



**Municipality of Mississippi Mills**

**COUNCIL AGENDA**

**Tuesday, April 2, 2019**

**5:00 p.m.**

**Council Chambers, Municipal Office**

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

**A. CALL TO ORDER (5:00 p.m.)**

**B. CONSIDERATION OF A CLOSED SESSION**

1. Update on HR Matter 1 - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*).
2. Update on HR Matter 2 - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*).
3. Councillor Maydan Motion - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*).
4. Legal Opinion - advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*).

**REGULAR SESSION (6:00 p.m.)**

**C. O CANADA**

**D. ATTENDANCE**

**E. APPROVAL OF AGENDA**

**F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

**G. APPROVAL OF MINUTES**

## H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Kim Bennett and Tracy McIntyre, MPAC  
Re: Assessment & Taxation

Pages 20-33

Recommendation:

That the delegation by Kim Bennett and Tracy McIntyre re: Assessment & Taxation be received.

## I. PUBLIC MEETINGS

[None]

## J. COMMITTEE OF THE WHOLE

*Motion to resolve into Committee of the Whole.*

### (J.1) CONSENT ITEMS

*Motion to receive:*

- Proclamation Emergency Preparedness Week

Recommendation:

Whereas Emergency Preparedness Week is an annual event that takes place each year during the first full week of May;

And whereas this initiative has taken place since 1996 and is a collaborative event undertaken by provincial and territorial management organizations in conjunction with Public Safety Canada and other partners;

And whereas Emergency Preparedness Week encourages Canadians to take three simple steps to become better prepared to face a range of emergencies:

1. Know the Risks
2. Make a Plan
3. Get an Emergency Kit;

And whereas the safety of our community is the responsibility of each and every resident;

Therefore be it resolved that the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim May 5 - 11, 2019, as Emergency Preparedness Week in an effort to raise awareness of the need to prepare for the possibility of an emergency, know the risks, make a plan and get an emergency kit.

## Minutes

- Library – February 20, 2019
- Accessibility – March 21, 2019

Pages 34-36

Pages 37-39

## (J.2) REPORTS

### Recreation and Culture

#### a. Road Closure Request – Exchange Movie Company Inc.

Pages 40-49

#### Recommendation:

That Council approve the following rolling closures & temporary road closures for the feature film “The Exchange” occurring between Monday, April 9<sup>th</sup> and Wednesday, April 24<sup>th</sup>:

Date	Streets	Time	Details	
April 15, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming inside and outside Superior Restaurant Parking up both sides of Brae St. after 6PM April 14 <sup>th</sup>	Intermittent traffic stops (rolling closures) max 3 min at a time
April 16, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming inside and outside Cheerfully Made Parking both sides of Mill St (Brae to Bridge) after 6PM April 15 <sup>th</sup> Intermittent traffic stops (rolling closures) max 3 min at a time	Intermittent traffic stops (rolling closures) max 3 min at a time
April 17, 2019	Lower Mill Street	5:30AM to 9:00PM	Filming inside and outside The White Owl and into and out of the former Ultramar lot. Parking both sides of Mill St (Almonte St. to Brae St.) after 6PM April 16 <sup>th</sup>	Intermittent traffic stops (rolling closures) max 3 min at a time
April 18, 2019	9052 McCarton Road	5:30AM to 9:00PM	Technical trucks parked on McArton Rd. between Golden Line Road and Ridgemont Drive.	Intermittent traffic stops (rolling closures) max 3 min at a time
April 23, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming of parade scene on upper Mill Street Parking Brae Street from Mill Street to Farm Street on both sides of the road, including the parking lot on Brae Street. Parking on Mill St. from Brae to Bridge on both sides of the road after 6PM April 22 <sup>th</sup> Intermittent traffic block off throughout the day  Ultramar parking lot to be offered as alternate parking. Movie Company will also provide a shuttle for customers where required.	Traffic to be detoured for a portion of the day– Beacon Light to be hired.

April 24, 2019	Lower Mill Street	5:30AM to 9:00PM	Parade scene moves through the town Parking and Vehicle Restriction Request: Mill Street between Almonte Street and Bridge Street after 6PM April 23th No through traffic except for emergency vehicles	Traffic to be detoured for a portion of the day– Beacon Light to be hired.
April 25, 2019	Lower Mill Street	5:30AM to 9:00PM	Parade scene moves through the town Parking: Mill Street between Almonte Street and Brae Street after 6PM April 24th Intermittent traffic block off throughout the day	Traffic to be detoured for a portion of the day– Beacon Light to be hired.

## **Public Works**

### **b. Workplace Harassment and Violence Policies**

Pages 50-72

#### **Recommendation:**

That Council approve the following corporate policies and procedures as presented:

- a) Workplace Harassment Policy
- b) Workplace Violence Policy
- c) Respect in the Workplace Procedures revision date April 2<sup>nd</sup>, 2019

### **c. 2019 Investing in Canada Infrastructure Program, Rural and Northern Communities Funding Stream Application**

Pages 73-75

#### **Recommendation:**

That Council approve the replacement of the Levi Bridge as the first community priority under the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Funding Stream application;

And that the Director of Roads and Public Works be authorized to submit the application for funding under the ICIP Fund.

## **Planning and Development**

### **d. Community Official Plan – Proposed Modifications (Part 3)**

Pages 76-107

#### **Recommendation:**

That Council receive the Community Official Plan - Proposed Modifications (Part 3) Report for information;

1. And that Council direct staff to proceed with Option 1 with respect to modification to Significant Valleyland Policies:
2. And that Council direct staff to proceed with Option 1 with respect to modification to Significant Wildland Habitat Policies:

3. And that Council direct staff to proceed with Option A1 and B1 with respect to modification to Aggregate Resource Policies:
4. And that Council direct staff to proceed with Option 1 with respect to modification to Natural Heritage Systems Policies:
5. And that Council direct staff to proceed with Option 1 with respect to modification to Population Projection Policies:
6. And that Council direct staff to proceed with Option 1a with respect to modification to Settlement Strategy Policies:
7. And that Council direct staff to proceed with Option 1 with respect to modification to Future Expansion Area Policies:
8. And that Council direct staff to proceed with Option 1 with respect to modification to Agricultural Lands Policies.

**e. Sweet Spot Storage, 111 Paterson Street Almonte  
Site Plan Control**

Pages 108-114

Recommendation:

That Council approve the site plans for the property described as 111 Paterson Street as presented;

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

**f. Kazia Homes Inc, 101 Carss Street Almonte – Site Plan Control**

Pages 115-122

Recommendation:

That Council approve the site plans for Kazia Homes INc. for the property described as 101 Carss Street as presented;

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

**Finance and Administration**

**g. Appleton Museum FCC Agrispirit Fund Application**

Pages 123-124

Recommendation:

That Council support an application by the Appleton Museum to the FCC (Farm Credit Canada) Agrispirit Fund.

**h. Financing of Bridges and Culverts, Gemmill Park and Facility Improvements** Pages 125-126

Recommendation:

That the Treasurer be authorized to obtain financing from the TD Bank in the amount of \$3,682,100 at a fixed rate of \_\_\_% (to be confirmed on April 2/19) for 10 years to finance bridge and culvert work, Gemmill Park and facility improvements.

**i. Water and Sewer Penalty Rate** Pages 127-128

Recommendation:

That the 2019 Water and Sewer rate by-law be amended to reflect a 1.25% penalty and interest charge on the past due balance of all water and sewer accounts;

And that a monthly 1.25% interest charge apply to all water and sewer balances transferred to taxes for non-payment.

**(J.3) INFORMATION ITEMS**

- Information Reports from Members of Council
  - Mayor's Report Verbal
  - County Councillors' Report Pages 129-131
  - Mississippi Valley Conservation Authority None
- Information List Pages 132-143

Recommendation

That information list 07-19 be received;

And that Council participate in the Purple Light Campaign in support of World Pulmonary Hypertension Day on May 5<sup>th</sup>, 2018 by lighting the Almonte Old Town Hall purple.

- Meeting Calendars (*April/May*) Pages 144-145

**K. RISE AND REPORT**

*Motion to return to Council Session.*

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of April 2, 2019 be adopted as resolutions of Council.

**L. BY-LAWS**

*That By-laws 19-33 and 19-34 be taken as read, passed, signed and sealed in Open Council.*

- 19-33 Borrowing Authorization Bridge, Culverts, Gemmill Park, Pages 146-149  
Facility Upgrades

19-34 Lifting 0.3m Reserve BLK 44 27M-58

Page 150

19-35 Appointment Interim Fire Chief

Page 151

## **M. OTHER/NEW BUSINESS**

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

### Recommendation:

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

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

And whereas the Provincial Policy Statement are geographically inclusive across the Province of Ontario;

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

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

Therefore be it resolved that the Corporation of the Municipality of Mississippi Mills expresses its desire to have a regionally appropriate Growth Plan in addition to the policies provided by the Provincial Policy Statement;

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

## **N. NOTICE OF MOTION**

1. Local Improvement Petition Policy - Councillor Maydan

### Recommendation:

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

And that Staff review the Municipal Petition Policy to include provisions regarding opposition to proposed capital projects.

## **O. ANNOUNCEMENTS AND INVITATIONS**

## **P. CONFIRMATORY BY-LAW – 19-36**

## **Q. ADJOURNMENT**



**The Corporation of the Municipality of Mississippi Mills**

**Council Meeting #11-19**

**MINUTES**

A regular meeting of Council was held on Tuesday, March 19, 2019 at 4:30 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 4:30 p.m.

**B. CONSIDERATION OF A CLOSED SESSION**

**Resolution No. 167-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Guerard**

**THAT** Council enter into an in camera session at 4:30 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*).

**CARRIED**

**Resolution No. 168-19**

**Moved by Councillor**

**Seconded by Councillor**

**THAT** Council return to regular session at 6:00 p.m.

**CARRIED**

Council recessed at 6:00 p.m.

**Rise & Report**

1. HR Matter

**Resolution No. 169-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**THAT** Council accept with regret the resignation of Fire Chief Scott Granahan effective April 7, 2019.

**CARRIED**

2. Update on Litigation Matter

Staff direction provided in camera.

3. Striking Committee – Advisory Committee Appointments

**Resolution No. 170-19**

**Moved by Councillor Guerard**

**Seconded by Councillor Ferguson**

**THAT** the Striking Committee recommends the following Council appointments to advisory committees:

<b>Committee</b>	<b>Council Representative</b>
Public Works	Councillor Ferguson
Agriculture	Councillor Holmes
Parks and Recreation	Councillor Dalgity Councillor Guerard
Community and Economic Development	Councillor Holmes Councillor Guerard

**AND That** the Striking Committee recommends the following appointments to following advisory committees:

<b>Committee</b>	<b>Representative</b>
Public Works	- William Boal - Larry O'Keefe - Jeff Robertson - Ken Vallier - Heather Baird - Harold McPhail - Scott Douglas
Agriculture	- Brenda Cochran - Paul Crozier - Lorne Heslop - Merlin Knaption - Scott Sigurdson
Parks and Recreation	- Christine Andersen - Allan Goddard - Denny O'Connell - Terry Ainsworth - Rick Lotan - Sherryl Smith - Scott Newton
Community and Economic Development	- Scott McLellan - Victor Bode - Mary Rozenberg - Sanjeev Sivarulrasa - Ron Mac Meekin - Greg Smith - Helen Antebi

**CARRIED**

4. Councillor Maydan Motion

Staff direction provided in camera.

**C. O CANADA**

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

**D. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Shawna Stone, Acting Chief Administrative Officer  
Jeanne Harfield, Acting Clerk  
Jennifer Russell, Acting Deputy Clerk  
Guy Bourgon, Director of Roads and Public Works (left at 6:28 pm)  
Trish Petrie, Environmental Compliance Coordinator (left at 6:28 pm)  
Niki Dwyer, Director of Planning

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**E. APPROVAL OF AGENDA**

**Resolution No. 171-19**  
**Moved by Councillor Dalgity**  
**Seconded by Councillor Ferguson**  
**THAT** the agenda be approved as presented.

**CARRIED**

**F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

[None]

**G. APPROVAL OF MINUTES**

**Resolution No. 172-19**  
**Moved by Councillor Holmes**  
**Seconded by Councillor Dalgity**  
**THAT** the Council Minutes dated March 5 and 12, 2019 be approved as presented.

**CARRIED**

**H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

1. Presentation: Almonte and District High School Senior Boys Basketball Team  
Re: OFSAA Gold Winning Performance

The Mayor congratulated the team on their OFSAA win and provided certificates and a basketball to be signed by the team and to be displayed at Almonte Old Town Hall.

**I. PUBLIC MEETINGS**

[None]

**J. COMMITTEE OF THE WHOLE**

**Resolution No. 173-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Dalgity**

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

**CARRIED**

**J.1 CONSENT ITEMS**

**Resolution No. 174-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Maydan**

**THAT** the CAO Report March 2019, and the Drinking Water Quality Management Standards 4<sup>th</sup> Quarter 2018

**CARRIED**

Memo re: Proclamation Volunteer Week

**Resolution No. 175-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**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 7-13, 2019 as National Volunteer Week.

**CARRIED**

**Resolution No. 176-19**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Dalgity**

**THAT** the minutes of the following committees be received:

- Recreation & Culture Cost Sharing Committee – February 6, 2019
- Heritage – February 27, 2019

**CARRIED**

Heritage

**Resolution No. 177-19**  
**Moved by Councillor Ferguson**  
**Seconded by Councillor Maydan**

**THAT** Council supports the next phase of heritage settlement signs.

**CARRIED**

## J.2 **STAFF REPORTS**

### **Roads and Public Works**

- a. Drinking Water System – 2018 Annual Water Report

**Resolution No. 178-19**  
**Moved by Councillor Guerard**  
**Seconded by Councillor Maydan**

**THAT** Council receive the 2018 Annual Summary Report for the Mississippi Mills Drinking Water System pursuant to the requirements of Ontario Regulation 170/03 (Safe Drinking Water Act – 2002).

**CARRIED**

### **Planning and Development**

- b. Community Official Plan – Proposed Modifications (Part 2)

**Resolution No. 179-19**  
**Moved by Councillor Maydan**  
**Seconded by Councillor Ferguson**

**THAT** Council receive the Community Official Plan - Proposed Modifications (Part 2) Report for information;

**AND THAT** Staff be directed to proceed with the timeline for information and direction on the modifications to the plan as presented in Report Part 1 (March 9, 2019).

**CARRIED**

## **Finance and Administration**

- c. Delegated Authority for AGCO Requests

**Resolution No. 180-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**THAT** Council approve the amendment to the Delegated Authority By-law 13-18 to include Section C – Specified Staff Authorities, item 11:

*The Clerk to approve requests for Municipally Significant Event letters for all AGCO liquor licence and outdoor event applications, after obtaining approval from the following: Roads and Public Works, Fire, Building and Planning, Public Health inspector, and notification to OPP.*

**CARRIED**

- d. Road Closure Request – Scavenger Hunt Films Inc.

**Resolution No. 181-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Maydan**

**THAT** Council approve a rolling closure of the intersection of Mill St. and Little Bridge St. and from 61 Mill St. to 73 Mill St on Tuesday, March 26th from 6:00 a.m. to 8:00 p.m.

**CARRIED**

ACTION: Refer development of a movie crew usage policy to CEDC

### J. 3 **INFORMATION ITEMS**

- **Information Reports from Members of Council**

- **Mayor's Report**

The Mayor provided an update to the CAO recruitment process; transportation pilot project proposal from Lanark Transportation Association; delegation with Federal Minister Bernadette Jordan (Rural and Economic Development) regarding rural broadband access; and congratulating John Gleeson for the completion of the Public Works Leadership Development Program.

- **County Councillors' Report**

[None]

- **Mississippi Valley Conservation Report**

Highlights include: Approval of the 2019 Budget and Work Plan, asset management review, and the appointment of a new General Manager

- **Rural Ontario Municipal Association (ROMA)**

Councillor Holmes Highlights include: Northern communities struggling with lack of growth, Uber as an option for public transit, and an overview of natural gas expansion in rural Ontario

Mayor Highlights include: Presentations included Government Relations, Asset Management Plan: Getting Prepared, and Honourable Steve Clark, Minister of Municipal Affairs & Housing

- **Information List 06-19**

**Resolution No. 182-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Fergsuon**

**THAT** Information List 06-19 be received.

**CARRIED**

- **Meeting Calendars**

Amendments:

Accessibility Advisory Committee Meeting – March 21, Community Policing

Advisory Committee Meeting – March 26

**K. RISE AND REPORT**

**Resolution No. 183-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**

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

**CARRIED**

**Resolution No. 184-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Ferguson**

**THAT** the recommendations of the Committee of the Whole for the meeting of March 19, 2019 be adopted as resolutions of Council.

**CARRIED**

**L. BY-LAWS**

**Resolution No. 185-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Guerard**

**THAT** By-laws 19-26 to 19-28 be taken as read, passed, signed and sealed in Open Council;

**AND THAT** By-law 19-25 be pulled to be voted on separately.

**CARRIED**

By-Law 19-26

**Resolution No. 186-19**

**THAT** By-law 19-26, being a by-law to amend Traffic and Parking By-law 02-27 to remove parking restrictions on Sadler Drive north of Honeyborne Street.

**CARRIED**

By-Law 19-27

**Resolution No. 187-19**

**THAT** By-law 19-27, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**CARRIED**

By-Law 19-28

**Resolution No. 188-19**

**THAT** By-law 19-28, being a by-law to amend Delegation of Authority By-law 13-18 to include Specified Staff Authorities for the Clerk regarding AGCO applications.

**CARRIED**

**Resolution No. 189-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Guerard**

**THAT** By-law 19-25, being a by-law to establish fees and charges for services provided by the Municipality of Mississippi Mills.

**CARRIED**

**M. OTHER/NEW BUSINESS**

[None]

**N. NOTICE OF MOTION**

Notice was provided for the following motion; it will be debated at the April 2, 2019 Council meeting.

1. Regionally Appropriate Policies for the Provincial Policy Statement – Mayor Lowry

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

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

And whereas the Provincial Policy Statement are geographically inclusive across the Province of Ontario;

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

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

Therefore be it resolved that the Corporation of the Municipality of Mississippi Mills expresses its desire to have a regionally appropriate Growth Plan in addition to the policies provided by the Provincial Policy Statement;

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

**O. ANNOUNCEMENTS AND INVITATIONS**

None

**P. CONFIRMATORY BY-LAW**

By-law 19-29

**Resolution No. 190-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Dalgity**

**THAT** By-law 19-29 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 19<sup>th</sup> day of March 2019, be read, passed, signed and sealed in Open Council this 19<sup>th</sup> day of March 2019.

**CARRIED**

**Q. ADJOURNMENT**

**Resolution No. 191-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Holmes**

**THAT** the meeting be adjourned at 7:25 p.m.

**CARRIED**

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Christa Lowry  
MAYOR

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Jeanne Harfield  
ACTING CLERK



**The Corporation of the Municipality of Mississippi Mills**

**Council Meeting #12-19**

**MINUTES**

A special meeting of Council was held on Monday, March 25, 2019 at 6:00 p.m. in the auditorium of Almonte Old Town Hall.

**A. CALL TO ORDER**

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

**B. O CANADA**

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

**C. ATTENDANCE**

**PRESENT:**

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

**ABSENT:**

Shawna Stone, Acting CAO  
Jeanne Harfield, Acting Clerk  
Jennifer Russell, Acting Deputy Clerk

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**D. APPROVAL OF AGENDA**

**Resolution No. 192-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Dalgity**

**BE IT RESOLVED THAT** the agenda be approved as presented.

**CARRIED**

**E. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

None

**F. REVIEW OF THE COUNCIL VACANCY APPOINTMENT PROCEDURE**

Mayor Lowry made a short statement outlining the purpose of the meeting and the procedures that would be followed in accordance with the Council Vacancy Appointment Procedure as adopted by Council.

**G. APPROVAL OF LIST OF CANDIDATES**

**Resolution No. 193-19**

**Moved by Councillor Holmes**

**Seconded by Councillor Guerard**

**BE IT RESOLVED THAT** the Council Vacancy Applications and Personal Statements of the Certified Candidates be received;

**AND THAT** the following individuals, who have signified in writing that they are legally qualified to hold office and consented to accept the office if they are appointed to fill the Council vacancy, be considered for appointment to fill such vacancy:

- David Hinks
- Rickey Minnille
- Steve Maynard
- Jane Torrance
- Paul Watters
- Philip Wood

**CARRIED**

**H. CANDIDATE PRESENTATIONS**

The Acting Clerk drew the name of each candidate by lot to determine the speaking order. Candidates addressed Council in the following order:

- Jane Torrance
- Rickey Minnille
- Paul Watters
- Steve Maynard
- Philip Wood (represented by Ken Kicksee)
- David Hinks

**Resolution No. 194-19**

**Moved by Councillor Guerard**

**Seconded by Councillor Maydan**

**THAT** the candidate presentations be received for information.

**CARRIED**

Mayor Lowry thanked all candidates, on behalf of Council, for their participation in the appointment process.

**I. CONFIRMATORY BY-LAW**

By-law 19-30

**Resolution No. 195-19**

**Moved by Councillor Dalgity**

**Seconded by Councillor Ferguson**

**THAT** By-law 19-30 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 25<sup>th</sup> day of March 2019, be read, passed, signed and sealed in Open Council this 25<sup>th</sup> day of March 2019.

**CARRIED**

**J. ADJOURNMENT**

**Resolution No. 196-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Ferguson**

**THAT** the meeting be adjourned at 7:21 p.m.

**CARRIED**

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Christa Lowry  
MAYOR

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Jeanne Harfield  
ACTING CLERK

# Understanding MPAC and our role in the Property Assessment and Taxation System

Kim Bennett, Account Manager

Tracy McIntyre, Regional Manager

Municipality of Mississippi Mills

April 2, 2019





We are assessment experts who live and work in your communities.



# Ontario's Assessment System

There are several main components in Ontario's property assessment and taxation system. Each plays an important role:

**THE ONTARIO PROPERTY TAXPAYER**



## THE MUNICIPAL PROPERTY ASSESSMENT CORPORATION

determines Current Value Assessments and classifications for all properties in Ontario.

## THE PROVINCIAL GOVERNMENT

passes legislation, sets assessment policies and determines education tax rates. The Province also operates an independent assessment appeal tribunal – the Assessment Review Board.



Municipalities use the assessed values we provide to inform their decisions about the property taxes we all pay for important services.



## MUNICIPALITIES

determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services using the assessed value.\*

**These services may include:**



**Police and fire protection**



**Roads, sidewalks and public transit**



**Waste management**



**Municipal parks and recreational facilities**



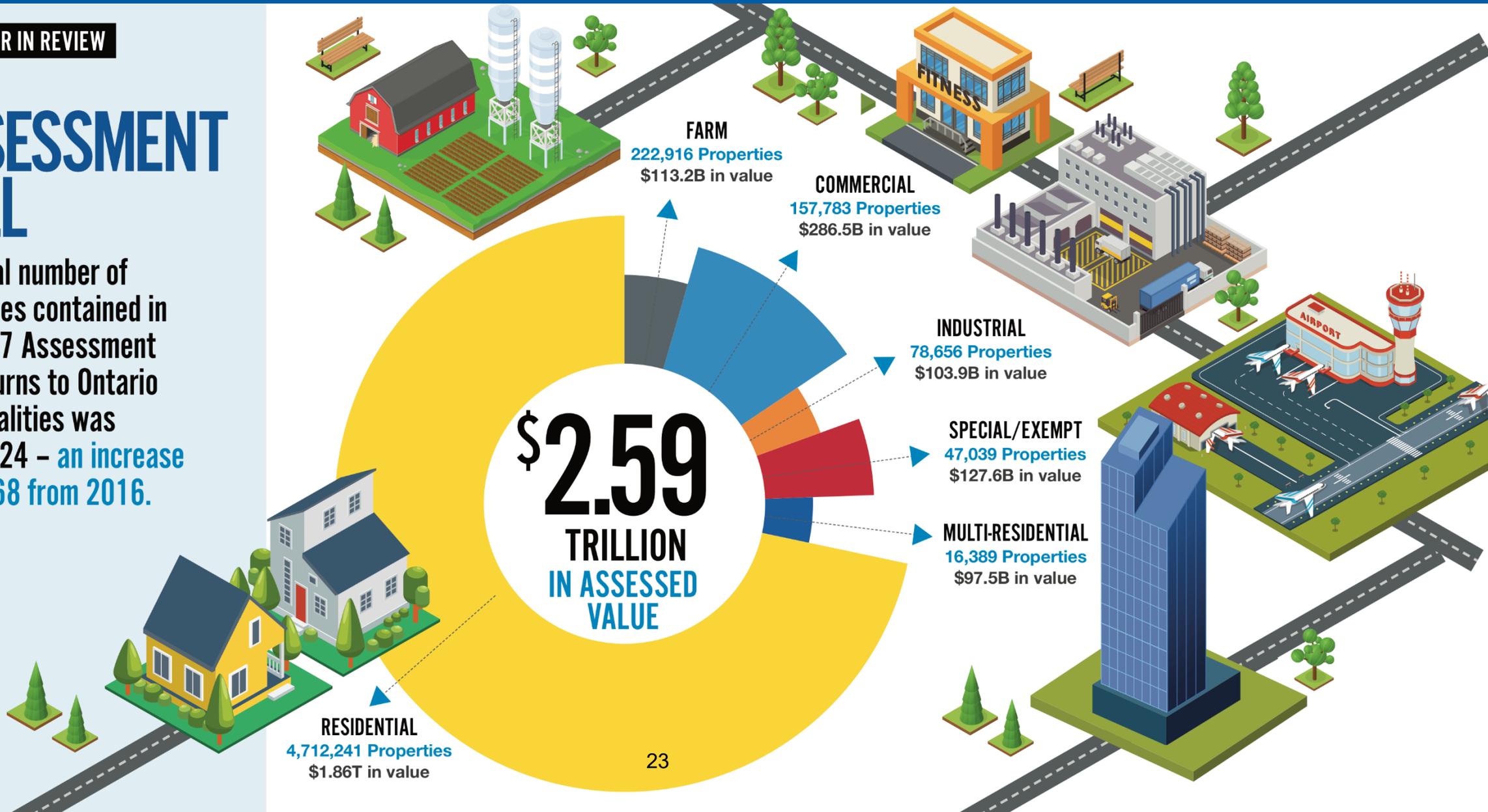
**School boards**  
Education taxes are also collected for school boards.

# 2017 Assessment Roll for 2018 Taxation

2017 YEAR IN REVIEW

## ASSESSMENT ROLL

The total number of properties contained in the 2017 Assessment Roll returns to Ontario municipalities was 5,235,024 – an increase of 63,468 from 2016.



