



Municipality of Mississippi Mills

COUNCIL AGENDA

**Tuesday, March 6th, 2018
6:00 p.m.**

Council Chambers, Municipal Office

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

A. CALL TO ORDER (5:30 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Water Accounts 008418.00 and 008426.00 - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)
2. Land Transfer James Naismith Way Turnaround - proposed or pending acquisition or disposition of land by the municipality (*Municipal Act s. 239 2(c)*)
3. Update on Purchase of Land on Behalf of MRPC – proposed or pending acquisition or disposition of land by the municipality (*Municipal Act s. 239 2(c)*)

REGULAR SESSION (6:00 p.m.)

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST

G. APPROVAL OF MINUTES

Council Minutes dated February 20, 2018

Pages 6-12

H. PUBLIC MEETINGS

[None]

I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

- Gary Strike, Salvation Army
Re: Mayor's Red Kettle Challenge Trophy

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

- CAO Report – March 2018 Pages 13-14
- Resignation of CEO/Chief Librarian, Pam Harris Page 15
- Wild Parsnip 2018 Management Pages 16-19

Minutes

- Agriculture – November 22, 2017 & January 30, 2018 Pages 20-25
- Beautification – December 14, 2017 & February 1, 2018 Pages 26-33
- CEDC – January 9 & February 6, 2018 Pages 34-41
- Environmental – February 21, 2018 Pages 42-43
- Riverwalk – January 31, 2018 Pages 44-47
- Pakenham Library – February 26, 2018 Pages 48-49

(J.2) REPORTS**Public Works**

- a. Final Acceptance Lubbers Subdivision (Hillcrest Drive) Pages 50-52**

Recommendation:

That Council authorize final acceptance for the plan of subdivision 27M-62 to be known as Lubbers Subdivision, in accordance with Section 15 of the subdivision agreement with Joseph Lubbers (Now The Estate of Joseph Lubbers, C/O Louise Ballard);

And that Council direct staff to prepare an assumption by-law for the roads and associated infrastructure works constructed with the development of the plan of subdivision 27M-62.

b. Final Acceptance Riverfront Estates Phase 3A

Pages 53-55

Recommendation:

That Council authorize final acceptance for the finalized portion of plan of subdivision 27M-68 Riverfront Estates Phase 3, to be known as Phase 3A, in accordance with Section 15 of the subdivision agreement with Houchaimi Holdings inc.;

And that Council direct staff to prepare an assumption by-law for the roads and associated infrastructure works constructed with the development of the portion plan of subdivision 27M-68 to be known as Phase 3A.

Planning and Development**c. Heritage Advisory Panel re: Bridge Railing Options**

Pages 56-60

Recommendation:

That comments from the Heritage Advisory Panel regarding Back and Short bridge railing design options be received;

And that Council approve Option 2 for installation as part of the rehabilitation of the Back and Short bridges in 2018.

d. Draft Plan of Subdivision Redline Changes – Mill Run Phase 3b

Pages 61-70

Recommendation:

That Council approve the proposed changes to the draft plan of subdivision for Millrun Phase 3B and direct staff to advise the County of Lanark of Council's support of the proposed amendment.

e. Site Plan Control – Supportive Housing Expansion, 411 County St.

Pages 71-89

Recommendation:

That Council approve the site plans for Mills Community Support Corporation for the property described as Concession 9, Part Lot 14, 27R-6632, Part 1 subject to their technical revision to the satisfaction of the Municipality's Roads & Public Works and Planning Departments;

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

Finance and Administration

f. Daycare Expansion at Holy Name of Mary School

Pages 90-97

Recommendation

That Council support proceeding with the daycare expansion at Holy Name of Mary School as proposed by the Catholic District School Board of Eastern Ontario;

And that Council approve the proposed design layout for the daycare area within the school;

And that staff be authorized to proceed with the necessary Ministry licensing approval process.

g. 2017 Statement of Reserves Funds (Development Charges)

Pages 98-101

Recommendation

That Council accept the Treasurer's 2017 Statement of Reserve Funds as presented.

h. Integrity Commissioner Appointment

Pages 102-104

Recommendation

That Cunningham, Swan, Carty, Little & Bonham LLP (Lead - Tony Fleming) be appointed as the Integrity Commissioner for the Corporation of the Municipality of Mississippi Mills;

And that the Acting Clerk be directed to prepare the necessary appointment by-law for the March 20th, 2018 meeting of Council;

And that the Mayor and Acting Clerk be authorized to execute an agreement with Cunningham, Swan, Carty, Little & Bonham for the provision of services of an Integrity Commissioner.

(J.3) INFORMATION ITEMS

- | | |
|---|----------|
| • Mayor's Report | None |
| • County Councillors' Report | Page 105 |
| • Mississippi Valley Conservation Authority | Page 106 |
| • Information List (<i>Motion to receive</i>) | None |
| • Meeting Calendar | Page 107 |

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of March 6, 2018 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 18-29 and 18-34 be taken as read, passed, signed and sealed in Open Council.

18-29 Assumption of Roadways Lubbers Subdivision (Hillcrest Drive)	Page 108
18-30 Assumption of Roadways Riverfront Estates Phase 3A Subdivision	Page 109
18-31 Purchase of Land Conc. 9 Part Lot 21 Plan 27R-11002, Ramsay (James Naismith Way)	Pages 110-111
18-32 Waste Management Levy	Page 112
18-33 Water Sewer Rates	Page 113
18-34 Election Compliance Committee Terms of Reference	Pages 114-120
18-35 Purchase of Land Parts 2 & 3 Plan 27R-10118, Almonte (Coleman Island)	Pages 121-123

M. OTHER/NEW BUSINESS

1. County of Lanark – Economic Development Committee Report
Ottawa Valley Recreation Trail Update

Pages 123-127

Recommendation

Report is for discussion purposes only.

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS**P. CONFIRMATORY BY-LAW – 18-36****Q. ADJOURNMENT**



The Corporation of the Municipality of Mississippi Mills

Council Meeting #04-18

MINUTES

A regular meeting of Council was held on Tuesday, February 20, 2018 at 6:00 p.m. in the Council Chambers.

A. CONSIDERATION OF A CLOSED SESSION

[None]

B. CALL TO ORDER

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

C. O CANADA

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

D. ATTENDANCE

PRESENT:

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

ABSENT:

Councillor John Edwards
Councillor Amanda Pulker-Mok

Shawna Stone, Clerk
Cynthia Moyle, Acting Clerk
Jennifer Russell, Acting Deputy Clerk
Guy Bourgon, Director of Roads and Public Works (left at 6:16 pm)
Andrew Scanlan Dickie, Junior Planner (left at 6:39 pm)
Dan Prest, Chief Building Official (left at 6:39 pm)

Diane Smithson, CAO

E. APPROVAL OF AGENDA

Resolution No. 105-18
Moved by Councillor Torrance
Seconded by Councillor Watters
THAT the agenda be approved as presented.

CARRIED

F. DISCLOSURE OF PECUNIARY INTEREST

[None]

G. APPROVAL OF MINUTES

Resolution No. 106-18

Moved by Councillor Gillis

Seconded by Councillor Torrance

THAT the Council Minutes dated February 6, 2018 be approved as presented.

CARRIED

H. PUBLIC MEETINGS

[None]

I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

[None]

J. COMMITTEE OF THE WHOLE

Resolution No. 107-18

Moved by Councillor Ferguson

Seconded by Councillor McCubbin

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

CARRIED

J.1 CONSENT ITEMS

Memo re: Proclamation Volunteer Week

Resolution No. 108-18

Moved by Councillor Abbott

Seconded by Councillor McCubbin

WHEREAS National Volunteer Week is celebrated across Canada;

AND WHEREAS volunteers are essential people in our community who donate their time and energy to their fellow citizens;

AND WHEREAS in Mississippi Mills, we are proud of and wish to recognize these members of our community who enrich the lives of those around them and help make our community a strong and vital place to live;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim April 15-21, 2018 as National Volunteer Week.

CARRIED

J.2 STAFF REPORTS

Public Works

a. Bridge Railing Options

Resolution No. 109-18

Moved by Councillor McCubbin

Seconded by Councillor Torrance

THAT Option 3, being the preferred option for installation as part of the rehabilitation of the Back and Short bridges in 2018, be referred to the Heritage Advisory Panel for comment, with a report back to the March 6, 2018 Council meeting.

CARRIED

Planning and Development

b. Agricultural Lands Review – COP Review

Resolution No. 110-18

Moved by Councillor Ferguson

Seconded by Councillor Wilkinson

THAT Council approve Scenario 1 – status quo of the existing agricultural lands be maintained as part of the current Community Official Plan Review;

AND THAT Council complete a review of its prime agricultural zoning through an alternative agricultural land evaluation area review approved by the Province including a review of related policies prior to the next Community Official Plan Five Year Review.

CARRIED

c. Zoning Amendment Sparrow 1491 County Rd. 29

Resolution No. 111-18

Moved by Councillor Wilkinson

Seconded by Councillor Ferguson

THAT Council approve the necessary Zoning By-law Amendment to change the zoning of the retained agricultural parcel from Consent application B17/036 for the lands legally described as Concession 12, East ½ Part Lot 18, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 1491 County Road 29 N, from the “Agricultural (A)” Zone to the “Agricultural Exception 28 (A-28)” Zone in order to reduce the minimum lot area requirement from 40ha (98.8ac) to 32.8ha (81.1ac) and to prohibit the construction of a new residential dwelling.

CARRIED

- d. Zoning Amendment Wicklum Conc. 9 Part Lot 20 27R-8437 Part 2-9

Resolution No. 112-18

Moved by Councillor Torrance

Seconded by Councillor Watters

THAT Council approve the Zoning By-law Amendment to change the zoning of the lands described as Concession 9, Part Lot 20, Plan 27R-8437, Parts 2 to 9 from Rural (RU-16) to Rural Exception 33 (RU-33) to legally recognize those lots whose boundaries have been adjusted as part of Consent application B17/057 and B17/058 as conforming to the Municipality's Comprehensive Zoning By-law #11-83.

CARRIED

- e. Follow Up Changes to Proposed Building By-law

Resolution No. 113-18

Moved by Councillor Gillis

Seconded by Councillor McCubbin

THAT Council approve the revised Building By-law as presented.

CARRIED

Finance and Administration

- f. 2017 Transfers to Reserves for Capital

Resolution No. 114-18

Moved by Councillor Ferguson

Seconded by Councillor Gillis

THAT Council authorize a transfer to reserves of \$820,967 for 2017 capital projects that were incomplete/underspent at year end.

CARRIED

- g. 2018 Municipal Election – Joint Compliance Audit Committee

Resolution No. 115-18

Moved by Mayor McLaughlin

Seconded by Councillor Watters

THAT Council approve the Municipality's membership in the Joint Lanark County Compliance Audit Committee;

AND THAT a by-law be brought forward that stipulates the Committee's terms of reference;

AND THAT a recommendation for Committee appointments be brought forward for approval in due course.

CARRIED

J. 3 INFORMATION ITEMS

- **Mayor's Report**

[None]

- **County Councillors' Report**

Highlights: permanent transit committee; fire communications; ambulance coverage; RFP Integrity Commissioner awarded to Cunningham Swan Carty Little & Bonham LLP; Mills Community Support application for climate innovation program.

- **Mississippi Valley Conservation Report**

[None]

- **Information List 03-18**

Resolution No. 116-18

Moved by Councillor Ferguson

Seconded by Councillor Gillis

THAT Information List 03-18 be received.

CARRIED

- **Meeting Calendars**

February/March 2018

Amendments – Daycare Feb 21st cancelled; Agriculture Committee February 21st at 9:30 am; EAC February 21st at 1pm; Library Board moved to March 1st; CEDC March 6th and 20th.

K. RISE AND REPORT

Resolution No. 117-18

Moved by Councillor Watters

Seconded by Councillor Wilkinson

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

CARRIED

Resolution No. 118-18

Moved by Councillor Lowry

Seconded by Councillor Abbott

THAT the recommendations of the Committee of the Whole for the meeting of February 20, 2018 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS**Resolution No. 119-18****Moved by Councillor Gillis****Seconded by Councillor Torrance****THAT** By-law 18-23 to 18-27 inclusive be taken as read, passed, signed and sealed in Open Council;**AND THAT** By-Law 18-25 be pulled to be voted on separately.**CARRIED**

By-law 18-23

Resolution No. 120-18**THAT** By-law 18-23, being a by-law of the Corporation of the Municipality of Mississippi Mills respecting buildings.**CARRIED**

By-law 18-24

Resolution No. 121-18**THAT** By-law 18-24, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for those lands described as Concession 12, East ½ Part Lot 18, municipally known as 1491 County Road 29.**CARRIED**

By-law 18-25

Resolution No. 122-18**Moved by Councillor Gillis****Seconded by Councillor Torrance****THAT** By-law 18-25, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for those lands described as Concession 9, Part Lot 20, Plan 27R-8437, Parts 2 to 9, municipally known as 5993 Martin St N.**CARRIED 8-1**

Councillor Abbott requested a recorded vote.

Yeas: Mayor McLaughlin, Councillors Ferguson, Gillis, Lowry, McCubbin, Torrance, Watters, Wilkinson

Nays: Councillor Abbott

By-law 18-26

Resolution No. 123-18**THAT** By-law 18-26, being a by-law to authorize the sale of certain lands described as Part Lot 15, Concession 10, being Lots 14, 15, 16, 21 and 22 as identified on

the concept plan of the Business Park lands located along the north side of Industrial Drive, Almonte Ward (Part of PIN 05090-0270).

CARRIED

By-law 18-27

Resolution No. 124-18

THAT By-law 18-27, being a by-law to amend Fees and Charges By-law 17-104.

CARRIED

M. OTHER/NEW BUSINESS

[None]

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS

Almonte Old Town Hall community potluck dinner February 22nd at 5pm; North Lanark Historical Society Heritage dinner February 23rd at 6pm.

P. CONFIRMATORY BY-LAW

By-law 18-28

Resolution No. 125-18

Moved by Councillor Ferguson

Seconded by Councillor Abbott

THAT By-law 18-28, 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 20th day of February 2018, be read, passed, signed and sealed in Open Council this 20th day of February 2018.

CARRIED

Q. ADJOURNMENT

Resolution No. 126-18

Moved by Councillor Lowry

Seconded by Councillor Watters

THAT the meeting be adjourned at 7:09 p.m.

CARRIED

Shaun McLaughlin
MAYOR

Shawna Stone
CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

CONSENT REPORT

DATE: March 6, 2018
TO: Committee of the Whole
FROM: Diane Smithson, Chief Administrative Officer
SUBJECT: CAO's Report

RECOMMENDATION:

THAT the CAO's report dated March 6, 2018 be received.

BACKGROUND:

In 2007, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person.

Since 2007, a number of amendments have been made to the delegated authority by-law. As new items are recommended for inclusion on the list, they are tracked and brought forward about once a year for consideration by Council.

When amendments to the Delegated Authority By-law were approved in December 2015, Council requested that a monthly report be made by the CAO to update them on any delegated authority items that had been approved, particularly in the areas of tenders and requests for proposal approvals, and staff hiring.

DISCUSSION:

The following matters received approval under Delegated Approval since the last report:

STAFFING:

1. Dustin Pomeroy and Tyler Dodge were hired as part-time Recreation Facilities Operators to help fill hours left vacant by two staff wishing to reduce their hours significantly within the Department.

PROCUREMENT:

1. Tender No. 17-24 – Exterior Lighting Installation / Replacement at Various Municipal Facilities was awarded to Mel Evans Electric in the amount of \$25,470 plus HST (budget \$25,500). Two (2) firms submitted in response to the tender call.
2. The assignment for the Water Storage Schedule B Environmental Assessment was awarded to JL Richards and Associates Limited under Standing Offer in the amount

of \$78,355.20 (HST included) (budget \$206,500 though these funds are also to be used towards the completion of the water storage detailed design).

3. The tender for micro-surfacing was issued in conjunction with the County of Lanark (#PW-C-15-2018-18-E0). The tender was awarded to Miller Paving Ltd. in the amount of \$70,837 (HST included). The tendered amount came in under the budgeted amount of \$107,000.00. Two (2) firms submitted in response to the tender call. It should be noted that approximately \$40,000 of the budget will need to be used to prepare the roads in advance of the micro-surfacing application.
4. The assignment for the development of a strategic asset management study and an update to the development charges background study and by-law was awarded by sole source to Watson and Associates Economists Ltd. in the amounts of \$15,000 (budget \$25,000) and \$28,800 (budget \$50,000) for an overall savings of \$34,700 to the budget. Watson and Associates have completed DC background studies for the Municipality in 2004, 2009 and 2014 and have completed our water and sewer rate study. As a result, they already have significant knowledge of the Municipality in terms of staffing, asset base and background studies that would require other firms to review before undertaking these assignments.
5. Tender No. 18-02 Surface Treatment Program was awarded to Thomas Cavanagh Construction Limited in the amount of \$637,297.84 (HST included). Two bids were received in response to the tender. In addition, Part C – McArton Road was provisionally approved on the condition that budgetary approval is provided by Beckwith Township for their share (\$153,000) of the \$295,386.40 (HST included) cost of the project.

OTHER ITEMS:

1. A three (3) year extension lease agreement was entered into with T.K. Skate Sharpening for use of the Pro-Shop located in the Almonte and District Community Centre for the 2018-2019, 2019-2020 and 2020-2021 ice seasons. The agreement was increased by 3% per year on the annual lease payment. Research conducted by staff show that our monthly lease rate is comparable to other pro-shops in the area.

FINANCIAL IMPACT:

There are no additional budget implications associated with these matters other than what is included in Departmental budgets.

SUMMARY

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

Respectfully submitted,

Diane Smithson,
Chief Administrative Officer

Mary Lou Souter
Board Chair
Mississippi Mills Public Library

Feb. 22, 2018

Dear Mary Lou and members of the Board,

After much consideration I have decided to submit my resignation as CEO/Chief Librarian of the Mississippi Mills Public Library effective June 29, 2018. On a personal note I would like to thank you and other members of the board for your support and guidance since my term began in 2013.

I would be pleased to work with you to ensure a smooth transition for the library.

Sincere personal regards,

Pam

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

CONSENT REPORT

DATE: March 6, 2018
TO: Committee of the Whole
FROM: Abby Armstrong, B.A. (Env.), Environmental Compliance Coordinator
SUBJECT: Wild Parsnip 2018 Management

RECOMMENDATION:

THAT the Environmental Compliance Coordinator's report, Wild Parsnip 2018 Management, dated March 6, 2018, be received.

BACKGROUND:

At the February 6, 2018 Council meeting, Council passed Resolution No. 88-18 directing the Roads and Public Works Department to move forward with mechanical and herbicide control of Wild Parsnip. Council further directed staff to provide specific target areas for the mechanical and herbicide control, with herbicide control to only be applied along road allowances adjacent to agricultural lands. Council further requested staff to monitor the effectiveness of this program in 2018.

On February 7, 2018, staff affirmed that Mississippi Mills was still able to participate in the tendering process with the County regarding herbicide control spraying. On February 12, Staff provided the County with the Municipality's target areas for herbicide control to be included within the County's tender process. It is anticipated that the County's tender process will close prior to the end of March 2018.

DISCUSSION:

Wild Parsnip (*Pastinaca Sativa*) is an invasive weed under the *Weed Control Act* that has become increasingly prevalent within Mississippi Mills in areas of uncultivated land, roadside ditches, parkland, and nature trails. During 2017, the extent of the infestation on Municipal road allowances was widespread with areas of public concern noted within all three Wards.

Through extensive monitoring in 2017, and from correspondence with the County and the Weed Inspector, the occurrences of wild parsnip were tracked along the road allowances within Mississippi Mills. Based on Council's recent direction, a Wild Parsnip 2018 Management Map was developed (see attached). Each identified area on the map will be treated to the property line based on its level of infestation. Mechanical means properly timed to avoid spreading seed will be employed for less affected areas, unless appropriate for spot spraying, and boom spraying, in accordance with

manufacturer specifications, will be employed for severely affected areas adjacent to agricultural lands.

Advertising and notification are mandatory under the spray program through the Ministry of Environment and Climate Change, and at a minimum shall include advertisements in the local newspaper, but may also include signage at the spray location(s). Advertisements will include the ability of individual land owners to contact the Municipality to opt out of the spray program should it be so desired. Information shall also be made publicly available concerning opting out, and the timing and nature of the control measures (including the map hereto attached).

Due to the nature of the plant, the Roads and Public Works Department will continuously monitor and manage Wild Parsnip as required with mechanical and herbicide controls for the 2018 season.

As there are numerous invasive species throughout the Municipality, staff will continue to work with the Province and the County to move forward on best management practices.

FINANCIAL IMPLICATIONS:

Financial implications approved under Council Resolution No. 88-18 are approximately \$60,000.00, based on labour, equipment, mechanical and boom/spot spraying.

SUMMARY:

In February 2018, Council approved the removal of Wild Parsnip by mechanical and herbicide means with direction to staff to monitor the effectiveness of this program in 2018. Staff will return to Council in late 2018 to report on the effectiveness of the selected management program of this invasive species.

Respectfully submitted,

Reviewed by,

Abby Armstrong
Environmental Compliance Coordinator

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

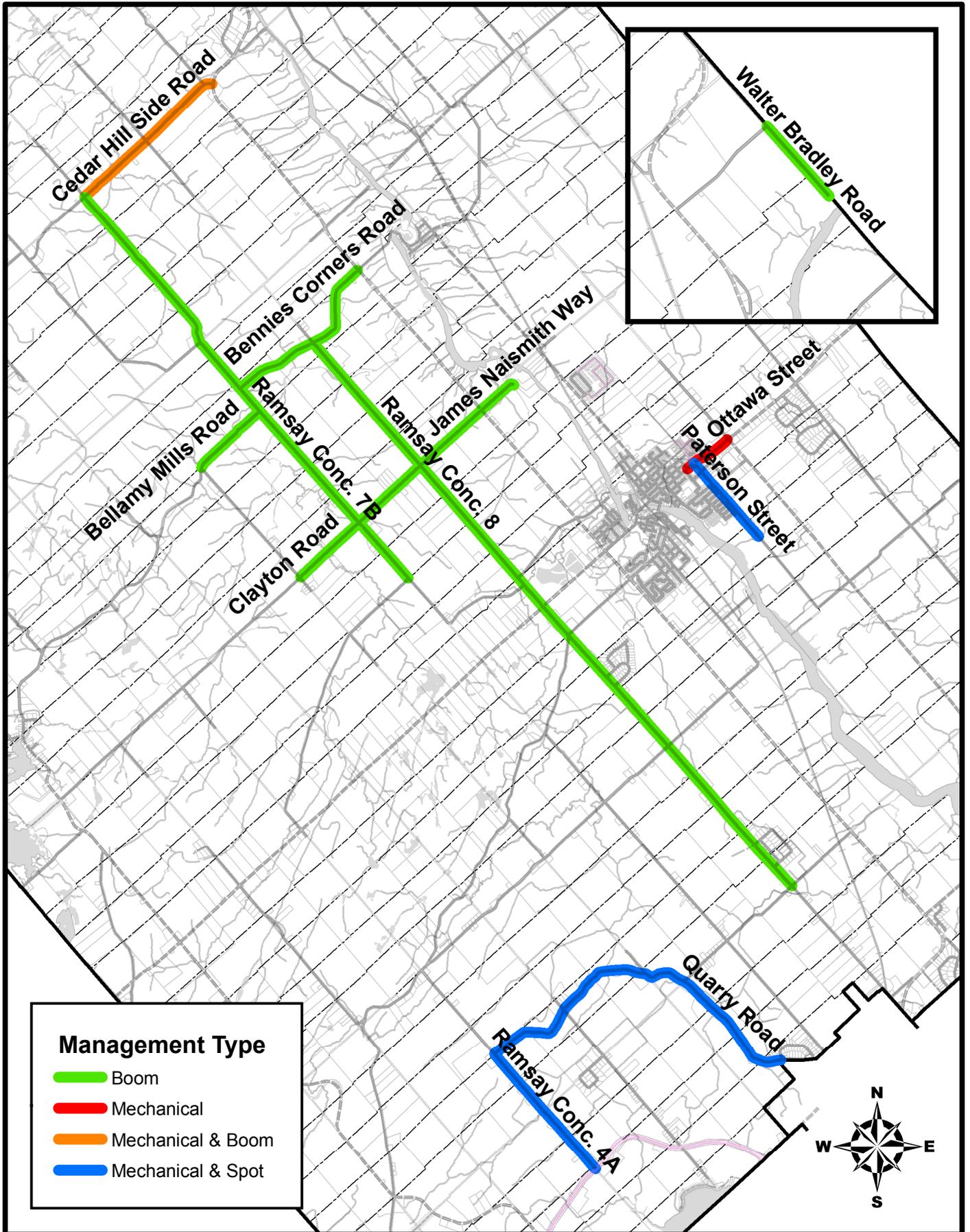
Approved by,

Diane Smithson, CAO

Attachments:

1. Wild Parsnip 2018 Management Program Map
2. Wild Parsnip 2018 Management Program Area

Wild Parsnip 2018 Management



Wild Parsnip 2018 Management Area

Road	Start	Finish	Type	Sides	Distance (km)
Ottawa St	St. James St.	Appleton Side Rd	Mechanical	2	0.8
Paterson St	Ottawa St.	Old Almonte Rd	Mechanical & Spot	2	1.6
Cedar Hill Side Rd	County Rd 29	7 th Conc. S. Pakenham	Mechanical & Boom	2	2.8
Bennies Corners Rd	County Rd 29	Ramsay Conc. 7B	Boom	2	3.0
Walter Bradley Rd	Downey Side Rd	Dead End	Boom	1	0.9
Clayton Rd	County Rd 29	Ramsay Conc. 6D	Boom	2	4.0
Bellamy Mills Rd	Ramsay Conc. 7B	Ramsay Conc. 6D	Boom	2	1.3
James Naismith Way	County Rd 29	Dead End	Boom	2	0.7
Ramsay Conc. 8	Drummond Side Rd	Bennies Corners Rd	Boom	2	12.0
Quarry Rd	Ramsay Conc. 4A	Julianne Cresc.	Mechanical & Spot	2	6.0
Ramsay Conc. 4A	Quarry Rd	Highway 7	Mechanical & Spot	2	2.5
Ramsay Conc. 7B	Cedar Hill Side Rd	Old Union Hall Rd	Boom	2	8.3

**The Corporation of the Municipality of Mississippi Mills
Agricultural Sub-Committee Minutes**

Tuesday November 22, 2017 at 7:30AM
Ramsay Room, Mississippi Mills Municipal Office

Present: Brenda Cochran, Christa Lowry, Denzil Ferguson, Allan Lowry, Amy McPhail,
Lorne Heslop

Staff: Tiffany MacLaren, Community Economic & Cultural Coordinator

Regrets: Shelley McPhail

Meeting was called to order at 7:30am.

