbage removal,
- iii. washroom facilities for the public and staff;
- iv. parking note: must have three (3) parking spaces or demonstrate that onstreet parking in close proximity is available
- v. recycling, and
- vi. general cleanliness and tidiness of the site and surrounding area;

INSURANCE REQUIREMENTS - MOBILE CANTEENS AND SEASONAL STANDS

- 7. The operator shall provide and maintain at their sole expense, liability insurance to cover all operations of the owner and property damage insurance in the minimum amount of two million dollars (\$2,000,000.00), to protect the owner/operator against all liability.
- 8. Such insurance shall add the Corporation of the Municipality of Mississippi Mills as Additionally Insured.
- 9. Automobile liability insurance shall be required for all mobile canteens with a limit of not less than two million dollars (\$2,000,000.00)
- 10. Required insurance policies shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.

INDEMNIFICATION

11. The owner/operators shall indemnify and hold the Corporation of the Municipality of Mississippi Mills harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the operator, their officers, employees or other persons for whom the operator is legally responsible.

LOCATION

12. No mobile canteen, seasonal stand, or seasonal produce/ farm produce stand may be set up on any Provincial or County Road Allowance except by written permission of those authorities.

- 13. In Almonte Ward, mobile canteens, seasonal stands or seasonal produce/ farm produce stands are only permitted on Commercial and Industrial Zoned properties. Use of the North Lanark Agricultural Society Fairgrounds or properties owned by School Boards may be used for special events and festivals.
- 14. In Pakenham and Ramsay Wards, mobile canteens, seasonal stands or seasonal produce/ farm produce stands are permitted on properties in all zone classifications except on public road allowances.
- 15. No person shall operate a mobile canteen or seasonal stand closer than 30 metres to an eating establishment. Should the owner of a mobile canteen or seasonal stand wish to locate the said canteen or stand closer than 30 metres to an eating establishment, written acknowledgement from the affected eating establishment's owner shall be filed with the application indicating that they have no objection to the canteen, cart or stand locating within the 30 metre distance requirement.

SPECIAL OCCASIONS

- 16. A mobile canteen licensed under the provisions of this by-law:
 - a) may appear at a private event, provided that the cart or canteen is on private property or on an adjacent road allowance in a location where its operation will not cause a traffic problem.
 - b) may visit construction and quarry operations and other commercial and industrial operations within the Municipality, with appropriate permissions.
- 17. Organizers of special events/festivals wishing to bring in mobile canteens shall abide by the following provisions:
 - a) Mobile Canteens shall only be on site at the special event/festival for a maximum of three (3) days or 72 hours;
 - b) The organizers of the special event and owners/operators of the mobile canteen shall indemnify and hold the Corporation of the Municipality of Mississippi Mills harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the operator, their officers, employees or other persons for whom the operator is legally responsible;
 - c) Shall abide by all conditions set out in Section 5 c.

FEES

18. License fees are set are out in the Municipality's Fee By-law which are adopted from time to time by Council. The fees shall be paid at the time of issuance or renewal of the license, where applicable.

- 19. Notwithstanding Section 18, those seasonal stands assessed and taxed by the Municipality shall be exempt from license fees charged under this by-law.
- 20. Licenses shall be issued by the Clerk of the Municipality upon satisfaction of all applicable conditions.
- 21. The Municipality is not necessarily required to issue or renew any license, under this this by-law. The Municipality may take advice from the Ontario Provincial Police, the Director of Roads and Public Works, the County of Lanark, the Ministry of Transportation and any other source in reaching decisions about any special conditions to be attached to a license.
- 22. The Municipality may revoke a license if it is determined that public interest would be served by such action. The notice to revoke a license shall state the reasons for such revocation of license and fee to be returned, if any, to the licensee.