**\$2.59**  
TRILLION  
IN ASSESSED  
VALUE

# Current Value Assessment (CVA)



***Current value*** is market value at a point in time (the legislated valuation date)

# Approaches to Value



Direct Comparison Approach

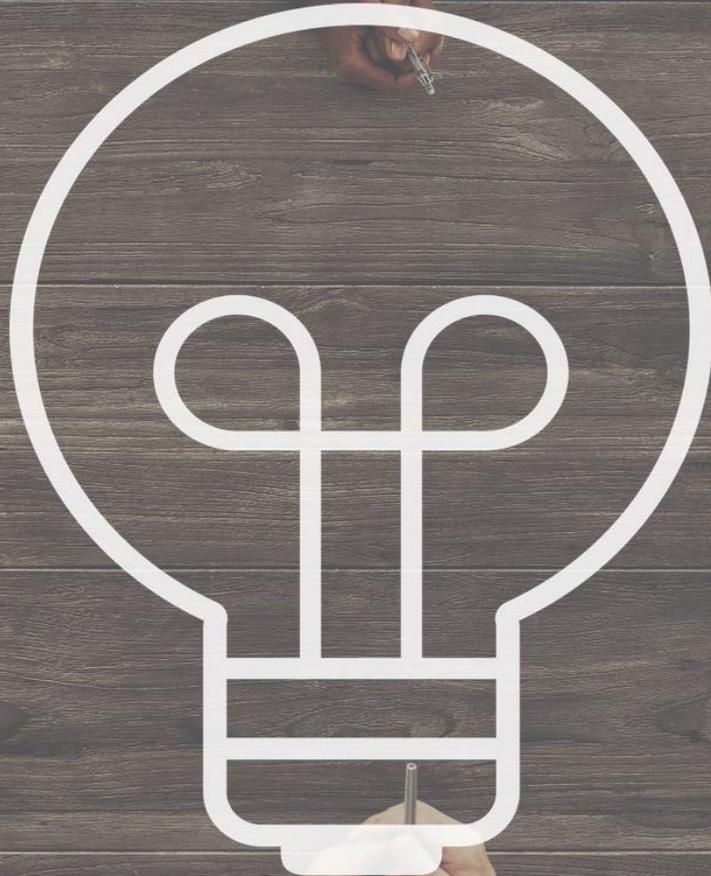


Income Approach



Cost Approach

About  Property.ca



**MUNICIPAL  
CONNECT™**

# Ontario's 4-Year Cycle



# Phase-in Program for Increases Only

Your property's value on **January 1, 2016:** **\$345,000**

Your property's value on **January 1, 2019:** **\$375,000**

Over this four-year period,  
your property value changed by: **\$30,000**

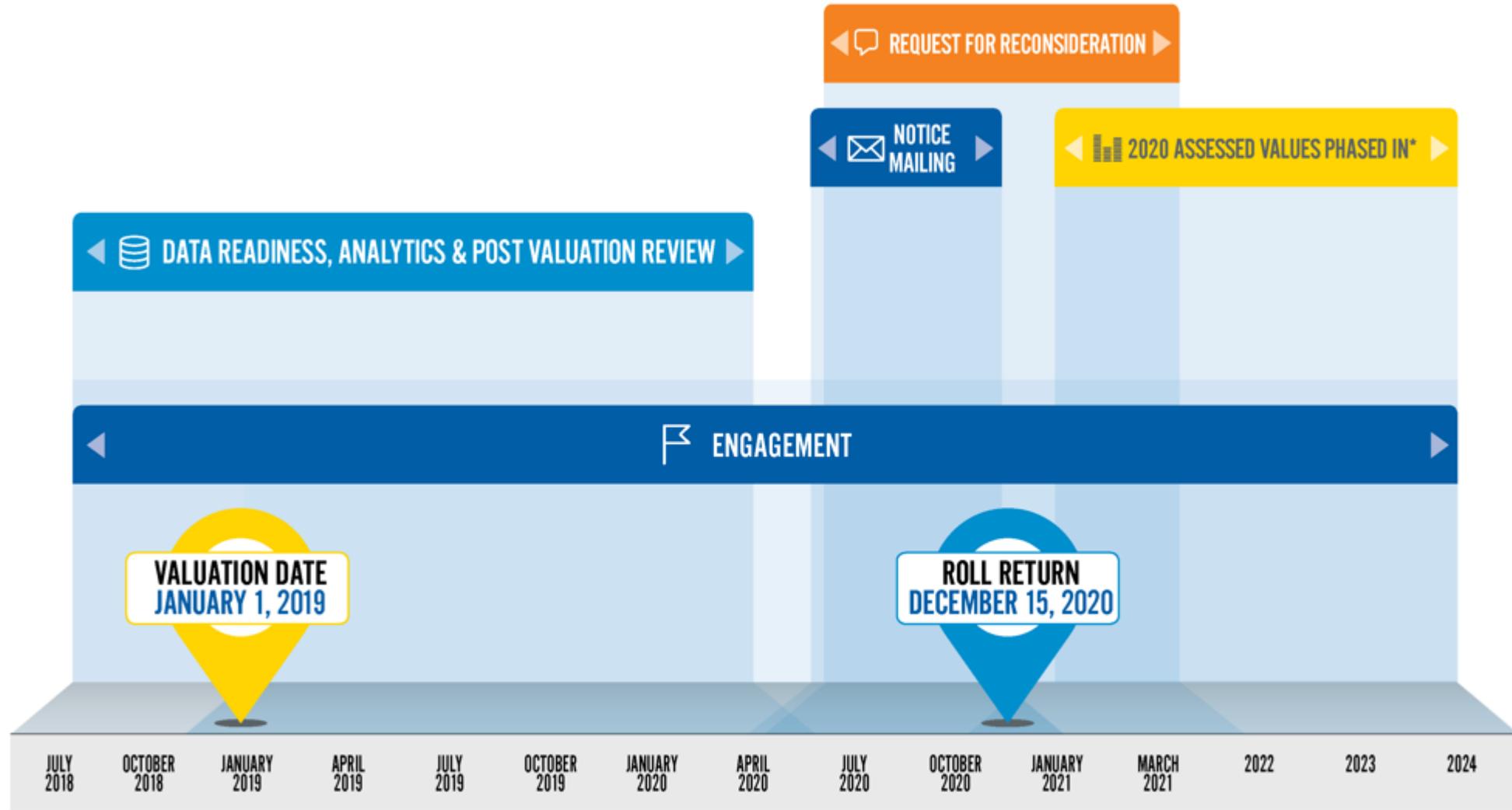
**Assuming property characteristics stay the same,  
the property assessment will increase by \$7,500 each year**





# The Road to Ontario's Next Assessment

# Assessment Roadmap



\*Assessment increases are **phased in equally over four years**. Decreases are **applied immediately**.



# 2018 YEAR-END ASSESSMENT REPORT FOR THE 2019 TAX YEAR

AS OF DECEMBER 2018

# Your municipality's assessment base: Municipality of Mississippi Mills

Property Class	Number of Properties	Total Assessed Value	Percentage Of Total Portfolio
Residential	6268	1,739,305,154	84.8%
Farm	654	94,122,730	4.6%
Commercial	253	50,671,918	2.5%
Industrial	45	2,655,071	0.1%
Exempt	382	84,573,297	4.1%
Multi-residential	23	21,070,060	1.0%
Other	146	59,225,470	2.9%
<b>TOTAL</b>	<b>7,771</b>	<sup>32</sup> <b>2,051,623,888</b>	<b>100%</b>

# Local Contacts

Regional Manager

Tracy McIntyre

[Tracy.mcintyre@mpac.ca](mailto:Tracy.mcintyre@mpac.ca)

613.775.0273

Account Manager

Kim Bennett

[Kim.bennett@mpac.ca](mailto:Kim.bennett@mpac.ca)

613.498.8186

**Mississippi Mills Public Library Board**  
**MINUTES**

A regular meeting of the MMPLB was held on Wednesday, February 20, 2019 at 3:00 p.m. in the Almonte Branch.

**1. CALL TO ORDER**

The meeting was called to order at 3:00 p.m.

**PRESENT:**

Councillor Jan Maydan  
Micheline Boucher  
Cathy Peacock  
Barbara Button  
Warren Thorngate  
Jeff Fraser  
Leanne Czerwinski  
Marie Traversy

Staff: Christine Row, CEO/Chief Librarian

**ABSENT:**

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A roundtable of introductions started the meeting.

**2. APPROVAL OF AGENDA**

**Resolution No. 1-19**

**Moved by** J. Fraser

**Seconded by** M. Traversy

**THAT** the agenda be approved as presented with the exclusion of the approval of December 12 Minutes and December 12 in camera Minutes which have been approved by M. Boucher and M. Souter (previous Chair).

**CARRIED**

**3. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**4. ELECTION OF OFFICERS**

- a) Chair
- b) Acting Chair

**Resolution No. 2-19**

**Moved by** M. Boucher

**Seconded by** J. Fraser

**THAT** the MMPLB elect C. Peacock as Chair of the Mississippi Mills Public Library Board for the 2019-2022 term.

**CARRIED**

**Resolution No. 3-19**

**Moved by** B. Button

**Seconded by** J. Fraser

**THAT** the MMPLB elect L. Czerwinski as Acting Chair of the Mississippi Mills Public Library Board for the 2019-2022 term.

**CARRIED**

**Resolution No. 4-19**

**Moved by** J. Fraser

**Seconded by** B. Button

**THAT** the nomination ballots for Chair and Acting Chair be destroyed.

**CARRIED**

**5. DELEGATIONS/PRESENTATIONS**

[None]

**6. CONSENT ITEMS**

- a) Board Orientation

The MMPPLB reviewed the following documents: Information Sheet for Library Trustees, Breakdown of patrons, Library Resources/Links, Library Associations and Organizations, 10 Things You Need to Know as a New Library Board Member, OLBA's Leadership by Design: Cut to the Chase, A Strategic Plan for the Mississippi Mills Public Library 2017-2026

- b) Conduct of Board Members policy (OP-05.1)

MMPLB reviewed, signed and submitted the Conduct of Board Members policy.

- c) Correspondence

C. Row provided a summary of recent email correspondence to Council regarding county library systems and municipal funding.

d) CEO Report

C.Row presented the CEO report for review.

e) Financials

MMPLB reviewed the December 31, 2018 financial statement.

f) Incidents

Discussion was held on the incident that occurred at the Almonte Branch on January 30, 2019. C. Row will look into safety training for students.

g) Staff update-step increase

**Resolution No. 5-19**

**Moved by** C. Peacock

**Seconded by** L. Czerwinski

**THAT** the MMPLB receive Consent Items as presented.

**CARRIED**

**7. FOR DISCUSSION/DECISION**

a) Business Arising from the Minutes

[None]

b) Strategic Plan Updates

[None]

**8. OTHER/NEW BUSINESS**

[None]

**9. NEXT MEETING**

March 27, 2019 starting at 2:30 p.m. at the Pakenham Branch.

**10. ADJOURNMENT**

**Resolution No. 5-19**

**Moved by** L. Czerwinski

**Seconded by** J. Maydan

**THAT** the meeting be adjourned at 4:30 p.m.

**CARRIED**

A meeting of the **Mississippi Mills Accessibility Advisory Committee** was held on **Thursday, March 21, 2019 at 3:00 p.m.** at the Municipal Office.

**PRESENT:**

Committee: Councillor Cynthia Guerard  
Araina Clark  
Betty Preston  
Claire Marson  
Jim Lowry  
Kristin Cavanagh-Ray  
Myrna Blair

Staff/Others: Jeanne Harfield, Acting Clerk

Regrets: Paul Crozier

---

The Acting Clerk called the meeting to order at 3:00 p.m.

**A. APPROVAL OF AGENDA**

**Moved by Betty Preston**  
**Seconded by Kristen Cavanagh-Ray**  
**THAT** the agenda be accepted as presented.

**CARRIED**

**B. DISCLOSURE OF PECUNIARY INTEREST**

None

**C. DELEGATIONS / PRESENTATIONS / TOURS**

None

**D. APPROVAL OF MINUTES**

**Moved by Araina Clark**  
**Seconded by Myrna Blair**  
**THAT** the minutes dated October 30, 2018 be approved as presented.

**CARRIED**

**E. BUSINESS ARISING OUT OF MINUTES**

None

**F. ROUND TABLE**

- Councillor Cynthia Guerard – Accessible park features and personal experience with disabilities
- Araina Clark – excited to be on the Advisory Committee again

- Betty Preston – Desire to review the priorities of the annual accessibility report and the assigned priority levels
- Claire Marson – excited to be on the Advisory Committee, personal experience as a caregiver to someone with invisible barriers
- Kristin Cavanagh-Ray – interested in invisible disabilities how to work with other committees on priority areas and promote accessibility

Other items discussed included:

- Available grants, curling rink accessibility and adaptable curling.
- The Acting Clerk to reach out to Robert Kennedy to review the 2019 barriers in the Municipality
- Accessibility of Mill St. and the use of Stop Gap ramps

**G. REPORTS**

None

**H. INFORMATION / CORRESPONDENCE**

1. Government of Ontario  
Re: How to Serve on a Municipal Accessibility Advisory Committee
2. Parkinson Canada  
Re: At Ease: a guide to improving accessibility in the workplace and on route for people with invisible disabilities

**I. OTHER/NEW BUSINESS**

1. Introduction of new Members

All members present introduced themselves.

2. Election of Chair – term January 2019 to December 31, 2022

**Moved by Clair Marson**

**Seconded by Araina Clark**

**THAT** Betty Preston be appointed as Chair for the term of Council

**CARRIED**

3. 2019 Meeting Schedule

All AAC meetings will be scheduled for 3<sup>rd</sup> Wednesday's of the Month at 3:00 p.m. The Acting Clerk will circulate agendas and advise if a meeting has been cancelled.

4. Accessibility Plan

Members reviewed the 2015-2019 Accessibility Plan and will work with the Acting Clerk on revisions and ideas on what to incorporate into the 2020-2025 plan. Incorporating aspects of the annual accessibility plan (barriers)

5. National Access Awareness Week
- Focus on how businesses can be accessible – easy and cost effective ways to be more accessible
  - Acting Clerk to bring forward a plan to the April 17<sup>th</sup> meeting.

**J. MEETING ANNOUNCEMENTS**

- Webinar – March 27, 2019 at 1:00 p.m.
- AAC meeting – April 17, 2019 at 3:00 p.m.

**K. ADJOURNMENT**

**Moved by Claire Marson**  
**Seconded by Araina Clark**  
**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 3:58 p.m.

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Jeanne Harfield, Acting Clerk

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** April 2, 2019

**TO:** Committee of the Whole

**FROM:** Tiffany MacLaren, Community Economic & Cultural Coordinator

**SUBJECT: Road Closure Request – Exchange Movie Company Inc.**

**RECOMMENDATION:**

**THAT Council approve the following rolling closures & temporary road closures for the feature film “The Exchange” occurring between Monday, April 9<sup>th</sup> and Wednesday, April 24<sup>th</sup>:**

<b>Date</b>	<b>Streets</b>	<b>Time</b>	<b>Details</b>	
April 15, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming inside and outside Superior Restaurant Parking up both sides of Brae St. after 6PM April 14 <sup>th</sup>	Intermittent traffic stops (rolling closures) max 3 min at a time
April 16, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming inside and outside Cheerfully Made Parking both sides of Mill St (Brae to Bridge) after 6PM April 15 <sup>th</sup> Intermittent traffic stops (rolling closures) max 3 min at a time	Intermittent traffic stops (rolling closures) max 3 min at a time
April 17, 2019	Lower Mill Street	5:30AM to 9:00PM	Filming inside and outside The White Owl and into and out of the former Ultramar lot. Parking both sides of Mill St (Almonte St. to Brae St.) after 6PM April 16 <sup>th</sup>	Intermittent traffic stops (rolling closures) max 3 min at a time
April 18, 2019	9052 McCarton Road	5:30AM to 9:00PM	Technical trucks parked on McArton Rd. between Golden Line Road and Ridgemont Drive.	Intermittent traffic stops (rolling closures) max 3 min at a time
April 23, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming of parade scene on upper Mill Street Parking Brae Street from Mill Street to Farm Street on both sides of the road, including the parking lot on Brae Street.	Traffic to be detoured for a portion of the day– Beacon Light to be

			<p>Parking on Mill St. from Brae to Bridge on both sides of the road after 6PM April 22th</p> <p>Intermittent traffic block off throughout the day</p> <p>Ultramar parking lot to be offered as alternate parking. Movie Company will also provide a shuttle for customers where required.</p>	hired.
April 24, 2019	Lower Mill Street	5:30AM to 9:00PM	<p>Parade scene moves through the town</p> <p>Parking and Vehicle Restriction Request: Mill Street between Almonte Street and Bridge Street after 6PM April 23th</p> <p>No through traffic except for emergency vehicles</p>	Traffic to be detoured for a portion of the day– Beacon Light to be hired.
April 25, 2019	Lower Mill Street	5:30AM to 9:00PM	<p>Parade scene moves through the town</p> <p>Parking: Mill Street between Almonte Street and Brae Street after 6PM April 24th</p> <p>Intermittent traffic block off throughout the day</p>	Traffic to be detoured for a portion of the day– Beacon Light to be hired.

**BACKGROUND:**

Exchange Movie Company Inc. is filming a Feature Film titled The Exchange in Mississippi Mills and surrounding areas between March 19<sup>th</sup> and April 5<sup>th</sup>. The movie is a coming of age comedy about a high school student in the 1980s. Script is based on the life story of the writer – Tim Long. This is a Canadian story with a Canadian script. Only Canadian flags will be flown.

Filming locations include: Mill Street, Little Bridge Street, Brae Street, McCarther Road, The White Owl (inside & out), The Superior Restaurant (inside & out), Cheerfully Made (inside & out) and the former Ultramar Parking Lot.

On March 24, 2019, the Location Manager, Nina Bains, formally requested a series of road closures required in order to proceed with their film.

Location Managers and the production team are in the process of meeting with multiple businesses on Mill Street and entering in contracts for filming inside and outside of their businesses. In addition we have asked them to personally visit all businesses on Mill St. to ensure they are well informed and comfortable with the plans. We have requested that they provide us with sign off from all of the businesses on the street prior to the first day of filming April 9<sup>th</sup>.

## DISCUSSION

The film Location Managers and production team are in the process of meeting with multiple businesses on Mill Street and entering in contracts for filming inside and outside of their businesses. To date the confirmed businesses include Cheerfully Made, White Owl, The Superior and LG Lee & Sons. They have indicated that they may also be filming in other businesses.

The Movie Company will hire OPP to be on site for all rolling and full road closures. In addition the Movie Company will hire Beacon Light for April 23, 24 & 25<sup>th</sup> to coordinate & promote detours and manage traffic stoppages.

In addition we have requested that they personally visit all businesses on Mill St. to ensure they are well informed and comfortable with the plans. We require that they provide us with sign off from all of the businesses on the street prior to the first day of filming April 9<sup>th</sup>.

Coordinator of Economic Development and Director of Public Works worked with the location manager and outlined the following requirements:

1. Movie Company is responsible for ensuring all detours are clearly marked and advertised in advance.
2. Movie Company will hire Beacon Light for April 23, 24 & 25<sup>th</sup> to coordinate detours and manage traffic stoppages.
3. Movie Company will hire OPP to be on site for all rolling and full road closures.
4. Since there are many days in the downtown will be impacted by rolling road closures and parking restrictions. Staff has requested sign-offs by all the businesses be obtained prior to the first day of filming. This is to ensure all businesses have a clear understanding of impact and are compensated where necessary. This must include businesses that may not be receiving a filming fee but would still be impacted by road closures and parking limitations.
5. Signage must be provided on all roads where there may be delays caused to traffic to warn them of the movie shoot and allow them the opportunity to take a different route.
6. The movie company will be required notify all residents in the impacted areas with a written notice. Staff will also share notices on local websites and social media.
7. Any filming requiring road closures or impacting traffic should be scheduled for the first half of the week with no closure requests or parking implications on Friday, Saturday or Sunday.

8. The original dates in the attached request included filming and parking restrictions on Easter Monday. Staff requested that the filming be shifted since my retail stores are open on the holiday and anticipate a busy shopping day.
9. Larger scenes filming in downtown Almonte should be broken into sections where possible to allow traffic to detour more easily.
10. For parking on McCarton Road the movie company will ensure to leave two travel lanes open at all times. They also need to allow vehicles to/from the residences on McCarton Road to pass.
11. As McCarton Rd. is a boundary road with the Township of Beckwith, in addition to our Council's approval they will need to obtain consent from the Township of Beckwith for and disruptions to traffic or parking for April 9<sup>th</sup>.
12. Emergency vehicles will be permitted through, and emergency services will need to be notified.
13. For April 23 and 24<sup>th</sup> the movie company will need to accommodate the Post Office as well as post office client traffic. Movie will work the Post Office to determine schedule.

The movie company is aware that downtown parking is a big issue. They are very interested in ensuring customers and clients can access the downtown easily. They will work with business owners and staff to communicate as well as offer alternatives. They are willing to shuttle from the arena if needed and will compensate the Municipality for any parking spots they are using or blocking for the filming days.

## **FINANCIAL IMPLICATIONS**

The Location Manager has communicated with me her commitment to supporting local business (such as catering, security and property rental) wherever possible. They are predicting to spend of \$110,000. They provided us with the following breakdown:

- Location fees & site rentals \$60,000.00
- Fuel for production vehicles \$15,000.00
- Lumber and hardware for sets \$10,000.00
- Props, set dressing etc. \$5,000.00
- Restaurants & coffee shops \$10,000.00
- General supplies \$5,000.00
- Shopping \$5,000.00
- Accommodations \$10,000.00
- Food and beverage \$5,000.00
- Local hires for daily labour \$5,000.00

The Movie Company is willing to compensate the Municipality for use of the parking spaces. Staff to investigate an appropriate fee.

All negotiations with individual property owners are done directly between the film company and the business or property owners.

**SUMMARY**

It is recommended that Council approve the request for rolling road closures for, April 15<sup>th</sup> Upper Mill Street, April 16<sup>th</sup> Upper Mill Street, April 17<sup>th</sup> Lower Mill St., April 18<sup>th</sup> McCarton Rd. and full closures April 22<sup>nd</sup> Upper Mill Street, April 23<sup>rd</sup> Lower Mill Street, April 24<sup>th</sup> Lower Mill Street of the Mill St. for the filming of a Canadian Movie by The Exchange Movie Company Inc.

Respectfully submitted,

Reviewed by,



---

Tiffany MacLaren  
Community Economic &  
Cultural Coordinator



---

Shawna Stone  
Acting CAO

**ALMONTE**  
LOCATION PLAN

**NOTES**

Below is a detailed production plan for the Exchange Movie's requirements in Almonte.

The Departments that you would interact with are our Locations Department and our Art Department, and from time to time, our Production Department.

Locations are in charge of securing the locations and working on the day-to-day logistics of filming and act as the liaison between yourselves and the production team.

The Art Department is an umbrella term that involves Graphics, Set Dressers, Props, Construction and Paint Departments. These departments are in charge of ensuring that the overall look of the town fits the tone, style and period of our film.

BASE CAMP refers to the support vehicles. This includes 45 – 56' trucks for Hair & Makeup, Wardrobe, Trailers for our cast to dress, an office for our production team, craft services as well as crew parking. For this we have a Transport Coordinator and Transport Team. The transport team works with locations and facilitates all requests through locations.

TECH PARKING refers to the support vehicles that carry our Camera, Grip & Electric, Art Department equipment and supplies.

**AN INTERMITTENT LOCK UP is only to obtain 1980 period continuity with passing vehicles.**  
**When camera is not facing the road traffic can flow freely**

**TUESDAY APRIL 9, 2019 – 9052 McARTON ROAD**

We are filming at 9052 McArton Road, Mississippi Mills on this date.

There will be a 1980's picture vehicle doing passbys in front of the house and some picture vehicles in the driveway.

We will have 2 shotguns, visible, but not fired on this day. These shotguns are props for picture and not for practical use

We are requesting two OPP officers to be with us on this day for security and for intermittent traffic lock up, should a road closure not be granted.

**Parking Restriction Request:** We will be requesting our technical trucks be parked on McArton Road somewhere between Golden Line Road and Ridgemont Drive.

**Traffic Request:** Road closure on MCARTON ROAD from Golden Line Road to Ridgemont Drive

## **MONDAY APRIL 15<sup>TH</sup>, 2019 - SUPERIOR RESTAURANT**

We have one driving sequence, camera rigged to the interior of the vehicle. Car will contain two actors driving at a slow speed travelling west on Mill Street from Bridge Street to Almonte Street.  
13pt/ EXT. SHEILA DRIVING

**Parking Restriction Request:** Both sides of Mill Street from Bridge Street to Brae Street, clearing off April 14<sup>th</sup>, 2019 after 6PM.

**Traffic Request:** Intermittent traffic lock up throughout the day

We are shooting inside and outside Superior Restaurant, below are the scene numbers.  
Location contract agreed on with owner.  
73 / EXT. COFFEE SHOP  
74/ INT COFFEE SHOP  
86/ INT COFFEE SHOP

**Parking Restriction Request:** Both sides of Brae Street from Bridge to the Tin Barn Market, clearing off April 14 after 6PM

**Traffic Request:** Intermittent traffic lock up throughout the day – maximum *3 minute lock offs at a time*

BASE CAMP & TECH PARKING: Almonte Fairground

### **ART REQUIRMENTS**

Snow blanketing, along sidewalks and edge of road.  
We would like the option to remove Hanging Baskets along sidewalk  
We will need the ability to cover street signs on the day, but will put them up and take them down same day.  
We would like the ability to dress sidewalk with greens (ie. Trees, plants, planters, etc) as required on the day. Same day removal.

## **TUESDAY APRIL 16<sup>TH</sup> – CHEERFULLY MADE**

We are shooting inside and outside Cheerfully Made, below are the scene numbers.  
Location contract agreed on with owner.  
50 EXT STEDMAN SHOES  
47 EXT STEDMAN SHOES  
58 INT STEDMAN SHOES

**Parking Restriction Request:** Both sides Mill Street from Brae to Bridge Street, clearing off the evening before on April 15 , 2019 beginning at 6PM

**Traffic Request:** Intermittent traffic lock up throughout the day

BASE CAMP & TECH PARKING: Almonte Fairground

### **ART REQUIRMENTS**

Snow blanketing, along sidewalks and edge of road.

We would like the option to remove Hanging Baskets along sidewalk  
We will need the ability to cover street signs on the day, but will put them up and take them down same day.

### **WEDNESDAY APRIL 17<sup>th</sup> 2019**

We have obtained permission to film in Maurice DuGuay's empty lot with consent by the Municipality of Mississippi Mills

17/EXT LONG TRACTORS  
18/INT LONG TRACTORS  
64/EXT LONG TRACTOR  
65/INT LONG TRACTOR

We are filming the below scene in the WHITE OWL from inside looking out towards the street.  
Location contract agreed on with owner.  
61/INT/EXT MAIN STREET/ BOOK STORE.

**Parking Restriction Request:** On Mill Street from Almonte Street to Brae Street on both sides of the road, clearing off April 16, after 6PM.

**Traffic Request:** Intermittent traffic black off throughout the day

BASE CAMP & TECH PARKING: Almonte Fairground

### **ART REQUIRMENTS**

Snow blanketing, along sidewalks and edge of road.  
We would like the option to remove Hanging Baskets along sidewalk  
We will need the ability to cover street signs on the day, but will put them up and take them down same day.  
We would like the ability to dress sidewalk with greens (ie. Trees, plants, planters, etc) as required on the day. Same day removal.  
Tractors to be places in parking lot, we request the ability for intermittent stoppage

### **MONDAY APRIL 22, 2019**

We are shooting our town parade. This is the GRAND FINALE of our film!

121 EXT PARADE STARTING POINT  
Mill St. Almonte by Superiour Restaurant

120 EXT ALLEY BY PARADE  
Brae St. at Mill Street

**Parking Restriction Request:** On Brae Street from Mill Street to Farm Street on both sides of the road, including the parking lot on Brae Street. Clearing off Sunday April 21, 2019 after 6PM

**Parking Restriction Request:** On Mill Street from Brae to Bridge on both sides of the road, clearing off Sunday April 21, 2019 after 6PM.

**Traffic Request:** Intermittent traffic black off throughout the day

BASE CAMP & TECH PARKING: Almonte Fairground

BACKGROUND HOLDING: Almonte Town Hall

### **ART REQUIRMENTS**

Snow blanketing, along sidewalks and edge of road.

We would like the option to remove Hanging Baskets along sidewalk

We will need the ability to cover street signs on the day, but will put them up and take them down same day.

We would like the ability to dress sidewalk with greens (ie. Trees, plants, planters, etc) as required on the day. Same day removal.

### **TUESDAY, APRIL 23, 2019**

Parade moves through the town

122pt EXT PARADE MOVING

Mill at Brae St. Almonte

122pt EXT PARADE STOPPED

Mill at Brae St. Almonte, between Sivarulrasa Gallery, Cody's Mechanics and Maurice's DuGuay's parking/.

**Parking and Vehicle Restriction Request:** Mill street between Almonte Street and Bridge Street, clearing off the night before on April 22, 2019 after 6PM

**Traffic Request:** We will need no through traffic except for emergency vehicles

BASE CAMP & TECH PARKING: Almonte Fairground

BACKGROUND HOLDING: Almonte Town Hall

### **ART REQUIRMENTS**

Snow blanketing, along sidewalks and edge of road.

We would like the option to remove Hanging Baskets along sidewalk

We will need the ability to cover street signs on the day, but will put them up and take them down same day.

We would like the ability to dress sidewalk with greens (ie. Trees, plants, planters, etc) as required on the day. Same day removal.

### **WEDNESDAY, APRIL 24<sup>TH</sup>, 2019**

110 EXT MAIN STREET  
124pt EXT PARADE – STOPPED AT LONG’S

**Parking Restriction Request:** aMill Street between Almonte Street and Brae Street, clearing off at April 23rd, 2019 at 6PM

**Traffic Request:** Intermittent traffic black off throughout the day –*lock offs at a time*

BASE CAMP & TECH PARKING: Almonte Fairground  
BACKGROUND HOLDING: Almonte Town Hall

### **ART REQUIRMENTS**

Snow blanketing, along sidewalks and edge of road.

We would like the option to remove Hanging Baskets along sidewalk

We will need the ability to cover street signs on the day, but will put them up and take them down same day.

We would like the ability to dress sidewalk with greens (ie. Trees, plants, planters, etc) as required on the day. Same day removal.

### **OTHER BUSINESSES THAT ARE BEING APPROACHED**

Avenir Design Studio  
Peche and Poivre  
Baker Bob  
Subway  
Threadwork  
Century 21  
BMO  
My Upholstery Shop  
Canada Post

Although we are causing parking restrictions across these three days, we will have 800 people through the main street that can interact with the vendors.