A. Approval of Agenda

Moved by Lorne Heslop
Seconded by Brenda Cochran

THAT the November 22nd agenda be accepted.

CARRIED

B. Approval of Minutes of September 11th Meeting

Moved by Amy McPhail
Seconded by Denzil Ferguson

THAT the minutes from the October Agricultural Advisory meeting be accepted.

CARRIED

B. Disclosure of Pecuniary Interest

C. Flood Conditions

The committee discussed that the full impact of fall flooding won't be realized until after the winter spring thaw.

D. Signage: Signage discussion was deferred.

E. Natural Heritage Systems:

The committee discussed concern with the COP changes and the impact on agriculture.

ACTION: Brenda Cochran, Lorne Heslop and Allan Lowry formed a working group to review the changes to the COP and specifically the impact on Natural Heritage. They agreed to meet and come up with some questions. Tiffany to request printed copies of redline changes from the Junior Planner for their review.

F. C&EDC Strategic Planning

Christa Lowry updated the committee that the C&EDC committee was working on updating their strategic plan and had unanimously identified Agriculture as a priority. She explained that the committee discussed special events to generate public awareness around agriculture, special signage or brochures. The Ag committee will be involved in contributing to these initiatives. To be discussed at a future meeting.

G. OMFRA presentation – Agriculture as a Economic Driver Resource

H. Adjournment

Moved by Brenda Cochran
Seconded by Amy McPhail

THAT the November 22, 2017 Agricultural Sub-committee meeting be adjourned.

CARRIED

Meeting was adjourned at 11:30AM am.

Tiffany MacLaren, Recording Secretary

**The Corporation of the Municipality of Mississippi Mills
Agricultural Sub-Committee Minutes**

Tuesday January 30, 2017 at 8:00AM
Ramsay Room, Mississippi Mills Municipal Office

Present: Brenda Cochran, Christa Lowry, Denzil Ferguson, Allan Lowry, Shelley McPhail,

Staff: Tiffany MacLaren, Community Economic & Cultural Coordinator

Regrets: Amy McPhail

Meeting was called to order at 8:00AM. Chair Allan Lowry noted that the last meeting was very long. He would like to try to keep these meetings to 90-120 minutes.

A. Approval of Agenda

Christa Lowry requested that C&EDC Strategic Planning be added to the agenda.

Moved by Shelley McPhail

Seconded by Denzil Ferguson

THAT the January 30, 2018 agenda approved as amended.

CARRIED

B. Approval of Minutes of November 22, 2017 Meeting

Moved by Christa Lowry

Seconded by Lorne Heslop

THAT the minutes from the November 22 Agricultural Advisory meeting be accepted.

CARRIED

B. Disclosure of Pecuniary Interest

C. Wild Parsnip, Road Side Spraying

Allan Lowry updated the group that members should attempt to attend the February 6th Council meeting. The Public Work staff report on the issue will be received by Council. In addition Shelley McPhail is presenting on behalf of her farm, located on Martin St. in Mississippi Mills. She will be sharing 15 minutes with the Medical Officer of Health.

D. Natural Heritage Systems

One on one meetings are being held today (January 30th) by appointment. Allan Lowry, Lorne Heslop and Shelley McPhail all booked appointment to meet with the designated planner from JL Richards. The committee discussed next steps in public consultation. The Municipality will be announcing future meetings soon.

E. CEDC Strategic Planning

The Community and Economic Development Committee are in the process of setting some strategic direction and initiatives for 2018. Agriculture was identified as one of the main priorities. C&EDC would like the support of the Agricultural Committee on some projects.

One project will include short promotional “Share the Story” videos of local farms. The Agricultural committee was asked to come up with some suggestions. Shelley McPhail volunteered her farm but would prefer it be when Sunflowers are in season. Lorne Heslop recommended Orchard Creek as an organic farm option.

Denzil offered to talk to Heritage Valley radio about the project. The Radio station is also looking to increase their work in the agricultural market and might be will to assist with technical or accompany the groups.

F. OMFRA Agricultural Resource Tool

The committee discussed the guide and some short and long term strategies. The committee members were tasked with reviewing the guide in more detail before the next meeting.

The committee discussed the food mapping that is being done in partnership with Valley Heartland. Tiffany MacLaren to request and update and potentially a demo. Shelley McPhail noted it's important that food maps include local farms with products that are used in the creation of local food for example wheat = flour = local baking. These farms should not be listed as simply 'cash crops' because that doesn't mean much to the average citizen.

Short Term Projects

- Tiffany MacLaren to populate the statistical chart on page 20 of the resource guide. Shelley provided the 2012 data and Tiffany to reach out to OMFRA for the 2016 data.
- Tiffany to create a draft info-graphic handout with Mississippi Mills Agricultural Data to be reviewed by the committee. This handout could potentially be sent in the spring tax bill, handed out in tourism office and distributed at local events.
- Host an Agricultural Producers Luncheon on March 22 or 28th at the Almonte Civitan Hall. Theme to be Producers and Processors with guest speakers linking the two. Luncheon would be similar to the Business Breakfasts hosted by C&EDC. These events would be open to all but targeted to Farms and Agricultural producers. The committee discussed having these events sponsored and provided at no charge to attendees. Christa Lowry to investigate. Shelley McPhail and Brenda Cochran to consider potential sponsors. Tiffany to create an invitation that committee members can email out to contact and drop in local mail boxes. Shelley McPhail could also deliver some at upcoming farm events in the area.

- Partner with C&EDC on “Share the Story” Videos of local farms.
- Suggest one of two local farms speak at a 2018 Business Breakfast – similar to what was done a few years ago at a Chamber event.

Long Term Projects (for further consideration)

- Host workshop for local farms who might be considering Agri-Tourism (similar to B&B info night)
- Consider hosting Lanark County Harvest Festival
- Look applying to host an “Agriculture More than Ever – Breakfast on the Farm event in Mississippi Mills.

G. Round Table

Christa Lowry: Attended a Federation of Canadian Municipalities and received two beautiful books about dairy farm families. The committee discussed what to do with the books and ultimately decided to donate them to the Mississippi Mills Library.

Lorne Heslop: Noted he’s very pleased with all this committee has accomplished in the short time since its inception.

Shelley McPhail: Shelley is part of an Algonquin college advisory board that is helping to develop the curriculum for a two-year Agricultural program to be offered at Algonquin College Perth Campus starting the fall of 2019. This program will help to fill the gap left by Kemptville College.

Shelley is attending the March 7th Lanark County Feed Seed and Forage Show in Lanark Village as well as the Farm Show March 13-15.

Shelley also offered to pick up some copies of “Dirt on Farms’ Magazine for the committee to distribute.

Allan Lowry brought a sample modified slow moving vehicle sign to the meeting. The committee discussed potential having them for sale at the luncheon. To be discussed at next meeting.

H. Next Meeting

Next meeting of the Agricultural Sub Committee will be on February 21 at 8:00AM at the Municipal Building.

I. Adjournment

Moved by Shelley McPhail
Seconded by Christa Lowry

THAT the January 30, 2018 Agricultural Sub-committee meeting be adjourned.

CARRIED

Meeting was adjourned at 10:22 am.

Tiffany MacLaren, Recording Secretary

The Corporation of the Municipality of Mississippi Mills
Beautification Committee Meeting
Thursday December 14, 2017 at 8:00AM
Almonte Old Town Hall meeting room

Present: Malte Mendzigall
Lea Anne Solomonian
Betty Waterman
Jenny Doyle
Joachim Moenig

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

Regrets: Jill McCubbin, Julie Yeaman, Cornelius Berg, Carol Kenward
Guests: David Hinks, Garwood Tripp

Tiffany MacLaren called the meeting to order at 8:07 am.

A. Approval of Agenda

To change the date on the agenda to December 14, 2017

Moved by Jenny Doyle

Seconded by Joachim Moenig

THAT the December 14, 2017 agenda be accepted as amended.

CARRIED

B. Disclosure of Pecuniary Interest

C. Round Table – Positive observations around Mississippi Mills

D. Approval of Minutes – November 16, 2017

K) Rail Trail – remove the last line as the rail trail is not part of the downtown revitalization plan.

Moved by Betty Waterman

Seconded by Jenny Doyle

THAT the November 16, 2017 Beautification minutes be accepted as amended.

CARRIED

E. Committee Chair – Election

Moved by Joachim Moenig

Seconded by Betty Waterman

THAT Malte Mendzigall be appointed the new chairperson for the Beautification committee effective immediately.

CARRIED

F. Business

a) Updates from MM Communities: Appleton, Clayton & Blakeney

Appleton: Someone has made an attempt to put some lights on the bridge, unsure if there will be more added.

Clayton: The village is ready for Christmas! The General Store and local churches have added their décor. There will be a New Year's party at the Clayton Community Centre.

Blakeney: Christmas décor was installed in Blakeney

b) Updates from Pakenham and Almonte Hort. Societies

Pakenham Hort: The new Pakenham banners look great! The Pakenham Country Christmas on November 25 included the lighting of the town Christmas tree!

Almonte Hort: nothing to report at this time.

c) Public Art Contest Canada 150

Tiffany, Calvin, Laurel and Jenny met with the representative from the Ministry of Natural Resources to confirm the location of the public art piece. The installation will be in the spring.

Stephen Brathwaite is working on the sculpture and Dale Dunning's bust of R. Tait McKenzie are in the finishing stages. The projected installation for both is the spring.

d) Garbage Can lids

Tiffany to follow up with Andy Carruthers and Austin Campbell in the new year.

e) Rail Trail

Tiffany confirmed there is money in the budget for the removal of the fence along the rail trail beside the Almonte library. Details of the removal of the fence will be brought forward in the spring.

f) November meeting – New chairperson/Pakenham reps

Garwood Tripp will be applying as the Pakenham representative. He is to fill out the necessary application and will wait for official approval from council.

g) Beautification Committee Project list – assign leads

Malte recommended a brainstorming meeting for January. Tiffany is to provide the committee with the budget information and the amount of reserves still available. Tiffany will also pull the information on the Brownie Points awards and identify the various categories used. The committee is to take time over the holidays to think of fundraising ideas for the committee. Another possible topic: Communities in Bloom application for 2019.

h) Membership updates

Jenny Doyle has resigned from the Beautification committee. She is stepping down to volunteer for The Hub.

David Hinks will apply for the Clayton position of the committee. He will submit his application and will wait for official approval from council.

i) Meeting Schedule for 2018

The committee agreed on the following 2018 meeting schedule:

January 18, February 22, March 22, April 19, May 24, June 21 (possible breakfast meeting at Joachim & Wendy's!), August 16, September 27, October 18, November 15, December 13.

G. Tree Meeting Report

The Tree committee is an unofficial committee members help with Arbour Week events, and advise on all things "trees".

The committee members are: Cornelius Berg, Ron Ayling, Ed Lawrence, Neil Carleton, Elizabeth Dunning. Julie Yeaman has volunteered to be the Beautification lead on this committee.

H. Correspondence

I. Round Table

The concrete has been installed for the musical fence. Branji Metal Works will be installing the fence in the spring.

Pakenham Frostfest will take place the last 2 weekends of January 2018!

Lea Anne inquired about the graffiti that is still on building in the downtown. It was confirmed that Mill St. Books will have a mural done in the summer to cover any graffiti on the side of their building. Tiffany is to follow up regarding the graffiti on the Black Watch building and Subway.

Some discussion on the Christmas Market took place with the committee agreeing that while the project is a good one, it does not fall under the Beautification committee mandate. Malte and Joachim will form a working group on the project. Committee members offered to help with brainstorming, possible contacts etc. The committee agreed to get updates of the project.

It was noted that Expedia did another article on Canadian Small Towns to visit.....Almonte was listed as 23 of 25 across Canada!

Next meeting: January 18, 2018

J. Adjournment

Moved by Lea Anne Solomonian

Seconded by Joachim Moenig

THAT the December 14, 2017 Beautification committee meeting be adjourned.

CARRIED

Meeting was adjourned at 9:30 am

Bonnie Ostrom, Recording Secretary

The Corporation of the Municipality of Mississippi Mills
Beautification Committee Meeting
Thursday February 01, 2018 at 8:00AM
Almonte Old Town Hall meeting room

Present: Malte Mendzigall (Chairperson)
Lea Anne Solomonian
Betty Waterman
Julie Yeaman
Joachim Moenig
Carol Kenward
Jill McCubbin
Garwood Tripp
Cornelius Berg (late 8:18am)

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

Regrets: David Hinks

Guest: Nancy Timmons (Almonte Horticultural representative)

Chairperson Malte Mendzigall called the meeting to order at 8:15 am.

A. Approval of Agenda

To add F d) Letter of resignation from Carol Kenward and to omit E – Malte Mendzigall is the official Chairperson

Moved by Betty Waterman

Seconded by Carol Kenward

THAT the February 01, 2018 agenda be accepted as amended.

CARRIED

B. Disclosure of Pecuniary Interest

C. Round Table – Positive observations around Mississippi Mills

D. Approval of Minutes – December 14, 2017

Moved by Joachim Moenig

Seconded by Garwood Tripp

THAT the December 14, 2017 Beautification minutes be accepted as presented.

CARRIED

E. Omit

F. Business

a) Introductions

Introductions to new members; Garwood Tripp, guest Nancy Timmons.

b) Brainstorming

Tiffany outlined the breakdown of the Beautification capital and operational budgets.

She noted the year end for 2017 has not been finalized but the estimate of \$7500.00 would be left in reserves.

The Committee entered in to a brainstorming idea discussion: projects/fundraising ideas

- It was thought that the tree saplings would not be a good fundraiser for this year
- More public art? Appleton? Musical?
- Installing LED rope lights along the bottom of the Almonte bridges (Joachim to cost/source the lights and report back to the committee)
- Inquiries about the installation of the Bernard Cameron Memorial Fountain (Tiffany to check on this)
- Little Bridge St – ghost train mural/ train station mural including people on the platform or on the train.
- The committee was informed of the potential renovation to the Almonte Library in the coming years. The committee would like to be a part of the process if possible. Public consultation will be required; some suggested that the façade of the building be a replica of the Old Almonte Train Station.
- Communities in Bloom by 2020
- Almonte Horticulture is looking to redesign the library gardens for 2021. The influence of a potential library renovation could impact their design.
- What is happening with the Ultramar site on Mill St.? Is there a way the Municipality can possibly write a letter stating how the site in our downtown is of an economic importance to the community? What needs to be done? What has been done? Tiffany is to check with CAO.
- Riverwalk staircase design could have Beautification committee input?
- Has the memorial tree/bench policy been approved? The committee would like to see it. Tiffany is to check and forward.
- The committee wondered if crowd funding could be an option to help raise funds for various projects?

Fundraiser ideas:

- Possible selling bricks/cobblestones with people's names on them to make part of a walkway? Could possibly be something with the downtown revitalization?
- Having wooden signs with the different town crests made and selling them? (Almonte, Pakenham, Ramsay crests)
- River theme calendar?
- Coffee Table Book – self publishing

A working group was formed for the fundraising ideas: Malte, Joachim, Lea Anne, Garwood, Jill and Tiffany will meet to discuss prior to the next meeting on February 22.

c) Tree Committee Brainstorming/suggestions

- Where did the committee leave off from the Heritage/Historical Trees?
- Neil Carleton – Shady Characters?
- Arbour Week Walks n Talks to be set up

d) Letter of resignation from Carol Kenward.

Carol will no longer be the Almonte Horticultural representative on the committee. Nancy Timmons will be submitting her application to the committee as the new Almonte Horticultural representative.

Moved by Joachim Moenig

Seconded by Betty Waterman

THAT the Beautification committee accepts with regrets Carol Kenward'' letter of resignation from the Beautification committee.

CARRIED

G. Correspondence

H. Round Table

Cornelius inquired if there was a weight restriction on the Blakeney bridge? He wondered if there were any signs at Hwy 29 to indicate the bridge weight restrictions. He noted tractor trailers have had to be towed when they try to access the bridge. Tiffany is to check with Public Works.

Pakenham Frostfest was a great success! Nice to see long time volunteers Toby and Al Barrett receiving an award for their long time volunteer service to the community!

It was noted that the Mills Community Support/United Way "Get a grip" program has handed out a large number of boot crampons to area seniors. Another great local initiative!

August St Park has a wonderful outdoor skating rink that has been greatly appreciated by the neighborhood.

The next meeting is to include discussions on Arbour Week events as well as further brainstorming projects/fundraising ideas.

Next Business Breakfast is on Thursday February 15 at 7:00am at the Almonte Civitan Club.

The Agricultural Advisory Committee is looking to host a “Farmers Producers & Processors” luncheon on Thursday March 22 at the Almonte Civitan Club.

I. Adjournment

Moved by Cornelius Berg

Seconded by Joachim Moenig

THAT the February 01, 2018 Beautification committee meeting be adjourned.

CARRIED

Meeting was adjourned at 9:30 am

Bonnie Ostrom, Recording Secretary

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

January 9, 2018

8:00 a.m.

Municipal Office, Council Chambers

Present: Scott McLellan
Jill McCubbin
Jeff Mills
David Hinks
Christa Lowry
Mary Rozenberg
Vic Bode

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

Regrets: Denzil Ferguson, Erick Schultz, Ron MacMeekin

Chairperson Scott McLellan called the meeting to order at 8:07 a.m.

1. Approval of Agenda

Moved by Mary Rozenberg

Seconded by Vic Bode

THAT the January 9, 2018 agenda be accepted as presented.

CARRIED

2. Disclosure of Pecuniary Interest

None

3. Approval of Minutes – December 5, 2017

It was noted that the community breakfast held at the Centennial Restaurant in Pakenham took place on December 24 not the 14th.

Moved by Jill McCubbin

Seconded by Vic Bode

THAT the December 5, 2017 C&EDC committee minutes be accepted as amended.

CARRIED

4. Delegations

None

5. Business Arising

- Lanark County Strategic Planning
No other meeting is schedule at this time.
- CEDC Strategic Planning
Tiffany produced a spread sheet identifying the top five categories the committee agreed upon: Broadband, Agriculture, Quality of Life, Business Retention & Expansion and Tourism.

Under each priority is a list of current initiatives that CEDC is doing and will continue to do. Another column provided a list of other committees or organizations that are also working on the various priorities. A further list of the recommendations from Strategic Planning discussions for each priority and other recommended actions for 2018. Tiffany discussed the current recommended C&EDC budget allotments.

After much discussion the committee felt it was imperative that we promote/highlight our good news stories. It was thought that a big push on promotion of Mississippi Mills for 2018 was needed. "Another day in Mississippi Mills" or "Mississippi Mills Minutes" was suggested as a possible branding of short videos that would include not only festivals, but span out to visiting local farms, museums, breweries, distilleries, hospital, The Hub, asking people why they volunteer or visit?. The scope of the videos is unlimited and the committee felt it was an exciting way to promote Mississippi Mills as a whole. It was thought perhaps the videos could include the various municipal committee identifying their focus and roles.

Increasing press releases for functions such as the Business breakfasts etc. was also suggested.

The next Agricultural Sub-Committee will take place on January 23. Christa will inform the committee on the possible videos (Agra tourism), continuing the education piece, communicate/partnership with Council. The C&EDC committee felt that the Agricultural committee has to self- promote more, suggesting that committee members introduce themselves and their roles at the business breakfast and other events throughout the year.

Tiffany is to contact the principal at ADHS to discuss using students to video interesting topics throughout the municipality for the balance of the school year. The Information office students could then take on the role over the summer months.

Tiffany and Scott will be meeting with Sharron from the EMC with regards to the 2018 Visitor Guide. They will be suggesting more collaborative ads and will discuss various feature story topics.

Scott is to work on the draft of the CEDC Strategic Plan and present to the committee at the next meeting. More discussion to follow at the next meeting.

- MM2020
There is nothing further to discuss. Mike O'Malley is working tirelessly on moving forward with broadband services within Mississippi Mills.
- Downtown Almonte Revitalization Update
Guy Bourgon –Director of Public Works sent Tiffany an update on the downtown Almonte revitalization project. He noted the design work is to be completed in the spring once further public consultations are completed.
- Community Engagement Forum Report back
Deferred to next meeting
- OMAFRA – Agriculture as an Economic Driver Resource
It was felt that the Agricultural sub-committee would be looking into the various ideas outlined in the resource guide on education, partnerships etc. It was thought perhaps the committee review their terms of reference and perhaps broaden the scope of the committee members. Christa is to update the committee on the C&EDC Strategic plan.

6. New Business

- 2018 Business Breakfasts; Themes, Speakers and Locations -Deferred
- Carleton Place Chamber Event this Thursday January 11, 2018. Held at Equator Coffee from 5pm – 8pm.

7. Report from CEDC members on Mississippi Mills Committees

- Eric Schultz requested a delegation at our February 6th meeting for the Riverwalk Committee. Alex Gillis will be invited to speak.

8. Information

None

9. Meeting dates:

January 9 & January 23 (please note the different dates)

10. Other important dates:

11. Adjournment

Moved by Mary Rozenberg

Seconded by Jeff Mills

THAT the January 9, 2018 CEDC meeting be adjourned.