OFFENCES

- 23. No owner/operator being a holder of a license issued under this by-law, shall:
 - a) Operate or authorize or permit the operation of a mobile canteen, seasonal stand or seasonal produce/ farm produce stand on a site other than the designated site specified in the license not withstanding Sections 16 and 17;
 - b) Operate or authorize or permit the operation of a mobile canteen, seasonal stand or seasonal produce/ farm produce stand except during the times and dates specified in the license:
 - c) Fail to display or make available the license issued under the provisions of this bylaw;
 - d) Fail to provide or cause to be provided, an appropriate waste container at the designated site, for the use of the owner/operator, patrons and others while the mobile canteen, seasonal stand or seasonal produce/ farm produce stand is being operated;
 - e) Fail to remove or cause to be removed, the waste container and all waste from the designated site by the end of each day of operation;
 - Store equipment and supplies or allow to permit equipment or supplies to be stored outside of the mobile canteen, seasonal stand or seasonal produce/ farm produce stand;
 - g) Fail to maintain in place throughout the term of license, a policy of insurance consistent with sections 7-10 and indemnification consistent with section 11

ENFORCEMENT

24. This by-law shall be enforced by the By-law Enforcement Officers so appointed by Council.

SEVERABILITY

25. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influences Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

PENALTIES

26. Any person contravening the provisions of this by-law is guilty of an offence, and the procedure with respect thereto and penalty upon conviction therefore shall be as provided for under The Provincial Offences Act, R.S.O. 1990, Chapter P. 33 as amended.

ENACTMENT

27. This By-law shall come into force and take effect on the day of its passing.

REPEAL

28. By-law 15-110, and any other by-laws inconsistent with this by-law are hereby repealed.

BY-LAW READ passed, signed and s	d sealed in open Council this 7 th day of May, 201		
Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk		

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS BY-LAW NO. 19-49

BEING a by-law to amend Fees and Charges By-law 19-25.

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 Council passed the Fees and Charges By-law No. 19-25 on March 19, 2019

AND WHEREAS Council approved a revised Seasonal Stand By-law 19-48 and finds it desirous to amend the licensing fees;

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

1. That Schedule "A" be amended as follows:

ADMINISTRATION

LICENSING				
Mobile Canteen	•License	\$750.00		
	Transfer	\$50.00		
Seasonal Stand	•License	\$750.00		
	Transfer	\$50.00		
Season Produce/ Farm Produce Stand	•License	\$300.00		
	•Each Additional License	\$50.00		
	•Transfer	\$50.00		

- 2. THAT this By-law will come into effect on the day of its passing.
- 3. **THAT** By-law 19-25 shall be and is hereby amended.

BY-LAW READ, passed, signed and sealed in open Council this 7th day of May, 2019.

Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-50

BEING a by-law to appoint a Chief Administrative Officer for the Corporation of the Municipality of Mississippi Mills.

WHEREAS Section 229 of the Municipal Act, S.O., 2001, c.25, as amended, provides for the appointment of a Chief Administrative Officer who shall be responsible for:

- (a) exercising general control and management of the affairs of the municipality for the purpose of ensuring the efficient and effective operation of the municipality; and
- (b) performing such other duties as are assigned by the municipality.

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

- 1. That _____shall be appointed as Chief Administrative Officer for the Corporation of the Municipality of Mississippi Mills.
- 2. That the duties and responsibilities of the Chief Administrative Officer position shall be in accordance with the approved job description.
- 3. That By-law 18-54 of the Corporation of the Municipality of Mississippi Mills and any other by-law inconsistent with this by-law are hereby repealed.
- 4. That this by-law shall take effect on the day of its passing.

BY-LAW READ, passed, signed and sealed in open Council this 7th day of May, 2019.

<u></u> _	
Christa Lowry, Mayor	Jeanne Harfield, Acting Clerk



283 Pembroke Street West P.O.Box 1087 Pembroke, Ontario K8A 6Y6 Tel: (613) 732-3687 – Fax: (613) 732-9838 www.orpowercorp.com

April 15, 2019

Dear Shawna Stone,

RE: Subordination Agreement

I am writing to you to discuss a recent matter related to an upcoming project in our Almonte operating territory. It is an important issue for both the shareholders and our customers in different respects. First, I think it is important to offer a brief explanation on the necessity of the project I am referring to.