### **FINANCIAL BREAKDOWN OF EXPENDTURE IN ALMONTE OVER 20 DAY SPAN**

LOCATION FEES & SITE RENTALS	\$40,000.00
FUEL FOR PRODUCTION VEHICLES	\$20,000.00
LUMBER AND HARDWARE FOR SETS	\$10,000.00
RESTAURANTS & COFFEE SHOPS	\$10,000.00
GENERAL SUPPLIES	\$5,000.00
SHOPPING	\$5,000.00
ACCOMODATIONS	\$10,000.00
FOOD AND BEVERAGE	\$5,000.00
LOCAL HIRES FOR DAILY LABOUR	\$5,000.00

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** April 2, 2019  
**TO:** Committee of the Whole  
**FROM:** Robert Kennedy, Facilities/Health and Safety Coordinator  
**SUBJECT:** **Workplace Harassment and Violence Policies**

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**RECOMMENDATION:**

**THAT Council approve the following policies and procedures as presented:**

- a) Workplace Harassment Policy**
- b) Workplace Violence Policy**
- c) Respect in the Workplace Procedures revision date April 2, 2019**

**BACKGROUND:**

On March 14, 2019, the Ministry of Labour conducted an unscheduled site visit and issued a non-compliance order on the Municipality's workplace harassment policies and procedures as they had not been recently updated to be in compliance with current legislation.

**DISCUSSION:**

At the time of the Ministry's field visit, the harassment and violence policies and procedures were already under review and new versions of the documents had been drafted to address changes to the act in September of 2016, but had yet to be finalized.

The Facilities/Health and Safety Coordinator and the Joint Health and Safety Committee (JH&SC) review all the Municipality's Health and Safety policies and procedures annually for content and to ensure compliance with provincial legislation. The Municipal health and safety policy manual will be brought before Council in the coming weeks due to changes brought on by the Ministry of Labour ergonomics in the workplace initiative.

Two separate policies (one for Harassment and one for Violence) have been updated in keeping with the Occupational Health and Safety Act:

- 32.0.1 (1) An employer shall,
  - (a) prepare a policy with respect to workplace violence;
  - (b) prepare a policy with respect to workplace harassment; and
  - (c) review the policies as often as is necessary, but at least annually. 2009, c. 23, s. 3.

And in keeping with the Occupational Health and Safety Act 32.0.7 (1) To protect a worker from workplace harassment, an employer shall ensure that,

- (a) an investigation is conducted into incidents and complaints of workplace harassment that is appropriate in the circumstances;
- (b) the worker who has allegedly experienced workplace harassment and the alleged harasser, if he or she is a worker of the employer, are informed in writing of the results of the investigation and of any corrective action that has been taken or that will be taken as a result of the investigation;
- (c) the program developed under section 32.0.6 is reviewed as often as necessary, but at least annually, to ensure that it adequately implements the policy with respect to workplace harassment required under clause 32.0.1 (1) (b); and
- (d) such other duties as may be prescribed are carried out. 2016, c. 2, Sched. 4, s. 3.

The Respect in the Workplace procedures have been updated to include harassment and violence procedures in one document to prevent duplication. These policies and procedures will be monitored, reviewed and posted in all the Municipality's workplaces Health and Safety boards.

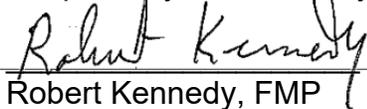
**FINANCIAL IMPLICATIONS:**

There are no financial implications at this time.

**SUMMARY:**

It is recommended that Council approve the Municipality's workplace harassment and violence policies and procedures to ensure that the Municipality is in compliance with the provincial regulations.

Respectfully submitted By,



Robert Kennedy, FMP  
Facilities Health and Safety Coordinator

Reviewed by,



Guy Bourgon  
Director of Public Works

Approved by,



Shawna Stone  
Acting Chief Administrative Officer

**Attachments:**

- a) Workplace Harassment Policy
- b) Workplace Violence Policy
- c) Respect in the Workplace Procedures revision date April 2, 2019
- d) Harassment and Violence Incident Report Form
- e) Harassment and Violence Investigation Report



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## WORKPLACE HARASSMENT POLICY

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The Municipality of Mississippi Mills is committed to providing a work environment in which all workers are treated with respect and dignity. Workplace harassment will not be tolerated from any person in the workplace (*including customers, clients, other employers, supervisors, workers and members of the public, as applicable*).

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

1. engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
2. making a sexual solicitation or advance where the person making the solicitation or advance is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome;

Reasonable action taken by the employer or supervisor relating to the management and direction of workers or the workplace is not workplace harassment.

Workers are encouraged to report any incidents of workplace harassment to the appropriate person. Immediate Supervisor, Department head, Facilities/Health and Safety coordinator, JH&SC certified member, CAO

Management will investigate and deal with all complaints or incidents of workplace harassment in a fair, respectful and timely manner. Information provided about an incident or about a complaint will not be disclosed except as necessary to protect workers, to investigate the complaint or incident, to take corrective action or as otherwise required by law.

Managers, supervisors and workers are expected to adhere to this policy, and will be held responsible by the employer for not following it. Workers are not to be penalized or disciplined for reporting an incident or for participating in an investigation involving workplace harassment.

If a worker needs further assistance, he or she may contact JHSC Certified Representative or Facilities/Health and Safety Coordinator, Employee Assistance Program or Human Rights Legal Support Centre

Signed or Approved by: \_\_\_\_\_  
Mayor

Date: \_\_\_\_\_



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## WORKPLACE VIOLENCE POLICY

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The Municipality of Mississippi Mills is committed to the prevention of workplace violence and is ultimately responsible for worker health and safety. We will take whatever steps are reasonable to protect our workers from workplace violence from all sources.

Workplace Violence:

- 1) The exercise of physical force by a person against a worker, in a workplace, that causes or could cause physical injury to the worker
- 2) An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker,
- 3) A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker in a workplace that could cause physical injury to the worker.

Violent behaviour in the workplace is unacceptable from anyone. This policy applies to any person in the workplace (*including customers, clients, Contractors, other employers, supervisors, workers and members of the public, as applicable*).

There is Respect in the Workplace (Harassment and Violence) procedures that implement this policy. It includes measures and procedures to protect workers from workplace violence, a means of summoning immediate assistance and a process for workers to report incidents, or raise concerns.

Everyone is expected to uphold this policy and to work together to prevent workplace violence.

The Municipality of Mississippi Mills, as the employer, will ensure this policy and the supporting program are implemented and maintained. All workers and supervisors will receive appropriate information and instruction on the contents of the policy and program.

Supervisors will adhere to this policy and the supporting program. Supervisors are responsible for ensuring that measures and procedures are followed by workers and that workers have the information they need to protect themselves.

Every worker must work in compliance with this policy and the supporting program. All

workers are encouraged to raise any concerns about workplace violence and to report any violent incidents or threats to the appropriate person (Immediate Supervisor, Department head, Facilities/Health and Safety coordinator, JH&SC certified member, CAO)

Management will investigate and deal with all incidents and complaints of workplace violence in a fair and timely manner, respecting the privacy as much as possible of all concerned.

Signed or Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Mayor

The workplace harassment policy should be consulted whenever there are concerns about harassment in the workplace.



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## CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### RESPECT IN THE WORKPLACE PROCEDURE (Harassment and Violence)

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**Approved by:** Council

**Date:** June 7, 2010

**Last Revised by:** Robert Kennedy FMP

**Date:** April 2, 2019

#### 1. INTRODUCTION

##### 1.1. Purpose

The purpose of this procedure is to provide guidelines for the prevention of workplace harassment, sexual harassment and or violence and to outline action(s) to be taken if acts of workplace harassment or violence are reported. This procedure should be read in conjunction with the Council approved “workplace harassment and workplace violence policies”.

##### 1.2. Definitions

“Worker” - shall mean a person:

- i. Who performs work or supplies services for monetary compensation.
- ii. A secondary school student who performs work or supplies services for no monetary compensation under a work experience program authorized by the school board that operates the school in which the student is enrolled.
- iii. A person who performs work or supplies services for no monetary compensation under a program approved by a college of applied arts and technology, university or other post-secondary institution.
- iv. A person who receives training from an employer, but who, under the Employment Standards Act, 2000, is not an employee for the purposes of that Act because the conditions set out in subsection 1 (2) of that Act have been met.
- v. Such other persons as may be prescribed who perform work or supply services to an employer for no monetary compensation.

“Council” - shall mean the Council of the Corporation of the Municipality of Mississippi Mills

“Employer” - shall mean the Corporation of the Municipality of Mississippi Mills

“Supervisor / Manager” - shall mean the immediate supervisor or designate or Department Head

“Municipality” - shall mean the Corporation of the Municipality of Mississippi Mills

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

“Workplace sexual harassment” - is defined as:

- i. engaging in a course of vexatious comment or conduct against a worker, in a workplace because of sex, sexual orientation, gender identity or gender expression where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- ii. making a sexual solicitation or advance where the person making it is in a position to confer, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know the solicitation or advance is unwelcome

“Workplace violence” - means,

- i. The exercise of physical force by a person against a worker, in the workplace that causes or could cause physical injury to the worker.
- ii. An attempt to exercise physical force against a worker, in a workplace, that could cause physical injury to the worker.
- iii. A statement or behavior that it is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in a workplace, that could cause physical injury to the worker.

“Workplace” - for the purposes of this procedure means whenever the worker is performing his or her work duties or is present on behalf of the Municipality of Mississippi Mills. A workplace can include the office, travelling in a vehicle on behalf of the Municipality, attending a course, seminar or function sanctioned by the Municipality, or anywhere a worker is required to be in the course of his/her job.

### 1.3. Policy Statement

It is the policy of the Municipality of Mississippi Mills to promote a healthy and safe work environment for its workers, including being free from harassment and violence. The Municipality will take all reasonable measures to prevent harassment and or violence against its workers and will take immediate action in accordance with this procedure should an incident occur.

Harassment and or violence, threats, intimidation with physical intent and other fear-inducing behavior in the workplace will not be tolerated. All reports of such incidents will be taken seriously and will be dealt with appropriately, including incidents of harassment or violence towards workers by non-workers.

A worker that subjects another worker, client or business associate of the Municipality to workplace harassment and or violence may be subject to disciplinary action commensurate to the incident, up to and including dismissal from employment.

A worker who is a victim of workplace harassment and or violence will be treated with respect and consideration and the Municipality will provide emergency medical and or psychological assistance appropriate in the circumstance.

### 1.4. Eligibility

This procedure is intended to apply to all workers of the Municipality of Mississippi Mills.

## **2. TRAINING**

Workers who may be exposed to harassment and or violence will be trained on the following topics:

- 2.1. Results of workplace harassment/violence assessments
- 2.2. Safe work procedures to minimize the risk of harassment/violent incidents
- 2.3. How to recognize and control potentially harassing/violent situations
- 2.4. How to respond to incidents and obtain assistance
- 2.5. How, when and to whom to report an incident
- 2.6. How to investigate and document incidents
- 2.7. Re-training will be done whenever new risks are identified or changes made to the corporate or departmental procedure

### **3. PROCEDURE FOR MAKING A HARASSMENT OR VIOLENCE COMPLAINT**

There are informal and formal ways to address harassment and or violence in the workplace. Workers are encouraged to choose the informal approach first.

#### 3.1 Informal:

- 3.1.1 If a worker is being harassed and if they are comfortable doing so, they are encouraged to confront the person harassing them.
- 3.1.2 If the worker feels they are unable to confront the alleged harasser directly, the worker should report the situation to their supervisor / manager.
- 3.1.2 In cases of assault, workers or supervisor may wish to contact the police.
- 3.1.3 The supervisor, in consultation with the worker, may choose to address the complaint informally. This includes speaking to the alleged harasser to reach a solution or arranging for mediation, where a neutral third party helps in reaching an acceptable solution. The supervisor must consult with the CAO on all allegations of harassment/sexual harassment or Violence before taking action.

#### 3.2 Formal:

- 3.2.1 If the informal route is unsuccessful or is not appropriate, the worker will complete a Harassment and Violence Incident report with his/her supervisor or department head. Every formal complaint will be investigated thoroughly and promptly by the supervisor or department head.
- 3.2.2 Supervisors should inform the worker of his/her right to make a formal complaint with a Joint Health and Safety Committee Certified Representative, Contact information located on the Health and safety board in the facility where the worker reports for work, Health and Safety Coordinator or the Ontario Human Rights Commission and to discuss the harassment with an employee assistance counsellor or with the union if a member.

### **4. INVESTIGATING HARASSMENT OR VIOLENCE COMPLAINTS**

Supervisors and Department Heads are responsible for investigating harassment and violence incidents in a thorough, confidential and prompt manner. A formal investigation of an incident will occur when the informal route is unsuccessful or not appropriate. The investigator should refrain from making any critical or judgmental comments. The Municipality will not disclose a complainant's, an alleged harasser's name, or any circumstance about an incident to anyone, except where necessary to investigate the incident, take disciplinary action, or where required by law. Supervisors involved in an incident must keep all information confidential, except in the above circumstances.

- 4.1 During the investigation process, the supervisor shall take the necessary steps to minimize potential contact between the complainant and the person alleged to have committed the harassment.
- 4.2 The supervisor will obtain the details of the incident in writing, using the **Harassment/Violence Incident Report form** in order to identify the appropriate person to conduct the investigation and to identify the list of people to interview and what to ask of each individual.
- 4.3 The supervisor should try to ascertain what actions the complainant believes are reasonable to resolve the matter. The supervisor will inform the complainant of the steps that the Municipality will be taking in the investigation and confirm that the Municipality takes the complaint seriously, explaining that only those with a legitimate need to know will be given information and that details will be kept as confidential as possible.
- 4.4 The supervisor will inform the alleged harasser of the right to contact his/her union and to have a representative present, if applicable. The supervisor will ask the person alleged of the harassment to reply to the allegations, preferably in writing. The supervisor will inform the alleged harasser of the steps that the Municipality will be taking in the investigation and confirm that the Municipality takes the incident seriously. The supervisor will also explain to the alleged harasser that the company will not permit any retaliation against the complainant and that if there are attempts to do so, there will be disciplinary action.
- 4.5 The supervisor will conduct interviews with all necessary people, including the complainant, the alleged harasser and other workers who may have witnessed the event or may have information related to the incident. The supervisor must explain that these interviews are confidential in nature, including all information arising out of the interviews. The supervisor should interview all witnesses identified by the complainant and alleged harasser to ensure the appearance of an unbiased investigation.
- 4.6 When interviewing witnesses, the supervisor should inform them:
  - 4.6.1 Why the interview is taking place
  - 4.6.2 How the information may be used
  - 4.6.3 The importance of complete and accurate facts
  - 4.6.4 The importance of the names of all possible witnesses
  - 4.6.5 The Municipality's position on confidentiality and the need for the witnesses to maintain confidentiality
  - 4.6.6 The Municipality's position on retaliation

- 4.7 At the end of the interview, the supervisor should review with each person interviewed the points contained in their notes to confirm the accuracy and determine whether the person has anything to add. Interview notes should be reduced into a written statement and the interviewee will be asked to read, sign and date the statement.
- 4.8 Once the investigation is complete, the supervisor will prepare a written report within 10 days and determine whether harassment or violence has taken place. The complainant and alleged will receive a copy. An investigation may result in one of the following conclusions:
- 4.8.1 Evidence and the balance of probability standard of proof show that harassment occurred and an appropriate course of action is determined;
  - 4.8.2 Evidence shows that harassment did not occur, but actions may be recommended, such as workplace mediation or education;
  - 4.8.3 Evidence shows the accusation was vexatious and malicious. Discipline against the complainant may be recommended;
  - 4.8.4 Evidence was insufficient to draw a conclusion but actions may be recommended including education and debriefing
- 4.9 The employer must meet separately with the complainant and the person who has been alleged of the incident to explain the investigation process, conclusions, and disciplinary action or remedies taken, which will be implemented as soon as possible. The alleged harasser will be informed of his/her right to grieve the decision for non-union staff to the CAO or Council if necessary or through the grievance process outlined in the collective agreement for unionized staff.
- 4.10 If the results of the investigation are inconclusive, the supervisor should explain that the investigation was unable to determine the events that occurred and that the Municipality will monitor the situation to ensure that no harassment occurs.

## **5. RESPONSIBILITIES**

- 5.1 Employers will:
- 5.1.1 Implement procedures to eliminate or minimize risk
  - 5.1.2 Support and assist workers subjected to harassment and or Violence
  - 5.1.3 Ensure that workers are aware of the potential hazards of harassment and or violence and the appropriate action to protect themselves
  - 5.1.4 Provide appropriate training for supervisors in investigating incidents of Harassment and Violence

5.1.5 Ensure that workers comply with the Workplace Harassment and Violence policies

5.2 Supervisors will:

5.2.1 Support and assist workers subjected to harassment and Violence

5.2.2 Ensure that workers are aware of the potential hazards of harassment and violence and they take appropriate action to protect themselves

5.2.3 Investigate incidents of harassment and violence in accordance with established procedures

5.2.4 Ensure that workers comply with the Workplace Harassment and violence

5.2.5 Policies

5.3 Workers will:

5.3.1 Report incidents to their supervisor as soon as possible

5.3.2 Adhere to the policies and procedures at all times

## **6. CORRECTIVE ACTION FOR HARASSERS**

Workers who harass another person will be subject to one or more forms of discipline depending on the severity of the harassment. Disciplinary action will be determined in consultation with the CAO and in accordance with the Municipality's Progressive Discipline Policy. Forms of discipline may include, but are not limited to the following:

6.1 A written reprimand

6.2 Harassment training

6.3 Suspension, with or without pay

6.4 A transfer, if it can be accommodated within the respective Department if it is not reasonable for the people involved to continue working together

6.5 Dismissal

## **7. VIOLENCE PREVENTION SAFEWORK PROCEDURE**

7.1 Risk Assessment

Under the Occupational Health and Safety Act, the employer must assess the risk of workplace violence that may arise from the nature of the workplace, type of work or

conditions of work and must advise the Joint Health and Safety Committee of the assessment.

When a risk of violence in the workplace is identified, employers must inform workers about the nature and extent of the risk of violence from persons whom workers are likely to encounter in the course of their work. Due to the nature and circumstances of the work performed and interactions between the workers and others in the workplace, a risk assessment is unique to each workplace. Violence includes in-person threats of violence, telephone threats of violence, threats from other sources such as email and actual incidents of physical violence.

Issues that the Municipality considers when evaluating the risk of violence in the workplace include:

- 7.1.1 The people in the workplace including workers, clients and the public
- 7.1.2 Work locations
- 7.1.3 Type of work performed
- 7.1.4 Whether workers work alone
- 7.1.5 Workplace design and layout
- 7.1.6 Lighting and security
- 7.1.7 Hours of operation
- 7.1.8 History of violence in the workplace

## 7.2 Preventative Measures To Eliminate Or Minimize The Risk Of Violence

A number of preventative measures may be implemented in order to eliminate or reduce the risks of violence in the workplace. These include engineering controls and administrative controls. A brief summary of some control measures are:

- 7.2.1 Engineering controls include:
  - 7.2.1.1 The physical design and layout of work spaces;
  - 7.2.1.2 Security equipment
  - 7.2.1.3 Controlled access to entrances
  - 7.2.1.4 Increased lighting
  - 7.2.1.5 Addition of protective barriers in areas where workers interact with clients
  - 7.2.1.6 Mobile phones for field staff

## 7.2.2 Administrative controls include:

- 7.2.2.1 Working alone policy and procedures
- 7.2.2.2 Parking lot safety
- 7.2.2.3 Money handling controls and training

## 7.3 Procedure For Addressing Violence In The Workplace

### 7.3.1 In-Person Threats of Violence

Threats of violence will not be tolerated. All threats of violence must be reported immediately to the supervisor, who will take appropriate action.

- 7.3.1.1 An individual who threatens a worker should be firmly informed that the behavior is not acceptable. The worker should advise the individual that service (discussion) will not be provided (continued) until the threatening behavior stops. In the situation of mandated services, arrangements can be made to change the method of service to reduce the risk to the worker.
- 7.3.1.2 If the behavior continues and there are reasonable grounds to believe that the worker is at risk of injury, the worker should remove himself/herself from the situation at once (in person or phone) and report the situation to the supervisor.
- 7.3.1.3 For “in-person” situations within the work area, a pre-arranged distress signal should be used to alert other staff within the work area.
- 7.3.1.4 The supervisor will make appropriate arrangements to have the individual escorted from the building or area.
- 7.3.1.5 If the individual cannot be escorted out of the building or area and the situation cannot be diffused, the supervisor will call the police.
- 7.3.1.6 Where there is reasonable cause to believe the individual poses an actual threat of violence to staff, workers at risk shall be notified and the incident documented.

### 7.3.2 Telephone Threats of Violence

Threats of violence over the phone will not be tolerated. All threats of violence should be reported immediately to the supervisor, who will take appropriate action. Workers are encouraged to keep the following security steps by their telephone for quick reference in the event that they receive a threatening phone call.

- 7.3.2.1 An individual who threatens a worker should be firmly informed that the behavior is not acceptable. The worker should advise the individual that discussion will not be continued until the threatening behavior stops.
- 7.3.2.2 If the behavior continues, the worker should hang up the phone, take note of the date and time the call was received, the words exchanged, the phone number of the caller and report the incident to the supervisor.
- 7.3.2.3 If a message is left on the worker's voice mail box, the worker should have his/her supervisor listen to the message, take notes of the message content including date and time of message and phone number of caller or if possible, forward the message to the supervisor's email.
- 7.3.2.4 Where there is reasonable cause to believe the individual poses an actual threat of violence to staff, workers at risk shall be notified and the incident documented.

### 7.3.3 Actual Incident of Violence

Physical violence towards a worker will not be tolerated. All acts of violence towards a worker must be reported immediately to the supervisor, who will take appropriate action. Worker should take all reasonable steps to protect their personal safety and remove themselves from the situation. In the situation of mandated services, arrangements can be made to change the method of service to reduce the risk to the worker.

- 7.3.3.1 In the work area, help can be summoned by using a pre-arranged distress signal.
- 7.3.3.2 The supervisor should be summoned immediately
- 7.3.3.3 If a physical assault occurs, the supervisor will ensure that the police are contacted.
- 7.3.3.4 The CAO and Council must be notified immediately by the supervisor or worker if an incident of physical violence occurs.
- 7.3.3.5 Workers who have been victims of violence must be encouraged to seek medical help and/or counselling, if needed, and provided with transportation to obtain that help if necessary.
- 7.3.3.6 Should a worker require medical aid for a violent incident occurring at work, both the worker and the employer must file a report of injury with the Workplace Safety and Insurance Board, specifically a Form 6 and Form 7 respectively.
- 7.3.3.7 The worker shall keep all existing benefit programs while under treatment or counseling.

#### 7.3.4 After an Incident of Violence

After an incident of physical violence or where there is a reasonable expectation that the threat of violence may escalate into actual violence in the future, the following steps shall be taken to advise workers of the risk of violence:

- 7.3.4.1 The supervisor will advise workers who are at risk of violence and will review current security procedures to minimize risk.
- 7.3.4.2 The supervisor shall only disclose information about the violent individual that is necessary to protect the safety and health of the staff at risk
- 7.3.4.3 Where a client file exists, incidents will be documented to ensure workers working with the client in the future are aware of potential for future risk
- 7.3.4.4 Where a department shares space in a building with other tenants and other tenants are at risk, the employer shall inform these tenants of the risk, disclosing only information that is necessary to protect the safety and health of other tenants.

#### 7.4 Reporting and Investigating Violent Incidents

- 7.4.1 The Violent Incident Report Form must be completed for all incidents of physical violence and in situations where there is a reasonable expectation that the threat of violence may escalate into actual violence in the future.
- 7.4.2 Workers must report all incidents of threats and attempted or actual violence to their immediate supervisor. The supervisor, in consultation with the worker, will assess the situation and complete the Violent Incident Report Form. The Report must be submitted to Council and the Joint Health and Safety Committee within 24 hours or a reasonable time period after the incident.
- 7.4.3 If any injury or mental trauma is sustained, both the worker and the employer must file a report of injury with the Workplace Safety and Insurance Board, specifically a Form 6 and Form 7 respectively.
- 7.4.4 The supervisor will review all incidents including threatening situations that are reasonably expected to escalate into actual violence in the future. The review will be done in consultation with the worker and if available, the police. Existing procedures will be reviewed and revised as necessary to minimize the risk of a reoccurrence. All revisions and recommendations will be forwarded to the Joint Health and Safety Committee for consideration and then to Council for review and action.

## 7.5 Record Keeping

The documents corresponding to the investigation will be kept on file in a secured location, separate from the Complainant and Respondent's personal files, for two years from the date of the incident to be readily available for inspection by anyone directly affected by the incident, or an Occupational Health and Safety Officer. The investigation report should be kept in a secured location for longer than two years when it is reasonable to do so in the circumstances. Examples of reasonable circumstances include: to wait for the expiration of a limitation period, for the manager to evaluate the workplace violence policy, and to monitor persons of ongoing concern.

## 7.6 Responsibilities

### 7.6.1 Employers will:

- 7.6.1.1 Make every effort to identify potential sources of violence
- 7.6.1.2 Implement procedures to eliminate or minimize risk
- 7.6.1.3 Support and assist workers subjected to violence
- 7.6.1.4 Ensure that workers are aware of the potential hazards of violence and the appropriate action to protect themselves
- 7.6.1.5 Provide appropriate training for workers who are at risk of coming into contact with hostile, angry or potentially violent individuals
- 7.6.1.6 Ensure that workers comply with the Respect in the Workplace
- 7.6.1.7 Policy and related Violence Prevention Safework Procedure

### 7.6.2 Supervisors will:

- 7.6.2.1 Make every effort to identify potential sources of violence
- 7.6.2.2 Implement procedures to eliminate or minimize risk
- 7.6.2.3 Support and assist workers subjected to violence
- 7.6.2.4 Ensure that workers are aware of the potential hazards of violence and the appropriate action to protect themselves
- 7.6.2.5 Provide appropriate training for workers who are at risk of coming into contact with hostile, angry or potentially violent individuals
- 7.6.2.6 Investigate incidents of violence in accordance with established procedures
- 7.6.2.7 Ensure that workers comply with the Respect in the Workplace
- 7.6.2.8 Policy and related Violence Prevention Safework Procedure

### 7.6.3 Workers will:

- 7.6.3.1 Take reasonable steps to minimize risk for themselves and others
- 7.6.3.2 Follow established procedures to minimize the risk of violence
- 7.6.3.3 Report incidents to their supervisor as soon as possible

## 7.7 Corrective Action for Violence

Workers who threaten or physically harm another person will be subject to one or more forms of discipline depending on the severity of the harassment. Disciplinary action will be determined in consultation with the CAO and in accordance with the Municipality's Progressive Discipline Policy. Forms of discipline may include, but are not limited to the following:

- 7.7.1 A written reprimand
- 7.7.2 Harassment training
- 7.7.3 Suspension, with or without pay
- 7.7.4 A transfer, if it can be accommodated within the respective Department if it is not reasonable for the people involved to continue working together
- 7.7.5 Dismissal.



CORPORATION OF THE  
MUNICIPALITY OF MISSISSIPPI MILLS  
**HARASSMENT/VIOLENCE INCIDENT REPORT  
FORM**

**IMPORTANT:** Give this form to your supervisor immediately upon completion

**EMPLOYEE INFORMATION**

Employee Name: \_\_\_\_\_ Job Title: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Department: \_\_\_\_\_

Time of Incident: \_\_\_\_\_

Location of Incident: \_\_\_\_\_

Type of Incident: *(ie: verbal abuse, threat over the phone, threat in person, physical assault)*

\_\_\_\_\_

Medical Attention/First Aid Obtained?  Yes  No      WSIB Forms Completed?  Yes  No

Investigation Conducted?  Yes  No      Police Called?  Yes  No

Actions(s) Taken: \_\_\_\_\_

\_\_\_\_\_

**INCIDENT AND INJURY INFORMATION**

**ASSAILANT INFORMATION**

- Customer       Co-worker       Delivery Person       Resident  
 Student       Visitor       Other-Please Specify \_\_\_\_\_

Name (if known): \_\_\_\_\_

Description (to the best of your ability):       Male     Female

Age: \_\_\_\_\_ Complexion: \_\_\_\_\_ Height: \_\_\_\_\_ Weight: \_\_\_\_\_

Hair Colour: \_\_\_\_\_ Hair length: \_\_\_\_\_ Eye colour: \_\_\_\_\_

**OTHER INFORMATION**

Was the assailant involved in any previous violent incidents with staff?       Yes       No

If yes, provide details \_\_\_\_\_  
\_\_\_\_\_

Are there any measures in place to prevent a similar incident?       Yes       No

If yes, provide details \_\_\_\_\_  
\_\_\_\_\_

Please provide any other information you think is relevant:

Date & Time Reported: \_\_\_\_\_ Signed: \_\_\_\_\_

**IMPORTANT:** Supervisor to send a copy of this form to the Chief Administrative Officer

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# The Municipality of Mississippi Mills Harassment and Violence Investigation report

**Note:** This template may be used for guidance in investigating workplace harassment incidents or complaints. The person conducting the investigation must not have been involved in the incident or complaint of workplace harassment and must not be under the direct control of the alleged harasser.