CARRIED

The meeting was adjourned at 9:30AM

Bonnie Ostrom, Recording Secretary

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

February 6, 2018

8:00 a.m.

Municipal Office, Council Chambers

Present: Scott McLellan (Chairperson)
Jill McCubbin
Jeff Mills
Christa Lowry
Mary Rozenberg
Vic Bode
Denzil Ferguson
Ron MacMeekin

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

Regrets: Erick Schultz, Mary Rozenberg, David Hinks

Chairperson Scott McLellan called the meeting to order at 8:04 a.m.

1. Approval of Agenda

To omit Alex Gillis as a delegation, rescheduled to February 20th meeting.

To add; 6.1 Bridging Generations Business Forum – Cedar Hill Tree Farm

To add; 6.2 OHTO Come Wander

Moved by Denzil Ferguson

Seconded by Vic Bode

THAT the February 6, 2018 agenda be accepted as amended.

CARRIED

2. Disclosure of Pecuniary Interest

None

3. Approval of Minutes – January 9, 2018

Moved by Jeff Mills

Seconded by Vic Bode

THAT the January 9, 2018 C&EDC committee minutes be accepted as presented.

CARRIED

4. Delegations

Eileen Hennemann – The Ten Collective

Eileen explained that “The Ten Collective” is a group of 10 renowned Canadian artists showing their work at the Mississippi Valley Textile Museum on March 31 & April 1, 2018. The show is from 10am – 6pm.

The 10 artists are: Nancy Young, Lily Swain, Jennifer Noxon, Rosemary Leach, Kaija Savinainen Mountain, Marina Malvada, Jill Halliday, Katherine McNenly, Amelia Ah You and Eileen Hennemann.

The group has been actively promoting the event through: social media, website, printed ads in the Humm, on the Mill Stone News and press releases will be sent to radio and newspapers as well. The group has also been involved with local businesses with cross promotion ideas.

Certainly the 10 artists are each actively promoting through their own channels as well.

They are hopeful this event will be a roaring success and become an annual event!

She asked for feedback from the committee on other ways to promote the event.

The committee commended the group for the wonderful job of promotion/branding. The only suggestion was to contact the CBC Radio program “ In Town & Out” for promotion. It was also suggested that she be in contact with local business person Emily Arbour to gain any other promotional ideas.

5. Business Arising

- Business Breakfast – February 15, 2018

After some discussion of theme ideas it was thought that perhaps we have more of an “open mic” for various people to introduce themselves/businesses and to share their good news stories. Tiffany is to ask Mayor McLaughlin to give the highlights of the municipalities accomplishments in the past year.

It was suggested to capture each good new story on video but unsure if possible with short timing.

Other possible ideas for other breakfast topics:

- ✓ showcase our musicians/entertainers
 - ✓ showcase Agricultural businesses/distillery/local breweries (How they work together)
 - ✓ Agricultural technology/What crops are used for etc.
- Lanark County Strategic Planning – no update at this time.
 - CEDC Strategic Planning
 - Videos:
 - ✓ “Tell the stories” will be the emphasis in all areas of the strategic plan.
 - ✓ On line promotion of videos, asking people to submit videos, have You Tube contests asking people to tell their own stories and we post features weekly.
 - ✓ Asking; Why Mississippi Mills? Why live here? Why have your business here?
 - ✓ Highlight our natural resources; River promotion

- Agricultural

The Agricultural sub-committee will be referring to the OMAFRA guide and identifying the various agricultural stats and trends. Highlighting agriculture as an economic driver will be the committee's goal. Once the stats are completed the committee would like to see them distributed in the resident tax bills as part of educating the public on agricultural assets.

Short/long term goals:

- ✓ Hosting a luncheon for Farmers; Producers & Processors on March 22 at the Almonte Civitan Club
- ✓ Agri-tourism; food & farms groups, food tours
- ✓ Hosting the Lanark County Harvest Festival
- ✓ Education; "The Dirt on Farming", promotion of the Holstein Cattle Show at the Almonte Fair grounds.
- ✓ Help promote local farming at the local fairs; Almonte & Pakenham
- ✓ Local plowing match – farming exhibition
- ✓ Perhaps have an antique tractor show along Mill St. during Canada Day with a farm animals at the Ultramar site?

- Quality of Life

- ✓ Widen activities
- ✓ Trails, outdoors
- ✓ Using our natural resources; the river with Canoe/Kayak/paddling (possibly a recreation program? Municipal liability?)
- ✓ Family

- MM2020

Using the Appleton example, volunteers from Clayton are trying to gain residence buy in to get fibre to Clayton. The fibre would have to come from Union Hall. The number of Bell telephone poles are being surveyed from Union Hall to Clayton. Using hydro poles is extremely costly.

6. New Business

- Bridging Generations Business Forum

A meeting will be held Wednesday February 7 at 7pm at the Cedar Hill Tree Farm. Approximately 60 business people have registered. The goal of the meeting is to establish collaborations/ideas for Pakenham. Highlighting shop local, use local trades people, agriculture, farmers , cross promotion, networking etc. The next event will be on March 7th, more details to come.

- OHTO "Come Wander"

Come Wander has been created to share the stories of Ontario's Highlands and provide a place for our tourism partners and operators to share their brand message and reach new audience. This should be mentioned at the Business Breakfast

7. Report from CEDC members on Mississippi Mills Committees

Sanjeev Sivarulrasa has applied to replace Terry Lumsden as a downtown business representative. The application goes before Council tonight.

4 open houses are scheduled for the Official Plan review; All events are 6pm – 9pm'

March 21	Almonte Old Town Hall	Almonte Ward & Urban Subdivision Policies
March 22	Clayton Community Centre	Rural/Hamlets/Natural Heritage System/Environmental Policies\
March 27	Stewart Community Centre	Agriculture Policies
March 29	Almonte Community Centre	A general session for questions pertaining to any policies within the Community Official Plan

Family Day Events – Monday February 19, 2018:

Free public skating	Almonte Arena	1-3pm
Free public skating	Pakenham Arena	3-5pm
Movie “Wonder”	Almonte Old Town Hall	11am

Mount Pakenham will be hosting various events for Family Day as well!

Jeff Mills informed the committee that the Government of Canada has committed to developing a Social Innovation & Social Financial Strategy. The government is exploring ways to enable and support communities and social purpose organizations in the development of new and innovative approaches to persistent social problems and identifying current needs and gaps. The mandate of the Steering Group is to co-create a strategy by June 2018. More details will be brought to the committee’s attention.

Neighbourhood Tomato potluck will be held at the Almonte Old Town Hall on Feb 22 “Celebrating our Diversity” asking people to bring dishes from their heritage.

Sunday Feb 25 at the Almonte Old Town Hall will be the Tribute to Diane Smithson

8. Information

None

9. Meeting dates:

February 6 & 20

10. Other important dates:

11. Adjournment

Moved by Christa Lowry

Seconded by Jeff Mills

THAT the February 6, 2018 CEDC meeting be adjourned.

CARRIED

The meeting was adjourned at 9:38AM

Bonnie Ostrom, Recording Secretary

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

A Special meeting of the Environmental Advisory Committee was held on February 21, 2018 at 1:00 p.m. at the Board Room of the Old Town Hall

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

Regrets: James Coupland

Staff: Cory Smith – Recording Secretary

Chair Heidi Scott, called the meeting to order at 1:03 p.m.

A. APPROVAL OF AGENDA:

Moved by: Theresa Peluso
Seconded by: Val Wilkinson

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None.

C. APPROVAL OF MINUTES:

Moved by: Paul Frigon
Seconded by: Theresa Peluso

THAT the Minutes of the November 15, 2017 and December 11, 2017 meeting be approved as presented.

CARRIED

D. DELEGATIONS/PRESENTATIONS:

None.

E. BUSINESS ARISING OUT OF MINUTES:

1. EAC Work Plan for 2017

- a. Freecycle area at Transfer Station – Deferred
- b. China Recycling Regulations – Discussed, Remove from agenda
- c. Annual Dump Pass – Deferred.

2. Night Skies By-Law

- a. No new information presented

3. Ride Share/Public Transportation

- a. Theresa Peluso provided brief update
- b. Staff to send Link to February 19, 2018 Council Agenda

4. EAP Program

- a. On Hold

5. Wild Parsnip

- a. Val Wilkinson provided a verbal Update
- b. Committee reviewed the County of Lanark IPM Vegetation Management Plan and received it for information

Moved by: Peter Moller

Seconded by: Paul Frigon

THAT the Environmental Advisory Committee recommends that Council, with regards to the use of control measures for Wild Parsnip, ensures that;

- 1. Opt Out measures are made as simple as possible and communicated in a timely manner to affected residents;
- 2. There is a mechanism to ensure compliance with manufacturers recommendations for use of Clearview and that there is also a mechanism to follow up and ensure these recommendations have been adhered to;
- 3. The timing and nature of the control measures for Wild Parsnip are appropriately communicated to the affected residents;
- 4. A map and schedule of anticipated areas to be sprayed be prepared and made publicly available;
- 5. And that mowing, when used as a mechanical control measure, be correctly timed to control wild parsnip.

CARRIED

F. ACTION CORRESPONDENCE

None.

G. OTHER/NEW BUSINESS

- 1. Meeting schedule for 2018
 - a. Received for information
- 2. Natural Heritage Systems
 - a. A verbal update was provided by Val Wilkinson

H. MEETING ANNOUNCEMENTS:

Environmental Advisory Committee Meeting

Monday, March 12, 2018 at 6:30 pm
Ramsay Room
Municipal Office, 3131 Old Perth Road

I. ADJOURNMENT:

Moved by: Theresa Peluso

Seconded by: Peter Moller

THAT the meeting is adjourned at 2:50 p.m

CARRIED

RIVERWALK ADVISORY COMMITTEE

MINUTES

A meeting of the Riverwalk Advisory Committee was held on Wednesday January 31, 2018 at 3:30 p.m. at Almonte Old Town Hall

PRESENT:

**Committee: Councillor Alex Gillis, Chairperson
Councillor Paul Watters
Nancy Scott
Eric Schulz
Michael Rikley-Lancaster
Joy Stratford**

Staff: Tiffany MacLaren

Others: None

ABSENT

Leanne Solomonian with regrets

Chairperson Gillis called the meeting to order at 3:00 p.m.

A. APPROVAL OF AGENDA

Moved by Michael Rikley-Lancaster

Seconded by Eric Schulz

THAT the agenda be approved as amended with the addition of the following item:

- **Diane Smithson's departure – added by Alex Gillis**

CARRIED

B. DISCLOSURE OF CONFLICT OF INTEREST

The Chairperson requested that any member having a conflict of interest declare it now or at the time of discussion. There were no disclosures by Committee members at this time.

C. APPROVAL OF November 14, 2017 MINUTES

**Moved by Michael Rikley-Lancaster
Seconded by Nancy Scott**

D. DELEGATIONS / PRESENTATIONS**E. BUSINESS ARISING OUT OF MINUTES**

Councillor Paul Waters brought up winter maintenance on the Riverwalk. He felt it was referred to staff for follow-up. Tiffany MacLaren to check in with Guy Bourgon and Diane Smithson.

F. BUSINESS

1. Council decisions around Riverwalk

Councillor Gillis updated the committee on the following:

- The following motion was passed on Dec 19, 2017:

THAT Council authorizes the Riverwalk Advisory Committee to proceed with a detailed design of the Mill Workers' Staircase with HP Engineering under the Standing Offer of Services RFP at a cost of \$7,740.00 plus HST;

AND THAT Council authorizes the Riverwalk Advisory Committee to obtain the necessary geotechnical site investigations to take place at an additional cost of no more than \$5,000.00 to ensure the staircase detailed designs are sound;

AND THAT the cost of the above works be paid for by Riverwalk fundraising and matching Municipal funding.

The 2018 Municipal Budget was passed also on Dec 19, 2017. It includes

- *\$7500 for the Riverwalk in the trails capital budget and matching funding for the Riverwalk project in the amount of \$20,000 in 2018.*

2. Financial Update

Councillor Gillis provided the following update from the treasurer:

The total fundraising to Dec 31/17 was \$14,336.88 after there were two bills that were to be paid; postage of \$323.08 and Lashley of \$2,291.75. The balance was

\$11,722.05 which was matched by the Municipality. The total amount set aside for the Riverwalk is now \$25,644.10 (\$2,200 from 2016 and \$23,444.10 from 2017).

3. Schedule Update:

Geotechnical site work – bore holes to be completed by St. Lawrence Testing & Inspection Co. Ltd. In February.

HP Engineering Inc. to create three design options with pricing before February 12 for committee review.

Riverwalk Advisory will make a recommendation to Council on which staircase design is preferred.

4. Funds raised to date, action?

The committee discussed using the funds raised to date to start work now to raise awareness or holding funds towards the staircase. Should the money be saved until we have the entire amount? No decision was made.

Tiffany MacLaren is to ask Guy Bourgon for an estimate on the cost to put in a stone dust path.

5. Fundraising Ideas

Committee members discussed a variety fundraising ideas from the November 14th meeting minutes. Overall it was felt that fundraising would become more efficient and action could begin once a staircase design was available, confirmed and promoted.

Michael Rikley-Lancaster agreed to look into grants for the project.

Alex Gillis to talk to the C&EDC meeting on February 20th

G. MEETING ANNOUNCEMENTS

The next meeting will be held at the call of the Chair after Staircase design is received.

H. ADJOURNMENT

Moved by Michael Rikley-Lancaster

**Seconded by Alex Gillis and Joy Stratford
THAT there being no further business before the Committee, the meeting be
adjourned.**

CARRIED

The meeting adjourned at 4:35 p.m.

Diane Smithson, Recording Secretary

A meeting of the Pakenham Branch Library (PBL) Building Committee was held on Monday February 26, 2018 at 11:00 a.m. at the Municipal Office 3131 Old Perth Rd.

Committee: Councillor Denzil Ferguson, Chairperson
Councillor John Edwards
Mary Lou Souter, Mississippi Mills Public Library Board, Chairperson
Betty Mears, Mississippi Mills Public Library Board

Staff: Diane Smithson, CAO
Shawna Stone, Interim CAO
Pam Harris, CEO/Chief Librarian and Recording Secretary

Others: None

ABSENT:

Committee: Councillor Jane Torrance (with regrets)

Chairperson Denzil Ferguson called the meeting to order at 11:10 a.m.

A. FINANCIAL REVIEW

Mary Lou updated the committee on fundraising earnings and expenditures to date.

After discussion, it was approved that the exterior sign for the “Pakenham Branch Library” be adhered to or suspended from the portico timber over the main entrance. The cost will be applied to the fundraising/capital funds with the Mississippi Mills logo included. It was suggested that we could take advantage of the current tender for signage with the Municipality.

Plans for the garden were outlined. The garden will include daffodils, lupines and poppies in front with larger plants at the back, including a plaque honouring Fern Martin which is to be placed at the front edge of the garden.

Moved by Mary Lou Souter

Seconded by John Edwards

THAT the Pakenham Branch Library (PBL) Building Committee authorize up to \$3,000.00 for materials and labour to create and maintain for 2 years the garden at the Pakenham Branch Library to honour Fern Martin and her volunteers from the musical “A Peak at Pakenham”;

And furthermore that the \$3,000.00 for this project be taken from the net proceeds of the musical.

CARRIED

B. REMAINING FURNITURE AND EQUIPMENT EXPENSES

The remaining expenses were discussed and itemized as follows:

Garden	\$3,000.00
Blinds	Already purchased
Storage cabinet	To be discussed with staff
Chairs for meeting room	Already purchased
Materials for hanging art	\$500.00
Meeting Room Projector and Screen	\$2,500.00
Trolley for Projector	\$500.00
Exterior Signage for Branch	\$2,000.00
Donor Plaques, x 2	\$5,000.00
Memorial Tree	\$500.00
Storage trucks for tables/chairs	Purchased for chairs
Utility closet install	\$1,500.00
Light repairs	\$5,000.00
TOTAL	\$20,500.00

Pam will follow up with +VG regarding problems with the lighting.

C. OWNERSHIP AND DEBT

Mary Lou Souter sought confirmation around ownership of the Pakenham Branch. It was confirmed the library buildings belong to the Municipality with no landowner tenant relationship. The Municipality provides the buildings for Library use.

D. ADJOURNMENT

Moved by Mary Lou Souter

Seconded by Betty Mears

That there being no further business before the Committee, the meeting be adjourned.

CARRIED

The meeting adjourned at 12:44 p.m.

Pam Harris, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ROADS AND PUBLIC WORKS REPORT

DATE: March 6, 2018
TO: Committee of the Whole
FROM: Cory Smith, Roads and Public Works Technologist
SUBJECT: Final Acceptance Lubbers Subdivision

RECOMMENDATION:

THAT Council authorize final acceptance for the plan of subdivision 27M-62 to be known as Lubbers Subdivision, in accordance with Section 15 of the subdivision agreement with Joseph Lubbers (Now The Estate of Joseph Lubbers, C/O Louise Ballard);

AND THAT Council direct staff to prepare an assumption by-law for the roads and associated infrastructure works constructed with the development of the plan of subdivision 27M-62.

BACKGROUND:

On April 8, 2013, the Town of Mississippi Mills (now Municipality of Mississippi Mills) entered into a subdivision agreement with Joseph Lubbers, for the development of the Lubbers Subdivision. The subdivision which was registered on January 9, 2014, included blocks, lands for stormwater management purposes and deeded sections of Hillcrest Drive. A copy of plan of subdivision 27M-62 has been included for reference as Attachment A.

All the works prescribed within the subdivision agreement for the Lubbers Subdivision, were completed in late 2016, with all the required documentation being submitted by February 10, 2017. The mandatory one year maintenance (warranty) period has now expired.

DISCUSSION:

The Municipality completed a final inspection of Lubbers Subdivision to mark the end of the mandatory one year maintenance period for the subdivision. During the inspection no unacceptable deficiencies were identified. The Developer has satisfied all obligations of the subdivision agreement. Staff is therefore recommending that final acceptance be issued pursuant to Section 15 of the agreement for Lubbers Subdivision.

In addition, staff is also recommending that the required assumption by-law be prepared in accordance with Section 22.1 of the agreement. Final release and assumption is contingent on the successful demonstration that the requirements of the Construction Lien Act, 1990. C.30, have been met as per section 23.5 of the subdivision agreement.

FINANCIAL IMPLICATIONS:

There are no financial implications to the Municipality. However, the final release of securities for Lubbers Subdivision in the amount of \$15,410.40 will occur concurrently with final acceptance of the subdivision on successful demonstration that the requirements of the Construction Lien Act have been met and the works being assumed by the Municipality are clear in title.

SUMMARY:

The Lubbers subdivision (Plan 27M-62) concluded the mandatory one year maintenance period for works constructed as part of the subdivision agreement. The developer has completed all works to the satisfaction of the Director of Roads and Public Works. Staff is therefore recommending that the Municipality issue final acceptance and that the remaining securities totaling \$15,410.40 be released. It is also recommended that the Municipality move forward with the preparation of the necessary by-law governing assumption of the works.

Respectfully Submitted,

Reviewed by ,

Cory Smith
Roads and Public Works

Guy Bourgon
Director of Roads and Public Works

Approved by,

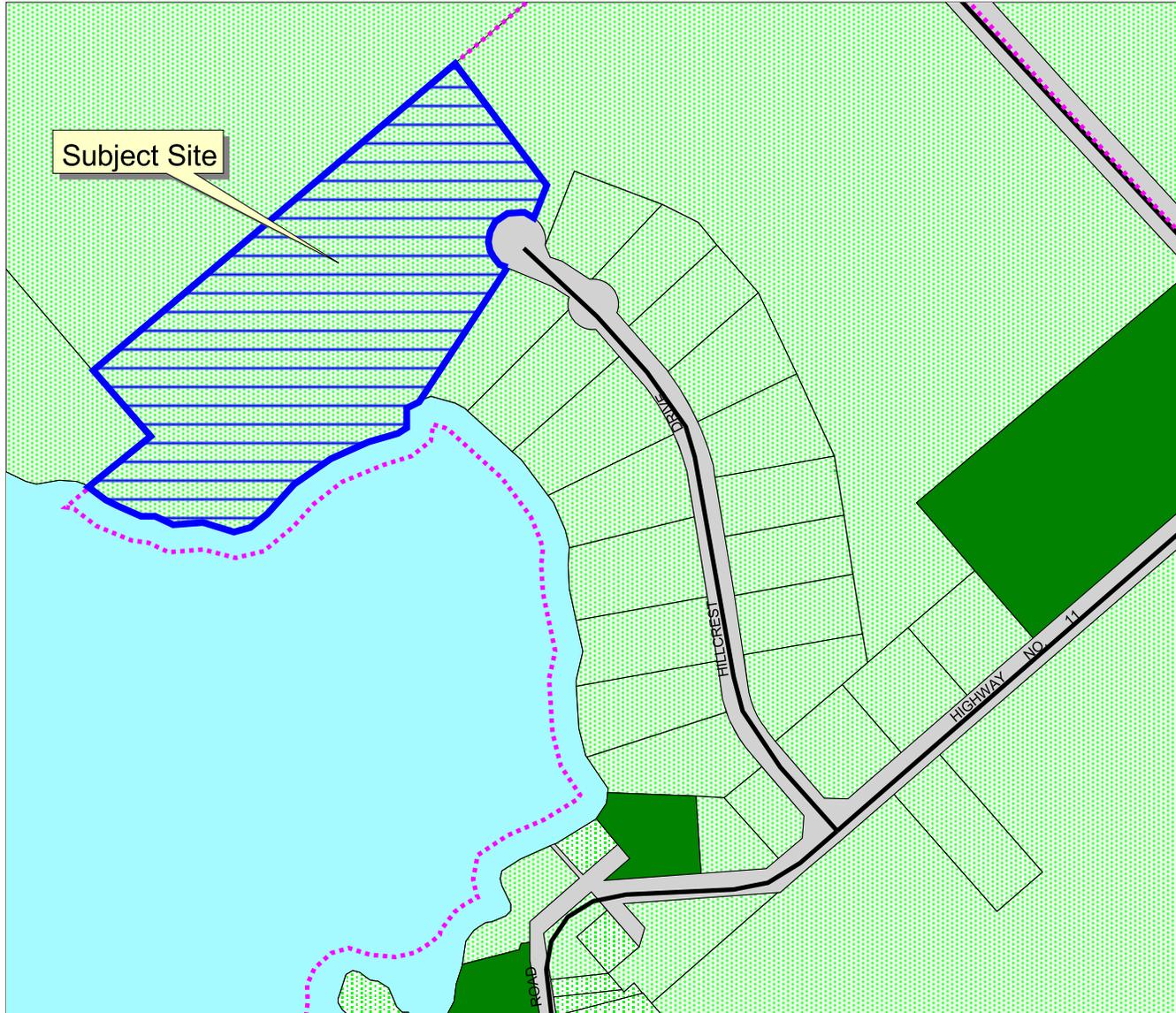
Shawna Stone
Clerk/Acting CAO

Attachments:

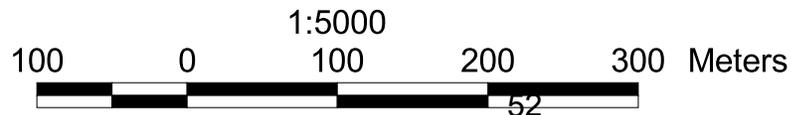
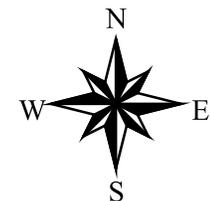
1. Attachment A - plan of subdivision 27M-62

CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

LUBBERS SUBDIVISION



- Municipal Boundaries
- Lot Lines
- Hamlet Boundary
- Ward Boundary
- Municipal Boundary
- Railway CL
- Mississippi Mills Roads
- Railway ROW
- Unopened ROW
- Open ROW
- Township Owned Land
- Crown land
- New Lots
- Parcels
- Water Body



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ROADS AND PUBLIC WORKS REPORT

DATE: March 6, 2018
TO: Committee of the Whole
FROM: Cory Smith, Roads and Public Works Technologist
SUBJECT: Final Acceptance Riverfront Estates Phase 3A

RECOMMENDATION:

THAT Council authorize final acceptance for the finalized portion of plan of subdivision 27M-68 Riverfront Estates Phase 3, to be known as Phase 3A, in accordance with Section 15 of the subdivision agreement with Houchaimi Holdings inc.;

AND THAT Council direct staff to prepare an assumption by-law for the roads and associated infrastructure works constructed with the development of the portion plan of subdivision 27M-68 to be known as Phase 3A.