Ottawa River Power Corporations (ORPC) operating territory in Almonte has evolved and developed at growing rate over the years, resulting in an increased load on the three existing substations supplying capacity to the area.

As a result of this load growth, the three substations in Almonte are approaching capacity limits making it difficult to move load between them for maintenance or emergency situations. Each substation has feeder ties with at least one other station for redundancy purposes in the event of a failure or the periodic requirement to take line sections out of service for planned or emergency repairs. This is achieved by the ability to feed power from another direction or station. These ties also provide capacity and options for substation maintenance or failures.

After careful analysis on the existing load characteristics, urban development and the relationship between stations to determine the most efficient and economical way to expand the system, it was determined that a new substation must be built to ensure continued redundancy and to meet the needs of Almonte now and in the future. Meeting the needs of this growth will also see increased profit for ORPC and its shareholders by enabling the addition of many new customers.

A project of this size and scope requires a significant capital investment, which required an application to Infrastructure Ontario (IO) in the amount of \$1,785,850 at a favorable rate of 3.9% for a term of 30 years. This funding will allow us to finance the construction of a new 44KV (5 MVA) substation, providing the necessary redundancy and requisite increases in capacity to meet the forecasted load growth. IO was chosen as the preferred funding model on the basis that the interest savings could amount to \$180,000 over the term when compared to working with our bank, as well as thousands of dollars in renewal fees.

As part of this application for funding, IO requires each shareholder Municipality to sign a subordination agreement which would subordinate their promissory Note to the IO loan (i.e. if ORPC defaults with IO, IO is paid first). In addition, during the loan term there cannot be any principal paid out on the notes. However, interest and dividend payments are being allowed, provided ORPC keeps current with IO and meets all their financial obligations (debt ratios etc.), ORPC has already obtained approval from the OEB for a rate increase to fund the repayment of the loan, so this is not expected to be an issue. Given that the IO subordination agreement was successfully amended to provide interest and dividend payments, the municipality can expect ORPC to continue providing value to the shareholders as it has in previous years.

Should ORPC not obtain funding and fail to construct this new substation in Almonte, it could lead to situations in which new customer connections are denied, growth is stifled and capacity issues result in rolling blackouts. These scenarios put ORPC in direct violation of the Distribution System Code as a result of not planning and building the distribution system for a reasonable forecasted load growth. Therefore, the funding and completion of this project is extremely important to the continued operation of our system.

Taking into consideration the details provided within this letter and the need to meet our requirements related to reliability, growth and the distribution system code, I respectfully request that you please review and sign the attached copy of the subordination agreement and return a copy to me at your soonest possible convenience.

Should you or members of council have any questions, please do not hesitate to reach out to me directly. I can be reached by phone at 613.281.1168, or by email at <u>jallen@orpowercorp.com</u>. Thank you for your time and consideration on this matter.

Yours sincerely,

Justin Allen

Interim President and CEO

SUBORDINATION AND POSTPONEMENT AGREEMENT

THIS AGRE	EMENT made as of the day of, 2019
BETWEEN:	
	ONTARIO INFRASTRUCTURE AND LANDS CORPORATION (hereinafter referred to as "Infrastructure Ontario")
	- and -
	THE CORPORATION OF THE CITY OF PEMBROKE (hereinafter referred to as the "City of Pembroke")
	- and -
	THE CORPORATION OF THE TOWNSHIP OF KILLALOE, HAGARTY AND RICHARDS (hereinafter referred to as the "Township of Killaloe, Hagarty and Richards")
	- and -
	THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS (hereinafter referred to as the "Municipality of Mississippi Mills")
	- and -
	THE CORPORATION OF THE TOWNSHIP OF WHITEWATER REGION (hereinafter referred to as the "Township of Whitewater Region")
	(the City of Pembroke, the Township of Killaloe, Hagarty and Richards, the Municipality of Mississippi Mills, and the Township of Whitewater Region are hereinafter referred to individually as a "Creditor", and collectively, as the "Creditors")
	- and -
	OTTAWA RIVER POWER CORPORATION (hereinafter referred to as the "Debtor")