Name of investigator:

Date of investigation:

## A. Background information

Who are the people involved?

Who reported and when?

1. Name of person who reported workplace harassment
2. If not the same person as above, name of person who allegedly experienced workplace harassment
3. Date complaint/concern raised and how
4. Name of worker(s) (complaining or possibly exposed to workplace harassment): Position/Department
5. Name of respondent(s) (alleged harasser); Position/ Department  
If not a worker – provide details

## B. Investigation plan

Plan and conduct the investigation:

1. Obtain the worker(s) concerns of harassment in writing, if possible. Assistance should be provided in completing the Harassment/violence incident form where necessary.
2. Interview all workers involved and have them sign written statements if required
3. Make a list of possible relevant witnesses. From all parties involved:

Witness	Contact Information

Interview relevant witnesses. Ask specific questions:

- a) What they have observed, are aware of or have personally experienced
  - b) If the witnesses are not workers of the employer, the investigator should make reasonable efforts to interview those witnesses.
4. Collect and review relevant documents from the worker, alleged harasser, witnesses and the employer.
  5. Take detailed notes.
  6. Keep the investigation confidential. Instruct the worker who allegedly experienced workplace harassment, the alleged harasser and witnesses not to talk to others about the investigation unless it is necessary, for instance, to obtain advice or counselling.

### **C. Worker(s) concerns/workplace harassment allegations**

When did the incident(s) occur? Confirm date of first incident and any subsequent behaviours or conduct. Note that recalling events of harassment can be stressful for the complainant.

Date of first incident:

Date of last incident:

Date of other incident(s):

### **D. Alleged harasser(s) response**

The alleged harasser(s) will likely need details of the allegation of harassment to be able to respond.

### **E. Collected documentation**

List the documents collected for the investigation and how or from whom they were obtained.

### **F. Investigation Summary**

The investigator's summary report should set out who was interviewed, what evidence was obtained and an analysis of the evidence to determine whether workplace harassment occurred.

Summary of key evidence:

Recommended next steps:

Report provided to:

Updated: April 2, 2019

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** April 2, 2019  
**TO:** Committee of the Whole  
**FROM:** Guy Bourgon, P.Eng., Director of Roads and Public Works  
**SUBJECT:** **2019 Investing in Canada Infrastructure Program – Rural and Northern Communities Funding Stream Application**

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**RECOMMENDATION:**

**THAT Council approve the replacement of the Levi Bridge as the first community priority under the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Funding Stream application;**

**AND THAT the Director of Roads and Public Works be authorized to submit the application for funding under the ICIP Fund.**

**BACKGROUND:**

On March 18, 2019, the Province of Ontario announced the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Funding Stream to invest in the critical infrastructure needs of municipalities. This stream of the federal/provincial infrastructure program will make approximately \$250 million available over the next 10 years. Eligible projects are limited to road, bridge, air and marine assets. As the municipality does not have airport or ferry infrastructure, the air and marine asset categories do not apply.

In order to be eligible, municipalities must submit applications by May 14<sup>th</sup>, 2019. All final funding announcements are expected to be released in the fall of 2019. Eligible projects must be completed on or before October 31, 2026.

**DISCUSSION:**

The program guidelines outline that the province will assess and prioritize projects for federal nomination based the following criteria:

1. Criticality of health and/or safety risk
2. Technical merit of proposed project
3. Funding need for the proposed project
4. Efficiencies through joint projects

Criterion 1 is further by category:

- 1) **Road Project:** Road infrastructure projects will be assessed for safety in terms of collisions and the reduction of collisions or collision severity associated with the project
- 2) **Bridge Project:** Bridge infrastructure projects will be assessed for safety in terms of the condition of the structure which must be determined through an inspection carried out within the last two years in accordance with the Ontario Structure Inspection Manual (OSIM)

We are fortunate in Mississippi Mills not to have a roadway which experiences significant collisions due to design, alignment or condition issues; however, this precludes us from submitting a road project for consideration. We are therefore best to submit a project under the Bridge Project category.

#### Eligible Project

With respect to a bridge project, the Levi Bridge is the best candidate for submission for this funding opportunity as it is in poor condition and requires the most work. Based on its age and current state of repair, a full replacement of this structure with improved alignment is recommended. The table below outlines the total project costs (including design, tender, construction and project management) and the eligible funding amounts under the ICIP:

Eligible Local Project	Eligible Project Costs	50% Federal Funding	33% Provincial Funding	Municipality Share
Levi Bridge	\$1,100,000	\$550,000	\$363,000	\$187,000

#### **FINANCIAL IMPLICATIONS:**

The design component for the Levi Bridge project would proceed under standing offer immediately after funding is announced in the fall of 2019 if the Municipality is successful. Tender and construction would subsequently follow in 2020. In order to finance the Municipality's share of \$187,000, a capital project in this amount would be identified in the 2020 budget.

#### **SUMMARY:**

The announcement of the ICIP funding from the Ontario government presents an excellent opportunity for the Municipality of Mississippi Mills to obtain critical funding towards major infrastructure works that need to be addressed locally. A review of the

program eligibility guidelines suggest that the Levi Bridge replacement is the best candidate for funding under the program. If approved, the Municipality's funding eligibility would be \$913,000.

Respectfully submitted,

Reviewed by,

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

  
\_\_\_\_\_  
Shawna Stone, Acting CAO

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** April 2, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT:** **Community Official Plan – Proposed Modifications (Part 3)**

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**RECOMMENDATION:**

**THAT Council receive the Community Official Plan - Proposed Modifications (Part 3) Report for information;**

**AND THAT Council direct staff to proceed with Option 1 with respect to modification to Significant Valleyland Policies:**

**AND THAT Council direct staff to proceed with Option 1 with respect to modification to Significant Wildland Habitat Policies:**

**AND THAT Council direct staff to proceed with Option A1 and B1 with respect to modification to Aggregate Resource Policies:**

**AND THAT Council direct staff to proceed with Option 1 with respect to modification to Natural Heritage Systems Policies:**

**AND THAT Council direct staff to proceed with Option 1 with respect to modification to Population Projection Policies:**

**AND THAT Council direct staff to proceed with Option 1a with respect to modification to Settlement Strategy Policies:**

**AND THAT Council direct staff to proceed with Option 1 with respect to modification to Future Expansion Area Policies:**

**AND THAT Council direct staff to proceed with Option 1 with respect to modification to Agricultural Lands Policies.**

**BACKGROUND:**

This report is the final compendium presented to Committee respecting proposed modifications to the Community Official Plan by Lanark County.

Reports were presented to Committee on March 5<sup>th</sup> and 19<sup>th</sup> provided an analysis of the comments from the County, potential implications of adoption, and a summary of policy and public feedback associated with each topic.

The final report is intended to form the basis of framework for Committee to provide final direction to staff on who to proceed with several of the modifications proposed.

A copy of all modifications provided by the County has also been appended for public information.

**PUBLIC CONSULTATION:**

Public comments received from the statutory public consultation process have been summarized in the attachments for Council’s consideration. A copy of all public comments associated with the Official Plan review has also been compiled as public information<sup>1</sup>.

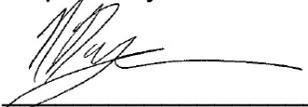
Staff have received phone calls from several owners of land on the boundary of Almonte Ward expressing interest regarding the boundary expansion proposal. The Director also met with three residents who indicated interest in providing an “enhanced” Natural Heritage System option. The residents were requested to provide their preferred option in writing for consideration by Council, but no comments have been received as of the date of submission of this report.

Comments were also received from Lorne Heslop, member of the Agriculture Committee encouraging Council to consider delaying a decision on the new agricultural mapping until a more thorough review is undertaken (see comments attached).

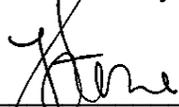
**SUMMARY:**

Members of Council are encouraged to request clarification and ask questions regarding the policy modifications in public session, while members of the public with questions or concerns pertaining to the summary table or the COP are invited to contact the Planning Department or schedule a drop-in session with the Director.

Respectfully submitted by,

  
\_\_\_\_\_  
Niki Dwyer, MCIP, RPP  
Director of Planning

Reviewed by:

  
\_\_\_\_\_  
Shawna Stone  
Acting Chief Administrative Officer

<sup>1</sup> [https://www.mississippimills.ca/uploads/12/Doc\\_636645625177961122.pdf](https://www.mississippimills.ca/uploads/12/Doc_636645625177961122.pdf)

ATTACHMENTS:

1. Modifications Requiring Decision
2. Complete list of Modifications Proposed
3. Comments from Lorne Heslop

## ATTACHMENT 1 – Modifications Requiring Decision

Policy Topic	Requested Modification	Options to Proceed
<b>Significant Valleylands</b>	COP to be updated to include a policy section for Significant Valleylands like other <i>natural heritage features and areas</i> with guidance from SCOP Section 5.5.6 and the PPS policy on Valleylands.	<ol style="list-style-type: none"> <li>1. <b>Include the policy language of the SCOP policy in the COP. Mapping will not be updated as there are no identified significant valleylands and thus the provision will not be implemented until such time as valleyland mapping becomes available. (Recommended)</b></li> <li>2. Make no changes to the COP and recommend that the County work collaboratively with the Conservation Authority through the development of their Watershed Plan to identify significant valleylands across the watershed for inclusion in a future amendment.</li> <li>3. Undertake further analysis to identify and update valleyland mapping in the Municipality and draft appropriate policy language to reflect the local values of the known features.</li> </ol>
<b>Significant Wildlife Habitat</b>	COP to be updated to recognize that the presence of Significant Wildlife Habitat is not typically known prior to evaluation. In order to implement policies for the protection of Significant Wildlife Habitat, the COP should require whenever development is proposed outside a settlement area (urban boundary), that an ecological site assessment is completed.	<ol style="list-style-type: none"> <li>1. <b>Take no action and acknowledge that the minimum requirements have been satisfied through the mapping of deer habitat and nesting sites and in the policy of the adopted plan. (Recommended)</b></li> <li>2. Remove references to deer habitat and nesting areas and replace with a “screening requirement” as part of the pre-consultation of all development applications (to be completed by staff and/or the owner).</li> <li>3. Modify the plan to include the policy recommendation for a required ESA on all rural development applications.</li> <li>4. Municipality to undertake a comprehensive ecological site assessment to identify areas of significant wildlife habitat within the municipality and update mapping and policies accordingly.</li> </ol>
<b>Aggregate Resources</b>	A. COP Schedule A to be updated to include areas of primary and secondary aggregate resources and bedrock resources and that the policies be implemented to study and protect incompatible land uses with the resources.	<ol style="list-style-type: none"> <li>1. <b>Update the legend of Schedule A to include reference to “primary and secondary aggregate resources”, although none will be shown on the map; AND inform Lanark County that bedrock mapping will not be identified at this time. (Recommended)</b></li> <li>2. Take no action and acknowledge that the minimum requirements have been satisfied through the policy of the adopted plan.</li> <li>3. Modify the plan to include the primary and secondary resources and bedrock mapping in accordance with the Ministry’s provided mapping but make no policy changes.</li> <li>4. Modify the plan to include the mapping updates requested and revisit the policy language to determine full impacts of implementing the current policy requirements.</li> </ol>

	<p>B. COP policies to be updated to include rehabilitation planning including the identification of the highest and best use of decommissioned aggregate sites.</p>	<ol style="list-style-type: none"> <li>1. <b>Include language similar to the SCOP provisions pertaining to protection from hazards on site as a best practice, which would be identified as part of the licensing and rehabilitation plan. (Recommended)</b></li> <li>2. Take no action to change the policy as the existing policy is reflective of the minimum standards of the PPS.</li> </ol>
<p><b>Natural Heritage System</b></p>	<p>The Policies under Section 5 Natural Heritage do not describe how the natural heritage features and the ecological function will be ensured through linking them under a Natural Heritage System per se and provide a comprehensive outlook on these connections. The COP has taken an initiative to identify natural heritage systems through policy only. The assessment and evaluation exercise is not comprehensive and does not constitute identifying a natural heritage system as defined in the PPS.</p> <p>The Natural Heritage System policies and Natural Heritage Features (A1) complies with the policies of the SCOP because this document has not been updated to comply with the PPS. Despite Council's good intentions for further review, the adoption of Natural Heritage Features (<a href="#">Appendix A1</a>) without a defined natural heritage system shown in Ecoregion 6E does not comply with Section 2.1.3 of the PPS.</p> <p>Council should reconsider the draft "Natural Heritage System" (Appendix B-1) to the Draft COP dated May 1, 2017 and as illustrated in Scenario 1 of the <a href="#">JLR Memo</a>.</p>	<ol style="list-style-type: none"> <li>1. <b>Adopt Scenario 2(Appendix A2-3) showing the features and their adjacent lands which create and act as linkages. (Recommended)</b></li> <li>2. Council to revert the policy and mapping to reflect Scenario 1 as requested by Lanark County, under protest.</li> <li>3. Status quo – if Lanark County disagrees with the decision of the lower tier municipality they may choose to require the modification.</li> <li>4. Commit to reviewing the Natural Heritage System further once the SCOP has been updated to meet the PPS minimum as has been suggested by Renfrew County as part of their review.</li> <li>5. Request the County approve the rest of the Amendment at this time and undertake further analysis and mapping exercises to identify a Natural Heritage System in accordance with the PPS.</li> </ol>

<p><b>Population Projections</b></p>	<p>Mississippi Mills has determined its own growth allocation (and designating lands to accommodate such allocation) in advance of the County fulfilling its responsibility to identify and allocate growth to its lower tier municipalities. Lanark County has since adopted a projected population of 21,122 by 2038 (an increase of 60% over existing).</p>	<ol style="list-style-type: none"> <li>1. <b>Adopt the Lanark County population projection of 21,122 persons by 2038 (Recommended)*</b></li> <li>2. Status quo – Lanark County may require the modification anyways.</li> <li>3. Request consideration for a new population study at a County level in anticipation of higher population numbers (this is an option that is unlikely to be successful)</li> </ol> <p><i>*Note: Staff have based the next series of recommended options on the assumption that the Lanark County population numbers will be used.</i></p>
<p><b>Settlement Strategy</b></p>	<p>The Settlement Strategy in Section 2.5.3.2.2. (50/30/20) of the COP could be deferred in order to provide the Municipality of Mississippi Mills with an opportunity to reconsider their settlement strategy and settlement area boundaries in accordance with the population projections prepared by Lanark County as part of the County's 5-year review.</p>	<ol style="list-style-type: none"> <li>1. <b>Take the opportunity to update the settlement strategy to reflect a 70/30 distribution of development (On-services/Off-services) (Recommended)*</b></li> <li>2. Status Quo – continue to make use of the 50/30/20 allocation and direct staff to monitor the target and enforce compliance in development applications.</li> <li>3. Defer the decision to alter the settlement strategy until a more comprehensive review has been undertaken through a separate Official Plan Amendment.</li> </ol> <p><i>*Note: Staff have based the recommended options for the Future Expansion Lands on a 70/30 distribution.</i></p>
<p><b>Future Expansion Lands</b></p>	<p>The PPS does not contemplate “future development areas”, but rather treats lands as either being within a settlement or rural area or designated in a manner that reflects natural heritage features, resources or other land use characteristics.</p> <p>It may therefore be premature to identify certain lands for future inclusion in the Almonte Settlement area in OPA 21. Should a future comprehensive review determine that insufficient land has been designated to accommodate the growth allocated to the area by the County, then the amount of land needed could be determined by the</p>	<ol style="list-style-type: none"> <li>1. <b>Adjust the population projections, settlement strategy, range of housing types (densities and mixes), redefine low, medium and high densities, and move from net density calculations to gross density calculations. This combination of policy revisions will result in the need for approximately 90 ha of land to be brought into the settlement area.</b> <ol style="list-style-type: none"> <li>a. <b>Expand the settlement boundary to include land holdings A and B. (Recommended)*</b></li> <li>b. Expand the settlement boundary to include another combination of land holdings A, B and/or C.</li> </ol> </li> <li>2. Leave all settlement strategy and density policies of the COP as they exist and rename the “Future Expansion Lands”, “Development Lands”. (this is the recommended proposal by Lanark County).</li> <li>3. Delete the “Future Expansion Lands” references completely (also recommended by Lanark County).</li> <li>4. Remove reference to Section 3.9 and leave all mapping as it was presented in the 2006 COP. The Mapping is not subject to the amendment application and should not be included in the discussion. Any expansion of the ward boundary would be subject to Comprehensive review.</li> </ol>

	<p>further analysis referenced in section 1.1.3.8 of the PPS.</p> <p>The “Future Expansion Area Almonte Ward” overlay should be deleted on Schedules A and B and the COP policies. Alternatively, the “Future Expansion Areas” could be re-designated as “Development” and the Schedules and policies modified accordingly.</p>	<ol style="list-style-type: none"> <li>5. Propose a 1:1 land-swap for vacant residential lands within the settlement boundary for lands within the “Future Expansion Area” (note: these lands would have to be contiguous and logical to remove from the urban setting – i.e. located on the edge of the town and un-serviced)</li> <li>6. Status quo – move forward with the proposal presented in the adopted draft (Section 3.9 will determine the appropriate timing and phasing to expand the boundary).</li> </ol> <p><i>*Note: the inclusion of land holding B is only possible if the agricultural lands mapping changes.</i></p>
<p><b>Agricultural Lands</b></p>	<p>It is recommended that the Prime Agricultural designation on the Rural Land Use (<a href="#">Schedule A</a>) to the Community Official Plan be modified to reflect Scenario 2 of the <a href="#">Agricultural Lands Review</a> prepared by JL Richards dated February 2018. It is also recommended that the revised Prime Agricultural designation be supported by an application for amendment to the SCOP to re-designate lands to Agriculture on Schedule “A” Land Use Designations to the SCOP.</p>	<ol style="list-style-type: none"> <li><b>1. Adopt Scenario 2 as recommended by the County (Recommended)</b></li> <li>2. Status Quo – leave Scenario 1 until SCOP is updated by County</li> <li>3. Commit to completing a LEAR review in conjunction with the County of Lanark, at a time convenient for their review. This recommendation appears to be favoured by OMAFRA who acknowledges that Prime Agricultural Lands are not limited to municipal boundary lines.</li> </ol>

## ATTACHMENT 2 – Complete list of Modifications Proposed

Agency Comments/OP Section/PPS	Recommendations by Lanark County (SCOP and PPS Conformity)	Recommended Response by Director of Planning
<b>Ministry of Tourism, Culture and Sport</b>		
<p><b>Section 4.3.1, Subsection 3.</b> Identifies Heritage Committee as the “main body responsible for heritage conservation”.</p>	Section 4.3.1 be modified by <u>deleting</u> subsection 3. and <u>renumbering</u> the remaining subsections accordingly.	Agreed
<p><b>Section 4.3.1</b> Outdated terminology. Consider replacing “the area’s built and natural heritage resources” with “cultural heritage resources”.</p>	Section 4.3.1 Goals and Objectives of Section 4.3 Heritage Resources be modified by <u>deleting</u> in the second sentence of the goal statement “the area’s built and natural” and <u>replacing</u> it “cultural” so that the goal statement will read: <i>“Protect and enhance cultural heritage resources for their cultural, historic, architectural and/or economic value to the community.”</i>	Agreed
<p><b>Section 5.15</b> We note that a number of terms related to cultural heritage resources (i.e. “heritage resources”, “cultural heritage landscape”, “areas of archaeological potential”, etc.) are italicized, however the associated definitions are no longer included in Section 5.15 of the Official Plan.</p>	Consider <u>including</u> statement identifying that where definitions are not provided in this Official Plan, but are included in the Provincial Policy Statement, 2014, those definitions are to be used.	Agreed.
<p><b>Section 4.3.3(2)</b> Consider replacing “may require” with “shall require”.</p>	Sub-section 3. of Section 4.3.3. Development Review and Heritage Resources be modified by <u>deleting</u> the word “may” in the first and last sentences and <u>replacing</u> them with “shall”.	Agreed
<p><b>Section 4.3.3(5)</b> This is the only reference to the Heritage Register within the Official Plan.</p>	Optional. <u>Review</u> with Municipality	No modification to be undertaken
<p><b>Section 4.3.4.1(2)</b> The criteria for determining cultural heritage significance is set out in Ontario Regulation 9/06. The municipality may use other criteria but must indicate that its criteria at minimum satisfy the regulatory requirement.</p>	<u>Review</u> with Municipality.	Agreed. <u>Delete</u> Section 4.3.4.1(2) and <u>replace</u> with “Criteria for Determining Cultural Heritage Value or Interest are set out in Ontario Regulation 9/06 at the end of Section 4.3.4.1(1) and renumbering the remaining sections accordingly.

<p><b>Section 4.3.4.1(4)</b> Any property can be given immediate consideration for designation, following the provisions and the process requirements of the Ontario Heritage Act, whether or not the resource is threatened with demolition. Consider removing this item.</p>	<p>Sub-section 4. Of Section 4.3.4.1 Individual Sites Designation be <u>deleted</u>.</p>	<p>Agreed</p>
<p><b>Section 4.3.4.2(4)</b> Outdated terminology. Consider replacing “historical/architectural significance” with “cultural heritage significance”.</p>	<p>Subsection 4. of Section 4.3.4.2 Heritage Conservation Districts be modified by <u>deleting</u> the words “historical/architectural” in the second sentence and <u>replacing</u> them with “cultural heritage”.</p>	<p>Agreed</p>
<p><b>Section 4.3.4.2(7)</b> No provincial government Ministry approves Heritage Conservation Plans. Per Section 41.1(3) of the Ontario Heritage Act, “If the council of a municipality passes a by- law adopting a heritage conservation district plan under subsection (2), the council shall cause notice of the by- law, (a) to be served on each owner of property located in the heritage conservation district and on the Trust; and (b) to be published in a newspaper having general circulation in the municipality. Consider removing the reference to Ministry approval and replacing with the requirements of the Ontario Heritage Act.</p>	<p>Sub-section 7. of Section 4.3.4.2 Heritage Conservation Districts be modified by <u>deleting</u> the words “forwarded to the appropriate government Ministry for approval” and <u>replacing</u> them with “approved in accordance with the requirements of the Ontario Heritage Act”.</p>	<p>Agreed</p>
<p><b>Section 4.3.5</b> Outdated reference. Consider replacing “Ministry of Culture (MCL)” with “Ministry of Tourism, Culture and Sport (MTCS)” to reflect current Ministry name.</p>	<p>Section 4.3.5 be modified by <u>deleting</u> the reference to “Ministry of Culture (MCL)” in the first sentence and <u>replacing</u> it with “Ministry of Tourism, Culture and Sport (MTCS)”</p>	<p>Agreed</p>
<p><b>Section 4.3.5(8), 4.3.6(1)</b> Outdated reference. Consider replacing “Cemeteries Act” with “Funeral, Burial and Cremation Services Act” to reflect current Act.</p>	<p>Subsections 8. of Section 4.2.5 and Subsection 1 of Section 4.3.6(1) be modified by <u>deleting</u> the reference to “Cemeteries Act” and <u>replacing</u> it with “Funeral, Burial and Cremation Services Act”.</p>	<p>Agreed</p>
<p><b>Section 4.3.5</b> While this section does speak broadly to archaeological resources, no specific reference is made to marine archaeological resources. Consider including reference to marine archaeological resources, and marine archaeological assessments.</p>	<p><u>Review</u> with Municipality.</p>	<p>No modification to be undertaken</p>

<p><b>Section 4.3.5(4) &amp; (7)</b>          These two sections overlap.          Consider removing Section 4.3.5. (4) as this is covered in more detail in Section 4.3.5(7)</p>	<p>No action.</p>	<p>No modification to be undertaken</p>
<p><b>Section 3.5</b>          No reference to Section 4.3 of the Official Plan is made in this Section.          Consider including reference to Section 4.3 and identifying that cultural heritage resources shall be conserved for new or expanded aggregate and mineral resource operations.</p>	<p>Sub-section 2 (iii) of Section 3.5.5 Removal or Expansion of Aggregate Resource Designation be modified by <u>adding</u> the word “archaeology” after the word “hydrogeology”. (Optional)</p>	<p>Agreed.</p>
<p><b>Mississippi Valley Conservation Authority</b></p>		
<p><b>Section 3.1.5.1 Provincially and Locally Significant Wetlands</b>  <b>3.1.5.1.1 General Polices:</b>          For a wetland that is unevaluated but has characteristics or contains components that may be typical of a significant wetland (e.g. significant species or functions) the planning authority should ensure that a wetland evaluation is undertaken using the guidelines outlined in the “Natural Heritage Reference Manual for Natural Heritage Policies of the Provincial Policy Statement, 2005” (MNR, 2010).          The MVCA regulates Provincially Significant Wetlands as well as other wetlands that meet certain criteria. MVCA should be contacted prior to conducting any work in or around any wetland in order to assess if permission is required from MVCA.</p>	<p>MVCA previously proposed unevaluated wetlands policy to the Municipality as a modification to Section 3.1.2 Goals and Objectives. <u>Modification not added</u>, but Municipal Staff may support this policy subject to <u>changing</u> “significant specifics” to “significant species” and “should ensure” to “may require”.          Reference to “planning authority” should also be <u>changed</u> to “approval authority”.</p>	<p>Agreed</p>
<p><b>Section 3.1.5.6 Wildlife Habitat:</b>          Add the following point to the end of point 1.:  <i>In certain circumstances, the adjacent lands may need to be expanded depending on the habitat identified.</i>          For example, the recommended adjacent lands for a Heronry is 300 m.</p>	<p><u>Review</u> revised wording with Municipality and clarify which to insert (i.e. Section 3.1.2 and 3.1.3 or 3.1.5.1).           Section 3.1.5.6 Wildlife Habitat be <u>modified</u> by adding “<i>In certain circumstances, the adjacent lands may need to be expanded depending on the habitat identified.</i>”</p>	<p>Agreed with the addition of the phrase “<i>as supported by an EIS</i>” at the end of the sentence.</p>

<p><b>Section 3.1.7.1 Flood Plain Policies:</b> Remove the following text from the third paragraph: “Fill, Construction and Alteration to Waterways Regulations”</p> <p><b>3.1.7.1.3 General Policies:</b> From bullet 1., we suggest removing the following sentence: The Zoning By-law shall contain specific flood plain setbacks.</p> <p><b>3.1.7.1.5 Mississippi Lake Two Zone Flood Plain Policies:</b> Modify 4. as follows: The creation of new lots all or partially within the floodway or the flood fringe shall only be permitted if a building envelope, and safe access thereto, exists outside of these hazards. Modify 6. as follows: Prior to development taking place within the flood fringe or floodway, or within the Regulation Limit of these hazards, a permit shall be obtained from MVCA pursuant to Ontario Regulation 153/06 – “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”. The remainder of the point should be removed as MVCA Regulation Policies provide the necessary requirements and details.</p>	<p>Section 3.1.7.1 Flood Plain Policies be modified by <u>deleting</u> the words “Fill, Construction and Alteration to Waterways Regulations” in the third paragraph.</p> <p>Sub-section 1. of Section 3.1.7.1.3 General Policies, be modified by <u>deleting</u> the last sentence and replacing it with the following: <i>“Provisions for restricting development within flood plains will be included in the implementing zoning by-law.”</i></p> <p>Sub-section 4. of Section 3.1.7.1.5 Mississippi Lake Two Zone Flood Plain Policies be <u>deleted</u> and <u>replaced</u> with the following: <i>“The creation of new lots all or partially within the floodway or the flood fringe shall only be permitted if a building envelope, and safe access thereto, exists outside of these hazards.”</i></p> <p>Sub-section 6. of Section 3.1.7.1.5 Mississippi Lake Two Zone Flood Plain Policies be <u>deleted</u> in its entirety and <u>replaced</u> with the following: <i>“Prior to development taking place within the flood fringe or floodway, or within the Regulation Limit of these hazards, a permit shall be obtained from MVCA pursuant to Ontario Regulation 153/06 – “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”.”</i></p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>
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<p><b>Section 3.1.8 Source Protection Policies:</b>  <u>Third paragraph:</u>  References “Watershed Region” however a more appropriate reference is “Source Protection Region” Includes wording “... are binding upon all municipalities and are in effect once the plan was approved and...”. However, not all policies in the Source Protection Plan are legally binding. The policies came into effect January 1, 2015 and the reference to plan approval may be confusing (plan approval happened in August 2014)</p>	<p>Section 3.1.8 Source Water Protection is modified by <u>deleting</u> the words “Watershed” in the first sentence of the third paragraph and <u>deleting</u> the second sentence in the third paragraph and <u>replacing</u> it with “The policies created by the SPP came into effect in August 2014.”</p>	<p>Agreed</p>
<p><u>Fourth paragraph:</u>  The second sentence could be revised. Many policies in the Source Protection Plan do concentrate on significant threats, however there are also policies included for moderate or low threats and for education, outreach and monitoring. Part IV of the Clean Water Act sets out the role of the Risk Management Officials and Inspectors. There are many implementing bodies that are responsible for implementing policies set out in the Source Protection Plan including Provincial Ministries, the Municipality, the Risk Management Official, the Source Protection Authority and others as designated in the policies</p>	<p>Section 3.1.8 Source Water Protection is modified by <u>adding</u> the words at the end of the second sentence of the third paragraph: “but also includes policies for moderate and low threats and includes policies for education, outreach and monitoring”.</p>	<p>Agreed</p>
<p>The final statement “The Municipality has agreed to work with the Conservation Authority in employing a single individual...” should be revised. There are two appointed Risk Management Officials at the Conservation Authority, and the municipality must either appoint an RMO, enter into an agreement, or delegate authority to the Source Protection Authority, which they have chosen to do.</p>	<p>Section 2.1.3 Source Water Protection is modified by <u>deleting</u> the last sentence of the third paragraph and <u>replacing</u> it with: “The Municipality has agreed to delegate this authority to the Conservation Authority.”</p>	<p>Modify to read “<i>Municipal may delegate this authority</i>”</p>
<p><b>Section 3.1.8.2 Policies for Lands included within Source Protection Plan</b>  Item 3: We have asked the MOECC to provide some <u>feedback</u> on this policy specifically.</p> <p>Item 4: Some of the items on the list may be subject to policies based on a quantity threshold, where they are occurring, etc. in particular for fertilizer and pesticides, salt and snow. We suggest <u>clarifying</u> this point accordingly.</p>	<p>Information Only</p> <p>Optional</p>	<p>No modification to be undertaken</p> <p>No modification to be undertaken</p>