BACKGROUND:

On May 12th, 2015, the Town of Mississippi Mills (now Municipality of Mississippi Mills) entered into a subdivision agreement with Houchaimi Holdings Inc. for the development of Riverfront Estates Phase 3. The subdivision which was registered on June 16, 2015, included townhouse blocks, lands for stormwater management purposes and deeded sections of Spring Street, Robert Hill Street and Merrithew Street. A copy of plan of subdivision 27M-68 has been included for reference as Attachment A.

Section 15 states:

“When the Director of Roads and Public Works is satisfied that the Works set out in this agreement or any part thereof and any other Works which may have been required have been executed in accordance with this agreement and the Town standards and specifications and requirements, and has also been satisfied that all Town accounts have been paid, and maintenance requirements met, the Director of Roads and Public Works will forthwith present a report to the Council of the Town stating that the work or any part thereof has been completed satisfactorily and the roads are in the required condition for them to be assumed by the Town. Acceptance of any of the Works or any part thereof shall be evidenced by By-law of Council.”

Upon the said By-law being passed the ownership of the Works, except house numbers and sodding beyond the road boundary, shall vest in the Town and the Owner shall have no claim or rights thereto, other than those accruing to it as Owner of the land abutting streets on which the Works were installed.”

Houchaimi Holdings Inc. requested consideration for splitting phase 3 into 2 portions as the works in the areas along Merrithew, Spring and a small portion of Robert Hill were complete. These portions of Phase 3 as outlined in DSEL drawing GP-1, last modified February 2017 (attached) shall be known as Phase 3A. The remaining portion of Phase 3 on Robert Hill shall be known as Phase 3B.

All the works prescribed within the subdivision agreement for the part of Riverfront Estates Phase 3, to be known as 3A were completed in late 2016, with all the required documentation being submitted by January 31, 2017. The mandatory one year maintenance (warranty) period has now expired. During that time the developer resolved an identified grading issue at Lot 35 on Merrithew Street. Grading was also completed adjacent to Spring Street.

DISCUSSION:

The Municipality completed a final inspection of Riverfront Estates Phase 3A to mark the end of the mandatory one year maintenance period for the subdivision. During the inspection no unacceptable deficiencies were identified. The Developer has satisfied all obligations of the subdivision agreement, with the exception of submission of revised "As Built" grading and drainage drawings, updated grading and drainage certifications, and compliance with the Construction Lien Act. Staff is therefore recommending that final acceptance be issued pursuant to Section 15 of the agreement for Phase 3A upon the Director of Roads and Public Works being satisfied with the deposit of revised "As Built" grading and drainage drawings, along with successfully demonstrating that the requirements of the Construction Lien Act, 1990. C.30, have been met.

In addition, staff is recommending that the required assumption by-law be prepared in accordance with Section 22.1 of the agreement. Final release and assumption is contingent on the successful demonstration that the requirements of the Construction Lien Act, 1990. C.30, have been met as per section 23.5 of the subdivision agreement.

FINANCIAL IMPLICATIONS:

There are no financial implications to the Municipality. However, the final release of securities for Phase 3A in the amount of \$120,259.16 will occur concurrently with final acceptance of the subdivision on the depositing of the revised "As Built" drawings and Grading and Drainage Certifications, along with demonstrating that the requirements of the Construction Lien Act have been met and the works being assumed by the Municipality are clear in title.

SUMMARY:

The Phase 3A portion of Riverfront Estates subdivision (Plan 27M-68) concluded the mandatory one year maintenance period for works constructed as part of the subdivision agreement, with the above noted exceptions. The developer, Houchaimi Holdings Inc., has completed all works to the satisfaction of the Director of Roads and

Public Works. Staff is therefore recommending that the Municipality issue final acceptance and that the remaining securities totaling \$120,259.16 be released subject to the receipt of the outstanding documentation noted in this report. It is also recommended that the Municipality move forward with the preparation of the necessary by-law governing assumption of the works.

Respectfully Submitted,

Reviewed by,

Cory Smith
Roads and Public Works

Guy Bourgon
Director of Roads and Public Works

Approved by,

Shawna Stone
Clerk/Acting CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BUILDING and PLANNING REPORT

DATE: March 6, 2018

TO: Committee of the Whole

FROM: Andrew Scanlan Dickie – Junior Planner

SUBJECT: Heritage Advisory Panel re: Bridge Railing Options

RECOMMENDATION:

THAT comments from the Heritage Advisory Panel regarding Back and Short bridge railing design options be received;

AND THAT Council approve Option 2 for installation as part of the rehabilitation of the Back and Short bridges in 2018.

BACKGROUND

On February 20th, 2018, the Director of Roads & Public Works put forward a recommendation that Council choose one of three bridge railing options to replace those on the Back and Short bridges. The recommendation stemmed from a request from Council during budget deliberations to bring forward options for consideration. The three (3) options are as follows, with photos attached at the end of this report:

Option 1

Similar styling to the current railing, it maintains the unobstructed view of the river and meets new standards for a vehicular bridge railing.

Option 2

A more decorative choice – it incorporates arches into the railing. It maintains the unobstructed view of the river and meets new standards.

Option 3

A combination of a concrete parapet with decorative finish with a metal railing on top. It meets the new standard and allows for a view of the river above the parapet.

At the February 20 meeting, Council passed the following resolution pertaining to the bridge railing:

Resolution No. 109-18

Moved by Councillor McCubbin

Seconded by Councillor Torrance

THAT Option 3, being the preferred option for installation as part of the rehabilitation of the Back and Short bridges in 2018, be referred to the Heritage Advisory Panel for comment, with a report back to the March 6, 2018 Council meeting.

CARRIED

DISCUSSION

As there are no cost implications of what option is chosen, the Panel reviewed the matter purely from a historical perspective and as a majority, prefers Option 2. The arch design alludes to the original masonry arch on the shorter bridge which was among the most beautiful in the County. Given its history, our association with Pakenham's 5-span bridge and the Mississippi Mills logo, and no financial implications, the arch design is a sensible option to maintain the historic character of Almonte and greater Mississippi Mills area. Attached to the end of this report are pictures referenced as part of the Panel's discussion.

Members of the Panel did share merits of Option 3. Notably, that it uses clean lines and decorative concrete work faced with stone to add character. Furthermore, it incorporates modern styling that complements the new additions to historic properties in the immediate area.

SUMMARY

At the request of Council, the Heritage Advisory Panel has evaluated the Options put forward on February 20th, 2018 for the railing replacement of both the Back and Short bridges and has concluded its preference for Option 2. With this information, Council is asked to finalize their decision to be incorporated in the 2018 bridge rehabilitation tender.

Respectfully submitted,

Andrew Scanlan Dickie
Junior Planner

Diane Smithson
Reviewed by CAO

ATTACHMENTS:

Schedule A – Bridge Railing Design Options
Schedule B – Historic Bridge Photos

SCHEDULE A – Bridge Railing Design Options

Option 1 - Steel railing c/w concrete end walls



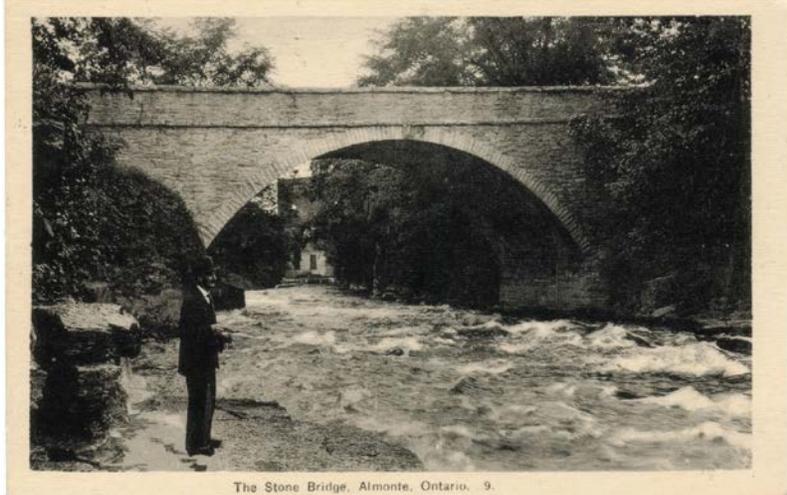
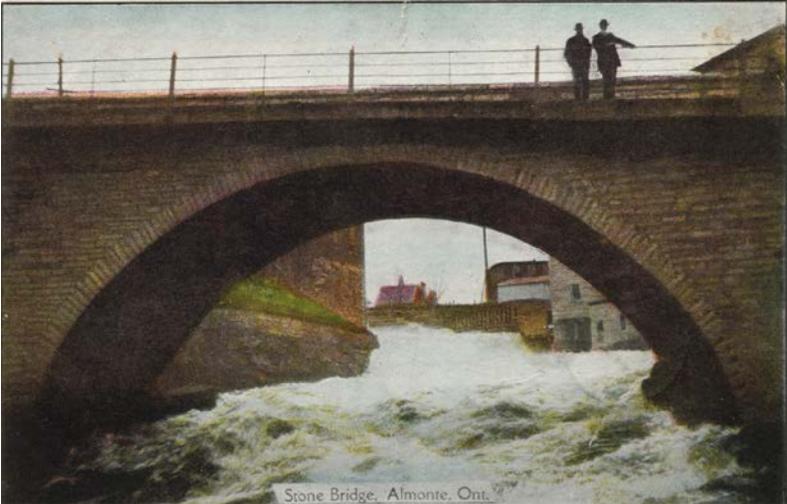
Option 2 - 4-Box steel railing with 'arched' steel panel profile c/w concrete end walls



Option 3 – Concrete parapet with decorative finish and steel railing



SCHEDULE B – Historic Bridge Photos



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BUILDING and PLANNING REPORT

DATE: March 6, 2018

TO: Committee of the Whole

FROM: Andrew Scanlan Dickie – Junior Planner

**SUBJECT: DRAFT PLAN OF SUBDIVISION – REDLINE CHANGE AMENDMENT
Concession 10, Part Lot 16
Almonte Ward, Municipality of Mississippi Mills
Municipally known as Millrun Phase 3B (09-T-15002)**

RECOMMENDATION

THAT Council approve the proposed changes to the draft plan of subdivision for Millrun Phase 3B and direct staff to advise the County of Lanark of Council's support of the proposed amendment.

BACKGROUND

Menzie Almonte Inc. (Regional Group) is the landowner of the subject lands, described as Concession 10, Part Lot 16, Almonte Ward, Municipality of Mississippi Mills. In April 2015, the developer received approval for a multi-phased subdivision development known as Mill Run Phases 2 to 5, with subsequent amendments since made to the approved Plan of Subdivision. The most recent revision occurred in June 2017 to amend the total number of single-detached dwellings in Phase 3 by increasing lot frontages. The phase plan is registered as Plan 27M-80.

The Original Draft Plan of Subdivision for Phase 3 included 26 single-detached, 18 semi-detached, and 96 apartment dwelling units, for a total of 140 units. General revisions to Phase 3 reduced the total to 137. The proposed Phase 3B changes would increase the total by five (5), for a total of 142 units. Thus, Phase 3 would increase by 1.4% from its original amount if Council approves the subject redline change.

PURPOSE

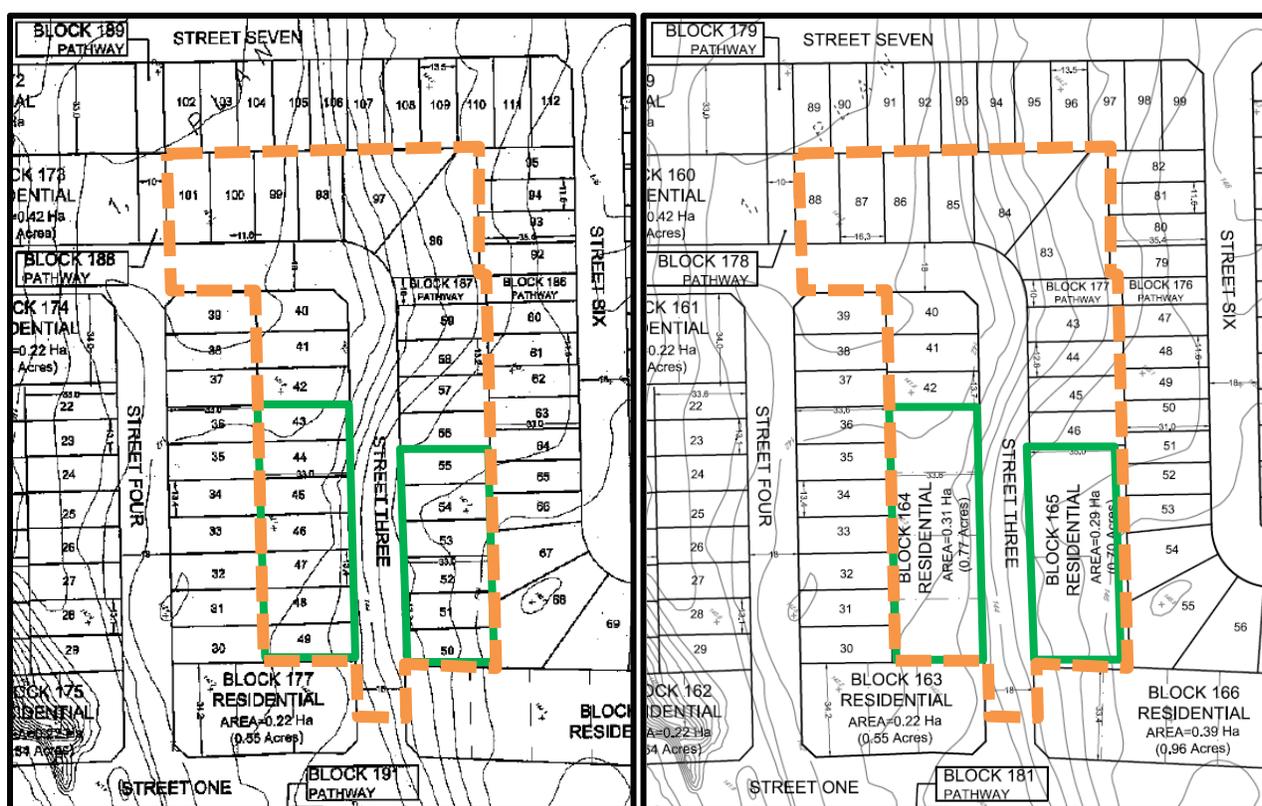
The purpose of this application is to revise the most recent Draft Plan of Subdivision, approved on June 12, 2017, in order to change the following:

- Replace some of the proposed single-detached units with semi-detached units along a portion of the west side of Street Three (Horton Street).
- Replace some of the proposed single-detached units with townhouse units along a portion of the east side of Street Three (Horton Street).

The lot revisions along the west side of Horton Street in Phase 3B (proposed Lots 40-49) would involve replacing Lots 43-49 with eight (8) semi-detached units spread over one (1) new block (Block 164). The changes along the east side of Horton Street (proposed Lots 50-59) would involve replacing Lots 50-55 with ten (10) townhouses to be built on one (1) new block (Block 165). The changes would result in a loss of 13 single detached units for a gain of eight (8) semi-detached and ten (10) townhouse units. The net change would be an increase of five (5) dwelling units in Phase 3. Furthermore, the modifications are consistent with the Provincial Policy Statement 2014 and conform to the Municipality of Mississippi Mills' Community Official Plan. The images below summarize the proposed redline amendment. For a location map, please refer to Schedule A.

**Figure 1 – Draft Plan Phase 3B
Approved June 2017**

Figure 2 – Proposed Plan



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*, all planning

decisions must be consistent with the PPS. The following is a list of applicable sections of the PPS as well as a review of the proposal against these policies:

1.1 *Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns*

1.1.1 *Healthy, liveable and safe communities are sustained by:*

- a) *promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) *accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*

1.1.3.2 *Land use patterns within settlement areas shall be based on:*

- a) *densities and a mix of land uses which:*
 - 1. *efficiently use land and resources;*
 - 2. *are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*

1.1.3.3 *Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.*

1.4 *Housing*

1.4.3 *Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:*

- a) *directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*
- b) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;*

The subject lands belong to the Almonte Settlement Area, a municipally serviced area that accommodates low- and medium-density residential housing types to efficiently use existing and planned resources. The proposal aims to provide a greater mix of residential uses and smaller lot sizes which would promote efficient and diversified

development patterns to meet the long-term needs of the Municipality. Further, municipal water and sewer infrastructure would accommodate the increased density demand.

An increased density fulfils the goals and objectives of provincial urban intensification policies. Although close to the perimeter of the urban area, the development adds denser urban forms to a typically single-detached centric settlement area.

Staff views the proposed zoning uses and development standards as an efficient and logical use of the subject lands. This form of development is desirable as it costs less to service on a per unit basis, provides more affordable housing options, and allows for growth to be accommodated within existing settlement area boundaries versus requiring boundary expansions. Staff views the proposal to be in keeping with the provisions of the PPS.

COMMUNITY OFFICIAL PLAN

The subject lands are designated “Residential” within the Municipality’s COP. The Residential designation permits a range of residential uses, including single-detached, semi-detached, and townhouse dwellings and related accessory uses. The applicable residential policies are as follows:

3.6.1 Goal and Objectives

The following objectives are designed to implement the goal:

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

3.6.4 Supply of Serviced Residential Land

- 2. The Town shall maintain at all times the ability to accommodate residential growth for a minimum of 10 years through residential intensification and redevelopment, and if necessary, lands which are designated and available for residential development.*

Promoting intensification within urban areas is a valuable mechanism to incorporate more affordable housing options to a typically low-density area while minimizing the total land needed to support a larger population, thereby reducing the requirement to expand the urban servicing boundary. As part of the Mill Run subdivision, the new lots would be serviced by municipal water and sewer services, which were deemed and continue to be sufficient to handle the increased densities of a changing market. Furthermore, Mill Run already contains a variety of single-detached, semi-detached, and townhouse dwellings. As such, the future proposed units of Phase 3B would incorporate similar housing designs as those already completed.

3.6.5 Range of Housing Types

- 1. *The Town shall support a wide range of housing types, zoning standards and subdivision design standards.*
- 2. *The Town has established the following housing mix targets:*
 - i. *Low Density - 70%*
 - ii. *Medium Density - 30%*
- 3. *Low density residential development shall include single detached, semi-detached, duplex, converted dwellings, and triplex housing. In general, the **gross density** for low density residential development shall be 15 units per hectare (6 units per acre).*
- 4. *Medium density residential development shall include four-plex housing, townhouses, 3 storey apartments, converted dwellings of three or more units and similar multi-unit forms of housing. In general, medium density residential development shall have a maximum **net density** of 35 units per net hectare (15 units per net acre).*

The current housing mix for the Mill Run subdivision, prior to the proposed change, is 51.9% low-density and 48.1% medium-density residential. This is inclusive of the 96 apartment units to be included as part of Phase 3A. By replacing 13 single-detached units in Phase 3B with eight (8) semi-detached units and ten (10) townhouse units, the housing mix becomes 50.5% low-density and 49.5% medium-density. The change is negligible, particularly since the housing mix targets are for the entire Municipality, which is predominantly low-density housing.

The gross density – which includes all lands including parks and streets, but excludes medium-density lots – of the low-density residential area would be approximately 13.5-units/ha, below the 15-units/ha target. The net density – exclusive of parks and streets – of the medium-density lots would be approximately 34.5-units/ha, just below the 35-units/ha target. Consequently, the proposed dwelling mix conforms to the Residential policies of the Community Official Plan.

COMPREHENSIVE ZONING BY-LAW NO.11-83

The subject lands are zoned “Residential Third Density Exception 11 (R3-11)” per the Municipality’s Comprehensive Zoning By-law. The zone, approved April 5th, 2016 as By-law 16-28, is a comprehensive zone that permits single-detached, semi-detached, and townhouse dwellings. Each use corresponds to a specific zoning provision already defined within the Zoning By-law. The R3-11 reads as follows:

- 5.4.11 *Notwithstanding the 'R3–Residential Third Density zoning designation, lands designated as 'R3-11– Residential Third density Exception 11 on Schedule 'A' to this By-law, may be used in compliance with the R1E, R2E and R3E subzone provisions contained in this by-law, excepting however, that:*
 - i) *All zoning provisions associated with the R1E sub zone shall apply except for the minimum lot frontage and minimum front yard setback.*

The minimum lot frontage shall be 11m (36.08ft) and the minimum front yard setback shall be 6m (19.7ft).

- ii) All zoning provisions associated with the R2D sub zone shall apply.*
- iii) All zoning provisions associated with the R3E sub zone shall apply.*
- iv) townhouse dwellings may also include any building that is divided vertically into four or more dwelling units, each of which has an independent entrance to a front yard and rear yard immediately abutting the front and rear walls of each dwelling unit.*

Thus, the zone permits the proposed redline uses. Nonetheless, development resulting from changes to the Draft Plan of Subdivision for Phase 3B would have to adhere to the provisions outlined above.

COMMENTS FROM INTERNAL CIRCULATION

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

CAO: No comments received

Clerk: No concerns or objections.

Chief Building Official: No comments received.

Director of Roads and Public Works: No concerns about the ability to service or accommodate the added lots. New engineering plans will need to be submitted later in support of the revised layout.

Fire Chief: No comments received.

Recreation Coordinator: No concerns or objections.

EVALUATION

The Official Plan's policies promote opportunities for housing diversity and intensification to achieve a balanced housing supply and ultimately affordability, but does not specify how or what form is required to meet this goal. The policies are only designed to provide a framework for subdivision development and to allow developers the opportunity to create a subdivision in keeping with both their and the Municipality's objectives while responding to market demands. Overall, the Mill Run subdivision has provided a diverse range of housing options that has been of a more intensified nature by way of semi-detached and townhouse dwellings. By allowing the change from single-detached units to semi-detached and townhouses, both housing density and range of types would be promoted.

The proposed amendment to the approved Draft Plan of Subdivision would continue to provide a diversified form of housing that meets local housing demands and reflects the needs of the Municipality. While the proposed amendment reduces the number of low-density dwelling units, it provides a level of intensification that allows for a more efficient use of the serviced lands. Over the long term, the ongoing maintenance will remain

affordable for the Municipality and ultimately establishes a more sustainable neighbourhood.

Staff believes that the proposed addition of semi-detached and townhouse units is a desired form of residential development that is suitable for the area.

CONCLUSION

The proposed redline changes are minor and in keeping with the intensification goals and objectives outlined in provincial policy, being the PPS and local policy, being the Community Official Plan. The proposed redline changes would continue to provide a diverse form of housing demanded in the community and would support future sustainability of the neighbourhood. Furthermore, the proposed redline changes do not alter the road layout as approved in the Draft Plan of Subdivision, nor would they require an amendment to the Zoning By-Law.

Staff has no issues or concerns regarding the proposed redline changes. Based on the foregoing, the application to amend the approved draft plan of subdivision for Phase 3B has planning merit. Based on this, it is recommended that the redline changes be approved.