Tor#: 3059837.2

RECITALS

WHEREAS the Debtor is and may hereafter become indebted to the City of Pembroke (the "**Pembroke Indebtedness**") and in connection therewith has granted to the City of Pembroke an unsecured promissory note in the amount of \$4,364,000.00 (which promissory note and any other security in favour of the City of Pembroke now or hereafter created and as it exists from time to time is hereinafter collectively referred to as the "**Pembroke Security**");

AND WHEREAS the Debtor is and may hereafter become indebted to the Township of Killaloe, Hagarty and Richards (the "**KHR Indebtedness**") and in connection therewith has granted to the Township of Killaloe, Hagarty and Richards an unsecured promissory note in the amount of \$172,000.00 (which promissory note and any other security in favour of the Township of Killaloe, Hagarty and Richards now or hereafter created and as it exists from time to time is hereinafter collectively referred to as the "**KHR Security**");

AND WHEREAS the Debtor is and may hereafter become indebted to the Municipality of Mississippi Mills (the "Mississippi Mills Indebtedness") and in connection therewith has granted to the Municipality of Mississippi Mills an unsecured promissory note in the amount of \$902,490.00 (which promissory note and any other security in favour of the Municipality of Mississippi Mills now or hereafter created and as it exists from time to time is hereinafter collectively referred to as the "Mississippi Mills Security");

AND WHEREAS the Debtor was indebted to The Corporation of the Village of Beachburg (the "Village of Beachburg") prior to January 1, 2001, and as a result of municipal restructuring under the *Municipal Act*, 2001 (Ontario), the Village of Beachburg was amalgamated into the Township of Whitewater Region effective as of January 1, 2001 (the "Amalgamation"), and the Debtor upon the Amalgamation became indebted to the Township of Whitewater Region.

AND WHEREAS pursuant to the Amalgamation, the Debtor is now and may hereafter become indebted to the Township of Whitewater Region (the "Whitewater Region Indebtedness") and in connection therewith has granted to the Township of Whitewater Region an unsecured promissory note in the amount of \$147,000.00 (which promissory note and any other security in favour of the Township of Whitewater Region now or hereafter created and as it exists from time to time is hereinafter collectively referred to as the "Whitewater Region Security");

AND WHEREAS the Pembroke Indebtedness, the KHR Indebtedness, the Mississippi Mills Indebtedness, and the Whitewater Region Indebtedness shall be collectively referred to as the "Creditor Indebtedness".

AND WHEREAS the Pembroke Security, the KHR Security, the Mississippi Mills Security, and the Whitewater Region Security shall be collectively referred to as the "Creditor Security".

AND WHEREAS the Debtor is or may become indebted to Infrastructure Ontario pursuant to a financing agreement between Infrastructure Ontario and the Debtor dated March 7, 2019 (the "**Infrastructure Ontario Indebtedness**") and in connection therewith has granted or will grant to Infrastructure Ontario security in favour of Infrastructure Ontario, including without limitation a general security agreement in respect of which a financing statement has been or will be registered under the *Personal Property Security Act*, 1990 (Ontario) ("**PPSA**") as listed in

Schedule "A", (which general security agreement and any other security in favour of Infrastructure Ontario now or hereafter created and as it exists from time to time is hereinafter collectively referred to as the "Infrastructure Ontario Security");

AND WHEREAS the parties hereto have agreed upon certain priorities as hereinafter described;

AND WHEREAS the Debtor has agreed that it will maintain and deal with its assets in accordance with the provisions hereof;