<p>Item 8: The Source Protection Plan policies indicate that within the vulnerability score of 10, all applications should be screened and within other vulnerability scores (intake protection zones with score 8 to 9 and wellhead protection areas B and C scored 4 to 8), applications except those for solely residential purposes should be screened. <u>The Municipality may wish to consider clarifying, unless they do intend to screen all residential applications in the same way as well.</u></p>	<p>Optional</p>	<p>Agreed. Modify policy to exclude screening all residential applications.</p>
<p>Item 13 and 14: I have attached the policy wording, which may be helpful to consider (see SEW-3-LB and SEW-4-LB) as there are some exceptions and specific circumstances outlined in the policies, which the Municipality may wish to consider.</p>	<p>Consider <u>removal</u> of this policy</p>	<p>Agreed</p>
<p>Item 16: The road salt management plan policy in the SPP is not currently legally binding for Mississippi Mills. We suggest <u>revising</u> the policy wording to reflect this.</p>	<p>Agreed</p>	<p>Agreed. Modify policy to reflect “non-binding” requirement.</p>
<p>Item 17: Regarding the reference to the Wastewater Treatment Plant, the MOECC may work with the Town to ensure the ECA contains adequate measures to ensure the lagoons do not pose a significant drinking water threat. The wording could be revised to point to any “implementing body” rather than direct it at the RMO, as it would likely be the MOECC who is the responsible implementer. The sanitary sewer monitoring within the areas with a vulnerability score of 10 is required but does not necessarily need to be included in the Official Plan.</p>	<p>Sub-section 17. of Section 3.1.8.2 Policies for Lands included within Source Protection Plan be modified by <u>adding</u> the words “and MOECP” after the reference to “RMO” in the second line.</p>	<p>Agreed</p>
<p>Item 18: Should refer to the Source Protection Authority, rather than the Source Water Protection Committee.</p>	<p>Agreed</p>	<p>Agreed</p>

<p><b>Section 4.1 GENERAL ENVIRONMENT</b>  <b>Section 4.1.1 Surface and Ground Water Protection</b>  We recommend adding a section on Lake Capacity. While the MOECC Lake Capacity Assessment Handbook provides a good initial basis for assessing development impacts, it should also acknowledge that it only addresses some aspects of water quality and development impacts. Wording should be included to recognize that in addition to the phosphorus based capacity assessment other factors such as soils, topography, hazard lands, crowding and boating limits must be taken into consideration.  It should be emphasized that certain lake characteristics may make it considerably more vulnerable to the impacts of large scale and back lot development, including size and lack of crown land to buffer impacts by reducing the overall density of shoreline development.</p> <p><b>Section 4.1.1.3 Watershed Planning</b>  Consider modifying the first paragraph as follows: Watershed planning is an integrated, ecosystem approach to land-use planning based on the boundaries of a watershed. The Watershed Plan may be used:</p> <ul style="list-style-type: none"> <li>- to identify surface water features, groundwater features, hydrologic functions and natural heritage features which are necessary for the ecological and hydrological integrity of the watershed;</li> <li>- to assist in ensuring linkages and related functions among surface water features, groundwater features, hydrologic functions and natural heritage features are maintained;</li> <li>- to recommend targets and provide guidance for monitoring, mitigation measures and alternative development approaches, with the intended purpose of maintaining and enhancing the health and quality of surface water and groundwater features, natural heritage features and associated ecological and hydrological functions;</li> <li>- to assist in stormwater management and municipal infrastructure planning; and</li> <li>- to inform and assist in the land use planning process.</li> </ul>	<p><u>Review</u> with Municipality.</p> <p>That Section 4.1.1.3 Watershed Planning be modified by <u>adding</u> the following policy after the first paragraph: "Insert MVCA policy wording".</p>	<p>No modification to be undertaken</p> <p>No modification to be undertaken</p>
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<p>Add the following after the first paragraph: Current water quality reporting for Clayton Lake in Mississippi Mills is available through the “Integrated Monitoring Report”. This document presents water quality data collected as part of the lake sampling program, stream assessment data, as well as water quantity data to provide a more holistic view of the health of each subwatershed. Previous results can be found in lake specific “State of the Lake” reports. MVCA also publishes a Watershed Report Card every five years under the direction of Conservation Ontario. This document provides an assessment of a subwatershed’s water quality, forest cover and wetland cover based on a consistent grading scheme across the province and the best available data at the time the report is written.</p> <p>Add the following to the end of 1. The MVCA is currently developing a Mississippi River Watershed Plan. The plan will undertake an integrated approach to water resources, natural hazards and natural heritage, land use and climate change impacts. It will identify key features and management strategies that will assist in addressing the requirements under Section 2.2 of the PPS.</p>	<p>Information only.</p> <p>That Section 4.1.1.3 be modified by <u>adding</u> the following new sub-section 1. and <u>re-numbering</u> the remaining sub-sections accordingly:  <i>“1. The MVCA is currently developing a Mississippi River Watershed Plan. The plan will undertake an integrated approach to water resources, natural hazards and natural heritage, land use and climate change impacts that will identify key features and management strategies.”</i></p>	<p>No modification to be undertaken</p> <p>Agreed</p>
<p><b>4.1.1.4.1 General Policies</b>  Remove the text “Wherever possible” from point 2. and point 3.  Remove reference to the Fill and Construction Regulated area on point 5.</p>	<p>Sub-section 2. of Section 4.1.1.4.1 General Policies, be modified by <u>deleting</u> the words “Wherever possible,” in the third sentence and capitalizing the word “Existing”.</p> <p>Sub-section 3. of Section 4.1.1.4.1 General Policies, be modified by <u>deleting</u> the words “Wherever possible,” in the third sentence and capitalizing the word “Existing”.</p> <p>Sub-section 5. of Section 4.1.1.4.1 General Policies, be modified by <u>deleting</u> the words “and/or within the Fill and Construction Regulated area” in the first sentence.</p>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p>

<p><b>4.8.3 Sewage Disposal and Water Supply</b>  <b>4.8.3.2 Individual On-Site Sewage Disposal and Water Supply Policies</b></p> <p>Item 1: For all new lot creation and zoning changes (including residential, industrial and commercial) the MOECC's 'Environmental land use planning guides' should be referenced as the applicable higher planning guidance. All privately serviced development applications therefore must be supported by a scoped 'private servicing study' in accordance with Procedures D-5-5 and D-5-4. This will ensure that the development will be safe and sustainable.  <a href="https://www.ontario.ca/page/environmental-land-use-planning-guides">https://www.ontario.ca/page/environmental-land-use-planning-guides</a></p> <p>There are many areas of Mississippi Mills are hydrogeologically sensitive (alvar type areas – area of thin soils and/or karst) and where all new and old properly functioning septic systems will pose a risk to the groundwater supply and nearby water wells. It is therefore especially critical that MOECC's advice be fully implemented for all types and scales of development.</p> <p>The same planning guidance should be referenced for all policies related to supplemental housing, such as coach houses and granny flats.</p> <p>Item 2.: This policy is applicable only to existing lots of record.  'All applicable law' should reference the provisions of Section 28 of the Conservation Authority Act and Subdivision Agreements etc.  For all zoning changes and new lot creation, see above comment.</p> <p>Item 3: The municipality should approve zoning only in parallel with the MOECC's approval process. This would avoid establishing unsustainable/infeasible zoning designations.</p> <p>Item 4: The municipality should reference the MOECC's wording, guidance etc. See first comment.</p>	<p>Sub-section 1. of Section 4.8.3.2 Individual On-Site Sewage Disposal and Water Supply Policies be modified by <u>adding</u> the words "in accordance with MOECP "D" Series Environmental Land Use Planning Guideline" after the words "may be required to be supported by terrain analysis or capacity studies".</p> <p>A scoped hydrogeological assessment could be considered for these uses. <u>Review</u> with Planning Team. This could be covered already under Item 4.</p> <p>Information Only</p> <p>Information Only</p> <p>Sub-section 4. of Section 4.8.3.2 Individual On-Site Sewage Disposal and Water Supply Policies be modified by <u>adding</u> the words "in accordance with MOECP "D" Series Environmental Land Use Planning Guideline" after the words "A water supply assessment report may be required for proposals using groundwater (i.e. well)".</p>	<p>Agreed</p> <p>Agreed</p> <p>No modification to be undertaken</p> <p>No modification to be undertaken</p> <p>Agreed</p>
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<p>Item 6: Add the following text to the end of the sentence: and the site-specific recommendations/requirements from the scoped private servicing study.</p> <p>Item 9: The guidelines are anticipated to be updated, however the year is unknown at this time.</p>	<p>Sub-section 6 of Section 4.8.3.2 Individual On-Site Sewage Disposal and Water Supply Policies be modified by <u>adding</u> the words “where a scoped private servicing study has been prepared, any site-specific recommendations from this study”.</p> <p>Sub-section 9 of Section 4.8.3.2 Individual On-Site Sewage Disposal and Water Supply Policies be modified by <u>deleting</u> the words “and Climate Change (MOECC) will release guidelines in 2006” and <u>replacing</u> them with “Conservation and Parks (MOECP) will release guidelines”.</p>	<p>Agreed</p> <p>Agreed</p>
<p><b>4.8.3.2 Communal Services:</b> We provide the following comments for inclusion:</p> <p>Communal services are much more sustainable than private services and should be the preferred servicing option for all dense development including hamlets, development nodes, seasonal recreational parks, etc.</p> <p>This section should also reference D-series guidelines for development where sewage disposal is less than 10, 000 L/day and for water takings less than 50, 000 L/day (such as for smaller condominiums or trailer parks)</p> <p>Communal servicing (hydrogeological) studies should be scoped to address relevant aspects of the D-series guidelines:  - To ensure there is enough water for the intended use over the long-term; and  - To ensure there is enough space to dilute septic system effluent by the time it reaches the down-gradient property boundary and that it does not impact their own water supply well</p>	<p>(Optional) Section 4.8.3.3 Communal Services is modified by <u>adding</u> a new sub-section 8. as follows: “8. Where development is proposed on communal sewage disposal is less than 10,000 L/day and where water takings are less than 50,000 L/day approvals shall be required in accordance with the D-series guidelines of the Ministry of Environment Conservation and Parks (MOECP).”</p> <p>(Optional) Section 4.8.3.3 Communal Services is modified by <u>adding</u> a new sub-section 9. as follows:  “9. Communal servicing (hydrogeological) studies should be scoped to address the relevant aspects of the D-series guidelines of the MOECP to ensure a sufficient supply of potable water and a sufficient lot area for septic system attenuation purposes.”</p>	<p>Agreed</p> <p>Agreed</p>

**Section 3.5**

Ministry of Northern Development and Mines is now Ministry of Energy, Northern Development and Mines (ENDM). Please revise OP to reflect this change.

A new Aggregate Resources Inventory of the County of Lanark (ARIP 189) was published in 2013 by the Ontario Geological Survey, replacing OFR 5550. This report was prepared by the Ontario Geological Survey, Ministry of Energy, Northern Development and Mines, not Ministry of Natural Resources and Forestry.

Here is a link to ARIP189:[http://www.geologyontario.mndm.gov.on.ca/mndmaccess/mndm\\_dir.asp?type=pub&id=ARIP189](http://www.geologyontario.mndm.gov.on.ca/mndmaccess/mndm_dir.asp?type=pub&id=ARIP189) (please note: the GIS files are in the .zip file).

Appendix A, locations of all mine hazard sites are correctly plotted.

1. That Section 3.5 Aggregate & Mineral Resource Policies be modified by deleting the reference to “Open File Report 5550 produced by OMNRF” in the first sentence in the second paragraph and replacing it with “Aggregate Resource Inventory of the County of Lanark prepared by the Ontario Geological Survey, Ministry of Energy, Northern Development and Mines (ENDM)”.

2. That all primary and secondary aggregate resources and bedrock resources be designated Aggregate Resource on the Rural Land Use Schedule A.

Agreed

**Pending Council Direction – Item 3 in Attachment 1**

**Natural Heritage Systems**

The Provincial Policy Statement (PPS), 2014 requires the identification of a natural heritage system (section 2.1.3) in Ecoregion 6E & 7E. The PPS states: The diversity and connectivity of natural features in an area, and the long- term ecological function and biodiversity of natural heritage systems, shall be maintained, restored or, where possible, improved, recognizing linkages between and among natural heritage features and areas, water features and ground water features (PPS section 2.1.2).

The Community Official Plan does not identify a natural heritage system with interconnected corridors and/or linkages between natural heritage features.

The Natural Features Map (Appendix A1) identifies watercourses / waterbodies, wetlands, Areas of Natural and Scientific Interest (ANSIs), MNRF Significant Woodlands (in Ecoregion 6E only), fish habitat and some wildlife habitat. A natural Heritage System (NHS) should be more than the individual natural heritage features but also include corridors and linkages between these natural heritage features.

Section 5.0 Natural Heritage of the SCOP requires significant natural heritage features to be protected from negative impacts of development. The Plan requires that lower-tier Official Plans identify and protect those features where development and site alteration is prohibited.

The SCOP does not provide reference to natural heritage features in terms of interconnectedness and the linkages between them as suggested by the PPS. The policies under Section 5 Natural Heritage do not describe how the natural features and the ecological function will be ensured through linking them under a Natural Heritage System per se and provide a comprehensive outlook on these connections.

The SCOP has not been updated to comply with the Provincial Policy Statement (PPS), 2014 which requires the identification of a natural heritage system (section 2.1.3) in Ecoregion 6E & 7E.

The western half of Mississippi Mills is located within Ecoregions 5E and the eastern half within Ecoregion 6E. The natural heritage system policies of section 2.1.3 of the PPS do not apply to Ecoregion 5E. Draft "Natural Heritage System" was prepared for the entire municipality and included in the May 1, 2017 Draft Community Official Plan. This mapping is described as Scenario 1 in the Memorandum from J.L. Richards (JLR) to the Municipality of Mississippi Mills dated January 22, 2018.

In response to an Open House held on December 14, 2017, JLR was requested to present alternatives to the draft Natural Features map and draft Natural Heritage System for considering the ecoregions of the PPS. A second option described as Scenario 2 was prepared to illustrate natural heritage features and adjacent lands to these natural features and areas for both Ecoregions 5E and 6E. A third option described as Scenario 3 includes the same natural heritage features and adjacent lands as Scenario 2 but applies only to Ecoregion 6E.

Council of the Municipality of Mississippi Mills passed Resolution No. 92-18 dated February 6, 2018 to select Scenario 2 as the preferred option for the COP, with an option to further examine and develop the COP policies including ecological linkages in ecoregion 6E.

**Pending Council Direction – Item 4 in Attachment 1**

<p>Section 3.1.3, Natural Heritage System, in the COP provides polices that suggests that an NHS “will be achieved through comprehensive approach” and speaks to the NHS as an “overlay subject to the natural heritage features policies”. However, a Natural Heritage System overlay has been included in the COP.</p>	<p>Scenario 2 has since been adopted by Council and is submitted to the County of Lanark for approval.</p> <p>The Community Official Plan (COP) has taken an initiative to identify natural heritage system through policy only. The assessment and evaluation exercise is not comprehensive and does not constitute identifying a natural heritage system as defined by the PPS.</p> <p>The Natural Heritage System policies and Natural Heritage Features (Appendix A1) complies with the policies of the SCOP because this document has not been updated to comply with the PPS (2014). Despite Council’s good intensions for further review, the adoption of Natural Heritage Features (Appendix A1) without a defined natural heritage system shown for Ecoregion 6E does not comply with section 2.1.3 of the PPS.</p> <p>Council reconsider the draft “Natural Heritage System” (Appendix B-1) to the Draft COP dated May 1, 2017 and as illustrated as Scenario 1 of the JLR Memorandum dated January 22, 2018 for that part of the Municipality of Mississippi Mills defined as Ecoregion 6E.</p> <p>Section 3.1.1 Determination of Significance be modified by <u>deleting</u> the words “the Province” in the second sentence of subsection 1.</p>	<p>Agreed</p>
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<p><b><i>Determination of Significance</i></b>  Regarding the addition of Section 3.1.1, Determination of Significance, the sentence “These have been determined by the Province” is misleading. In the case of wetlands and ANSIs the responsibility for identifying significance lies with MNRF. In all other cases the responsibility lies with the planning authority to identify the natural features and areas, for consistency with the PPS. MNRF recommends that this section be removed. Mississippi Mills may wish to consider clarifying section 3.1.4 # 9.</p> <p>The section appears to mirror the wording of PPS section 2.1.9 stating “Nothing in these policies is intended to limit the ability of agricultural uses to continue”. The Municipality may wish to see the statement clarified to explain what is constitutes the continuation of agriculture adjacent to natural heritage features. For example, indicating that Established agricultural uses ongoing at the date of adoption of this plan are permitted to continue in or adjacent to all natural heritage features and areas, but new or expanded agricultural buildings or structures or the clearing or draining of additional lands are only permitted subject to an assessment demonstrating that there will be no negative impacts on the key features, key Hydrologic features and their functions.</p>	<p>Information Only.</p>	<p>No modification to be undertaken.</p>
<p><b><u>Wetlands</u></b>  That subsection 7 of section 3.1.5.1.1 (General Policies) be modified as follows:  “1) where development is proposed in a wetland which has not been evaluated, Council shall require an EIS and mapping which demonstrates no negative impacts on the natural features or their ecological functions prior to issuing a Planning Act approval.  2) where development is proposed in an unevaluated wetland and that wetland contains components that are typical of a significant wetland, the planning authority should require that a wetland evaluation be undertaken per the Ontario Wetland Evaluation System (OWES). Please see the Natural Heritage Reference Manual (NHRM), 2005 for more information on unevaluated wetlands.”</p>	<p>That subsection 7. of section 3.1.5.1.1 General Policies, be <u>modified</u> as follows: “7. If a proposal for development is made in a wetland which has not been evaluated as provincially or locally significant, Council may:  i) require an Environmental Impact Study (EIS) to demonstrate that there shall be no negative impacts on the natural features or ecological functions; and  ii) require that a wetland evaluation be undertaken per the Ontario Wetland Evaluation System (OWES) where the wetland contains components that are typical of a significant wetland.”</p>	<p>No modification to be undertaken.</p>

<p><b>Significant Woodlands</b></p> <p>MRNF notes that the title “MRNF significant woodlands” is used on schedule A1. Please remove “MNR” from this feature title. The responsibility lies with the Municipality as the planning authority to identify significant woodlands for their planning area, thus it is misleading to use the MNR title.</p> <p>Further, it should be noted that MNR identifies woodlands as significant in both ecoregion 5E and 6E using the same criteria throughout. While it may be consistent with the PPS to apply the significance title to woodlands only in ecoregion 6E, it is not appropriate to label that information as MNR data if it has been modified to show only a subset or the original data source.</p>	<p>That the letters “MNR” be <u>removed</u> from the label for “Significant Woodlands”.</p> <p><u>Review</u> with planning team. No action unless supported by Municipality.</p>	<p>Agreed</p> <p>No modification to be undertaken</p>
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**Significant Wildlife Habitat**

It is the responsibility of planning authorities to identify significant wildlife habitat (SWH) or approve the work of others using criteria and processes recommended in the Significant Wildlife Habitat Technical Guide and the NHRM, or municipal approaches that achieve or exceed the same objective as the provincial processes and criteria. Municipalities are encouraged to proactively and comprehensively identify significant wildlife habitat. A comprehensive approach is preferable to an ad hoc exercise, however, an alternative way to accomplish this would be to require ecological site assessment to accompany all development proposals. If this alternative option is chosen, clear direction in terms of the process and criteria for evaluating SWH site specifically must be specified as well as the requirement for ecological site assessments to support all development applications. MNRF recommends the COP recognize that the presence of Significant Wildlife Habitat is not typically known prior to evaluation. In order to implement policies for the protection of Significant Wildlife Habitat, the COP should require whenever development is proposed outside a settlement area, that an ecological site assessment is completed.

Appendix A1 of the COP identifies deer yards and several nesting site. It is assumed that this information is derived from Land Information Ontario. It should be noted in the OP that this information is not comprehensive. Further detail is required to specify how significant wildlife habitat is identified in the context of the COP Policy 3.1.5.6.

No action, unless supported by Municipality.

**Pending Council Direction – see Item 2 Attachment 1**



<p>development should be directed to consult the Natural Heritage Information Centre's (NHIC) online Make-a-Map application as a first step in screening for SAR (or other natural heritage features) of a property. Where this information indicates there is the potential for habitat, <u>any development proposal will be accompanied by an Ecological Site Assessment by a qualified professional to confirm the presence and extent of the Habitat.</u></p> <p>The policies under section 3.1.5.2 of the Community Official Plan are not clearly consistent with the PPS.</p> <ul style="list-style-type: none"> <li>• Policy #1 should read: Development and/or Site alteration is prohibited in (significant) habitat of endangered species and threatened species except in accordance with federal and provincial regulations.</li> <li>• Policy #2 appears to be redundant to policy #1 and should be removed.</li> <li>• Policy #3 is more restrictive than the PPS and may be inconsistent with the Endangered Species Act, 2007. It should be noted that policy 2.1.8 of the PPS 2014, regarding lands adjacent to natural heritage features and areas does not apply to the habitat of endangered and threatened species. This policy should be considered for removal from the OP.</li> </ul> <p>In several locations of Section 3.1.5.2, the COP refers to "significant" habitat. Please note that the concept of "significant habitat" is not included in the PPS, 2014, so as to better align with the Endangered Species Act, 2007. All references to 'significant' habitat need to be modified in this regard.</p>	<p><u>Review</u> with Municipality. <u>Modify</u> Section 3.1.5.2 as suggested.</p> <p><u>Remove</u> references to "significant".</p>	<p>No modification to be undertaken</p> <p>Agreed</p>
<p><b>Significant Valleylands</b> The COP is silent on the implementation of Provincial Policy Statement 2.1.4. as it relates to significant valleylands.</p> <p>We encourage council to ensure that the following is adequately addressed in the COP for Ecoregion 6E: 1) Identify all significant valleylands as resource information and include policies in the COP that state that "development and site alteration shall not be permitted in significant valleylands unless it has been demonstrated that there will be no negative impacts on natural features and their ecological function.</p>	<p>Update COP to <u>include policy section</u> for Significant Valleylands like other <i>natural heritage features and areas</i> with guidance from SCOP Section 5.5.6 and PPS policy on Valleylands.</p>	<p><b><u>Pending Council Direction – see Item 1 Attachment 1</u></b></p>

<p>2) Include a policy which clearly states that development and site alteration may only be permitted within 120 metres of a significant valleyland, if an impact assessment demonstrates that there will be no negative impact on the natural features or ecological function of that valleyland.</p>		
<p><b>Mineral Aggregate Resources</b> Section 3.5 of the COP addresses aggregate and mineral resource policies. It appears that existing licensed pits and quarries have been appropriately identified on the COP's Rural Land Use (Schedule A) with corresponding policies in the COP text.</p> <p>Protection of Long-Term Resource Supply The COP discusses in its goals and objectives (section 3.5.1), that the mineral aggregate resources shall be designated in the "Land Use Schedule" so that resource areas are clearly identified.</p> <p>MNRF recommends that Council use this opportunity to identify primary and secondary aggregate resources and selected bedrock resources and protect them from incompatible uses on a schedule to the COP. We recommend that the COP include a policy to ensure that a proponent of development in or on adjacent lands to an identified mineral aggregate resource prepare a study to address the criteria in PPS policy 2.5.2.5. MNRF staff are available to provide technical assistance, if required.</p>	<p>That Section 3.5 Aggregate &amp; Mineral Resource Policies be modified by <u>deleting</u> the reference to "Open File Report 5550 produced by OMNRF" in the first sentence in the second paragraph and <u>replacing</u> it with "Aggregate Resource Inventory of the County of Lanark prepared by the Ontario Geological Survey, Ministry of Energy, Northern Development and Mines (ENDM)".</p> <p>That all <u>primary and secondary aggregate resources and bedrock resources be designated</u> Aggregate Resource on the Rural Land Use Schedule A.</p>	<p>Agreed</p> <p><b><u>Pending Council Direction –Item 3A Attachment 1</u></b></p>
<p><b>Aggregate Rehabilitation</b> The Community Official Plan is silent on the implementation of Provincial Policy Statement 2.5.3: Progressive and final rehabilitation shall be required to accommodate subsequent land uses, to promote land use compatibility, to recognize the interim nature of extraction, and to mitigate negative impacts to the extent possible. Final rehabilitation shall take surrounding land use and approved land use designations into consideration.</p> <p>When an application is made under the Planning Act for a new mineral aggregate extraction use, consideration must be made to the appropriate</p>	<p>(Optional) <u>Could update policy as suggested and add policy</u> to the section regarding final rehabilitation; add a policy that requires the consideration and determination of appropriate final land use(s), prior to issuance of a Planning Act decision. conforming to PPS policy 2.5.3 Rehabilitation.</p> <p>SCOP has rehabilitation policy only for agriculture and Abandoned Pits and Quarries. It is silent on a final rehabilitation policy for other land uses.</p>	<p><b><u>Pending Council Direction –Item 3B Attachment 1</u></b></p>

<p>subsequent use of the land so as to inform the site rehabilitation plan which will be approved under the Aggregate Resources Act.</p> <p>MNRF recommends that council add a policy that requires the consideration and determination of appropriate final land use(s), prior to issuance of a Planning Act decision.</p>		
<p><b>Natural Hazards</b> Section 3.1.7.4 and the associated constraints Appendix A2 appropriately address Wildland Fire Hazards.</p> <p><b>Human-Made Hazards</b> Section 3.5.9, policy #5, in concert with Appendix A2 of the COP addresses concerns related to mine hazards. However, the COP appears to be silent on oil, salt and gas hazards, or petroleum resource operations.... Nevertheless, council is encouraged to include policies in the COP to address this concern should an abandoned well or a former petroleum resource become known after the COP adoption. 1) Known petroleum wells will be identified in a schedule in the COP 2) Development will be set back 75 meters from existing petroleum wells and associated works.</p>	<p><u>Review</u> with Municipality to determine if this is a concern.</p>	<p>No modification to be undertaken</p>
<p><b>Environmental Impact Studies</b> Section 3.1.6 of the COP provides guidelines for the completion of an Environmental Impact Study. MNRF recommends that the municipality require an appropriate level of ecological site assessment before new planning approvals are granted for lands where natural vegetation or landscape features remain, or where other conditions may provide for natural heritage values (significant wildlife habitat, habitat of endangered and threatened species, etc.).</p> <p>MNRF recommends that Council address the following in its COP: 1) A policy generally requiring an appropriate level of site-specific ecological assessment before new planning approvals are granted for lands with natural vegetation or landscape features, or where other</p>	<p><u>Review</u> with Municipality.</p>	<p>No modification to be undertaken</p>

<p>features may provide significant habitat.  2) Generally, we recommend the inclusion of a policy stating that where reports are prepared on behalf of the development proponents that municipalities will generally have these reports peer reviewed by another qualified individual, with costs passed on to the proponent.</p>		
<p><b>General Comments</b>  The Ministry of Natural Resources is now the Ministry of Natural Resources and Forestry (MRNF). Please use the updated ministry name in all references to the agency and be consistent in the use of the MNRF acronym (i.e. updated section 3.5).</p> <p>It is noted that the definitions of “site alterations” and “development” have been removed from the COP. For ease of implementation, we encourage council to included definitions of both Development and Site alteration in the official plan, consistent with the PPS, 2014.</p>	<p><u>Change</u> MNR to MNRF wherever necessary.</p>	<p>Agreed</p>

**Ministry of Municipal Affairs and Housing (MMAH)**

<p><b>Population Projections/Growth Allocations</b>          OPA 21 explicitly projects a population of 17,598 residents by 2037 and proposes to use that number in determining the amount of land to designate for residential, employment, and institutional uses, as well as plan for future public service facilities and infrastructure needs.</p>	<p>The growth management policies of OPA 21 <u>do not recognize the County's role in allocating growth and growth management</u>. As growth management policies and land use designations in lower-tier Official Plans must confirm to upper-tier Official Plans, it is recommended that section 2.5.3 (Mississippi Mills Growth and Settlement Strategy) be <u>modified by inserting</u> a new third paragraph stating:  <i>"The Municipality of Mississippi Mills will work with the County and relevant agencies to amend this Official Plan to align with the growth management direction, policies and allocations outlined in the Lanark County Sustainable Communities Official Plan once it has been updated and approved."</i></p> <p>Alternatively, the Population Projection and Settlement Strategy policies in sections 2.5.3.1 (Population Projection) and 2.5.3.2.2 (50/30/20 Settlement Strategy) of the COP can be <u>deferred</u> in order to provide the Municipality of Mississippi Mills with an opportunity to <u>reconsider their settlement strategy and settlement area boundaries</u> in accordance with the population projections prepared by the County of Lanark <u>as part of the County's five-year review</u> of the Sustainable Communities Official Plan.</p>	<p><b><u>Pending Council Direction – see Item 5 and 6 Attachment 1</u></b></p>
<p><b>Future Expansion Areas</b>          The current lower-tier Official Plan identifies a "Future Expansion" overlay on Schedule A - Rural Land Use adjacent to the Almonte settlement area, with associated Official Plan policies.</p>	<p>That the "Future Expansion Area Almonte Ward" overlay be <u>deleted</u> on Schedules A and B to the COP; and          That subsection 3. of section 2.5.3.2.3 General Policies of section 2.5 (Growth and Settlement) be deleted in its entirety and the remaining subsections re- numbered accordingly.</p> <p>Alternatively, that the "Future Expansion Area Almonte Ward" overlays on Schedules A and B to the COP be <u>re-designated</u> to "Development"; and          That subsection 3. of section 2.5.3.2.3 General Policies of section 2.5 (Growth and Settlement) be <u>deleted</u> in its entirety and <u>replaced</u> with the following:  <i>"3. Schedules A and B identify lands with an overlay called "Development".          Development proposals involving lands within the "Development" overlay shall be assessed to ensure that they will not hinder future expansion of the urban area should that need ever arise."</i></p>	<p><b><u>Pending Council Direction – see Item 7 Attachment 1</u></b></p>

**Agriculture Designation**  
 Section 2.3.1 and 2.3.2 of the PPS, describes what prime agricultural areas are and that they shall be protected for long-term use for agriculture. It is unclear if the draft land use schedule proposed changes to the agricultural designation(s). The draft Official Plan intends to include a policy that would commit Council to complete a review of its prime agricultural lands.