All of which is respectfully submitted,

Andrew Scanlan Dickie
Junior Planner

Diane Smithson
Reviewed by CAO

ATTACHMENTS:

Schedule A – Location Map

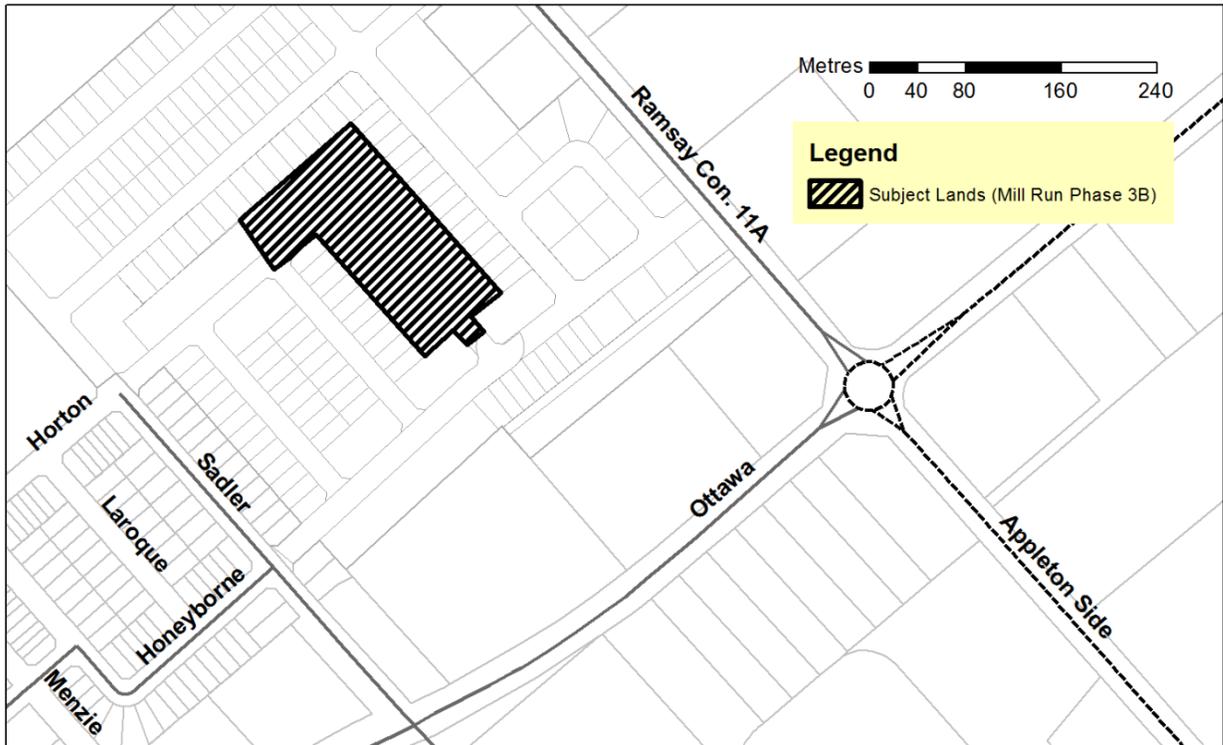
Schedule B – Approved Plan of Subdivision (June 12, 2017)

Schedule C – Overall Land Use Plan

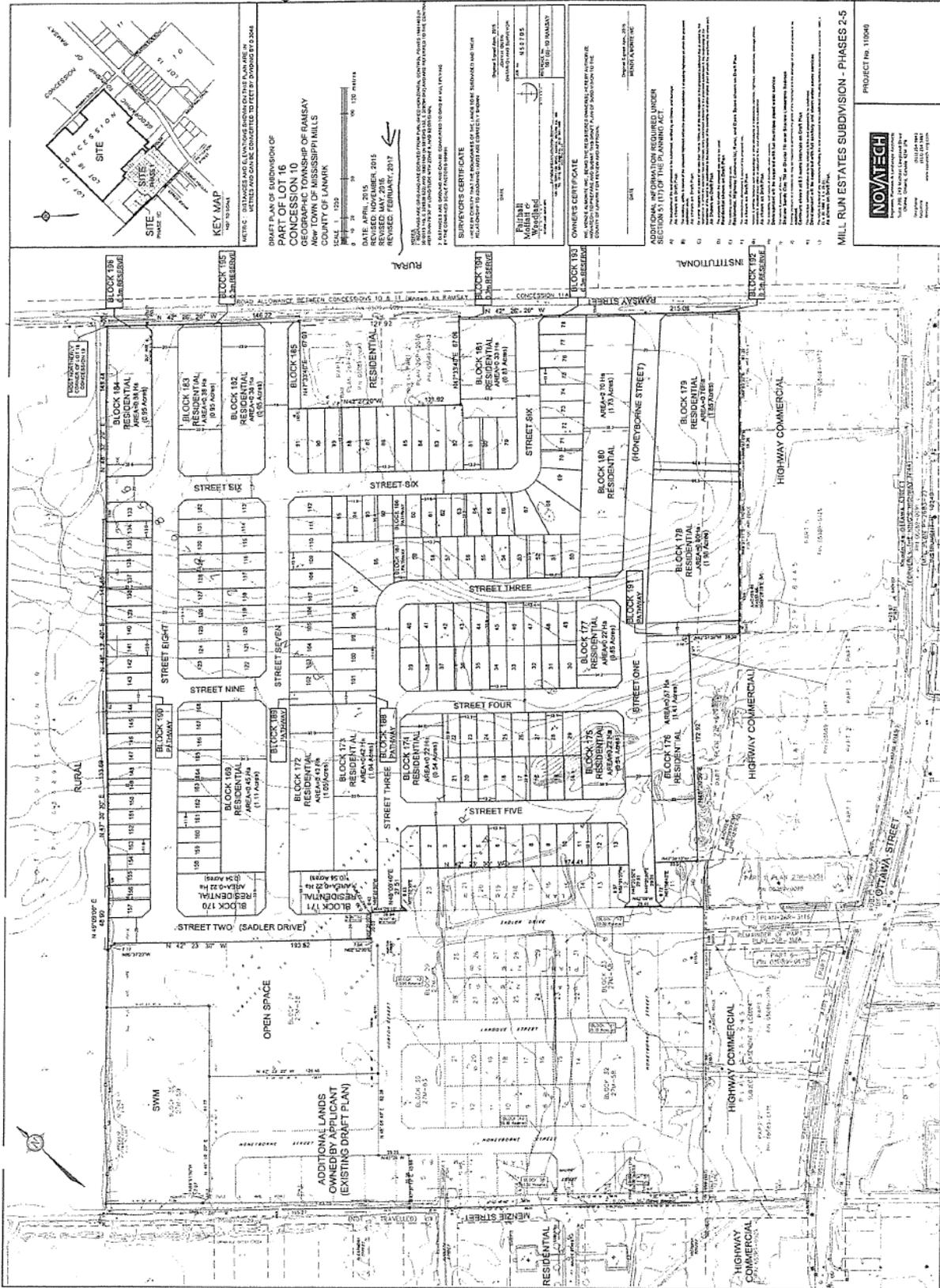
SCHEDULE A – Location Map



LOCATION MAP - REDLINE APPLICATION
Concession 10, Part Lot 16
Almonte Ward, Municipality of Mississippi Mills
Municipally known as Mill Run Phase 3B



SCHEDULE B – Draft Plan of Subdivision (approved June 12, 2017)



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BUILDING and PLANNING REPORT

DATE: March 6, 2018

TO: Committee of the Whole

FROM: Andrew Scanlan Dickie, Junior Planner

SUBJECT: **Site Plan Control – Supportive Housing Expansion (D11-MI-18)
Concession 9, Part Lot 14, 27R-6632, Part 1
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 411 Country Street**

OWNER/APPLICANT: Mills Community Support Corporation

RECOMMENDATION:

THAT Council approve the site plans for Mills Community Support Corporation for the property described as Concession 9, Part Lot 14, 27R-6632, Part 1 subject to their technical revision to the satisfaction of the Municipality’s Roads & Public Works and Planning Departments;

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

SITE PLAN CONTROL APPLICATION SUMMARY

Mills Community Support Corporation has filed a Site Plan Control Application for 411 Country Street for the approval of a 12-unit extension of an already existing 20-unit apartment building and a linking structure between the 375 and 411 Country Street facilities. These facilities currently provide affordable, attractive and safe housing for people with disabilities, seniors, those who are economically disadvantaged. The 888m² (9,558ft²) proposal would be subject to the development standards contained within the “Residential Fourth Density (R4)” Zone and would use municipal water and sewer infrastructure.

The existing building at 411 Country Street underwent Site Plan Control in 2010 and received approval in early 2011. The submitted plans illustrated the entire parking lot, as currently proposed with minor differences. Specifically, a new entrance/exit would be included at the most southern point of the lot to increase access and emergency vehicle circulation.

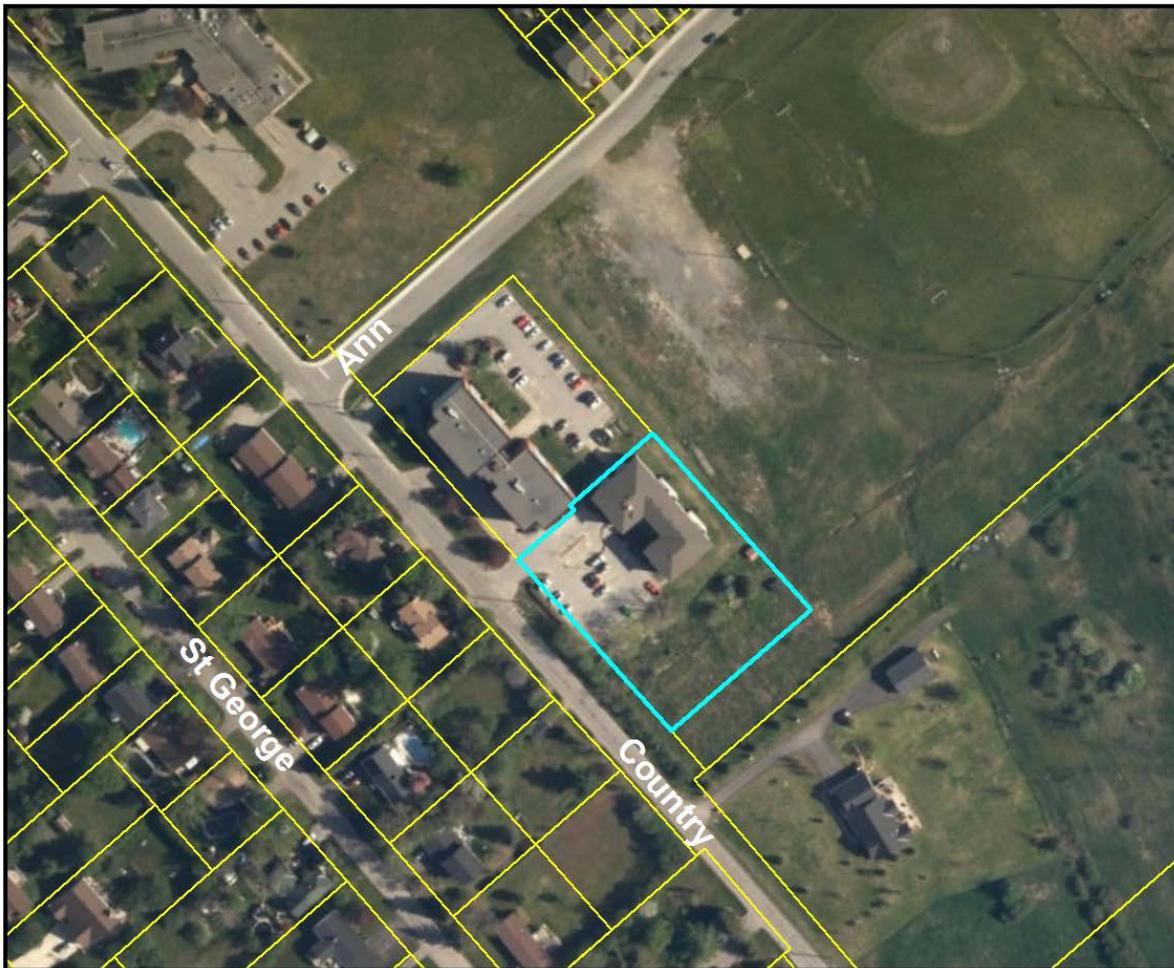
The applicant initiated the application as a response to the receipt of a County grant. The grant’s terms are that the recipient begins work within 90-days of approval – the final date being March 16th, 2018.

LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA

The lands subject to the application are located in the Almonte Ward, in the Municipality of Mississippi Mills, municipally known as 411 Country Street. The lands are described as Concession 9, Part Lot 14, 27R-6632, Part 1, consisting of approximately 0.46ha (1.13ac) in area with access from Country Street. The Community Official Plan designates the lands as “Residential”. Adjacent land uses include the following:

- Lands to the north consist of both residential development of varying densities and parkland. Snedden Casey Park and the 375 Country Street Mills Support building directly abut the property.
- Lands to the west are a combination of new and old residential development, with the former (Metcalf Farm subdivision) being the furthest away and the latter being directly adjacent.
- Lands to the east are not within the Urban Settlement Area boundary and are predominantly rural, with the Mississippi River within approximately 800m.
- Lands to the immediate south are a combination of old residential development and rural lands falling exterior to the Almonte boundary.

Figure 1 – Site Location (Aerial 2017)



COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Residential” in the local Community Official Plan, which aims to direct development to provide for a broader range of housing options in terms of housing types and rental opportunities. The goal of residential land use policies is to “*promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.*” The proposed expansion has a twofold effect: (1) it provides additional high density rental units to the Almonte market, and (2) it expands on an already existing social housing organization. The development would fulfil the following objectives and policies:

Residential Objectives

1. *Promote and support development which provides for affordable, rental, and/or increased density of housing types.*
4. *Direct the majority of new residential development to areas where municipal sewer and water services are/will be available and which can support new development.*
5. *Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.*
6. *Permit a range of activities in residential areas including home-based businesses, bed and breakfasts, group homes, churches, schools, community facilities and open space.*
7. *Work in conjunction with other levels of government and non-government organizations to establish necessary social housing.*

The proposed addition is an expansion to an already existing higher density housing type with affordable rental rates. The existing 20-unit building is specifically curated to members of the senior population, with the added 12-units to be open to any demographic in need of housing. The linking structure would be useable by tenants of 375 and 411 Country Street. The project would use the available municipal water and sewer services and aims to be compatible with the neighbouring land uses. The adjacent property to the north, also belonging to the Mills Community Support Corporation, includes 40-units. With the proposed addition, the subject lands would have 32-units, closely resembling the adjacent density while still falling below the requirements of the zoning by-law. Directly adjacent is also municipally owned land, being Snedden Casey Park Ball Diamond. Other nearby properties are predominantly low-density residential. The proposed addition is only two-storeys tall and is setback from the street to minimize massing impacts.

Although a permitted structure within the R4 Zone, the use straddles the line of special needs housing due to its curated senior rentals and new units for all those who may benefit from smaller lodging with nearby support services. To expand its ability to cater to more individuals, the Corporation has received a grant from the County that would finance the development.

3.6.5 Range of Housing Types

- 1. *The Town shall support a wide range of housing types, zoning standards and subdivision design standards.*

- 4. *Medium density residential development shall include four-plex housing, townhouses, 3 storey apartments converted dwellings of three or more units and similar multi-unit forms of housing. In general, medium density residential development shall have a maximum net density of 35 units per net hectare (15 units per net acre).*

- 5. *All medium density residential development proposals shall address the following criteria:*
 - (i) *Proximity to shopping, parkland, health care, education and other community amenities;*
 - (ii) *compatibility with existing land uses in the immediate area and the historical character of existing buildings;*
 - (iii) *designed with a maximum of three (3) stories and where possible, a building profile which conforms visually with the surrounding residential structures;*
 - (iv) *availability of adequate off-street parking and appropriate access and circulation for vehicular traffic, including emergency vehicles;*
 - (v) *necessary buffering from abutting uses;*
 - (vi) *suitable landscaping, lot grading, drainage and on-site amenities; and*
 - (vii) *the availability of full municipal services to accommodate the proposed density of development.*

The entire development, inclusive of the existing structure, totals 32-units on 0.46ha (1.13ac) of land, which results in a net density of 69.6-units/ha, almost doubling the policy guideline. Nonetheless, the density states “in general”, which provides flexibility, granted that the development meets the provisions of the Zoning By-law. The R4 Zone sets the maximum density at one-unit per 137m² of lot area, permitting an absolute maximum of 33.3-units. Thus, the 32-unit proposal meets the intent of policy and by-law. As a comparison, the R3 Zone, which permits four-plex and townhouse dwellings, uses the 35-units/ha as an absolute maximum for net density.

The addition expands on the character of the existing building, built around 2011, but reduces the height from three (3) to two (2) storeys. This reduction, plus the location of the footprint to the rear of the lot and away from the side lot line, minimizes impacts on nearby low-density residential uses. Nonetheless, Country Street already has higher-density, notably 375 Country Street, the Almonte Country Haven retirement home, and the Ann Street townhouses belonging to the Almonte Mews subdivision.

Parking, vehicle circulation, landscaping, drainage, amenity space, and appropriateness for the use of full municipal services to accommodate the density were reviewed by Staff and is reported within the “Review” section of this report.

ZONING BY-LAW

The subject property is zoned “Residential Fourth Density (R4)” within the Municipality’s Zoning By-law #11-83. The R4 Zone allows for the highest density residential types, inclusive of apartments and townhouses. In addition, it permits retirement home and residential care facilities. The primary use of the development is that of a low-rise apartment dwelling, but is complemented by Mills Community Support Corporation support services. Thus, the development supplies special needs housing options.

The R4 Zone contains various development standards. The following table outlines the associated zoning provisions and the proposed development specifications.

Residential Fourth Density (R4) Provisions		
Development Standard	Required	Proposed
Lot Area, minimum (m ²)	600	4,564
Lot Frontage, minimum (m)	30	74.8
Front Yard Setback, minimum (m)	5	24.7
Rear Yard Setback, minimum (m)	4.5 (see Note 1)	4.5
Side Yard Setback, minimum (m)	0 (see Note 1)	0
Exterior Side Yard Setback, minimum (m)	6	n/a
Height, maximum (m)	11	7.7
Density (unit/137m ²)	33.3	32
Lot Coverage, maximum	45%	23.2%
General Standards		
Amenity Area, minimum (m ²)	192	~290 (see Note 2)
Children’s Play Area (m ²)	182	182 (see Note 2)
Landscaped Buffer (m)	3	1.5 (see Note 3)
Landscaped Island Width (m)	2.5	~2.5
Landscaping – Parking Lot	20%	~29%
Parking Standards		
Existing building (20-unit)	16.3	53 (see Note 4)
New 2-Storey (12-unit)	16.8	
Assembly Space (86m ²)	8.6	
Total	41.7 (42)	

Note 1: The rear and side yard setback requirements are 7.5m and 6m, respectively. However, a minor variance was approved in December 2009 for a reduction to the figures outlined in the table. The applicant has only used the reduction to provide relief for the linking structure and maintains a setback of greater than 6m from the

southeastern side yard. The minor variance application also requested relief from the maximum density (from 33- to 40-units), but was refused by the Committee of Adjustment. Nonetheless, the development falls below the 33-unit maximum.

Note 2: Original plans did not designate part of the landscaping to be allocated/retained as an amenity area or children's play area. The original 2011 approval did not set aside a portion of the lot for said uses, likely disregarded due to the senior-centric nature of the units. Staff has redlined the submitted plans to include sufficient area to ensure potential future expansions maintain the required area for the use of residents, visitors, and potential children. Please note, the amenity area exceeds that of the play area because of the available courtyard and indoor amenity space provided to residents.

Note 3: The previous Site Plan Control approved the landscaped buffer to be 1.5m from the lot line – Comprehensive Zoning By-law #01-70 did not include related provisions – for the entirety of the parking lot inclusive of the new addition spaces. The buffers are thus legally non-complying to current provisions and can be maintained as long as they do not further contravene the Municipality's by-law. Furthermore, Section 9.3.7(d)-i) indicates that parking spaces for apartments or group dwellings shall be no closer than 1.5m to any lot line, a provision that is maintained by the Site Plan design.

Note 4: The parking totals are based off current and outdated standards for apartment parking. The existing structure adheres to parking provisions for dwellings exclusively used by the elderly, allowing for a reduction in minimum spaces required. The minimum spaces required – inclusive of the existing structure, the new addition, and the assembly area – totals 42, well below the 53 provided. See the "Review" section of this report for added detail.

REVIEW

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

INTERNAL CIRCULATION

CAO: No comments received.

Chief Building Official: No comments received.

Director of Roads and Public Works: Comments in Attachments.

Fire Chief: No comments received.

Recreation Coordinator: No concerns or objections.

EXTERNAL AGENCY CIRCULATION:

Bell Canada: No comments received.

Catholic District School Board of Eastern Ontario: No comments received.

Canada Post: No comments received.

Enbridge: No objections.

Ottawa River Power Corp.: No comments received.

Mississippi Valley Conservation Authority: Comments in Attachments.

Rogers Cable Communications Inc.: No comments received.

Upper Canada District School Board.: No comments received.

Parking, Loading, and Circulation

The applicant proposes to expand a 20-unit apartment building by 12-units, for a total of 32-units. Furthermore, the proposal requests approval for a linking structure between the 375 and 411 Country Street facilities for continuity of services. These two additions use different parking standards – new apartment builds require that there be 1.4-spaces per dwelling unit; whereas, assembly areas require 10-spaces per 100m². Thus, new development parking must total at least 16.8- and 8.6-spaces, respectively, for a total of 25.4 parking spots.

The existing structure had parking approved under Comprehensive Zoning By-law #01-70. Said by-law stipulated that dwellings exclusively used by the elderly would be granted a relief to parking. At that time, the applicants proposed 18-units, which required a total of 13.5-spaces. Since then, two units have been split to increase the total to 20-units. Said units fell under the most current Zoning By-law, requiring an additional 2.8-spaces for a total of 16.3 parking spots for the existing structure. Therefore, the total required spaces for both new and old phases is 41.7 parking spots (rounded up to 42) – inclusive of 6.3 visitor and 3 accessible spaces. With a total proposed 53-spaces, the development greatly exceeds the minimum requirements.

The application proposes an added entrance along Country Street. The new entrance would facilitate access for residents and visitors, and allow for circulation for emergency vehicles.

Servicing and Grading

The development would use municipal water and sewer, and was thus subject to the review of Roads and Public Works. All grading and drainage, servicing, and stormwater management plans have been reviewed, commented on, and approved by the Director. Staff expects further adjustments to be made to address comments by the Mississippi Valley Conservation Authority (MVCA). However, the comments are technical in nature and should not impact the siting or built form of the development. Details would be vetted and approved by Staff before constructions begins.

Storage

The proposal indicates one (1) snow storage location to the southeastern corner of the parking lot, which would otherwise be open green space for resident use during warmer months. All dumpsters or loading areas would be shared with and located at 375 Country Street (under the same ownership).

Landscaping and Amenity Space

The proposal maintains the original setbacks of the 2010 Site Plan Control application. Subsequently, the landscaping between the lot line and parking lot mirrors the existing vegetation – common field cedars – for continuity. All other vegetation (trees and shrubs) are deciduous and native (or a variant thereof), meeting the Municipality's Tree Conservation Guidelines. Furthermore, the proposal includes two (2) trees per island, in exceedance of minimums set out in the Zoning By-law. Existing on-site trees along within the lot's southeastern quadrant are to remain undisturbed and would be allocated as green space. Furthermore, residents would have access to the proposed linking structure as a social space.

Building Configuration/Façade

The elevation drawings for the proposed addition depict a two-storey building that aims to use the same architectural style of its three-storey counterpart. The first storey of the façade would be brick veneer, with the second storey in horizontal vinyl siding. The new entrance would have a canopy held up by brick pillars. The side and rear exterior walls would have horizontal vinyl siding, and the roof would be fiberglass shingles.

The linking structure between 375 and 411 Country Street would complement the existing and proposed architecture, using brick pillars and shingled roof, but would be predominantly glass with prefinished metal trim and a cathedral ceiling to incorporate a solarium feel to the assembly area.

CONCLUSION

The proposed site plans satisfy the provisions and intent of the Zoning By-Law #11-83 and are consistent with relevant planning policies of the Community Official Plan. Revisions of submitted plans have been conducted and comments have been provided. Minimal technical changes would be required to address MVCA comments, subject to further revision by Staff.