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the mutual terms and conditions herein contained, and other good and valuable consideration (the receipt and sufficiency of which is hereby acknowledged by the parties hereto), the parties hereto agree as follows:

- 1. The Creditors hereby consents to the Infrastructure Ontario Indebtedness and postpone and subordinate the remainder of the Creditor Indebtedness in all respects to and in favour of the Infrastructure Ontario Indebtedness.
- 2. The Creditors hereby consent to the Infrastructure Ontario Security and postpone and subordinate the Creditor Security in all respects to and in favour of the Infrastructure Ontario Security, and acknowledge that the Infrastructure Ontario Security ranks and will continue to rank in priority to the Creditor Security in respect of all of the property and assets of the Debtor covered by the Infrastructure Ontario Security.
- 3. The Creditors, Infrastructure Ontario, and the Debtor hereby agree that so long as any of the Infrastructure Indebtedness remains outstanding, with the exception of interest payments on the Creditor Indebtedness which are permitted to be paid by the Debtor to the Creditors as long the Debtor is compliant with all terms of the Infrastructure Ontario Indebtedness, the Debtor shall not make any payments owing to the Creditors under the Creditor Indebtedness.
- 4. The priorities herein expressed will have effect regardless of (i) the respective dates or order of perfection or attachment of the Infrastructure Ontario Security or the Creditor Security, (ii) the order of crystallization of any floating charge contained in the Creditor Security, (iii) the order of registration of any security documents by Infrastructure Ontario or the Creditors, or (iv) any actual knowledge by Infrastructure Ontario, when any Infrastructure Ontario Security is executed and delivered or registered, of any existing Creditor Security or registration thereof.
- 5. The Debtor hereby confirms to and agrees with Infrastructure Ontario and the Creditors that so long as the Debtor remains indebted to Infrastructure Ontario and the Creditors, it will stand possessed of its assets so charged for Infrastructure Ontario and the Creditors in accordance with their respective interests and priorities as herein set forth.
- 6. Nothing contained in this Agreement shall in any way prejudice or diminish or otherwise affect the respective rights of Infrastructure Ontario and the Creditors against the Debtor or prejudice, diminish or otherwise affect in any manner whatsoever the respective rights of Infrastructure Ontario and the Creditors against third parties, nor shall any third party

be entitled to, or to claim the benefit of, this Agreement or of any subordination or priority provided for herein, and nothing herein shall be construed as conferring any rights upon any person not a party to this Agreement.

- 7. Each of Infrastructure Ontario, the Creditors and the Debtor will do, perform, execute and deliver all acts, deeds and documents as may be necessary from time to time to give full force and effect to the intent of this Agreement; provided, however, that no consent of the Debtor shall be necessary to any amendment of the terms hereof by Infrastructure Ontario and the Creditors unless the interests of the Debtor are directly affected thereby.
- 8. This Agreement shall enure to the benefit of and be binding upon the parties hereto and their respective successors and assigns, provided that neither Infrastructure Ontario nor the Creditors will assign or transfer any or all of the security held or to be held by it or any of its rights thereunder relating to the undertaking and assets of the Debtor unless and until the proposed assignee or transferee shall have delivered to the other parties hereto a written agreement to be bound by the provisions hereof to the same extent as the assignor.
- 9. This Agreement may be executed and delivered in any number of counterparts, each of which when executed and delivered is an original but all of which taken together constitute one and the same instrument.
- 10. This Agreement shall be governed and construed in accordance with the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year first above written.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

By:	
	Name:
	Title:
Ву:	
-	Name:
	Title:
	I/We have authority to bind the
	Corporation

Tor#: 3059837.2

SCHEDULE "A"

1. Registration under the *Personal Property and Security Act, 1990* (Ontario) bearing the file number ______ in favour of Ontario Infrastructure and Lands Corporation.