OMAFRA recommends that a review to ensure appropriate areas are designated (as per PPS 2.3.1, 2.3.2) be conducted at the time of an Official Plan 5-year review. Additionally, while an agricultural study commonly known as LEAR can be utilized, other approaches may be used provided the approach is in accordance with guidance available from the Province.

Section 6.1.1 of the SCOP states that Local Official Plans shall identify agricultural resource lands. The identification of prime agricultural lands should be based primarily on the following factors:

1. Soil capability for agriculture, primarily soil classes 1, 2 and 3 and associated class 4 to 7 lands here there is a local concentration of farms which exhibit characteristics of on-going agriculture;
2. The extent of land fragmentation; and
3. The presence of conflicting land uses.

Any change to the Agricultural designation in local Official Plans will require an amendment to the SCOP.

Scenario 1 has no changes to the existing lands designated as Agriculture and Rural – Agriculture Overlay in the Community Official Plan. Scenario 2 expands the agricultural designation from what exists in the current COP based on parameters that are more consistent with the definition of prime agricultural area under the PPS (2014). At a meeting of the Municipality’s Agricultural Committee on February 9, 2018, it was recommended that Scenario 1 – status quo be maintained as part of the current COP Review. It was also recommended that prior to the municipality’s next COP Review the municipality undertakes a complete review of its prime agricultural areas through an alternative agricultural land evaluation system approved by the Province including a review of related policies. This recommendation was approved by Council Resolution 110-18 dated February 20, 2018 and subsequently included in the COP Five-year review that was adopted by Council.

Scenario 1 (Status Quo) does not appear to be consistent with the requirements for designating and protecting prime agricultural areas under sections 2.3.1 and 2.3.2 of the PPS (2014).

It is recommended that the Prime Agriculture designation on the Rural Land Use (Schedule) to the Community Official Plan be modified to reflect Scenario 2 of the Agricultural Lands Review prepared by J.L. Richards dated February 2018.

It is also recommended that the revised Prime Agriculture designation be supported by an application for amendment to the SCOP to re-designate lands to Agriculture on Schedule “A” Land Use Designations to the SCOP.

**Pending Council Direction – see Item 8 Attachment 1**

<p><b>3.2.7 Severance and Lot Creation</b>  MDS Guideline #9 'MDS I Setbacks and Lot Creation for a Residence Surplus to a Farming Operation' addresses the application of MDS for this development scenario. The MDS guideline does not completely exempt surplus dwelling consents from meeting MDS setbacks but rather provides an option to apply MDS setbacks to livestock facilities that may be found on adjacent lots, as opposed to the default position to not require MDS to livestock facilities located on adjacent lots. MDS guideline #9 indicates that MDS would still be applicable to any livestock facilities that may currently be found on the lot that is subject to the consent application.</p>	<p>The following modifications from OPA #16 were not <u>consolidated</u> into Section 3.2.7:  That the first sentence in subsection 1 of section 3.2.7 be modified by <u>deleting</u> the words "Farm-related" and <u>adding</u> the word "surplus" before the word farm dwelling in the first so that it reads as follows:  <i>"Farm - related s Severances may be considered for a surplus farm dwelling".</i>  <i>That subsections 4 ii) and iii) of section 3.2.7 be deleted in their entirety and replaced with the following:</i>  <i>"ii) The lots are of a size that is appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations."</i></p>	<p>Agreed</p>
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## Nicole Dwyer

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**From:** lheslop [REDACTED]  
**Sent:** Saturday, March 23, 2019 11:15 AM  
**To:** Nicole Dwyer  
**Cc:** Christa Lowry; Denzil Ferguson; Bev Holmes  
**Subject:** Community Official Plan - Rural Land Use Map

Ms. Dwyer

I am responding to your March 19 staff report regarding the Community Official Plan.

First of all, thank you for the email inviting me to the first meeting on the Agriculture Committee on April 3. I look forward to serving on this Committee again.

The previous agriculture committee reviewed the "Rural Land Use" map included in the November 2017 proposed revisions to the COP. This map "squared" the land use areas in acknowledgement of the provincial request. At that time, we determined that the map would require significant review by the committee and by landholders before it is adopted. There were several areas that were immediately identified where the map showed "Prime agriculture" when, in fact, the area was a sand pit in one instance and, Class 5 and organic in another. Since the revisions are intended to protect prime agricultural lands for the future, it is important that non-prime land is not restrained where possible.

The map in the March 19 report/ J.L Richards Feb 2018 report does not acknowledge the request to "square" the areas, however, it likely should be reviewed by landholders to identify any significant areas that should be excluded from "Prime agriculture".

On this basis, I would like to suggest that the acceptance of this map be delayed long enough to ensure adequate review.

Thank you.

Cc: Christa Lowry  
Bev Holmes  
Denzil Ferguson

Lorne Heslop  
164 Spring St.  
Almonte, ON  
K0A 1A0  
[REDACTED]

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** April 2, 2019

**TO:** Committee of the Whole

**FROM:** Niki Dwyer, Director of Planning

**SUBJECT:** **Site Plan Control – Sweet Spot: Almonte Storage  
E Pt Lot 15, Concession 10, Formerly Ramsay Township  
Almonte Ward, Municipality of Mississippi Mills  
111 Paterson Street**

**OWNER/AGENT:** **1427297 Ontario Inc. (Terry Elder)**

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**RECOMMENDATION:**

**THAT Council approve the site plans for the property described as 111 Paterson Street as presented;**

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

**BACKGROUND:**

The owner has filed an application for site plan control to permit the expansion of the existing Sweet Spot commercial storage business located at 101 Paterson Street. The proponent has acquired the adjacent lands, known municipally as 111 Paterson Street, and has demolished an unserviced single detached dwelling to facilitate the construction of 3 mini-storage buildings, each of 456m<sup>2</sup>. The development will also include the construction of drainage swales on the front, rear and southern property line to collect and manage stormwater runoff from the site.

The owner has indicated that while he has previously filed applications for commercial storage expansion at Ramsay Storage (Old Perth Road), the property at 111 Paterson represents a more desirable location as it is collocated near Orchardview by the Mississippi and the residential development of Riverfront Estates and Mill Run, where it is not uncommon for residents to have downsized from larger properties but are looking for additional storage for belongings that they do not wish to store in their homes.

**Location and Description of Subject Lands and Surrounding Area**

The subject lands are located on the east side of Paterson Street, directly to the north of R Tait McKenzie Elementary School, and across the street from Holy Name of Mary

Catholic School. The lands back onto the Almonte Business Park and are located in a transition area between the residential neighbourhoods to the west and commercial lands to the east.

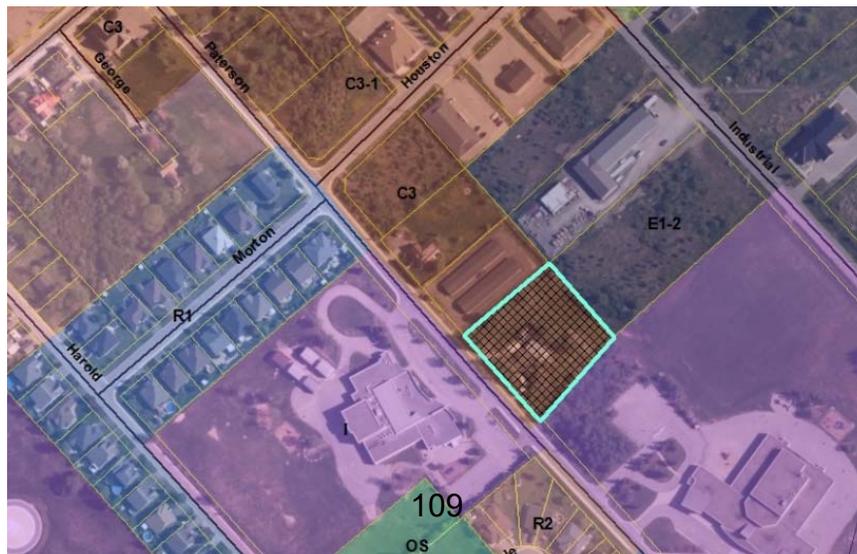
The property is serviced by two existing driveways on Paterson Street and while it is located within the Almonte Settlement Boundary, the site is not serviced by water and sanitary services in the street (the nearest connection is at Houston Drive, approximately 150m to the north).

**Figure 1 – Site Context (2017):**



### **Zoning**

The lands subject to development are zoned Highway Commercial (C3) in the Municipality's Zoning Bylaw #11-83. The permitted uses of the zone vary but are intended generally to accommodate an array of automobile oriented commercial uses, include "Commercial Storage". As the property is not serviced, there is limited opportunity for traditional highway commercial uses without the added expense of extending the sanitary and water mains.



The C3 Zone contains various development standards; the following is a review of the proposal against these standards:

<b>Development Standard</b>	<b>C3 (No Municipal Water/Sewer)</b>	<b>Proposed</b>
Minimum Lot Area	2000m <sup>2</sup>	4890m <sup>2</sup>
Minimum Lot Frontage	30m	73m
Minimum Front	12m	12m
Minimum Rear Yard	7.5m	13.75m
Minimum Side Yard	6m	9m
Maximum Building Height	14m	2.6m
Landscaped Open Space Minimum	20%	26%

### **Community Official Plan (COP)**

#### Highway Commercial Policies

The property is designated Highway Commercial in the Municipality’s Community Official Plan (COP). The designation includes the general area around Ottawa and Paterson Street in Almonte Ward and is intended to provide automobile oriented commercial spaces that would be inappropriate in scale and function to be located in other neighbourhood or downtown commercial areas. As these areas constitute gateways to the urban area, the COP notes that “there needs to be special attention paid to the design of these areas, as to maintain a coordinated and pleasing gateway to our urban communities” (Policy 3.7.3).

The policies further specify site specific design expectations that include: the limiting of driveways and access points, the facilitation of pedestrian walkways to adjacent uses, careful consideration of lighting and signage on the site, and adequate buffering from adjacent sensitive uses (Policy 3.7.3.2).

These policies have been considered and used during the pre-consultation of the design of the proposed development and were the basis for several changes to the original proposal. Of note, the owner has consented to the following design upgrades of the site to soften the aesthetic impact of the commercial storage on the adjacent institutional uses:

- Preservation and enhancement of the existing cedar hedge and large trees;
- Closing of the far southern secondary point of access and plantings of additional hedging;
- Reinstatement of asphalt driveway entrances (as opposed to existing gravel);
- Additional façade treatments to the front of the buildings including: brick veneer wainscoting, windows instead of commercial storage doors, and a central “office” space to anchor the visual entrance off the driveway.

## **COMMENTS FROM INTERNAL CIRCULATION:**

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

**CAO:** No concerns or objections

**Chief Building Official:** Building will require additional fire detection hardware to be installed in lieu of accessible fire hydrants.

**Director of Roads and Public Works:** All my comments were previously addressed (in stormwater management pre-consultation). No further comments.

**Fire Chief:** Determined there are no municipal fire hydrants on Paterson as well as the distance to the closest municipal fire hydrant exceeds (app. 260 meters total travel as seen in the attached site map) the allowable distance based on the Ontario Building Code. The fire hydrants on properties along Paterson are private and are maintained by the property owners.

**Recreation Coordinator:** No concerns or objections.

Comments were received from the Leeds Grenville and Lanark District Health Unit and Enbridge Gas offering no objection to the application.

## **CONCLUSION:**

The proposed site plan control application satisfies the provisions of the Zoning By-law and is consistent with relevant planning policies of the Community Official Plan and staff are supportive of the approval of the application pending completion of a Site Plan Control Agreement.

All of which is respectfully submitted,

  
\_\_\_\_\_  
Niki Dwyer MCIP, RPP  
Director of Planning

  
\_\_\_\_\_  
Shawna Stone  
Acting Chief Administrative Officer

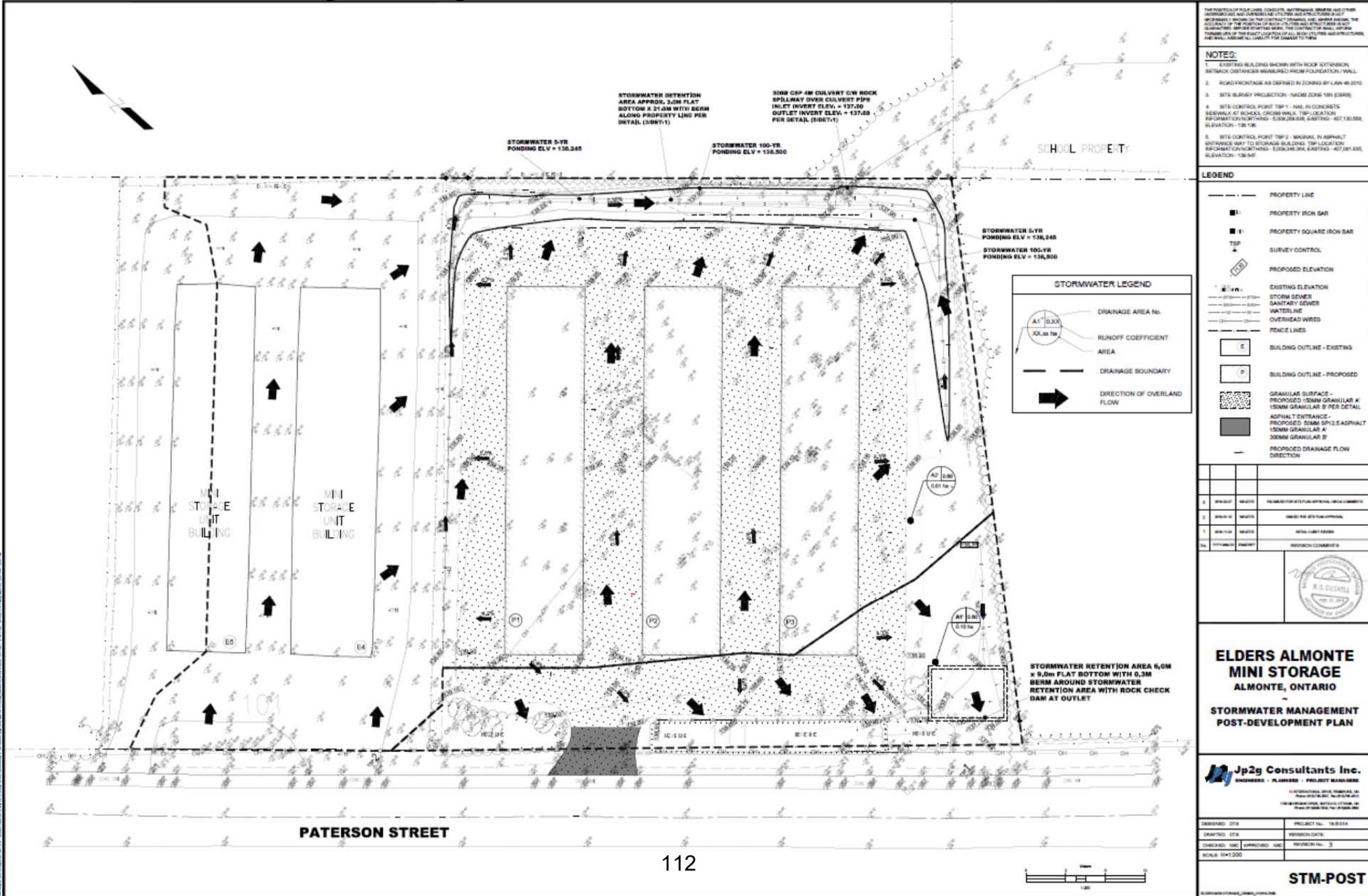
## **ATTACHMENTS**

Appendix A – Proposed Grading and Drainage Plan

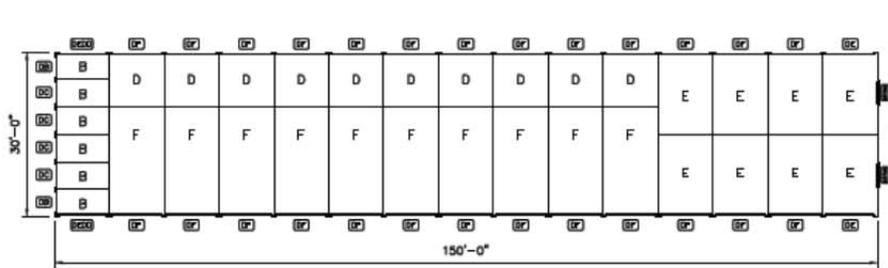
Appendix B – Proposed Elevations

Appendix C – Site Photos

# APPENDIX A – Grading and Drainage Plans



# Appendix B – Proposed Elevations



A – 30'-0" x 150'-0" x 8'-4" 1/4:12 PITCH GABLE BUILDING SYSTEM

## UNIT MIX

LABEL	UNIT SIZE	# UNITS	%	SQ. FEET
B	5 x 10	6	17.6	300
D	10 x 10	10	29.4	1000
E	10 x 15	8	23.5	1200
F	10 x 20	10	29.4	2000
TOTAL		34	100	4500



END WALL ELEVATION



SIDE WALL ELEVATION

1/8"=1'-0"



END WALL ELEVATION

DOOR SCHEDULE							
QTY	CODE	TYPE	SIZE	ROUGH OPENING (REF.)	MANUF.	DESCRIPTION	COLOR
2	DB	ROLL-UP	3'-8" x 7'-0"	3'-8" x 7'-0"	TRAC-RITE/eq.	ROLL-UP DOOR	COLORED dr
4	DC	ROLL-UP	4'-0" x 7'-0"	4'-0" x 7'-0"	TRAC-RITE/eq.	ROLL-UP DOOR	COLORED dr
2	DE	ROLL-UP	8'-8" x 7'-0"	8'-8" x 7'-0"	TRAC-RITE/eq.	ROLL-UP DOOR	COLORED dr
2	DEDD	ROLL-UP	8'-8" x 7'-0"	8'-8" x 7'-0"	TRAC-RITE/eq.	NON-OPERATIONAL DOOR	COLORED dr
26	DF	ROLL-UP	9'-0" x 7'-0"	9'-0" x 7'-0"	TRAC-RITE/eq.	ROLL-UP DOOR	COLORED dr
2	W4x4W	WINDOW	4' x 4'	3'8.25x 3'10.375	PDL/equiv	WINDOW, PDL/equiv, 4x4 FIXED	WHITE dr

ROLL-UP DOORS MEET ASTM E330

PDL DOORS – PRIMER COAT ONLY

\*\* THE ABOVE PLAN MAY NOT REFLECT THE IMPLICATIONS OF SECTION 903.2.9 OF THE 2012 OR 2015 IBC CODE WHICH MAY REQUIRE 3 HOUR FIREWALLS EVERY 2,500 SQFT OR MAY REQUIRE YOU TO SPRINKLE THE BUILDING.

\*\*\* TRACHTE RECOMMENDS (IN USA ONLY) THAT ALL PROJECTS REQUIRE A NUMBER OF UNITS BE ADA ACCESSIBLE, IF A CUSTOMER CHOOSES TO NOT CONFORM TRACHTE WILL NOT BE HELD ACCOUNTABLE.

## "NOTICE"

NO FABRICATION CAN BE SCHEDULED OR BEGUN UNTIL "APPROVED" OR "APPROVED AS NOTED" DOCUMENTS ARE RECEIVED BY TRACHTE BUILDING SYSTEMS.

COMPLETE THE FOLLOWING:

- \_\_\_ APPROVED – RELEASE FOR FABRICATION
- \_\_\_ APPROVED AS NOTED – RELEASE FOR FABRICATION
- \_\_\_ NOT APPROVED – REVISE AND RESUBMIT

SIGNATURE \_\_\_\_\_

COMPANY \_\_\_\_\_

DATE \_\_\_/\_\_\_/\_\_\_

TRACHTE BUILDING SYSTEMS, Inc.

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Revisions:

11/27/18 ADDED ELEVATION

By:

KM

Job Description:

PROPOSED STORAGE SYSTEM FOR:  
TERRY ELDER  
ALMONTE, ONTARIO

1

Sheet Title

FLOOR PLAN

Plan #

50963

Name: Tom

Scale: 1 = 30'

Date: 11/2/18

APPENDIX C – Site Photos



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** April 2, 2019  
**TO:** Committee of the Whole  
**FROM:** Niki Dwyer, Director of Planning  
**SUBJECT:** **Site Plan Control – Kazia Homes Inc (D11-KAZ-19)  
Part 2 on 27R-10625, Part Lot 38, PLAN 6262  
Almonte Ward, Municipality of Mississippi Mills  
101 Carss Street**  
**OWNER/APPLICANT:** Kazia Homes Inc. (Ziai Kazem)

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**RECOMMENDATION:**

**THAT Council approve the site plans for Kazia Homes Inc. for the property described as 101 Carss Street as presented to Council;**

**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**

Kazia Homes Inc has filed a Site Plan Control application for the construction of a single detached dwelling on the vacant land known municipally at 101 Carss Street. The proposed construction will be subject to the development provisions of the Residential First Density (R1) Zone and would be serviced by municipal sewer and water.

**LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA**

The lands subject to the application are located on Carss Street, midblock between Martin Street to the east and Mitcheson Street to the west, in Almonte Ward. The lands are legally described as Part 2 on Reference Plan 27R-10625, being part of lot 38 in Mitcheson Section on Plan 6262. The lot is approximately 528.7m<sup>2</sup> in area with frontage on Carss Street of 20m. The Community Official Plan designates the lands as “Residential”.

The lands were established by a consent application in 2015 which subdivided the parcel from the corner lot located at Mitcheson Street and Carrs Street, where a single detached dwelling was located. The lands were then subject to a Development Agreement, registered on title, respecting the provision of services to the site and a comprehensive grading and drainage plan which included the adjacent lots subdivided in 2016 by the same developer.

Figure 1 – Site Location



**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 development introduces a low-density alternative housing type on a street that is predominantly single-detached dwellings. The development would fulfil the following objectives:

**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.*

Municipal servicing (both water and waste water) has been provided to the site via previous development applications as there has been significant greenfield development in this part of the community in previous years. This application can be viewed as the final completion of the infilling proposal approved in 2016.

The proposed development is occurring in an area of town where the majority of dwellings have been constructed in the post-war era and have been heavily influenced by the vehicle. As such, the neighbourhood exhibits large lots with prominent, multi-vehicle parking spaces. The dwellings are almost exclusively single detached dwellings and are one and one-half to two storeys in height. As such this infill application can be found to be compatible with the design aesthetic of the neighbourhood.

### **3.6.5 Range of Housing Types**

1. *The [Municipality] shall support a wide range of housing types, zoning standards and subdivision design standards.*
2. *The [Municipality] has established the following housing mix targets:*
  - Low density - 70%*
  - 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).*

The proposed single dwelling provides a low density development in the neighbourhood representative of a net density of approximately 17.5 units per ha. The gross density of the neighbourhood is uncharacteristically low (5.6 units per hectare) at this time, as Carrs Street still offers three vacant lots for infill – including two larger parcels immediately across the street from the subject lands.

## **ZONING BY-LAW**

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

<b>Development Standard</b>	<b>R1 Provisions</b>	<b>Proposed</b>
Lot Area, min. (m <sup>2</sup> )	450	529
Lot Frontage, min. (m)	18	20
Front Yard, min. (m)	6	6.18
Side Yard, min. (m)	1.2	1.24
Rear Yard, min. (m)	7.5	8.5
Building Height, max. (m)	9	8.9
Lot Coverage, max. (%)	40	28

Dwelling Unit Area, min. (m <sup>2</sup> )	75	153
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Staff believe the development to be generally compatible with the R1 Zone requirements; thus, meet the Municipality's development expectations of said zone and ensuring adequate living and amenity space for future homeowners.

## REVIEW

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

### INTERNAL CIRCULATION

**Acting CAO:** No concerns or objections.

**Chief Building Official:** No concerns or objections

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

**Fire Chief :** No comments received.

**Recreation Coordinator:** No concerns or objections.

### EXTERNAL AGENCY CIRCULATION:

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

**LGL Health Unit:** No objection or concern.

**Mississippi Valley Conservation Authority:** No Comments

## Parking

The Zoning By-law requires one (1) parking space per dwelling unit. Adequate parking has been provided in the surface driveway as well as in an attached garage for up to 4 vehicles. As such the application meets the minimum parking requirements of the Zoning Bylaw.

## Servicing and Grading

As part of the consent application in 2015, the property has pre-approved lot servicing and grading plans. The Department of Roads and Public Works has reviewed the submitted documents for the Site Plan Control Application and have found them to be consistent with the original agreed upon design. As such there is no concern with the proposed plans.

## Landscaping

The current site has been levelled and cleared, resulting in the removal of any prior mature vegetation. The site plan drawing submitted by the applicant indicates that one (1) red oak tree is proposed to be located on the front property line. Certain varieties of oak trees are permitted in accordance with the Municipality's Guidelines for Tree Conservation and Planting policy. The Site Plan Agreement will reference the approved oak tree species for inclusion in the project as well as planting parameters.