All of which is respectfully submitted,

Andrew Scanlan Dickie
Junior Planner

Diane Smithson
Reviewed by CAO

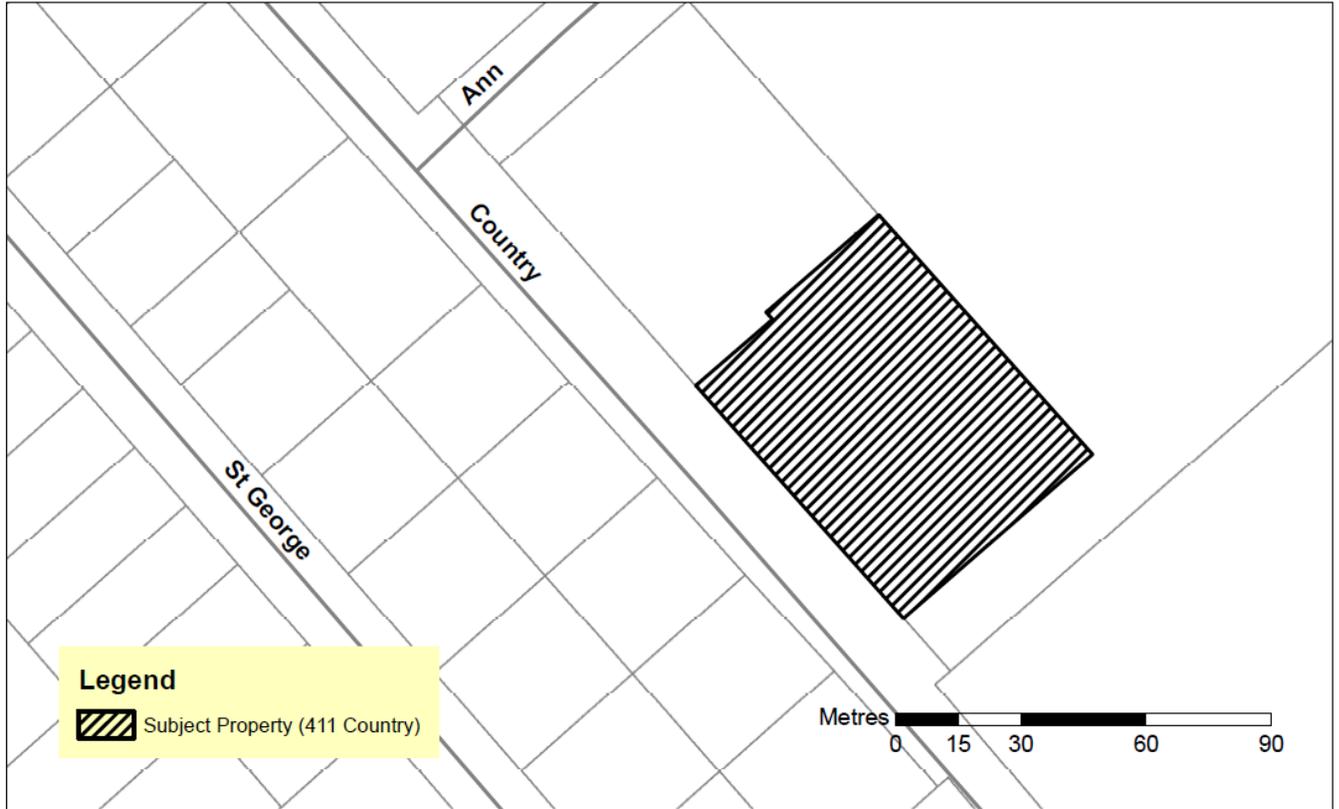
ATTACHMENTS:

Schedule A – Location Map
Schedule B – Staff and MVCA Comments
Schedule C – Landscape/Site Plan
Schedule D – Grading & Drainage
Schedule E – Servicing
Schedule F – Elevations

SCHEDULE A – Location Map



**Site Plan Control Application D11-MI-18
Concession 9, Part Lot 14, Plan 27R-6632, Part 1
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 411 Country Street**



SCHEDULE B

Comments (First Round) - Director of Roads & Public Works

General

1. It is unclear from the submission the extent of the work to be undertaken. Line types and weights are the same between existing works and proposed works. There are several references on the plans and in the SWM report about work to be undertaken in front of Phase 1 yet the grading plan does not extend to the front of Phase 1. Some of the proposed parking is in front of Phase 1 and encroaches into our road widening. The plans appear to identify the extension of curbing in front of Phase 1 where curbing does not currently exist. The plans need to clarify these issues. Anything proposed which is not to be built as part of this site plan should be removed from the drawings.
Drawing revised as noted.
2. Pedestrian connections have not been considered in the submission. The current internal pedestrian network does not connect to the municipal sidewalk on Country street which has been omitted from the drawings. At minimum, a sidewalk should be required from the southern terminus of the municipal sidewalk to the front entrance of Phase 1 to link the network.
New pedestrian link noted. Refer to Drawing A1.0: Revised Site Plan – Feb 01, 2018.
3. Two very small snow storage areas have been identified on the drawings. These areas are ill-situated and are not of any size to accommodate the snow that is generated in a parking area of this size. The southerly storage area would be better as a parking space with snow storage provided at the east end of the southerly parking area.
New Snow Storage Area provided at NW corner of extended parking lot. Refer to Drawing A1.0: Revised Site Plan – Feb 01, 2018.

Drawing C1 - Site Servicing and Grading Plan

4. This drawing should be renamed Site Servicing Plan as it does not have any grading information on it.
Drawing revised as noted.
5. The solarium link building is proposed to be situated on top of the sanitary service. This service should be sleeved prior to this building being constructed to allow for the service to be repaired in the future.
Drawing revised as noted. Refer to Drawing Note 05 on Civil Drawing C1
6. There is an existing storm service to the Phase 1 building which is proposed on being removed. There is no replacement of this service shown on the drawings. It is unclear as to what purpose this service currently serves.
Drawing revised as noted. The storm sewer from the existing building has been reinstated and connects to CBMH-4.

Drawing C2 – Site Grading and Drainage Plan

7. As previously indicated, this drawing does not include the front of Phase 1 where it is indicated in other documents that work is to be performed.
Jp2g delivered the Stormwater management Report for the Phase 1 activities at the Mills Supportive housing in 2010; referenced in the Technical Memo. The drainage areas from Phase 1 were considered for stormwater management calculations. A revised Figure 1 has been provided for reference.
8. The southern entrance has a slope of 8% which is unacceptable. The slope can be reduced to 5% by adjusting the grade adjacent to the first parking stall to 129.40 while still maintaining 0.6% slope from this point to CBMH#4.
Grades have been adjusted at the site entrance for a slope no greater than 5%. The ditch has also been regraded and revised to accommodate the asphalt structure and the proposed culvert.

Drawing A1.0 Landscape Plan

9. The existing mature vegetation located along the westerly property line adjacent to the existing ROW has not been identified on this plan. While some of the scrub will be lost due to the regrading of the existing ditch, every effort should be made to save the more mature trees.
All vegetation within a 6.0m setback at the north west portion of the site is to be retained. Due to the elevation of grade required to facilitate the new parking lot extension on the west side of the site as well as in the vicinity of the west edge of the new 12 unit extension, existing vegetation in this area must be removed. Refer to attached site plan for all new planting proposed along the west property line of the extended parking lot.
10. Trees are identified in the “snow storage areas”. Snow storage areas tend to have a high concentration of road salt from winter maintenance activities that over time will kill the trees. I would recommend that the snow storage occur elsewhere on the site and the southerly parking lot island received a similar landscape treatment as the northern parking island.
Revised landscaping treatment of island provided.

Technical Memo – Phase 3 Stormwater Management Addendum

11. Items 2 on pages 1 and 2 indicate the redirection of flows in front of the Phase 1 building, but the drawings do not show any works associated with this area.
Figure 1 has been revised to show drainage areas taken into consideration for the stormwater management.
12. Items 9 and 10 need to be clarified as they appear to speak to the same end but with different figures.
The Technical Memo has been adjusted and increased supportive calculations.

Comments (First Round) - Planning

Parking:

- (1) The existing 3-storey dwelling should be 18 units and not 20 in the required parking notes
Building is in fact 20 units and is now noted on both parking Table & attached Site Plan.
- (2) The sum of your parking calculations do not add up to Total Parking Spots Required. My calculations show as follows:
 - o Existing 3-Storey (using Zoning by-law #11-84):
 - Regular = 21.6 (1.2 * 18)
 - Visitor = 3.6 (0.2 * 18)*Parking Requirement was approved in 2010 under By-law section 6.44.1(b) for "exclusive Use by the Elderly".*
 - o New 2-Storey
 - Regular = 14.4 (1.2 * 12)
 - Visitor = 2.4 (0.2 * 12)
 - o Assembly Space
 - Regular = 8.6 (10 * 86sqm/100sqm)
 - o Total
 - Regular = 44.6
 - Visitor = 6
 - TOTAL = 51 (50.6 round up)*Please see revised Table on attached Site Plan*
 - o Accessible parking included within above total
 - Total = 3
- (3) Regarding the above, the total parking spaces on site meets requirements.
- (4) The site shows 4 accessible spaces but your notes indicate there are 6.
We now have 3 accessible spaces in order to avoid a Minor Variance (see item 5)
- (5) The landscape buffers (1500mm) for the parking lot are consistent with approved plans from Phase 2. However, the accessible space adjacent to the 375 Country Street, a new addition, does not meet by-law requirements of 3000mm setback from a lot line (see Table 9.4 for Landscape Buffers). Addressing the issue would either require a Minor Variance or removing it. Removing it would still meet the required 3 accessible spaces.
- (6) The notes indicate there are 2 loading spaces. Where would these be? Are they on the adjacent property? Please address.
The two loading spaces are located on the adjacent 375 property and make use of shared access to the 411 apartment building by means of a service door on the west elevation as well as a service door on the north elevation of the proposed new link

Landscaping

- (7) Norway Maples are invasive, please choose a native alternative (e.g. Red Maple)
The Norway Maples have been changed to Red Maples (Acer Rubrum).
- (8) Please note that Common Field Cedar is susceptible to salt burn, especially when so close to parking. Is this what is currently on site?
Yes, this is what is currently there. They are healthy.
- (9) Please list Tree Calipers and Heights in millimetres and metres, respectively
Figures now shown in metric.
- (10) The legend (from your original submission) shows the diagonal patches as Masonry Veneer where trees and shrubs are planted. Is this intended?
The hatch is shown correctly. Please refer to legend in bottom left corner of planting schedule.

General Notes

- (11) Zoning and Parking Information shows Zoning Information for “New 1-Storey Building”. Please adjust to include the 12-unit addition.
Please see revised Table on attached Site Plan.
- (12) The legend and site location do not show on the submitted February 1st revision. This may be an error with my computer. If not, please add.
Legend & Site Location are shown – yes, may be an error.
- (13) Please note that Balconies cannot project more than 2000mm
No balconies proposed on this development.
- (14) Please make note on the site plan of the use of the adjacent property for garbage storage (and loading if applicable).
Please see applicable note on revised Table on attached Site Plan.

Comments – MVCA



File: 18-MM-SP

Feb. 14, 2018

To: Diane Reid, Environmental Planner

Re: 375 Country Street, Almonte Mills Supportive Housing - Phase 3

Mississippi Valley Conservation Authority (MVCA) engineering staff have been circulated the following report:

- *Technical Memo: Almonte Mills Supportive Housing - Phase 3 Stormwater Management Addendum, Jp2g Consultants Inc., February 13, 2018.*

Phase 3 development located at 375 Country Street in Almonte is part of the Mills Supportive Housing. The proposed Phase 3 development includes a one-storey link building (between Phase 1 and Phase 2 buildings), extension of the existing paved parking lot towards the southeast, addition of a 2 storey 12-unit apartment building in the future, and extension of the existing paved parking lot towards the northeast, again in the future.

MVCA staff has reviewed the report with a focus on storm water quantity and quality management. The technical memo indicated that the site servicing plan has been designed in compliance with the Stormwater Management Report, Mills Supportive Housing-Phase 1 prepared by Jp2g Consultants Inc. (November 24, 2010). The proposed stormwater management plan indicates stormwater quantity control is required to restrict post-development flows to the existing storm sewer to the 5-year pre-development level. The minor systems has been designed to convey runoff from storm events up to and including the 1:5 year event and the site must provide on-site storage controls to attenuate peak flows for all storms exceeding the allowable release up to and including 100-year event.

The Phase 3 development and the future proposed 2 story building increase by approximately 1510 m² hard surface area on the site. The surface drainage from the front of the Phase 1 building (A5) and the south and the north front entrances (A6 and A7) will be controlled and redirected to the existing catch basin in the east parking lot. Roof drainage from the existing building will be uncontrolled and redirected to the storm sewer via catch basins.

The allowable release rate for the site is calculated as 107.8 L/s and 209.9 L/s for the 1:5 and 1:100 year events, respectively. However, the post-development flow from the uncontrolled drainage area generates peak flows of 63.9 L/s and 122.8 L/s for the 1: 5 and 1:100 year events, respectively. Therefore, allowable release rate from the controlled area are to be 43.9 L/s and 87.1 L/s for the 1:5 and 1:100 year events, respectively. Therefore, the excess runoff will be detained onsite in the east parking lot and the outflow regulated to 45 L/s at a new catch basin (CBMH-3).

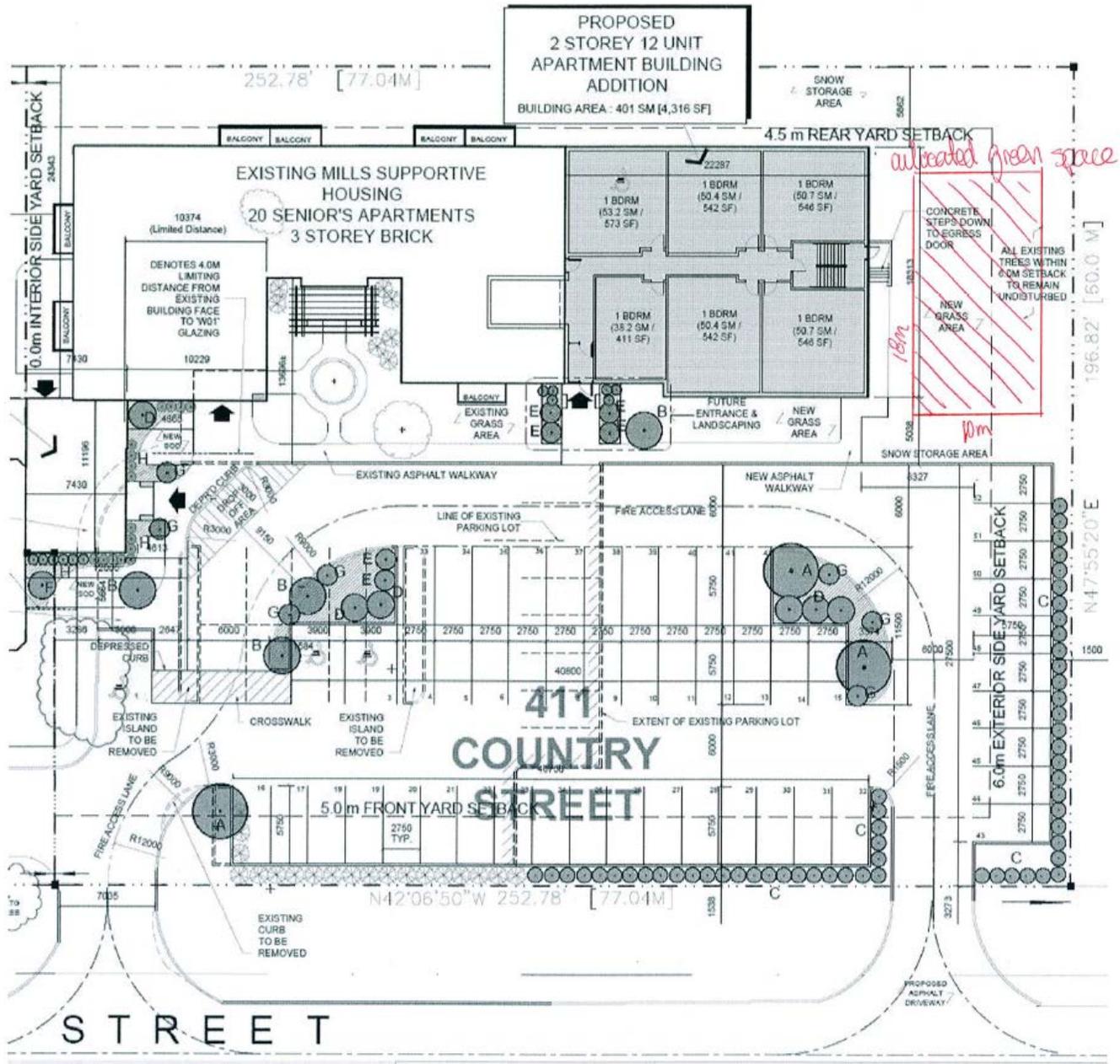
This will provide 18 m³ and 59 m³ of storage for the 1:5 and 1:100 year events, respectively and create an average ponding depth of 190 mm for the 100 year event.

MVCA provides the following comments for your consideration.

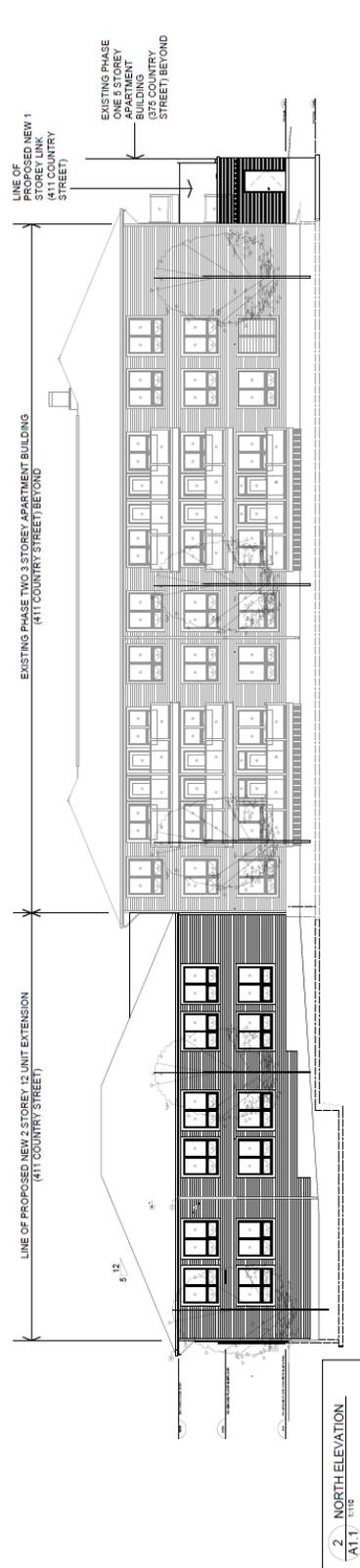
- i. The excess of the allowable runoff stored in the parking lot area is regulated to discharge of 45L/s. The manufacturer specifications of the required control device should be included to support the restricted flow rate determined.
- ii. The locations and details of the control device should be included in the report and on the 'C1-Site Servicing' drawing.
- iii. On page #3 of the technical memo, the roof top area ID showed on 'Figure 1 Almonte Mills Phase 3, Stormwater Management Sub-Drainage Areas' should be corrected to A5 to support the information given in the report.
- iv. It is recommended the Sediment and Erosion Control Plan should include catch basin inserts on all on-site catch-basins (Reference report 'Stormwater Management Report, Mills Supportive Housing-Phase 1' prepared by Jp2g Consultants Inc. (November 24, 2010)).
- v. MVCA has not reviewed the Reference report 'Stormwater Management Report, Mills Supportive Housing-Phase 1' prepared by Jp2g Consultants Inc. (November 24, 2010), for the first or second phases of the developments in this site. The report does not include a section on the water quality treatment for the site. MVCA recommends that a section on how water quality treatment is provided be included.
- vi. It is also recommended to include details on the runoff pathway till discharge to a creek, stream or river. That would enable the determination of what level of treatment is required for water quality.

Thanking Jp2g Consultants Inc. for providing the details and updated the calculations as per MVCA's requests and comments by email and phone. Thank you for the opportunity to provide comments. Should any questions arise, please do not hesitate to contact the undersigned.

SCHEDULE C – Landscape/Site Plan (Redlined)



SCHEDULE F - Elevations



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

DAYCARE REPORT

DATE: March 6, 2018

TO: Committee of the Whole

FROM: Karen Kane, Director of Daycare

SUBJECT: Proposed Daycare Expansion at Holy Name of Mary School

RECOMMENDATION:

THAT Council support proceeding with the daycare expansion at Holy Name of Mary School as proposed by the Catholic District School Board of Eastern Ontario;

AND THAT Council approve the proposed design layout for the daycare area within the school;

AND THAT staff be authorized to proceed with the necessary Ministry licensing approval process.

BACKGROUND:

In 2017, the Catholic District School Board of Eastern Ontario approached the Municipality for support of its application for funding for the addition of a permanent and dedicated Daycare Centre at Holy Name of Mary School in Almonte. Council approved the following Resolution on August 22, 2017:

Resolution No. 434-17

Moved by Councillor Pulker-Mok

Seconded by Councillor Torrance

THAT Council support the CDSBEO's application to the Ministry of Education to secure funds for the addition of a permanent daycare space at Holy Name of Mary Elementary School in Almonte.

CARRIED

DISCUSSION:

On January 31, 2018 the CDSBEO received approval for a six (6) classroom addition as well as capital funding in the amount of \$1,603,262 to support the addition of a Daycare at the school.

The capital funding would include actual construction and equipment items that would be attached to the facility such as change tables, etc. Any other equipment or supply items would be the responsibility of the Daycare operator. Attached to this report is a calculation of the proposed Capital Expenditures for start-up costs for this increased daycare space. If Council supports the expansion plans, a funding request for all or part of these costs would be sent to the County of Lanark for consideration. Mary Lou White, County Children's Services Manager has confirmed that money has been allocated to support new spaces.

The new 4000 square foot Daycare Centre would be available to all families in Mississippi Mills and would be licensed for one Toddler Room to accommodate 15 children and two (2) Preschool Rooms to accommodate 48 children, for a total of 63 new childcare spaces. The design also includes a kitchen, staff room and office along with much needed storage space.

Families living in, or planning to move to Mississippi Mills have shown frustration over the lack of licensed childcare spaces. Some families have requested confirmation of a space before purchasing a home. With the continued growth of the community, the need for childcare will grow.

For the first year, I would recommend the hiring of two (2) new staff positions for 16 new Preschool spaces and propose to move two (2) staff and 10 children from the current Toddler program location at the Almonte Daycare Centre. As the demand for spaces grow, staff can be hired at that time to meet the needs of the community. This space at the School will also alleviate the congestion at the current Centre.

A copy of the building plans have been forwarded to the Ministry of Health, the Chief Building Official as well as the Ministry of Education, Childcare Division for comments and/or approval.

FINANCIAL IMPLICATION:

Funding from the County of Lanark for Fee Subsidy, General Operating Grant, Health and Safety, Wage Enhancement and Play Based Materials and Equipment would apply to the new location.

For use of the Daycare space the CDSBEO will be looking to jointly sign a lease agreement, yet to be developed, that outlines operating costs such as heat, hydro, custodial service, snow removal and grass cutting. These costs will be invoiced to the Daycare on an annual basis. The CDSBEO has estimated these costs at \$8 per square foot. The lease would be for a 10 year term with a 90 day termination clause for either party. Attached is a copy of a letter from Bonnie Norton, Director of Education confirming the Board's commitment to the project.

The attached operational draft budget for 2019 includes costs of program supplies, leasing costs and staffing. There will be no cost to the Municipality for the first year. As

the program grows, the need for a second cook, Head Teacher and more program staff would need to be considered.

The capital start-up budget of \$40,000 would need to be funded in whole or in part by the Municipality if County funding isn't forthcoming.