Tor#: 3059837.2

Date: April 25, 2019 at 10:08:36 AM EDT

To: <<u>clowry@mississippimills.ca</u>>
Cc: <<u>town@mississippimills.ca</u>>

Subject: A request for Nursing Week May 6-12

Hello Christa,

My name is Karen Luyendyk; I am a Registered Nurse living in Almonte. I currently have the privilege of representing nurses in Lanark County on the executive of the local Chapter of the <u>Registered Nurses Association of Ontario</u> (RNAO) as the member responsible for Policy and Political Action.

RNAO has asked all Chapters in the province to provide the attached 'Nursing Week Proclamation' to all Mayors, asking that it be read aloud at your next council meeting. For Mississippi Mills, the next meeting coincides very nicely with National Nursing Week. We are asking you to read the attached at your council meeting as a way of formally recognizing "Nursing Week" and encouraging all council members to recognize the many services provided by nurses and the contribution they make everyday to the health and wellbeing of Mississippi Mills residents.

Thank you in advance for your kind consideration!

Karen

Karen Luyendyk RN, MScN (pronouns: she/her)

"Never doubt that a small group of thoughtful, committed citizens can change the world. Indeed, it is the only thing that ever has." Margaret Mead



March 29, 2019

Ontario Publics Works Association (OPWA)

1525 Cornwall Road, Unit 22 Oakville, ON L6J 0B2

Via Email

Dear Mayor and Council:

Re: 2019 National Public Works Week

May 19 - 25, 2019 "It Starts Here"

Since 1960, public works officials in Canada and the United States have celebrated National Public Works Week. This annual observance, which takes place during the third full week in May, is designed to educate the public regarding the importance of our nation's public infrastructure and services. It serves, moreover, as a time to recognize the contributions of public works professionals who work in the public interest to build, manage and operate the essential infrastructure and services of our communities. The week is organized by the Canadian Public Works Association (CPWA) and the American Public Works Association (APWA) and is being celebrated for its 59th year in 2019.

The theme for the 2019 National Public Works Week is "It Starts Here". This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. What starts here? Infrastructure starts with public works... Growth and innovation starts with public works... Mobility starts with public works... Security starts with public works... Healthy communities start with public works... The bottom line is that citizens' quality of life starts with public works.

As a steward of your municipality's public interest, we appeal to you to lend your support to our efforts by issuing a proclamation officially recognizing May 19–25, 2019 as National Public Works Week. Enclosed for your consideration is a draft proclamation. We hope to have all proclamations in our possession by April 30, 2019.

Together, the more than 30,000 members of CPWA and APWA in North America design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to our economy and way of life. Their dedication and expertise at all levels of government are a capital investment in the growth, development, economic health—and ultimate stability—of the nation. Therefore, we believe it is in the national interest to honour those who devote their lives to its service.

An effective public works program requires the confidence and informed support of all our citizens. To help public works professionals win that confidence and support, it is the mission of CPWA and APWA to promote professional excellence and public awareness through education, advocacy and the exchange of knowledge.

Through a variety of public education activities conducted by CPWA, its chapters and individual public works agencies—particularly during National Public Works Week—tens of thousands of adults and children have been shown the importance of the role of public works in society. The program also seeks to enhance the prestige of the professionals, operators and administrators serving in public works positions and to arouse the interest of young people to pursue careers in the field.

We as the Ontario Chapter, and on behalf of CPWA and APWA, respectfully request that you join other Canadian and U.S. Municipalities in proclaiming the importance of public works to the quality of life in our nations and affirm the contributions of public works professionals.

Should you have questions, please contact me at:

Angela Storey 2019 President, Ontario Chapter astorey@hamilton.ca 905-546-2424 x 6483

Sincerely,

Angela Storey 2019 President

Astorey

Ontario Chapter, Canadian Public Works Association



Municipality of Mississippi Mills PENDING LIST May 7, 2019

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates	June
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	Administration	To be arragned following CAO recruitment	TBD
Parking Study	Planning	Staff to conduct study comprehensive parking study in Almonte	TBD