## **Building Configuration/Façade**

The elevations for the proposed dwelling depicts a two story dwelling with brick veneer knee-wall along the first-floor façade and garage. The front profile of the building depicts gable roof peaks filled with decorative shakes over each of the upper windows, and garage door. Above the knee-wall on the first story the façade will be clad in vertical board and batten siding, while the upper floor will have horizontal vinyl siding. A large concrete covered porch dominates the profile of the lower front level.

The remaining three sides of the dwelling are proposed to be clad in horizontal vinyl siding. The rear elevation of the dwelling is depicted as a walkout due to the sloping grade of the rear yard. A small deck from the main dwelling as well as a staircase from the garage, provide living space and access to the rear yard.

Staff note that the proposed dwelling is indicative of the style of many infill homes approved in Mississippi Mills (see Appendix C) and in general the design can be found to be consistent with the municipality's Design Guidelines for residential infill development.

## **CONCLUSION**

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

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP  
Director of Planning  
Officer

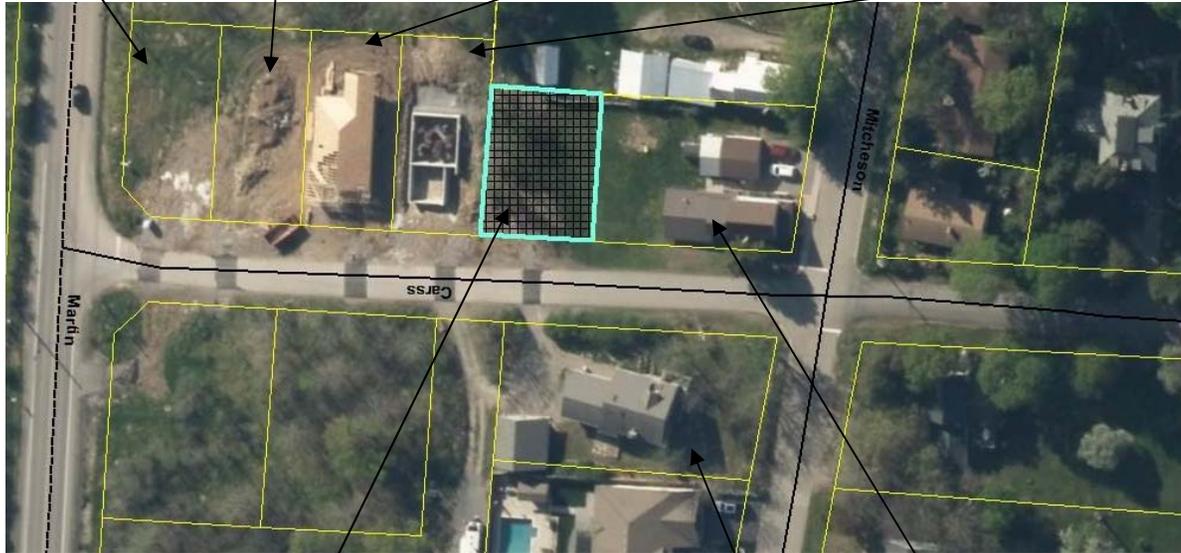


Shawna Stone,  
Acting Chief Administrative





**SCHEDULE C – Site Photos**



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 2, 2019  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT:** **Appleton Museum FCC (Farm Credit Canada) Agrispirit Fund Application**

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### **RECOMMENDATION:**

**THAT Council support an application by the Appleton Museum to the FCC (Farm Credit Canada) Agrispirit Fund.**

### **BACKGROUND:**

The Appleton Museum wishes to submit an application to the FCC (Farm Credit Canada) Agrispirit Fund for renovations to the Museum. The potential funding envelope is \$5,000 to \$25,000 per project. The application can't be submitted by the Museum on its own but they are able to submit an application if they partner with the Municipality.

### **DISCUSSION:**

The Appleton Museum is hoping to complete much needed renovations to the front entrance of the Museum to address accessibility issues. The estimated cost of the project is \$35,000 with the hope that they will receive the maximum allowable funding from FCC of \$25,000. They would then fund any difference on their own. The Museum is not asking for any financial assistance from the Municipality, just the support of the Municipality as required by the grant application.

If the Museum is successful in getting funding, the Municipality will be required to enter into an agreement with FCC along with the Museum.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications.

### **SUMMARY:**

The Appleton Museum wishes to apply to the Farm Credit Canada Agrispirit Fund for renovations to the Museums and requires support from the Municipality to do so.

Respectfully submitted,



---

Rhonda Whitmarsh, Treasurer

Reviewed by,



---

Shawna Stone, Acting CAO

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS**

**STAFF REPORT**

**DATE:** April 2, 2019  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT:** **Financing of Bridges and Culverts, Gemmill Park and Facility Improvements**

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**RECOMMENDATION:**

**THAT the Treasurer be authorized to obtain financing from the TD Bank in the amount of \$3,682,100 at a fixed rate of \_\_\_% (to be confirmed on April 2/19) for 10 years to finance bridge and culvert work, Gemmill Park and facility improvements.**

**BACKGROUND:**

The 2017 and 2018 budgets approved long term financing for bridge and culvert work along with renovations to the Ramsay garage. On March 12, 2019 Council also approved long term financing for Gemmill Park improvements completed in 2017. The long term financing of these capital items was included in the long term financial plan with the exception of Gemmill Park.

There is an overall savings to the amount required to be financed over the approved budgets of \$107,290. The breakdown of the financing required vs. the budgeted amount is as follows:

<b>Project</b>	<b>Amount</b>	<b>Budget</b>	<b>Difference</b>
Gemmill Park	\$502,000	\$135,300	\$366,700
Short & Back Bridges	\$1,855,220	\$1,917,090	(\$61,870)
Cochran Bridge	\$710,480	\$900,000	(\$189,520)
Culverts	\$408,900	\$653,000	(\$244,100)
Ramsay Garage	\$205,500	\$184,000	\$21,500
Total	\$3,682,100	\$3,789,390	(\$107,290)

**DISCUSSION:**

A formal letter for quotations with respect to terms, rates etc., was issued on March 15, 2019 with a closing date of March 25, 2019 at noon. The request for quotation was sent to the Royal Bank, the Bank of Montreal, the TD bank, Scotiabank and the Canadian Imperial Bank of Commerce. The following chart summarizes the quotations received:

	Royal Bank of Canada	TD Bank	CIBC	Bank of Montreal
<b>Rate amortized over 20 years</b>	3.18% -no rate guarantee to date of meeting	2.86% -no rate guarantee to date of meeting	3.51% -rate guaranteed to April 3, 2019	3.09% -rate guaranteed to April 25, 2019

From the table above, the TD Bank is offering the lowest rate as of the date the quotes were due back which was March 25, 2019. The final rate is not expected to change much, if at all, but can't be confirmed until the date of the meeting.

**FINANCIAL IMPLICATIONS:**

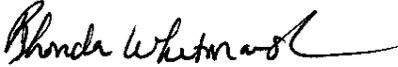
The loan payments were included in the 2019 budget so there are no further budget implications for 2019.

**SUMMARY:**

It is recommended that the long term financing for bridge and culvert work, Gemmill Park and facility improvement be obtained from the TD Bank for a fixed rate for 10 years and the necessary by-law be passed to authorize the financing.

Respectfully submitted,

Reviewed by,



Rhonda Whitmarsh, Treasurer



Shawna Stone, Acting CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 2, 2019  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT:** **Water and Sewer Penalty Rate**

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### **RECOMMENDATION:**

**THAT the 2019 Water and Sewer rate by-law be amended to reflect a 1.25% penalty and interest charge on the past due balance of all water and sewer accounts;**

**AND THAT a monthly 1.25% interest charge apply to all water and sewer balances transferred to taxes for non-payment.**

### **BACKGROUND:**

At the Council meeting held on March 5, 2019, staff presented a report recommending the Municipality amend the 2019 Water and Sewer by-law to change the existing 10% one-time penalty on overdue water accounts to a 5% one-time penalty on the unpaid balance and then 1.25% per month after the account is transferred to taxes for non-payment. Staff was instructed to obtain a legal opinion and report back on my findings.

### **DISCUSSION:**

The conclusion is that because there is no precedent with regard to a municipal servicing by-law, it would be prudent to charge a monthly interest amount rather than a one-time lump sum to avoid any potential conflict. Staff has amended therecommendation accordingly based on this legal opinion.

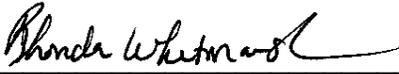
### **FINANCIAL IMPACT:**

The 2019 draft budget includes revenue of \$34,000 for interest on overdue water and sewer accounts. It is difficult to determine what the total financial impact of the recommended change will be as it will take time to monitor the results of the change in the penalty rate and payment patterns that may occur. Staff will monitor the change throughout the year and report to Council on my findings.

**SUMMARY:**

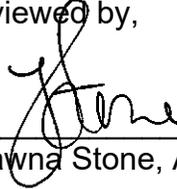
Staff is recommending that past due water and sewer accounts are subject to a monthly penalty and interest charge of 1.25% on overdue balances and a monthly interest charge of 1.25% will continue if transferred to taxes for non-payment and that the that the 2019 water and sewer rate by-law be updated to reflect this change.

Respectfully submitted,



\_\_\_\_\_  
Rhonda Whitmarsh, Treasurer

Reviewed by,



\_\_\_\_\_  
Shawna Stone, Acting CAO

Here are the highlights from the regular Lanark County Council meeting held Wednesday, March 27.

- **Homelessness Initiative Allocations Granted:** Council approved a recommendation to provide grants for the provision of housing and homelessness services in the amount of \$87,950 to three community partners under the Community Homelessness Prevention Initiative (CHPI) grant. Housing Services Manager Sandy Grey outlined the recommendation at a community services meeting earlier this month. CHPI is a provincial program and the county received almost \$1.3 million for 2018/19, which is used for domiciliary hostels and the Housing Options Program to meet the needs of people who are homeless or at risk of becoming homeless. The county issued an expression of interest request in December for proposals for additional programs to meet CHPI outcomes. Five were received, and three were funded. Cornerstone Landing Youth Services will receive \$12,000 to support its financial assistance program, which would provide a \$200-per-month rent subsidy to five youth ages 16 to 24 for 12 months. Lanark County Mental Health will receive \$40,000 to cover hoarding expenses for households that are not subsidized housing. This would provide \$2,000 per household to 20 households to cover such costs as dumpster rentals, temporary storage facilities, cleaning services, handyman services, pest control and organization supplies. The Table Community Food Centre will receive \$35,950 for a series of workshops and training focusing on housing retention, with topics selected through feedback from community members. Funding for transportation to the programs is included in the budget. Some funds will be allocated to provide remuneration to the coordinator and advocates as they pilot a new benefits assessment tool. “All of the recommended programs offer services to all residents of Lanark County and the Town of Smiths Falls,” Ms. Grey noted. For more information, contact Sandy Grey, Housing Services Manager, at 1-888-9-LANARK, ext. 2401.
- **Emergency Preparedness Week Declared:** Lanark County Warden Richard Kidd (Beckwith Reeve) has declared May 5 to 11, 2019 as Emergency Preparedness Week in Lanark County. “Lanark County recognizes the importance of emergency management in Ontario, and the goal of this week is to raise community awareness and the need to prepare for the possibility of an emergency,” Mr. Kidd said. “The safety of our community is the responsibility of each and every one of us. We must prepare now and learn how to secure a strong and healthy tomorrow.” All citizens are encouraged to participate in educational activities on emergency preparedness, he added. Emergency Services Coordinator Garry Welsh reported to the corporate services committee earlier this month that Community Emergency Management Coordinators of the local municipalities and the county have been combining efforts since 2008 to raise awareness with the public relating to emergency preparedness. Provincial regulations require municipalities to establish an emergency management program committee and emergency plan, including public education around procedures of response, training, emergency exercises and appointing individuals to manage emergency situations. The theme for 2019 is “Are You Ready?” and focuses on the benefits of an emergency plan and emergency preparedness kit. For more information, contact Garry Welsh, Emergency Services Coordinator, at 1-888-9-LANARK, ext. 1701.
- **Bill 68 By-laws Approved:** Council has approved a Code of Conduct for Members of Council and Local Boards, as well as a Pregnancy and Parental Leave policy for members of council in order to comply with provincial Bill 68, *Modernizing Ontario’s Municipal Legislation Act*. This follows a report by Clerk Leslie Drynan to the corporate services committee earlier this month. She indicated clerks of the local municipalities have been working with Tony Fleming, the county’s integrity

commissioner with Cunningham, Swan, Carty, Little & Bonham since February 2018 to develop the policies and procedures, which are enforceable by the integrity commissioner effective this month. The newly elected council established a working group with a representative from each local municipality to review and revise the draft developed by the clerk's group. Lanark County and most of the local municipalities had codes of conduct in place dating back to 2007, but a refresh was mandatory to ensure adherence with Bill 68. "A code of conduct aims to ensure public trust and confidence in the municipalities' decision making and operations," Ms. Drynan said. The Pregnancy and Parental Leave for Members of Council policy allows for 20 weeks of leave and "was drafted to ensure as much flexibility as possible for members of council, recognizing their unique representative role." It allows for members to participate at council during the leave and to receive remuneration, reimbursements and benefits afforded to all members of council. Councillors do not pay EI premiums and, as such, are ineligible to collect them. Aside from minor amendments between municipalities, the policies have been developed to ensure consistency across the county. For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.

- **Proceeding with Ambulance Purchase:** Council has authorized the purchase of a Ford E350 chassis, including the costs of converting it to an ambulance and adding a power stretcher, from Crestline Coach Ltd. for \$170,746. CAO Kurt Greaves explained to the corporate services committee earlier this month that in 2014 the Lanark County Paramedic Service evaluated ambulance designs and chose the Crestline model. With the regular turnover this year, the entire fleet of 12 ambulances will have the same chassis. "By having a standardized fleet across the service there is ease of use for paramedics moving between vehicles, maximizing patient care," Mr. Greaves said. He noted the 2019 budget included \$232,000 to replace two ambulances, but the service has indicated only one is need for this year and the balance will be transferred to reserve to build capacity for a future year when additional ambulances might be needed. Mr. Greaves added the supplier market is limited to two manufacturers, and the service has recommended keeping the fleet consistent. "The current ambulance model has proved to be a reliable vehicle and is working well for the service," he said. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.
- **Lanark Transportation Provides Overview:** County councillors heard good news about transportation in Lanark County in a report to the corporate services committee earlier this month. Lanark Transportation Association (LTA) Executive Director Marilyn Bird provided an overview of the organization to councillors, including details of an ongoing pilot project called "Ride the LT," which is available to residents of Lanark Highlands. Every Tuesday, residents can leave from Lanark Town Hall or another specified location and, for \$2 return, travel to fixed stops in either Perth or Carleton Place. Ms. Bird explained there are two stops of approximately 45 minutes each or one stop of about 90 minutes as part of the trip. "Ridership remains low," she said. "We had hoped would be much higher demand, but it takes a while for things to get going and to become well known in the community. We are in early discussions with Mississippi Mills for a similar service." Information about the program can be found on the LTA website at <https://lanarktransportation.com/>. LTA provides transportation for individuals needing life-enhancing community supports and services, such as medical appointments, day programs, counselling, social services appointments, food programs, job interviews, court and pre-employment training. In 2017 it provided 21,326 trips to 1,935 registered users, driving more than 616,000 kilometres. It is funded through fare recovery, grants, subsidies and provincial gas tax

funding. Gas tax funding is dependent upon population, the number of kilometres travelled and the number of passengers carried. Ms. Bird noted LTA has formed partnerships with several local agencies to provide specific transportation. For more information, contact Leslie Drynan, Clerk, at 1-888-9-LANARK, ext. 1502.

- **Upcoming Meetings: County Council, Wednesday, April 10, 5 p.m.;** Community Services, April 10 (following County Council); Corporate Services, April 10 (following Community Services). **County Council, Wednesday, April 24, 5 p.m.;** Public Works, April 24 (following County Council); Economic Development, April 24 (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!

– 30 –

## INFORMATION LIST #07-19 April 2, 2019

The following is a list of information items received as of March 26, 2019.

Item #	Date	Originator	*Subject
1	08-Mar-19	City of Quinte West	Resolution re: Bottled Water
2	18-Mar-19	Lindsay Forsyth	Letter re: World Pulmonary Hypertenstion Day – Purple Light Campaign
3	20-Mar-19	Township of Montague	Resolution re: Library Services Funding
4	21-Mar-19	Lake of Bays Muskoka	Resolution re: Investing in Canada Infrastructure Program
5	21-Mar-19	Civitan Club of Almonte	Invitation re: Wine and Cheese Volunteer Appreciation
6	24-Mar-19	Falun Dafa Association Ontario	Letter re: Anniversary of Falun Dafa

\* Click on the subject name to go to the document

**CITY OF QUINTE WEST**

*Office of the Mayor  
Jim Harrison*



**P.O. Box 490  
Trenton, Ontario, K8V 5R6**

**TEL: (613) 392-2841  
FAX: (613) 392-5608**

March 8, 2019

***Via Email***

**RE: Resolution – Bottled Water**

Dear: Government Organizations,

Please be advised that the Council for the Corporation of the City of Quinte West passed the following resolution at its meeting held on March 4, 2019:

**Motion No. 19-058 – Notice of Motion – Councillor Cassidy**

Moved by Cassidy

Seconded by Kuntze

Whereas water is essential for human life to exist on earth, and access to clean drinkable water should be a basic human right, and water has been commodified by the sale of bottled water;

And Whereas Canada is a participant to the Paris Agreement on Climate Change;

And Whereas the United Nations has called on all countries to reduce green house gas emissions;

And Whereas single use plastics are significant items of unnecessary waste that damage our environment;

And Whereas Canada as a country and all of the provinces and territories are not likely to reach our targets to reduce green house gas emissions by 2030;

And Whereas many scientists and environmental advocates are asking us to end the fossil fuel based economy as soon as possible;

And Whereas the City of Quinte West has undertaken initiatives to limit the use of bottled water and promote the use of municipal drinking water in recent years;

Be it resolved that the City of Quinte West will undertake a review/audit in 2019 of the City facilities to identify areas where the use of municipal water can be further optimized and the use of bottled water can be reduced or eliminated wherever possible;

And further that a policy be developed to promote the use of municipal drinking water in the City;

And further be it resolved that the City of Quinte West will encourage our immediate neighbours to do the same;

And further be it resolved that the City of Quinte West will forward this motion as an aspirational objective to the following partners: All municipalities in Ontario, AMO, all other similar provincial and territorial organizations in Canada, all Premiers and the Prime Minister and the leaders of all Provincial and Federal Parties in Canada with the request that they enact legislation to do the same.  
**Carried**

We hope that you will take such actions into consideration within your own organization in an effort to reduce bottled water usage and promote the use of municipal water.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in cursive script that reads "Jim Harrison". The signature is written in black ink and is positioned above the printed name and title.

Jim Harrison,  
Mayor

**From:** Lindsay Forsyth [<mailto:lforsyth24@gmail.com>]  
**Sent:** Monday, March 18, 2019 10:09 PM  
**To:** Town of Mills Mailbox  
**Subject:** World Pulmonary Hypertension Day

To whom this may concern,

My name is Lindsay, and I am one of many patients from the Ottawa Heart Institute who reside in this lovely town of Almonte. What we all have in common is a rare lung disease known as Pulmonary Hypertension. It is known as high pressure in the lungs, and is also life threatening. May 5th 2019 is World Pulmonary Hypertension Day. Many areas across the province will be lighting up a main structure in the city/town to raise awareness to this incurable disease, and to show community support for all those affected.

On behalf of myself, the entire PH community, as well as the amazing staff at the Ottawa Heart Institute, we kindly ask if it would be possible to light up the Almonte Falls in Purple to raise awareness and to show your community support. It would mean the world to us.

Thank you for your time. We look forward to your reply.

Lindsay



TOWNSHIP OF MONTAGUE

MOVED BY: J. Carroll

RESOLUTION NO: 29-2019

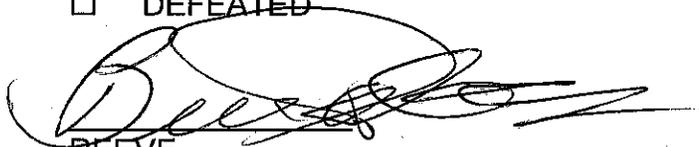
SECONDED BY: K. Van Der Meer

DATE: February 5, 2019

That the Council of the Township of Montague support the Ontario Library Association (OLA) and Federation of Ontario Public Libraries (FOPL) recommendations for an additional investment of \$17 million annually in provincial base funding for library services to ensure the continued viability of a modern, locally-focused and accessible public library sector in Ontario. And;

That Council direct staff to circulate this resolution to Lanark County municipalities.

CARRIED

DEFEATED  
  
REEVE



T 705-635-2272  
TF 1-877-566-0005  
F 705-635-2132

TOWNSHIP OF LAKE OF BAYS  
1012 Dwight Beach Rd  
Dwight, ON POA 1H0

March 21<sup>st</sup>, 2019

*Via Regular Mail*

Mike Myatt, Vice Deputy Mayor  
The Town of Saugeen Shores  
600 Tomlinson Drive  
Port Elgin, ON N0H 2C0

Dear Mr. Myatt,

**Re: Request to Governments of Canada and Province of Ontario to Open the Application Process for the Bi-lateral “Investing in Canada Infrastructure Program”**

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On behalf of the Council of the Corporation of the Township of Lake of Bays, please be advised that the above-noted Correspondence was presented at the last regularly scheduled meeting on March 19<sup>th</sup>, 2019 and the following resolution was passed:

***“Resolution #6(a)/03/19/19***

***BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays receives correspondence from The Corporation of the Town of Saugeen Shores re: Request to Governments of Canada and Province of Ontario to Open the Application Process for the Bi-lateral "Investing in Canada Infrastructure Program" that was signed on March 14th, 2017; AND FURTHER THAT Council supports Resolution No. 17-2019 passed February 11, 2019 by the Town of Saugeen Shores requesting the Government of Canada and Province of Ontario move forward with accepting applications for funding agreed to under the “Investing in Canada Infrastructure Program” to help address the Recreation and Culture Infrastructure deficit that currently exists across Canada;***

...2

**AND FURTHER directs staff to forward this resolution to all Ontario Municipalities, Provincial and Federal Government's, local MP's and MPP's, Parks and Recreation Ontario, and the Association of Municipalities of Ontario.**

**Carried"**

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO*  
Director of Corporate Services/Clerk

Cc: all Ontario Municipalities  
The Government of Ontario  
The Government of Canada  
Parry Sound–Muskoka MP, Tony Clement  
MPP, Norm Miller  
Parks and Recreation Ontario  
The Association of Municipalities of Ontario

CS/tm



## Civitan Club of Almonte Incorporated

500 Almonte Street, Almonte, ON, K0A 1A0

Ph: 613.256.6234 Fx: 613.256.1015

March 21, 2019

Dear Mayor Lowry and Members of Mississippi Mills Council

First, I would like to thank you for declaring April 7 to 13 Volunteer Appreciation Week in Mississippi Mills as part of National Volunteer Week in Canada.

Again, a "Wine and Cheese Volunteer Appreciation" evening will be organized, this year sponsored by the Town of Mississippi Mills, the Almonte Civitan Club, The Mills Community Support and the Hub. The Almonte Civitan Club will open its doors on April 11 at 5:00 pm to all volunteers or those that support others that do volunteer. A wine and cheese event, a few speeches of congratulations and thanks in an atmosphere of socializing and celebration is planned.

Please accept this letter as an invitation for you and council to attend this special community event. Further I would like to ask you or a representative to say a few words about Volunteers in the Town of Mississippi Mills. While not written in stone we expect speeches at around 6 o'clock, give or take. It would be appreciated if you could confirm that someone will be present to represent Mississippi Mills.

Thank you for your attention to this community building request. I am looking forward to seeing you and some of the council members on April 11<sup>th</sup>.

Yours Sincerely

A handwritten signature in cursive script that reads "Peter Guthrie".

Peter Guthrie

President Almonte Civitan Club

Phone 613-256-1102

president@almontecivitan.com



March 24th, 2019

**Greeting Letter/Proclamation Request to Falun Dafa Month Celebration - the 27<sup>th</sup> Anniversary**

Dear Mayor

I am writing to respectfully request a greeting/proclamation message from you as we pay tribute to the 27<sup>th</sup> anniversary of the introduction of Falun Dafa(also called Falun Gong) to the public.

May 13<sup>th</sup> is the anniversary that is celebrated in over 100 countries including Canada by the followers of Falun Dafa. As part of our annual tradition, we will mark the occasion with festivities and celebrations throughout May to share the peace of Falun Dafa with fellow Canadians.

Worldwide recognition of Falun Dafa includes thousands of awards and proclamations for its promotion of harmony and health through a traditional Chinese self-improvement system. The practice of Falun Dafa helps people improve their spiritual, mental, moral, and physical well-being through meditative exercises and the guiding principles of *Truthfulness, Compassion, and Tolerance*.

Despite the eradication campaign launched against Falun Dafa by the Chinese Communist Party since 1999, Falun Dafa's popularity has not diminished; instead, it is embraced nowadays by people from over 100 countries. As history unfolds itself, the crackdown on spiritual freedom by an authoritarian government is doomed to fail.

In Canada, we are privileged to embrace the values of openness, diversity, and the freedom of conscience and religion. The upright stance on Falun Dafa from our government officials during the past 20 years, including Mayors, Premiers, the Prime Ministers, has encouraged Falun Dafa communities home and abroad, particularly to those who have experienced the harsh persecution in China.

It is in this spirit we will celebrate the 27<sup>th</sup> anniversary this May and extend our gratitude to all Canadians who have been supporting us. We would much appreciate to have your greeting/proclamation message by **May 5<sup>th</sup>, 2019**.

Should you have questions, please contact Ms. Vic Cui, 416 822 7123

Sincerely,

Pixing Zhang, On behalf of Falun Dafa Association Ontario  
email: [faluntor@gmail.com](mailto:faluntor@gmail.com)

**Greetings, proclamations and speeches for Falun Dafa Month Celebration 2018 (excerpt):**



Through the promotion of the principles of truthfulness, compassion and forbearance, millions of people around the world have benefitted from the teachings of Falun Dafa. I know this practice has a strong following in Canada's peaceful, pluralistic society. **–Hon. Andrew Scheer, Leader of the Official Opposition, Greetings for Falun Dafa Celebration 2018**

The messages that you deliver of peacefulness, compassion, respect, are the messages that all of us in Canada need to think about every single day. **–Hon. Judy Sgro, MP, Co-Chair of Parl Friends for Falun Gong, speech on Parliament Hill on May 9, 2018**

Through the promotion of the principles of truthfulness, compassion, and forbearance, millions of people around the world have benefited from the teachings of Falun Dafa. **–Hon. Peter Kent, MP, Co-Chair of Parl Friends for Falun Gong, speech on Parliament Hill on May 9, 2018**

I have great respect for the principles of Truth, Benevolence and Forbearance, which guide the Falun Dafa movement **–Hon. Elizabeth May, leader of the Green Party of Canada, speech/greetings for 2018**

At a time of unrest in many countries, Falun Dafa has much to teach us about peace and harmony. We are fortunate, indeed, to live in a country that embraces freedom, and welcomes us to practice our beliefs. **–Hon. W. Thomas Molloy, Lieutenant Governor, Saskatchewan, Greetings for 2018**

The commitment of Falun Dafa's followers to the tenets of Truthfulness, and kindness, as well as the pursuit of improving oneself through the quiet practice of meditation and gentle movement is admirable **– Hon. Sandy Silver, Premier of Yukon, Greetings for 2018**

2018 Municipal Proclamation of Falun Dafa Day	2018 Greetings from Mayors
Mayor Jim Watson, City of Ottawa, ON Mayor Jim Diodati, Niagara Falls, ON Mayor Bryan Paterson, Kingston, ON Mayor Gordon Krantz, Milton, ON Mayor Rob Burton, Oakville, ON Mayor Al McDonald, North Bay, ON Mayor Aldo DiCarlo, Amberstburg, ON Mayor Charlie Clark, Saskatoon, SK Mayor Michael Fougere, Regina, SK Mayor Rick Lang, Melfort, SK Mayor Colin Basron, Kelowna, BC Mayor Chris Pieper, Armstrong, BC Mayor Phil Kent, Duncan, BC Mayor Rajean Masson, Martinville, QC	Mayor Daryl Bennett, Peterborough, ON Mayor Chris Friel, Brantford, ON Mayor Walter Sendzik, St. Catharin, ON Mayor Rick Goldring, Burlington, ON Mayor Maurizio Bevilacqua, Vaughan, ON Mayor John Henry, Oshawa, ON Mayor Jeff Lehman, Barrie, ON Mayor Taso A. Christopher, Belleville, ON Mayor Geoffrey Dawe, Aurora, ON Mayor Christian Provenazano, Sault Ste. Marie, ON Mayor Brian Bowman, Winnipeg, MB Mayor Denis Perrault, Swift Current, SK Mayor Lois E. Jackson, Delta, BC Mayor Linda Hepner, Surrey, BC Mayor Mike Clay, Port Moody, BC Mayor Stuart Houston, Spruce Grove, AB



I'm pleased to join you in celebration of the 26<sup>th</sup> anniversary of Falun Dafa. The principles of Falun Dafa: Truthfulness, Compassion, and Tolerance, are values that we all aspire to achieve in Canada.