SUMMARY:

The Daycare Centre has been experiencing wait lists in all programs due to the population growth and this would be a great opportunity for expansion without the high capital costs.

Prepared by,

Reviewed by,

Karen Kane, E.C.E.
Director of Daycare

Rhonda Whitmarsh, Treasurer

Approved by,

Diane Smithson, CAO

ATTACHMENTS:

1. Letter from CDSBEO re: expansion
2. 2019 Daycare Budget
3. Site Plan
4. Ground Floor Plan



CATHOLIC DISTRICT SCHOOL BOARD OF EASTERN ONTARIO

Box 2222, 2755 Highway 43 - Kemptville, Ontario - K0G 1J0
Phone: 613-258-7757 Toll-Free: 1-800-443-4562 Fax: 613-258-7134
www.cdsbeo.on.ca



February 14, 2018

Karen Kane, R.E.C.E.
Director of Childcare
Municipality of Mississippi Mills
208 State Street
Almonte, Ontario K0A1A0

RE: Ministry of Education Approval – Holy Name of Mary Catholic School – Daycare Addition

Dear Ms. Kane:

Thank you for joining us at our planning meeting at Holy Name of Mary Catholic Elementary School on Tuesday, February 13, 2018 to discuss our capital project planned for Holy Name of Mary Catholic School.

As you know, the Ministry of Education has approved capital funding in the amount of \$1,603,262 to support the addition of a Daycare at the school. According to our joint submission to the Ministry, the approval includes the addition of one toddler room to accommodate fifteen (15) children and two pre-school rooms to accommodate twenty-four (24) children each.

To move forward with this project in conjunction with our planned six-classroom addition at the school we require you to provide approval of the planned design layout as well as a letter confirming licensing signoff to the planned design. We will require the letter on licensing signoff to request approval from the Ministry of Education to proceed to the tender phase for this project.

The \$1.6 million capital funding provided for the daycare addition will include the actual construction of that component of the addition as well as appropriate equipment items that would be attached to the building itself. An example of this would include, change tables that are attached to the walls of the facility. Any other furniture required for the operation of the daycare will be the responsibility of the daycare to provide and will not be funded as part of the capital construction.

For use of the daycare space, the Catholic District School Board of Eastern Ontario will be looking to jointly sign a lease agreement with the respective parties, yet to be developed, that outlines the operating cost to be covered by and invoiced to the daycare on an annual basis. Our early estimates of this maximum annual operating cost will be approximately \$8 per square foot, to be adjusted by agreement, based on which party ends up paying the cost of various operating items. Typically, the \$8 per square foot annual lease cost would include items such as heat, hydro, custodial coverage, snow removal and grass cutting. At this point in time it is our plan to

Learning and Growing Together in Christ



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meter the daycare facility separately from the school so if the daycare assumes this cost directly then we would make an adjustment to the lease cost to reflect this.

I trust that this is the information you require to receive Council approval to move forward with the project at this time.

Please don't hesitate to contact me if you require addition information.

Sincerely,

Bonnie Norton, CPA, CGA
Associate Director of Education

cc. Tom Jordan, Superintendent of School Effectiveness

Learning and Growing Together in Christ

DAYCARE 2019 Budget

Line #	Account	Description	Existing Daycare Budget	Expansion Budget	Total
Revenues					
1	3-105-1058-D102	Parent Full Fees	(914,000.00)	(115,000)	(1,029,000.00)
2	3-105-1058-D103	Fee Subsidy-County	(306,695.00)	(36,500)	(343,195.00)
3	3-105-1058-D104	Wage Subsidy	(285,500.00)	(55,000)	(340,500.00)
4	3-105-1058-D105	Municipal Grant	(13,587.00)	-	(13,587.00)
5	3-105-1058-D107	Miscellaneous Revenue	(5,000.00)	-	(5,000.00)
6	3-105-1058-D110	Reserves	-	-	-
7	3-105-1058-D111	Reserve Funds	(13,000.00)	-	(13,000.00)
Total Revenues			(1,537,782.00)	(206,500)	(1,744,282.00)
Salaries & Benefits					
8	3-621-0012-0001	Teaching-Full Time	675,728.00	115,218	790,945.70
9	3-621-0012-0002	Teaching-Part Time	327,847.00	12,000	339,847.00
11	3-621-0012-0004	Cook-Full Time	39,540.00	-	39,540.00
12	3-621-0012-0006	Caretaking	19,939.00	-	19,939.00
13	3-621-0012-0007	Maintenance	5,439.00	-	5,439.00
14	3-621-0012-0008	Director	91,728.00	-	91,728.00
15	3-621-0013-1170	Vacation Pay	19,201.00	480	19,681.00
16	3-621-0013-2100	CPP	50,732.00	5,573	56,304.71
17	3-621-0013-2110	EI	21,365.00	2,657	24,022.00
18	3-621-0013-2120	Omers	75,992.00	10,628	86,620.18
19	3-621-0013-2130	Group Insurance	8,401.00	1,195	9,595.58
20	3-621-0013-2140	Medical	28,439.00	4,334	32,773.40
21	3-621-0013-2150	Dental	7,510.00	1,152	8,662.24
22	3-621-0013-2170	EHT	20,345.00	2,490	22,835.11
23	3-621-0013-2180	WSIB	12,126.00	1,323	13,449.06
Total			1,404,332.00	157,050	1,561,381.98
Materials & Supplies					
24	3-631-0020-3100	Office Supplies	3,500.00	1,000	4,500.00
25	3-631-0020-3150	Programs	30,000.00	5,000	35,000.00
26	3-631-0020-3240	Repairs & Maintenance	3,000.00	1,000	4,000.00
27	3-631-0020-3250	Food	52,000.00	6,000	58,000.00
28	3-631-0020-3260	Staff Gift	500.00	100	600.00
29	3-631-0020-4130	Equipment	1,500.00	750	2,250.00
30	3-631-0020-4140	Cleaning	2,000.00	250	2,250.00
31	3-631-0020-5260	Kitchen	800.00	500	1,300.00
Total			93,300.00	14,600	107,900.00
Services & Rents					
32	3-631-0030-4110	Hydro	7,000.00	-	7,000.00
32a	3-631-0030-4115	Heating	5,000.00	-	5,000.00
32b	3-631-0030-4120	Water	3,000.00	-	3,000.00
32c		Lease	-	32,000	32,000.00
33	3-631-0030-5120	Telephone	2,500.00	1,000	3,500.00
34	3-631-0030-5150	Other Professional Fees	1,000.00	-	1,000.00
35	3-631-0030-5160	Computer Services Expense	500.00	500	1,000.00
36	3-631-0030-5180	Travelling Expense	2,000.00	250	2,250.00
37	3-631-0030-5230	Conferences	3,000.00	600	3,600.00
38	3-631-0030-5240	Insurance (Building Etc.)	2,150.00	500	2,650.00
39	3-631-0030-5570	Bus	1,000.00	-	1,000.00
40	3-631-0030-5630	Building Equip & Maint	12,000.00	-	12,000.00
41	3-631-0030-6120	Bad Debts & Collection Costs	1,000.00	-	1,000.00
Total			40,150.00	34,850	75,000.00
Total Expenditures			1,537,782.00	206,500	1,744,281.98
Net Difference			-	-	-

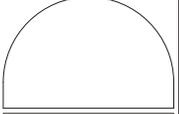


1	2	REVISED FOR APPROVAL
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 DÉVELOPPÉS POUR LES CHANGEMENTS SONT LE CHANGEMENT DE PROJET
 PROJETANT LE BUREAU D'ARCHITECTURE ET ASSOCIÉS ARCHITECTES INC. EN
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EDWARD J. CUHACI & ASSOCIATES ARCHITECTS INC.
 1111 BRANT ST., SUITE 100, GERRARD, ONTARIO, CANADA
 Tel: 905.881.1111 Fax: 905.881.1112 Email: info@edwardcuhaci.com

PROJECT RELATED TO:
 H20.1 NAME OF MARY
 CATHOLIC SCHOOL ADDITION
 110 PATTERSON ST., ALMONTON, ON N0A 1A0

CATHOLIC DISTRICT SCHOOL BOARD
 OF EASTERN ONTARIO
 385 HIGHWAY 29, SMITHS FALLS, ONTARIO

GROUND FLOOR PLAN

SCALE	AS SHOWN	PROJECT NO.	DATE	DATE	BY
DATE	DATE	DATE	DATE	DATE	DATE
A101					

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: March 6, 2018
TO: Council
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: **2017 Statement of Reserve Funds (Development Charges)**

RECOMMENDATION:

THAT Council accept the Treasurer’s 2017 Statement of Reserve Funds as presented.

BACKGROUND:

Each year, I am required to present a statement to Council regarding the transactions that occurred related to development charges. In the past, the statement has been presented in summary format for ease of understanding. In 2015, the reporting requirements changed because of amendments made to the Development Charges Act. Attached is the revised reporting of the Municipality’s 2017 transactions with respect to development charges.

DISCUSSION:

The new reporting format is more complex than what has been provided in the past but reflects the following summarized transactions:

Equity at Dec 31/16	\$1,737,743.93
2017 Development Charges Collected	\$1,347,382.30
2017 Interest Earned	\$15,479.05
2017 Expenditures-Capital and Operating	(\$1,322,438.59)
Equity at Dec 31/17	\$1,778,166.69

The equity total at the end of 2017 represents the funds that are available to pay for the projects included in the development charges background study per By-law 14-65. Any unspent funds remaining on the expiry date of the by-law will be carried forward into a new by-law.

The detailed transactions and background study are available for review at any time.

SUMMARY

Each year I am required to report to Council on the transactions related to development charges. I respectfully request that the 2017 report be approved as presented.

Respectfully Submitted

Reviewed By

Rhonda Whitmarsh,
Treasurer

Diane Smithson
CAO

Attachment 1
Municipality of Mississippi Mills
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-DC Recoverable Cost Share				
		DC By-Law Period			Post DC By-Law Period						
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
<u>Road Services</u>											
Sidewalk Plow	133,964.88	125,927.00					8,037.88				
Paterson St.	173,160.69	147,186.59						25,974.10			
Sub-Total - Road Services	307,125.57	273,113.59	-	-	-	-	8,037.88	25,974.10	-	-	-
<u>Library</u>											
Expansion of Pakenham Branch	1,057,571.02	371,714.00					63,570.00	171.40		172,905.68	449,209.94
Sub-Total - Library	1,057,571.02	371,714.00	-	-	-	-	63,570.00	171.40	-	172,905.68	449,209.94
<u>Water and Sewer Services</u>											
Water and Sewer Master Plan	55,076.35	39,655.00					15,421.35	-		-	-
Sub-Total - W&S	55,076.35	39,655.00	-	-	-	-	15,421.35	-	-	-	-
<u>Parks and Recreation</u>											
Riverfront Estates	12,400.00	8,060.00						4,340.00			
Gemmill-Skatepark	205,235.08	69,780.00					28,222.60				10,473.38
Gemmill-Splash Pad	226,796.26	179,169.00									
Sub-Total - Parks and Recreation	444,431.34	257,009.00	-	-	-	-	28,222.60	4,340.00	-	-	10,473.38
Subtotal-Capital Transactions	1,864,204.28	941,491.59	-	-	-	-	115,251.83	30,485.50	-	172,905.68	459,683.32

Attachment 1
Municipality of Mississippi Mills
Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions

Operating Fund Transactions	Gross Cost	DC By-Law Period			Post DC By-Law Period						
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		<u>Daycare</u>									
Programs	23,555.90	13,000.00							10,555.90		
Sub-Total - Daycare	23,555.90	13,000.00	-	-	-	-	-	-	10,555.90	-	-
<u>Library</u>											
Collections	51,823.00	35,100.00						16,723.00			
Sub-Total - Library	51,823.00	35,100.00	-	-	-	-	-	16,723.00	-	-	-
Subtotal-Operating Transactions	75,378.90	48,100.00	-	-	-	-	-	16,723.00	10,555.90	-	-

Figure 1
Municipality of Mississippi Mills
Annual Treasurers Statement of Reserve Funds for By-Law 14-65

Description	Services to which the Development Charge Relates													Total
	Non-Discounted Services							Discounted Services						
	Road Services	Water	Wastewater	Storm Water	Septage	Protection ⁴	Transit	Waste Diversion	Parks and Recreation ⁵	Daycare	Administration	Homes for the Aged	Library	
Opening Balance, January 1, 2016	401,602.37	728,488.72	(193,625.93)	(10,073.29)	(64,443.49)	134,906.32	-	-	421,931.03	2,044.56	58,273.81	(22,100.13)	280,739.96	1,737,743.93
Plus:														
Development Charge Collections	303,479.44	339,792.18	308,666.18	16,069.77	1,949.00	68,567.14			174,447.91	17,839.72	7,149.51		109,421.45	1,347,382.30
Accrued Interest	3,322.91	5,395.57	62.63	3.30		1,034.33			3,140.32	54.48	392.09		2,073.42	15,479.05
Repayment of Monies Borrowed from Fund and Associated Interest ¹														-
Sub-Total	306,802.35	345,187.75	308,728.81	16,073.07	1,949.00	69,601.47	-	-	177,588.23	17,894.20	7,541.60	-	111,494.87	1,362,861.35
Less:														
Amount Transferred to Capital (or Other) Funds ²	333,188.59	39,655.00	239,647.00			29,725.00			260,409.00	13,000.00			406,814.00	1,322,438.59
Amounts Refunded														-
Amounts Loaned to Other DC Service Category for Interim Financing														-
Credits ³														-
Sub-Total	333,188.59	39,655.00	239,647.00	-	-	29,725.00	-	-	260,409.00	13,000.00	-	-	406,814.00	1,322,438.59
Closing Balance, December 31, 2015	375,216.13	1,034,021.47	(124,544.12)	5,999.78	(62,494.49)	174,782.79	-	-	339,110.26	6,938.76	65,815.41	(22,100.13)	(14,579.17)	1,778,166.69

¹ Source of funds used to repay the DC reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

⁴ Service category includes: Police Services and Fire Services

⁵ Service category includes: Indoor Recreation Services and Parkland Development Services

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

ADMINISTRATION REPORT

DATE: March 6, 2018
TO: Committee of the Whole
FROM: Cynthia Moyle, Acting Clerk
SUBJECT: Integrity Commissioner Appointment

RECOMMENDATION:

THAT Cunningham, Swan, Carty, Little & Bonham LLP (Lead - Tony Fleming) be appointed as the Integrity Commissioner for the Corporation of the Municipality of Mississippi Mills;

AND THAT the Acting Clerk be directed to prepare the necessary appointment by-law for the March 20, 2018 meeting of Council;

AND THAT the Mayor and Acting Clerk be authorized to execute an agreement with Cunningham, Swan, Carty, Little & Bonham for the provision of services of an Integrity Commissioner.

BACKGROUND:

In June 2017, a report was provided to Municipal Council on Bill 68, Modernizing Ontario's Municipal Legislation Act. The report provided an overview of the key highlights of Bill 68, and a recommendation to undertake a Request for Proposal (RFP) process for the services of an Integrity Commissioner for Lanark County and all local municipalities (save and except the Town of Carleton Place who previously appointed an Integrity Commissioner).

By way of background, the Integrity Commissioner is an independent and impartial position that reports directly to Council and whose powers and duties are set out in the *Municipal Act, 2001*.

Responsibilities of the Integrity Commissioner include:

- Investigate complaints and alleged breaches of the Code of Conduct for Members of Council;
- Review the Code of Conduct for Members of Council and make recommendations on an annual basis;

- Serve as an advisor to individual Members of Council in relation to the Code of Conduct and any procedures, rules and policies of the municipality governing ethical behaviour, and act as a proactive educator for Council, municipal staff and the public;
- Provide reports to Council, summarizing his/her activities;
- Provide individual investigative reports, as required, which will include background concerning a complaint and recommendations to Municipal Council with respect to a complaint.

Lanark County issued a Request for Proposal (RFP) for the services of an Integrity Commissioner on December 13, 2017 with a closing date of January 15, 2018. Included in the County RFP were the following municipalities: Beckwith, Drummond/North Elmsley, Lanark Highlands, Mississippi Mills, Montague, Perth, Tay Valley and Smiths Falls.

The County received 7 RFP submissions which were reviewed by the Evaluation Committee comprised of the Clerk (or his/her designate) of each local municipality involved. Each submission was evaluated against the criteria set out in section 4.1 of the RFP, as follows:

Evaluation Criteria	Weighted Score
Company Profile	5
Project Experience	20
Approach, Methodology & Project Schedule	25
Integrity Consultant Team	20
Cost Factor	30
Total	100
Interview (Stage 2) *Optional	25

DISCUSSION:

Bill 68 mandates that each municipality must retain an Integrity Commissioner on or before March 1, 2019. It is the preference and recommendation of the Lanark County / Smiths Falls Clerk's group to proceed with the appointment of an Integrity Commissioner at this time, as a proactive approach to also having the successful proponent assist with the review/refresh of the Council and Employee Code of Conduct, Council-Staff Relations Policy, Integrity Commissioner Complaint Policy and any other policies/procedures, rules of the municipalities and local boards governing the ethical behavior of members of council and local boards. It is the intent that such tasks would be undertaken and completed in advance of the 2018 municipal elections.

As previously mentioned, staff from seven of the eight local municipalities plus the Town of Smiths Falls participated in the process. A review of the proposals was undertaken by the group in accordance with the evaluation criteria. The Stage 2 Interview component was optional, but deemed unnecessary.

After the evaluation process was complete Cunningham, Swan, Carty, Little & Bonham LLP was the proponent with the highest total score. The team will be led by Tony Fleming, who brings a wealth of knowledge both from a legal and municipal perspective. The firm is located out of Kingston, with strong familiarity of Lanark County and its local municipalities. The proposal was clear, concise and the group is confident in the team abilities based on experience and wide breadth of knowledge on various topics. In addition, the informal resolution approach versus immediate investigation is very desirable. Their proposal also provides for education and training for Council members, staff and the public on the Code of Conduct, various policies and the complaint process while instilling the values of accountability and transparency through the provision of an ethical framework with which to work from.

FINANCIAL IMPLICATIONS:

The recommended proponent does not require a retainer fee; however, there will be ongoing budget needs for the costs of investigations, reports and information provided to members which will be charged at \$295 per hour. Mississippi Mills would be responsible for all costs associated to investigations in their local municipality.

It is difficult to forecast annual costs at this time given the unknown of how often the services of the Integrity Commissioners will be used.

SUMMARY:

It is recommended that Council appoint Cunningham, Swan, Carty, Little & Bonham LLP (Lead - Tony Fleming) as their Municipal Integrity Commissioner.

Respectfully submitted,

Reviewed by,

Cynthia Moyle, Acting Clerk

Shawna Stone, Acting CAO

Here are the highlights from the regular Lanark County Council meeting held Wednesday, Feb. 21.

- **Case Mix Index Funding Determined for Lanark Lodge:** Council has authorized Lanark Lodge Director Deborah Pidgeon to create three temporary nursing positions. Lanark Lodge has been successful in securing additional funding in the nursing and personal care envelope for the period of April 1, 2018 to March 31, 2019 secondary to an increase in their Case Mix Index (CMI), which is a measure of resident care needs or acuity. Ms. Pidgeon presented the results, as indicated by the South East Local Health Integration Network, to the community services committee earlier this month. The nursing and personal care envelope for Lanark Lodge will be receiving a CMI increase of \$266,016 for 2018/19. Ms. Pidgeon indicated the CMI is measured annually and that in 2017 the home had a funding reduction of \$94,000 in its budget. Due to the increasing care needs of residents in the home, three temporary shifts are being added this year for personal support and nursing. They are being assigned to high-needs areas and will be re-evaluated in the next funding cycle. The anticipated cost for this is \$183,612, and remaining funds will be used to offset the funding shortfall in the nursing and personal care envelope. For more information, contact Deborah Pidgeon, Director of Lanark Lodge, at 1-888-9-LANARK, ext. 7101.
- **Integrity Commissioner Appointed:** Council approved the appointment of Cunningham, Swan, Carty, Little & Bonham LLP, with Tony Fleming as lead, as integrity commissioner for Lanark County. This follows a report to council last May on Bill 68, Modernizing Ontario's Municipal Legislation Act, resulting in a recommendation to undertake a request for proposal process for the services of an integrity commissioner for the county and all local municipalities, except Carleton Place, which had already appointed one. Clerk Leslie Drynan explained in a report to the corporate services committee earlier this month that the integrity commissioner is an independent and impartial position that reports directly to council and whose duties and powers are set out in the Municipal Act. Responsibilities include investigating complaints and alleged breaches of the Code of Conduct for councillors; reviewing the code for councillors and making recommendations on an annual basis; serving as an advisor to individual councillors related to ethical behaviour and acting as a proactive educator for council, staff and the public; providing activity reports to council; and providing individual investigative reports as required. Several local municipalities took part in the RFP, which closed on Jan. 15. Seven submissions were reviewed and scored. The successful proponent can assist with a review/refresh of various relevant policies and procedures prior to the 2018 municipal election. "Proceeding with the appointment of an integrity commissioner supports open and transparent government and ensures the policies and mechanisms are in place to support a healthy work environment for council, staff and members of the public," Ms. Drynan said. For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.
- **Upcoming Meetings: County Council, Wednesday, March 14, 5 p.m.;** Community Services, March 14 (following County Council); Corporate Services, March 14 (following Community Services). **County Council, Wednesday, March 28, 5 p.m.;** Public Works, March 28 (following County Council); Economic Development, March 28 (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!

MEDIA RELEASE

50th MVCA Annual General Meeting

February 22, 2018 CARLETON PLACE— It was a changing of the guard at Mississippi Valley Conservation Authority’s (MVCA) 50th Annual General Meeting on Wednesday, February 21, 2018. Vice-Chair Duncan Abbott of Mississippi Mills was elected to replace outgoing Chair John Karau from the City of Ottawa, while Janet Mason from the City of Ottawa was elected to fill the position of Vice-Chair. Mr. Abbott was first appointed to the MVCA Board of Directors in 2011 and Ms. Mason in 2015.

The MVCA Board is comprised of 17 representatives from its 11 member municipalities. The Board’s role is to establish policies of the Authority, define programs and services to achieve its mandate, determine and monitor annual expenditures, direct management and advocate the work of MVCA in their community. MVCA’s area of jurisdiction covers 4,450 square kilometres.

The total 2018 Operating and Capital budget in the amount of \$3,747,686 was also approved at the AGM. The local municipal share of the 2018 budget represents \$4.43 per \$100,000 of assessment within the watershed.

“The programs and services delivered by MVCA are designed to assist our municipal partners and other stakeholders in protecting people and property from natural hazards while protecting our water resources through a collaborative approach,” said MVCA General Manager Paul Lehman. “The 2018 budget focuses on planning for the future to effectively deliver integrated watershed management services on behalf of the municipalities and residents of the Mississippi Valley.”

MVCA is one of 36 Conservation Authorities in Ontario. Formed in 1968, MVCA’s mandate is to manage the watershed’s resources in partnership with our eleven member municipalities and the Province of Ontario. For more information, visit www.mvc.on.ca, follow us on Twitter and like us on Facebook.

-30-

MEDIA CONTACT:

Shannon Gutoskie

Community Relations Coordinator

613-253-0006 ext. 225

sgutoskie@mvc.on.ca

COUNCIL CALENDAR

March 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 8:00am Beautification	2	3
4	5	6 8:00am CEDC 6:00pm Council	7	8	9	10
11	12 6:30pm EAC	13	14 5:30pm COA	15	16	17
18	19	20 8:00am CEDC 2:30pm AAC 6:00pm Council	21 11:00am Ag. Lunch 6:00pm COP Open House - Almonte Old Town Hall	22	23	24
25	26	27 6:00pm ATAC 6:00pm COP Open House - Clayton Community Centre	28 7:00pm MMPL 7:00pm Heritage 6:00pm COP Open House - Stewart Community Centre	29 6:00pm COP Open House - Almonte Community Centre	30 Good Friday	31

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-29

BEING a by-law to establish a municipal highway.

WHEREAS the Corporation of the Municipality of Mississippi Mills acquired the lands described herein for its purposes pursuant to Section 31(2) of the Municipal Act, 2001, S.O. 2001, c.25 as amended;

AND WHEREAS the owner of the lands described herein have dedicated the said lands to the Corporation of the Municipality of Mississippi Mills for road purposes;

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

1. This By-law shall be short-titled: "Assumption of Roadways Lubbers Subdivision By-law".
2. THAT the lands defined as Hillcrest Drive on registered plan of Subdivision 27M-62, now Municipality of Mississippi Mills, (hereinafter called "the lands") shall be and are hereby laid out and established as a highway.
3. THAT the lands shall be and are hereby included into the Road System for the Corporation of the Municipality of Mississippi Mills.

BY-LAW READ, passed, signed and sealed in open Council this 6th day of March 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-30

BEING a by-law to establish a municipal highway.

WHEREAS the Corporation of the Municipality of Mississippi Mills acquired the lands described herein for its purposes pursuant to Section 31(2) of the Municipal Act, 2001, S.O. 2001, c.25 as amended;

AND WHEREAS the owner of the lands described herein have dedicated the said lands to the Corporation of the Municipality of Mississippi Mills for road purposes;

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

1. This By-law shall be short-titled: "Assumption of Roadways Riverfront Estates Phase 3A Subdivision By-law".
2. THAT the Phase 3A portion of lands defined as Riverfront Estates on registered plan of Subdivision 27M-68, now Municipality of Mississippi Mills, (hereinafter called "the lands") shall be and are hereby laid out and established as a highway.
3. THAT the lands shall be and are hereby included into the Road System for the Corporation of the Municipality of Mississippi Mills.

BY-LAW READ, passed, signed and sealed in open Council this 6th day of March 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-31

BEING a by-law to authorize the purchase of certain lands described as Concession 9, Part Lot 21, Plan 27R-11002, Parts 1 and 2, Ramsay Ward, Municipality of Mississippi Mills for the purposes of addressing land owner title issues and returning road allowance frontage lost as part of the unintended consolidation of lands under the *Planning Act, R.S.O. 1990, c. P.13.*

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

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

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it appropriate to pass a by-law to purchase such land for the purposes of resolving title and frontage issues for lots at the end of James Naismith Way;

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

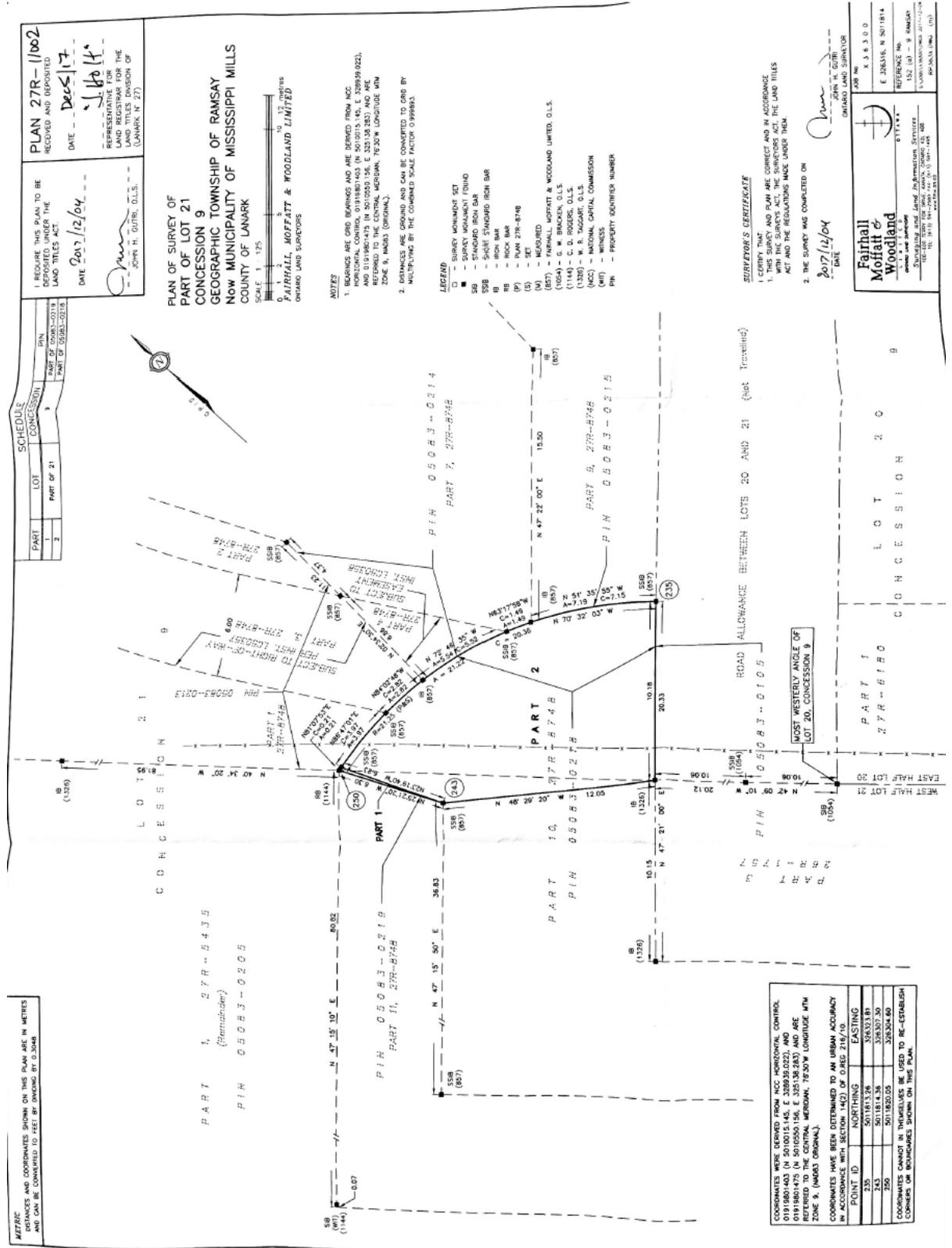
1. That the lands described as Concession 9, Part Lot 21, Plan 27R-11002, Part 1 and 2, Ramsay Ward, Municipality of Mississippi Mills, as shown on Schedule 'A' be purchased from Steven and Debra Brzezynski for the consideration of \$1.00.
2. That the Mayor and Clerk are hereby authorized to execute such documents on behalf of the Corporation and to affix the seal of the Corporation thereto as may be necessary to give effect to the said purchase.

BY-LAW READ, passed, signed and sealed in open Council this 6th day of March, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE 'A' TO BY-LAW NO. 18-31



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-32

BEING a by-law to charge an annual rate in the same manner and the same time as municipal taxes, for garbage collection, removal and disposal of garbage, other refuse and recyclable materials from within the Municipality of Mississippi Mills at the expense of the owners, householders or occupants of any building in the municipality.

WHEREAS the Municipal Act, 2001 (S.O.2001, c.25) Section 391(a) provides the authority to municipalities to pass by-laws imposing fees or charges on any class of persons for services or activities provided or done by or on behalf of it.

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

1. **THAT** this By-law is short titled "Waste Management Levy By-Law".
2. **THAT** the entire area of the Municipality of Mississippi Mills be designated as a "Garbage Collection Area".
 - a. **THAT** an annual rate of \$252.00 shall be charged to the owners, householders or occupants of any building within the Municipality of Mississippi Mills, except those owners, householders or occupants who have "Opted Out" as permitted by the rules set out in By-law No. 99-03 and amended by By-law No. 01-31, and such rate shall be added to and collected in the same manner and at the same time as municipal taxes, *Municipal Act, 2001, S.O. 2001, c.25, s. 391(a)*.
 - b. **THAT** the annual rate of \$252.00 is comprised of garbage collection, recycling, tipping charges and landfill site maintenance costs.
 - c. **THAT** Five Arches Non-Profit Housing Corporation will only be charged \$189.00 in tippage charge per unit by the Municipality on their tax bill (there are 40 units), as they have a private collection arrangement with the Municipality's garbage and recycling contractor and are billed separately by the contractor for these collection charges.
 - d. **THAT** churches will not be charged an annual rate as described in paragraph 2(a).
3. **THAT** By-law 17-07 and all other By-laws or parts of By-laws inconsistent with this By-law are hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this 6th day of March, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-33

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

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

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

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

1. This By-law shall be short-titled: "Water and Sewer Services Rates By-law".
2. A water and sewer services annual base charge of \$585.00 shall be imposed upon the owners of lands for each identifiable unit that is supplied with water and/or sewer services as determined by the municipality.
3. The rate for consumption per one thousand gallons of water shall be \$11.71.
4. When a water meter reading cannot be determined an owner will be charged their Water and Sewer Services Base Charge in accordance with article 3 above plus a consumption charge based on a system estimate at the rate of \$11.71 per one thousand gallons of water. If a reading cannot be obtained for a period of one year, the owner will be charged a consumption charge based on a system estimate and a service charge of \$25.00 will apply.
5. When the Municipality's officials have requested an owner continuously run their water, an owner will be charged their Water and Sewer Services Base Charge in accordance with article 4 above **plus** a consumption charge of \$11.71/1,000 gallons of water based on the lowest of 1) actual consumption 2) an average of the last three summer meter readings and 3) 14,000 gallons/year.
6. That By-law No.17-08 shall be and is hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this 6th day of March, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-34

BEING a by-law to adopt the Joint Lanark County 2018 Election Compliance Audit Committee Terms of Reference

WHEREAS, the *Municipal Elections Act, 1996*, S.O. 1996, c. 32, as amended, requires municipalities to establish a Compliance Audit Committee;

AND WHEREAS, the local municipalities within the County of Lanark deem it expedient to establish a Joint Compliance Audit Committee and adopt a terms of reference for the committee;

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

1. **THAT** the Joint Lanark County 2018 Election Compliance Audit Committee Terms of Reference, attached hereto as Schedule "A", be adopted.
2. **THAT** should any sections of this by-law, including any section or part of any schedules attached hereto, be declared by a court of competent jurisdiction to be ultra vires, the remaining sections shall nevertheless remain valid and binding.

BY-LAW READ, passed, signed and sealed in open Council this 6th day of March, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE “A” TO BY-LAW NO. 18-34

**Joint Lanark County 2018 Election
Compliance Audit Committee**

Terms of Reference	
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint Lanark County 2018 Election Compliance Audit Committee” consisting of the following municipalities:</p> <ul style="list-style-type: none"> Municipality of Mississippi Mills Tay Valley Township Town of Carleton Place Town of Perth Town of Smiths Falls Township of Beckwith Township of Drummond/North Elmsley Township of Lanark Highlands Township of Montague
2	<p><u>Duration</u></p> <p>The term of office is from December 1, 2018 to November 14, 2022 to deal with applications from the 2018 election and any by-elections during Council’s term.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.36 of the <i>Municipal Elections Act, 1996</i> (Appendix “A”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:</p> <p><u>Candidate Contravention</u></p> <ol style="list-style-type: none"> a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected; b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision; c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances; d. receive the auditor’s report from the Clerk; e. within 30 days receipt of the auditor’s report, consider the report; f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention; g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Auditor Selection

If the committee decides to grant the application, it shall appoint an auditor licensed under the *Public Accounting Act, 2004* to conduct a compliance audit of the Candidate's election campaign finances.

The selection process will be coordinated through the Clerk of the respective municipality.

<p>4</p>	<p><u>Membership</u></p> <p>The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee.</p> <p>Membership will be drawn from the following groups:</p> <ul style="list-style-type: none"> a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties; b. legal; c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or d. other individuals with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>. <p>Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2018 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the of the <i>Municipal Elections Act, 1996</i>.</p> <p>Members will be required to participate in an orientation session as a condition of appointment.</p>
<p>5</p>	<p><u>Membership Selection</u></p> <p>The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection criteria and prepare a short list of three voting members and three alternate members. Recommended candidates will be submitted to the Council of each member municipality for consideration.</p> <p>Members will be selected on the basis of the following:</p> <ul style="list-style-type: none"> a. demonstrated knowledge and understanding of municipal election financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. excellent oral and written communication skills. <p>Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>

<p>6</p>	<p><u>Conflict of Interest</u></p> <p>The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
<p>7</p>	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>
<p>8</p>	<p><u>Staffing and Funding</u></p> <p>The Clerk from the applicable member municipality shall act as Secretary to the Committee.</p> <p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor’s costs.</p> <p>Committee Member Remuneration:</p> <ul style="list-style-type: none"> • \$150 per diem per meeting; and • mileage at a rate of \$0.50 cents per kilometre.
<p>9</p>	<p><u>Meetings</u></p> <p>Meetings of the Committee shall be open to the public. The Committee may deliberate in private.</p> <p><i>Timing of Meetings</i></p> <p>Meetings shall be called by the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk.</p> <p>Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk.</p>

Meeting Location

The Committee shall meet at the location determined by the member municipality.

Meeting Notices, Agendas & Minutes

The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:

- to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector;
- to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report;
- to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention.

A minimum of two (2) business days prior to the date of each meeting, not including weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report *or* Auditor's Report
4. Adjournment

Quorum

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

Motions & Voting

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

A motion shall be reduced to writing and shall be signed by the Chair and Secretary.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost.

	<p>The manner of determining the vote on a motion shall be by show of hands.</p> <p>The Chair shall announce the result of every vote.</p>
10	<p><u>Administrative Practices and Procedures</u></p> <p>The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the <i>Municipal Elections Act, 1996</i>.</p> <p>The Clerk at any time has the right to develop additional administrative practices and procedures.</p>

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 18-35

BEING a by-law to authorize the purchase of certain lands described as part of PIN 05088-0213 LT, being Parts 2 and 3 Plan 27R-10118, Almonte Ward, Municipality of Mississippi Mills (Coleman Island) on behalf of Mississippi River Power Corporation (MRPC).

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

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

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it appropriate to pass a by-law to purchase such land on behalf of Mississippi River Power Corporation, said lands to be used for access to the Earthen Dam and Concrete Dam (Black Bridge);

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

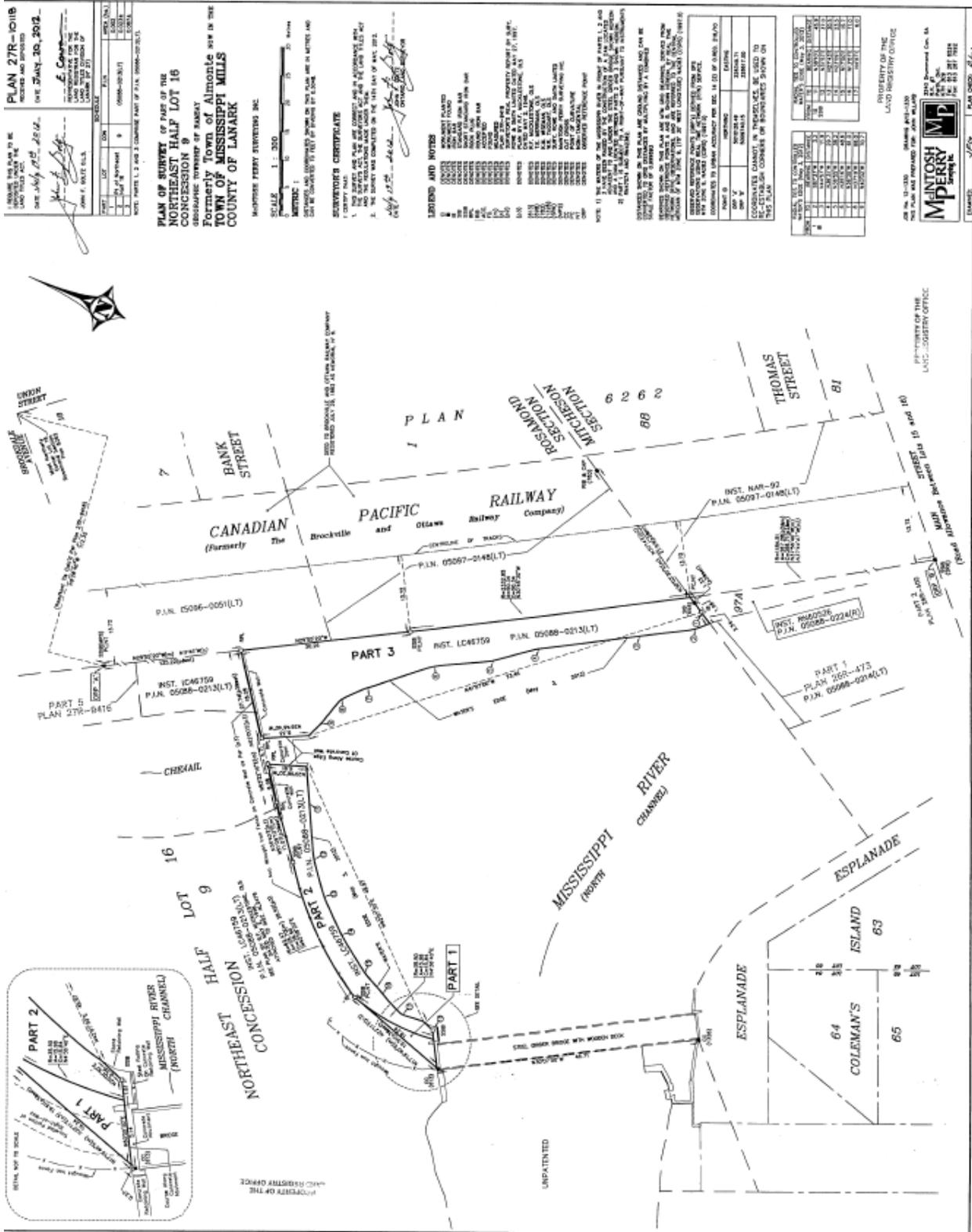
1. That the lands described as part of PIN 05088-0213 LT, being Parts 2 and 3 Plan 27R-10118, Almonte Ward, Municipality of Mississippi Mills (Coleman Island), as shown on Schedule 'A' be purchased from Michael Dupuis for the consideration of \$150,000.00.
2. That the Mayor and Clerk are hereby authorized to execute such documents on behalf of the Corporation and to affix the seal of the Corporation thereto as may be necessary to give effect to the said purchase.

BY-LAW READ, passed, signed and sealed in open Council this 6th day of March, 2018.

Shaun McLaughlin, Mayor

Shawna Stone, Clerk

SCHEDULE 'A' TO BY-LAW NO. 18-35



THE COUNTY OF LANARK

ECONOMIC DEVELOPMENT COMMITTEE

February 21, 2018

Report # CAO-05-2018 of the
Chief Administrative Officer

OTTAWA VALLEY RECREATION TRAIL UPDATE

1. STAFF RECOMMENDATIONS

“THAT, County Council supports in principal the future lease of a portion of the siding in Carleton Place between Coleman and Moore Streets to the Town of Carleton Place;

AND THAT, once the survey is complete the draft lease is brought back to County Council for approval;

AND THAT, County Council supports the building of the entire OVRT to a consistent standard of 4.0m wide plus 0.5m shoulders 5/8 granular M wherever possible;

AND THAT, any local municipality who wants to enhance the trail, beyond the minimum standard of 4.0m wide plus 0.5 shoulders granular M, at their cost for capital and future maintenance is encouraged to bring forward a proposal to County Council;

AND THAT, the entire trail be designated multi-use (motorized and non-motorized);

AND THAT, County Council review the approved uses for the trail in 2021 (after two years of year round operation).”

2. PURPOSE

To provide an update on the OVRT and have a discussion on future development.

3. BACKGROUND

In 2017, Lanark County acquired ownership of the former CP Rail corridor from Sturgess Road in Montague to Highway 417 in Ottawa.

The 2018 budget includes \$1.5 million for trail development. Lanark County has also received \$548,800 in funding from the Ontario

Municipal Commuter Cycling Program.

4. DISCUSSION

Lease for Carleton Place "Carleton Junction"

Currently, the survey company has been secured. They are waiting for the snow to clear to complete the survey. The Town of Carleton Place is looking for assurance from the County that the land will be available for their park development so they can begin contracting the work. Town staff are fine with a lease or purchase.

Staff recommendation is to lease the property to Carleton Place for \$1 year. The reasons for leasing are:

- Future requirements of the trail usage, parking requirements, etc. are unknown;
- Selling any property at this time would set a precedent;
- Potential fiber optic routing may be on the property in question which could be complicated by not having ownership.

Trail Building

The draft management plan calls for a minimum width of 3.0m with 0.6m shoulders. The staff recommendation is to build in Lanark County a consistent standard trail throughout the entire 61km. This would be a trail width of 4.0m with 0.5m shoulders wherever possible. Trail surface will be graded, rolled, 5/8" granular M quarry stone and compacted.

If a local municipality wants to add asphalt they could create a secondary trail if space allows or pave 3.8m wide. This width is recommended for ease of application and to ensure a level surface across the trail. The local municipality would be responsible for the cost of paving and future pavement maintenance.

The contract for the trail surfacing will be dividing the trail into three sections. Sturgess Road to 8th Line Ramsey. 8th Line Ramsey to Ridge Rd. (Blakney). Ridge Rd to highway 417.

Gates

Gates are to be added to the road crossings where staff determines they are needed. The gate design standards will be approved by the LCMTC.

Bridges

The request for proposal for the two remaining bridges in Almonte has been posted to MERX. The staff report on the contract award will be coming to council on March 28th.

5. ANALYSIS AND OPTIONS

Options for trail development and usage:

1. Establish the entire trail as multi-use with a review after two full years of usage;
2. Establish an ATV by pass in Almonte where ATVs use Cty Rd 16A/17 Bridge Street and Martin Street;
3. Defer the completion of the Almonte bridges and trail bed from 8th line Ramsey to Blakney until Mississippi Mills council votes to approve the multi-use trail or proposes an acceptable by-pass.

Option #1 is the recommended option. It gets the entire trail done and open this year. By establishing a continuous multi-use trail Lanark County will be able to find out who the trail users are and in what volumes. Any concerns can be addressed on an on-going basis. A full review in two years' time will allow sufficient time to understand who the actual trail users are, in what areas, and in what quantities.

Option #2 would put ATVs on the County Road through Almonte. This option would make the section of the trail from Bridge Street to Carss Street in Almonte non-motorized in the summer months April 1 – Dec 1. It would however put ATVs on busy streets.

Option #3 would leave it up to MMills to come with an acceptable by-pass. If a year round by-pass is established the bridges in Almonte would remain closed unless the Town pays for the capital and ongoing bridge maintenance.

6. FINANCIAL IMPLICATIONS

The 2018 budget is \$1.5m for completion of the trail. The OMCCF funding that could also be applied is \$548k.

7. LOCAL MUNICIPAL IMPACT

The OVRT represents a great opportunity for cross municipal partnership. The Town of Carleton Place has budgeted to move ahead with trail improvements in 2018.

8. CONCLUSIONS

The completion of the Ottawa Valley Recreation Trail is a priority for this council. Council decisions need to be made known in order for the builders to move forward. The trail will be a great asset to Lanark County.

9. ATTACHMENTS

Appendix A: Map of Option 2

Recommended By:

Kurt Greaves
Chief Administrative
Officer

**Approved for
Submission By:**

**Manager Approval
By:**

Kurt Greaves
Chief Administrative
Officer





**Municipality of Mississippi Mills
PENDING LIST
March 6, 2018**

Title	Department	Comments/Status	Report to Council (Date)
Memorial Donations Policy to Parks and Public Spaces	Parks & Rec	Referred to AAC and ATC Dec 19/18	Feb/Mar
Main Street Revitalization Initiative	Public Works	Referred Jan 30/18 - revisions required	Mar
Paterson St No Parking Signs By-law	Public Works	Referred Jan 30/18 - report required	Mar
Live Streaming Options	Admin	Investigate bandwidth availability at Municipal Office	TBD
Review of Parking	Public Works	Carry forward from old task list	TBD
Review By-law 03-62 - Night Sky Policy	Planning	Carry forward from old task list	TBD
Downtown Infrastructure Renewal	Public Works	Detailed Plans for Phases 1 and 2 approved Aug 24/17	TBD