**–James Bezan, MP, greetings for Falun Dafa Month 2018**

I support the efforts that you're doing with regards to the peacefulness of the mind, and dealing with the individuals that need that help. **–Larry McGuire, MP, speech for Falun Dafa Day on Parliament Hill on May 9, 2018**

It is my honour to extend heartfelt congratulations to the Falun Dafa Association of Canada on this, the celebration of their 26th anniversary...and truly appreciate their work in sharing the principles of truthfulness, compassion, and tolerance. **–Nathaniel Erskine-Smith, MP, greetings for Falun Dafa Month 2018**

I would like to extend my warmest greeting to those celebrating the twenty-sixth anniversary of the introduction of Falun Dafa to the public...This milestone is a wonderful occasion to highlight the guiding principles of Falun Dafa; *Truthfulness, Benevolence, and Forbearance*.

**–Stephanie Kusie, MP, Greeting for 26<sup>th</sup> Falun Dafa Anniversary, 2018**

As a society, we appreciate values like truthfulness, benevolence and tolerance and recognize those qualities as core principles of Falun Dafa.

**–Hon. Gene Makowsky, MLA, SK. Greeting for 26<sup>th</sup> Falun Dafa Anniversary, 2018**

**We also received greetings from:** Senator Marilou McPhedran, MP Ted Falk, MP Hon. Candice Bergen, MP Dane Lloyd, MP Karen McCrimmon, MP Larry Bagnell, MP Nathaniel Erskine-Smith, MP Karen McCrimmon, MP Peter Julian, MP Stephanie Kusie, MP Dane Lloyd, MP Tom Kmiec, MP Deepak Obhrai, MP Pat Kelly, MP Len Webber, MP Darshan Kang, MP Michael Cooper, MP Kelly McCauley, MP Kerry Diotte, MP Garnett Genuis, MP Mike Lake,

Hon. Jason Kenney, MLA, AB; Saskatchewan Education Minister, Tina Beaudry-Mellor, Saskatchewan MLA Dr. Ryan Meili, Ontario, MPP Sam Oosterhoff, Ontario MPP Hon. Mitzie Hunter, Ontario MP Tina Beaudry-Mellor, Mississauga Councillor Ron Starr, Toronto councillor Josh Matlow, Calgary Councillor Jeromy Farkas,

**Celebration Rally speakers in Ottawa:** MP David Anderson, Hon. Judy Sgro, Hon. Peter Kent, MP Larry McGuire, MP Garnett Genuis, MP Elizabeth May, MP Robert Falcon-Ouellette, MP James Bezan, Senator Thanh Hai Ngo, Former MP David Kilgour, Former MP John Weston, Father Deacon Andrew Bennett, Ms. Sheng Xue

#### **Introduction of Falun Dafa:**

A traditional Qigong exercise based on ancient Chinese values, *Falun Dafa* emphasizes the principles of Truthfulness, Compassion and Forbearance in every practitioner's life. It comprises a set of 5 gentle, tranquil exercises, through which one is able to attain a healthy body and spiritual enlightenment. More than 100 million practitioners all over the world have benefited tremendously from the practice. Falun Dafa activities and classes are open to public and free of charge.



Since its introduction to the public on May 13th, 1992 by its founder, Mr. Li Hongzhi, Falun Dafa has received worldwide recognition for its concerted efforts to promote harmony, tolerance and compassion in society. Those who practise learn to overcome selfishness, think of others first, look inside themselves for causes of conflicts, and elevate their moral character, becoming better and healthier persons and more responsible members of society. Mr. Li, meanwhile, seeks no monetary reward and requires that the practice be available to everyone free of charge.

During the past years, Falun Dafa month has been celebrated and received thousands of awards and proclamations, acknowledging its benefits, both spiritual and physical, to practitioners and the society at large.

Despite a nation-wide state-led persecution against Falun Dafa that was launched in China on July 20th, 1999 by the former Chinese communist leader Jiang Zemin, the popularity of Falun Dafa has not only remained undiminished, but also flourished all over the world. Falun Dafa practitioners—inside and outside China—have responded to persecution with peaceful and persistent efforts to inform the public about the persecution, correct false claims made by the communist regime's propaganda about Falun Gong, and in so doing have provided an outstanding example of virtue and humanity in the face of injustice.

Falun Dafa practitioners across the world have walked a truly moral, righteous and honourable path, winning wide recognition, support and respect. Together, we will commemorate this historical era of millions of Falun Dafa practitioners' righteous deeds and once again, acknowledge Falun Dafa for the benefits it brings to individuals, communities, and the world at large.

For more information, please browse: <http://www.falundafa.ca/> or [www.faluninfo.net](http://www.faluninfo.net)



# COUNCIL CALENDAR

## April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6pm Council	3 5:00 pm Agriculture Committee	4 6pm Council Budget	5	6
7	8 9am Sp Council	9	10	11 5pm Volunteer Appreciation Night	12	13
14	15	16 8am CEDC 6pm Council	17 3:00 pm AAC	18	19 <b>Office Closed Good Friday</b>	20
21	22 <b>Office Closed Easter Monday</b>	23	24 2:30pm Library 7pm Heritage	25	26 9:30 am OAPSB Zone 2	27
28	29	30 6pm Sp Council Asset Management				



# COUNCIL CALENDAR

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 6pm Council	8	9	10	11
12	13	14	15 3:00pm AAC	16	17	18
19	20 <b>Victoria Day Office Closed</b>	21 6pm Council	22 2:30pm Library 7pm Heritage	23	24	25
26	27	28	29	30	31	

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 19-33

**BEING** a by-law to authorize the borrowing from the TD Bank the principal amount of \$3,682,100 for the financing of bridge and culvert work, Gemmill Park and facility improvements.

**WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills (the "Municipality"), authorized the bridge and culvert work, Gemmill Park and facility improvements and has authorized long term financing, the principal amount not to exceed \$3,682,100 over a term of years not to exceed ten years (the "Borrowing");

**WHEREAS** the Municipality entered into a bank loan agreement in connection with the Borrowing with a maturity date of April 2, 2029.

**WHEREAS** the Municipality on the maturity date of the Borrowing wishes to enter into a refinancing bank loan agreement with the TD Bank;

**AND WHEREAS** before authorizing the Project and any additional cost amounts and the additional long-term debt authorities in respect thereof, the Municipality had its Treasurer update its most recent annual debt and financial obligation limit received from the Ministry of Municipal Affairs and Housing in accordance with the applicable debt and financial obligation limits regulation and, prior to authorizing the Project, each such additional cost amount and each such additional long-term debt authority the Treasurer determined that the estimated annual amount payable in respect of the Project, each such additional cost amount and each such additional long-term debt authority would not cause the Municipality to exceed the updated limit and that the approval of the Project, each such additional cost amount and each such additional long-term debt authority by the Ontario Municipal Board pursuant to such regulation was not required;

**AND WHEREAS** the Municipality now deems it to be expedient to ratify, confirm and approve the entering into of a financing bank loan agreement, dated April 2, 2019 with the TD Bank which agreement provides for the borrowing of the principal amount of \$3,682,100 provides for a fixed rate of interest of 2.86% and provides for installments of combined (blended) principal and interest payable in lawful money of Canada on the terms hereinafter set forth in the form attached hereto as Schedule "A" (the "Agreement") over a term not to exceed 10 years.

#### **NOW THEREFORE BE IT ENACTED:**

1. That for the Project, the entering into of the Agreement is hereby ratified, confirmed and approved.
2. That the Mayor and the Treasurer of the Municipality are hereby authorized to incur debt by way of the bank loan as described in Section 1 above (the "TD Bank" loan).

3. That the Municipality has incurred debt in respect of the Project and pursuant to this By-law authorizes long-term borrowing for such debt by the entering into of the Agreement, that the TD Bank Loan shall bear interest from April 2, 2019 at the rate of 2.86% per annum with equal monthly installments of combined (blended) principal and interest payable on the terms and condition set forth in the Agreement attached as Schedule "A".
  
4. (a) That in each year in which a payment of an installment of combined (blended) principal and interest becomes due in respect of the TD Bank Loan there shall be raised as part of the general levy the amounts of principal and interest payable by the Municipality to the extent that the amounts have not been provided for by any other available source including other taxes or fees or charges imposed on persons or property by a by-law of any municipality, provided that the total amount of principal and interest to be raised in the final year of the TD Bank Loan does not include any outstanding amount of principal specified as payable on the maturity date if one or more refinancing debentures will be issued in respect thereof or one or more refinancing bank loan agreements will be entered into by the Municipality on or before the maturity date in respect of the outstanding principal, in accordance with the provisions of the Ontario, *Municipal Act*, 2001.  
  
(b) To the extent that the amounts of principal and interest payable by the Municipality in each year are raised as part of a general levy, such amounts shall be applied only for the payment of the principal and interest that become due in respect of the TD Bank Loan.
  
5. (a) That the entering into of the Agreement by the Mayor and the Treasurer is hereby ratified, confirmed and approved, the Mayor and the Treasurer are hereby authorized to cause debt to be incurred by way of the TD Bank Loan, and the Treasurer and the Clerk are hereby individually authorized to generally do all things and to execute all other documents and papers in the name of the Municipality in order to carry out the incurring of debt by way of the TD Bank Loan and the Treasurer is authorized to affix the Municipality's municipal seal to any of such documents and papers.  
  
(b) That the money received by the Municipality from the TD Bank Loan and any earnings derived from the investment of that money shall be applied only for the Project and shall not be applied towards payment of current or other expenditures of the Municipality except as permitted by the Ontario, *Municipal Act*, 2001.
  
6. That this By-law takes effect on the day of passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 2<sup>nd</sup> day of April, 2019.

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Christa Lowry, Mayor

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Jeanne Harfield, Acting Clerk

**COMMERCIAL LOAN AMORTIZATION SCHEDULE**

Enter values	
Loan amount	\$ 3,628,100.00
Annual Interest Rate*	2.86 %
Monthly Equivalent Rate	2.86 %
Rate Term in months	120
Amortization period in months	240
Number of payments per year	12
Start Date	2-Apr-19
First Payment Date	2-May-19
Rate Term Maturity Date	April 2, 2029

<b>Client Name:</b>	the corporation of the municipality of mississippi mills
<b>Loan Number:</b>	9015570

Loan summary	
Scheduled payment actual	\$ 20,163.10
Payment frequency	monthly
Scheduled number of payments	120
Total interest	\$ 822,841.57
Balance at End of Rate Term	\$ 2,031,369.57

\*Rate based on March 25, 2019, for a advance date of April 2, 2019, subject to final confirmation on April 2.

PytNo	Payment Date	Beginning Balance	Scheduled Payment	Principal	Interest	Ending Balance	Cumulative Interest	Days
1	2019-05-02	3,628,100.00	20,163.10	11,634.58	8,528.52	3,616,465.42	8,528.52	30
2	2019-06-02	3,616,465.42	20,163.10	11,378.56	8,784.54	3,605,086.86	17,313.06	31
3	2019-07-02	3,605,086.86	20,163.10	11,688.68	8,474.42	3,593,398.19	25,787.49	30
4	2019-08-02	3,593,398.19	20,163.10	11,434.59	8,728.51	3,581,963.60	34,516.00	31
5	2019-09-02	3,581,963.60	20,163.10	11,462.36	8,700.74	3,570,501.24	43,216.74	31
6	2019-10-02	3,570,501.24	20,163.10	11,769.98	8,393.12	3,558,731.26	51,609.86	30
7	2019-11-02	3,558,731.26	20,163.10	11,518.80	8,644.30	3,547,212.46	60,254.16	31
8	2019-12-02	3,547,212.46	20,163.10	11,824.72	8,338.38	3,535,387.74	68,592.54	30
9	2020-01-02	3,535,387.74	20,163.10	11,575.50	8,587.60	3,523,812.24	77,180.14	31
10	2020-02-02	3,523,812.24	20,163.10	11,603.62	8,559.48	3,512,208.63	85,739.63	31
11	2020-03-02	3,512,208.63	20,163.10	12,182.21	7,980.89	3,500,026.42	93,720.52	29
12	2020-04-02	3,500,026.42	20,163.10	11,661.39	8,501.71	3,488,365.03	102,222.23	31
13	2020-05-02	3,488,365.03	20,163.10	11,963.05	8,200.05	3,476,401.98	110,422.28	30
14	2020-06-02	3,476,401.98	20,163.10	11,718.78	8,444.32	3,464,683.20	118,866.60	31
15	2020-07-02	3,464,683.20	20,163.10	12,018.72	8,144.38	3,452,664.48	127,010.98	30
16	2020-08-02	3,452,664.48	20,163.10	11,776.44	8,386.66	3,440,888.04	135,397.64	31
17	2020-09-02	3,440,888.04	20,163.10	11,805.04	8,358.06	3,429,083.00	143,755.70	31
18	2020-10-02	3,429,083.00	20,163.10	12,102.41	8,060.69	3,416,980.59	151,816.39	30
19	2020-11-02	3,416,980.59	20,163.10	11,863.11	8,299.99	3,405,117.48	160,116.38	31
20	2020-12-02	3,405,117.48	20,163.10	12,158.74	8,004.36	3,392,958.74	168,120.74	30
21	2021-01-02	3,392,958.74	20,163.10	11,921.46	8,241.64	3,381,037.28	176,362.38	31
22	2021-02-02	3,381,037.28	20,163.10	11,950.42	8,212.68	3,369,086.85	184,575.05	31
23	2021-03-02	3,369,086.85	20,163.10	12,771.42	7,391.68	3,356,315.44	191,966.74	28
24	2021-04-02	3,356,315.44	20,163.10	12,010.47	8,152.63	3,344,304.97	200,119.37	31
25	2021-05-02	3,344,304.97	20,163.10	12,301.69	7,861.41	3,332,003.27	207,980.77	30
26	2021-06-02	3,332,003.27	20,163.10	12,069.53	8,093.57	3,319,933.75	216,074.35	31
27	2021-07-02	3,319,933.75	20,163.10	12,358.98	7,804.12	3,307,574.76	223,878.46	30
28	2021-08-02	3,307,574.76	20,163.10	12,128.86	8,034.24	3,295,445.90	231,912.70	31
29	2021-09-02	3,295,445.90	20,163.10	12,158.33	8,004.77	3,283,287.57	239,917.47	31
30	2021-10-02	3,283,287.57	20,163.10	12,445.13	7,717.97	3,270,842.45	247,635.45	30
31	2021-11-02	3,270,842.45	20,163.10	12,218.09	7,945.01	3,258,624.36	255,580.46	31
32	2021-12-02	3,258,624.36	20,163.10	12,503.10	7,660.00	3,246,121.26	263,240.46	30
33	2022-01-02	3,246,121.26	20,163.10	12,278.14	7,884.96	3,233,843.12	271,125.42	31
34	2022-02-02	3,233,843.12	20,163.10	12,307.96	7,855.14	3,221,535.16	278,980.56	31
35	2022-03-02	3,221,535.16	20,163.10	13,095.14	7,067.96	3,208,440.02	286,048.52	28
36	2022-04-02	3,208,440.02	20,163.10	12,369.67	7,793.43	3,196,070.35	293,841.95	31
37	2022-05-02	3,196,070.35	20,163.10	12,650.15	7,512.95	3,183,420.20	301,354.90	30
38	2022-06-02	3,183,420.20	20,163.10	12,430.44	7,732.66	3,170,989.76	309,087.56	31
39	2022-07-02	3,170,989.76	20,163.10	12,709.10	7,454.00	3,158,280.66	316,541.56	30
40	2022-08-02	3,158,280.66	20,163.10	12,491.51	7,671.59	3,145,789.15	324,213.15	31
41	2022-09-02	3,145,789.15	20,163.10	12,521.85	7,641.25	3,133,267.31	331,854.41	31
42	2022-10-02	3,133,267.31	20,163.10	12,797.78	7,365.32	3,120,469.53	339,219.73	30
43	2022-11-02	3,120,469.53	20,163.10	12,583.35	7,579.75	3,107,886.18	346,799.48	31
44	2022-12-02	3,107,886.18	20,163.10	12,857.44	7,305.66	3,095,028.74	354,105.14	30
45	2023-01-02	3,095,028.74	20,163.10	12,645.15	7,517.95	3,082,383.59	361,623.09	31
46	2023-02-02	3,082,383.59	20,163.10	12,675.86	7,487.24	3,069,707.73	369,110.33	31
47	2023-03-02	3,069,707.73	20,163.10	13,428.25	6,734.85	3,056,279.48	375,845.18	28
48	2023-04-02	3,056,279.48	20,163.10	12,739.27	7,423.83	3,043,540.21	383,269.01	31
49	2023-05-02	3,043,540.21	20,163.10	13,008.70	7,154.40	3,030,531.52	390,423.42	30
50	2023-06-02	3,030,531.52	20,163.10	12,801.81	7,361.29	3,017,729.70	397,784.70	31
51	2023-07-02	3,017,729.70	20,163.10	13,069.37	7,093.73	3,004,660.33	404,878.43	30
52	2023-08-02	3,004,660.33	20,163.10	12,864.66	7,298.44	2,991,795.68	412,176.88	31
53	2023-09-02	2,991,795.68	20,163.10	12,895.91	7,267.19	2,978,899.77	419,444.07	31
54	2023-10-02	2,978,899.77	20,163.10	13,160.65	7,002.45	2,965,739.13	426,446.53	30
55	2023-11-02	2,965,739.13	20,163.10	12,959.20	7,203.90	2,952,779.93	433,650.43	31
56	2023-12-02	2,952,779.93	20,163.10	13,222.04	6,941.06	2,939,557.88	440,591.48	30
57	2024-01-02	2,939,557.88	20,163.10	13,022.79	7,140.31	2,926,535.09	447,731.79	31
58	2024-02-02	2,926,535.09	20,163.10	13,054.43	7,108.67	2,913,480.66	454,840.46	31
59	2024-03-02	2,913,480.66	20,163.10	13,542.71	6,620.39	2,899,937.95	461,460.85	29
60	2024-04-02	2,899,937.95	20,163.10	13,119.03	7,044.07	2,886,818.92	468,504.92	31
61	2024-05-02	2,886,818.92	20,163.10	13,377.10	6,786.00	2,873,441.82	475,290.92	30
62	2024-06-02	2,873,441.82	20,163.10	13,183.39	6,979.71	2,860,258.43	482,270.63	31
63	2024-07-02	2,860,258.43	20,163.10	13,439.53	6,723.57	2,846,818.89	488,994.19	30
64	2024-08-02	2,846,818.89	20,163.10	13,248.06	6,915.04	2,833,570.83	495,909.23	31
65	2024-09-02	2,833,570.83	20,163.10	13,280.24	6,882.86	2,820,290.59	502,792.09	31
66	2024-10-02	2,820,290.59	20,163.10	13,533.49	6,629.61	2,806,757.11	509,421.71	30
67	2024-11-02	2,806,757.11	20,163.10	13,345.37	6,817.73	2,793,411.74	516,239.44	31
68	2024-12-02	2,793,411.74	20,163.10	13,596.67	6,566.43	2,779,815.07	522,805.87	30

\*Rate based on March 25, 2019, for a advance date of April 2, 2019, subject to final confirmation on April 2.

PytNo	Payment Date	Beginning Balance	Scheduled Payment	Principal	Interest	Ending Balance	Cumulative Interest	Days
69	2025-01-02	2,779,815.07	20,163.10	13,410.81	6,752.29	2,766,404.25	529,558.15	31
70	2025-02-02	2,766,404.25	20,163.10	13,443.39	6,719.71	2,752,960.86	536,277.86	31
71	2025-03-02	2,752,960.86	20,163.10	14,123.18	6,039.92	2,738,837.68	542,317.78	28
72	2025-04-02	2,738,837.68	20,163.10	13,510.35	6,652.75	2,725,327.33	548,970.53	31
73	2025-05-02	2,725,327.33	20,163.10	13,756.71	6,406.39	2,711,570.62	555,376.92	30
74	2025-06-02	2,711,570.62	20,163.10	13,576.58	6,586.52	2,697,994.04	561,963.44	31
75	2025-07-02	2,697,994.04	20,163.10	13,820.97	6,342.13	2,684,173.07	568,305.57	30
76	2025-08-02	2,684,173.07	20,163.10	13,643.13	6,519.97	2,670,529.94	574,825.54	31
77	2025-09-02	2,670,529.94	20,163.10	13,676.27	6,486.83	2,656,853.66	581,312.36	31
78	2025-10-02	2,656,853.66	20,163.10	13,917.67	6,245.43	2,642,935.99	587,557.79	30
79	2025-11-02	2,642,935.99	20,163.10	13,743.30	6,419.80	2,629,192.69	593,977.59	31
80	2025-12-02	2,629,192.69	20,163.10	13,982.70	6,180.40	2,615,209.99	600,157.99	30
81	2026-01-02	2,615,209.99	20,163.10	13,810.65	6,352.45	2,601,399.35	606,510.45	31
82	2026-02-02	2,601,399.35	20,163.10	13,844.19	6,318.91	2,587,555.15	612,829.35	31
83	2026-03-02	2,587,555.15	20,163.10	14,486.07	5,677.03	2,573,069.08	618,506.38	28
84	2026-04-02	2,573,069.08	20,163.10	13,913.01	6,250.09	2,559,156.07	624,756.47	31
85	2026-05-02	2,559,156.07	20,163.10	14,147.33	6,015.77	2,545,008.74	630,772.24	30
86	2026-06-02	2,545,008.74	20,163.10	13,981.17	6,181.93	2,531,027.57	636,954.17	31
87	2026-07-02	2,531,027.57	20,163.10	14,213.45	5,949.65	2,516,814.12	642,903.82	30
88	2026-08-02	2,516,814.12	20,163.10	14,049.66	6,113.44	2,502,764.46	649,017.26	31
89	2026-09-02	2,502,764.46	20,163.10	14,083.78	6,079.32	2,488,680.68	655,096.58	31
90	2026-10-02	2,488,680.68	20,163.10	14,313.00	5,850.10	2,474,367.68	660,946.68	30
91	2026-11-02	2,474,367.68	20,163.10	14,152.76	6,010.34	2,460,214.92	666,957.02	31
92	2026-12-02	2,460,214.92	20,163.10	14,379.91	5,783.19	2,445,835.01	672,740.21	30
93	2027-01-02	2,445,835.01	20,163.10	14,222.07	5,941.03	2,431,612.95	678,681.25	31
94	2027-02-02	2,431,612.95	20,163.10	14,256.61	5,906.49	2,417,356.34	684,587.74	31
95	2027-03-02	2,417,356.34	20,163.10	14,859.49	5,303.61	2,402,496.85	689,891.35	28
96	2027-04-02	2,402,496.85	20,163.10	14,327.34	5,835.76	2,388,169.51	695,727.11	31
97	2027-05-02	2,388,169.51	20,163.10	14,549.27	5,613.83	2,373,620.25	701,340.95	30
98	2027-06-02	2,373,620.25	20,163.10	14,397.48	5,765.62	2,359,222.77	707,106.57	31
99	2027-07-02	2,359,222.77	20,163.10	14,617.31	5,545.79	2,344,605.46	712,652.36	30
100	2027-08-02	2,344,605.46	20,163.10	14,467.96	5,695.14	2,330,137.50	718,347.50	31
101	2027-09-02	2,330,137.50	20,163.10	14,503.10	5,660.00	2,315,634.40	724,007.50	31
102	2027-10-02	2,315,634.40	20,163.10	14,719.77	5,443.33	2,300,914.63	729,450.83	30
103	2027-11-02	2,300,914.63	20,163.10	14,574.08	5,589.02	2,286,340.54	735,039.84	31
104	2027-12-02	2,286,340.54	20,163.10	14,788.63	5,374.47	2,271,551.91	740,414.31	30
105	2028-01-02	2,271,551.91	20,163.10	14,645.41	5,517.69	2,256,906.50	745,932.00	31
106	2028-02-02	2,256,906.50	20,163.10	14,680.98	5,482.12	2,242,225.52	751,414.12	31
107	2028-03-02	2,242,225.52	20,163.10	15,068.03	5,095.07	2,227,157.49	756,509.19	29
108	2028-04-02	2,227,157.49	20,163.10	14,753.24	5,409.86	2,212,404.25	761,919.05	31
109	2028-05-02	2,212,404.25	20,163.10	14,962.43	5,200.67	2,197,441.82	767,119.72	30
110	2028-06-02	2,197,441.82	20,163.10	14,825.42	5,337.68	2,182,616.39	772,457.39	31
111	2028-07-02	2,182,616.39	20,163.10	15,032.46	5,130.64	2,167,583.94	777,588.04	30
112	2028-08-02	2,167,583.94	20,163.10	14,897.95	5,265.15	2,152,685.99	782,853.19	31
113	2028-09-02	2,152,685.99	20,163.10	14,934.14	5,228.96	2,137,751.85	788,082.15	31
114	2028-10-02	2,137,751.85	20,163.10	15,137.92	5,025.18	2,122,613.93	793,107.33	30
115	2028-11-02	2,122,613.93	20,163.10	15,007.18	5,155.92	2,107,606.75	798,263.25	31
116	2028-12-02	2,107,606.75	20,163.10	15,208.78	4,954.32	2,092,397.97	803,217.57	30
117	2029-01-02	2,092,397.97	20,163.10	15,080.58	5,082.52	2,077,317.39	808,300.09	31
118	2029-02-02	2,077,317.39	20,163.10	15,117.21	5,045.89	2,062,200.18	813,345.98	31
119	2029-03-02	2,062,200.18	20,163.10	15,638.69	4,524.41	2,046,561.49	817,870.39	28
120	2029-04-02	2,046,561.49	20,163.10	15,191.92	4,971.18	2,031,369.57	822,841.57	31

*This Schedule has been provided to you at your request for your convenience. While every reasonable effort has been made to ensure accurate calculations, we cannot guarantee them. The information contained herein is based on certain assumptions and is for illustration purposes only. It is not to be relied on. The terms and conditions of the lending agreements you sign with TD shall govern your payment obligations and if there is any inconsistency between the information contained in this schedule and the terms and conditions of the lending agreements, the lending agreements shall govern. Any legal or tax issues should be confirmed by your own legal or tax advisors.*

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**BY-LAW NO. 19-34**

**BEING** a by-law for the purpose of accepting strips of land deeded to the Municipality for the purpose of development control into the municipal highway system.

**WHEREAS** the Municipal Act, 2001, S.O. 2001, c.25 as amended, grants authority to the council of local municipalities to pass by-laws in respect of municipal highways;

**AND WHEREAS** the lands described herein have been conveyed to the Corporation of the Municipality of Mississippi Mills for the purpose of development control;

**AND WHEREAS** the Council of the Corporation of the Municipality of Mississippi Mills deems it desirable to assume these lands into the Municipality's road system;

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

1. **THAT** the 0.3 m reserve described as Block 44 Plan 27M-58, Almonte Ward, Municipality of Mississippi Mills is hereby accepted for public purposes and dedicated as part of the municipal right-of-way.
2. **THAT** this by-law comes into force and effect upon the day of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 2<sup>nd</sup> day of April, 2019.

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Jeanne Harfield, Acting Clerk

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**BY-LAW NO. 19-35**

**BEING** a by-law to appoint an Interim Fire Chief for the Municipality of Mississippi Mills.

**WHEREAS** pursuant to Section 6(1) of the *Fire Protection and Prevention Act, 1997*, S.O. 1997, c. 4, as amended, the council of a municipality shall appoint a Fire Chief for the Fire Department;

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

1. **THAT** pursuant to the provisions of Section 6(1) of the *Fire Protection and Prevention Act, 1997*, as amended, \_\_\_\_\_ be appointed Interim Fire Chief for the Municipality of Mississippi Mills.
2. **THAT** By-law 18-97 shall be and is hereby repealed effective April 8, 2019.
3. **THAT** this By-law shall come into force and effect on April 8, 2019.

**BY-LAW READ**, passed, signed and sealed in open Council this 2<sup>nd</sup> day of April, 2019.

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Jeanne Harfield, Acting Clerk



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**April 2, 2019**

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates	March
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	Administration	To be arraigned following CAO recruitment	TBD
Parking Study	Planning	Staff to conduct study comprehensive parking study in Almonte	TBD