A. APPROVAL OF AGENDA

B. DISCLOSURE OF PECUNIARY INTEREST

C. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS
   1. Public Meeting and Background Report for Zoning By-law Amendment #Z-01-15 – 1463 Golden Line Road, Cluster lot Pages 1-6
   2. Mississippi Mills Grand Prix – Jason Cheney
   3. Augusta Street Park – Jeff Mills to provide update

D. CONSENT MATTERS (for information)

E. STAFF REPORTS (for action and direction)

   Administration
   1. Mileage for Council – deferred from April 7, 2015 Pages 7-10
   2. Councillor Benefit Packages Options – deferred from April 7, 2015 Pages 11-15
   3. Riverwalk Advisory Committee Terms of Reference – approval Pages 16-19
   5. Implementation of the Results of the Question on the 2014 Ballot Pages 23-24

   Planning & Development
   1. Zoning By-law Administrative Amendment #Z-08-14, 1270-1272 Old Perth Rd, McDougall/Brandt Pages 25-28
   2. Final Security Release – 9 Houston Drive Pages 29-30
   3. Riverfront Estates Phase 3, Clearance of Subdivision Conditions Pages 31-40
   4. Riverfront Estates Phase 3, Landscape Plan Approval Pages 41-45
   5. Site Plan Control – 239 Deer Run Road, Proposed Micro-brewery Pages 46-56
   6. Interim Control By-law - ANSI COPA and ZBA Pages 57-60

F. OTHER/NEW BUSINESS

G. CLOSED SESSION/IN CAMERA
   1. Restricted Access Advice (Municipal Act, Section 239 2(f))
H. NOTICE OF MOTION

I. MINUTES

Motion to approve:
Committee of the Whole Minutes – April 7, 2015 Pages 61-67

Motion to receive:
Environmental Advisory Committee – February 23, 2015 Pages 68-70
Environmental Advisory Committee – March 11, 2015 Pages 71-72
Mississippi River Power Corporation Minutes – February 19, 2015 Pages 73-76
MRPC General Manager Operational Report – February 19, 2015 Pages 77-79
Heritage Advisory Committee – March 25, 2015 Pages 80-82
Accessibility Advisory Committee – March 4, 2015 Pages 83-84

Motion to approve:
Heritage Advisory Committee – February 25, 2015 motions Pages 85-88
Heritage Advisory Committee – March 25, 2015 motions Pages 80-82

J. MISCELLANEOUS ITEMS

1. Information List Page 89
2. Task List Pages 90-91
3. Meeting Calendars Pages 92-93

K. ANNOUNCEMENTS/QUESTIONS OF STAFF

Council Meeting, Regular – May 5, 2015, 6:00 p.m.
Committee of the Whole—May 5, 2015, immediately following Council

L. ADJOURNMENT
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BUILDING and PLANNING REPORT

MEETING DATE: April 21st, 2015
TO: Committee of the Whole
FROM: Marc Rivet, MCIP, RPP (J.L. Richards & Associates Limited)
SUBJECT: BACKGROUND REPORT - ZONING BY-LAW AMENDMENT #Z-01-15
East Half of Lot 14, Concession 12
Ramsay Ward, Town of Mississippi Mills
Municipally Known As: 1463 Golden Line Road

RECOMMENDATION:
“That the Committee of the Whole receives this background report for information purposes.”

BACKGROUND

Novatech Engineering Consultants Ltd. submitted an application for a Zoning By-law Amendment on behalf of their clients Chad & Lisa Young.

The Subject Property is located on the East Half of Lot 14, Concession 12, Ramsay Ward, Town of Mississippi Mills. There is an existing dwelling on the property known municipally as 1463 Golden Line Road.

Provisional consent was granted for the creation of four new residential lots, together with a shared new driveway (private right-of-way) to provide access to all lots. This will be implemented through a development agreement in accordance with the Land Division Committee.

The rezoning is required for the proposed lots to conform to the Zoning By-law. This was a Condition (#11) of Lanark County Land Division Committee Decisions for this Cluster Lot Development [files B13/070 to B13/073 (inclusive)].

The proposed development will create four additional residential lots. One of which will also contain an existing dwelling. Each vacant lot and the retained lot are proposed to contain one single family dwelling and will be serviced by way of private access, individual wells and septic systems. Each new lot will be slightly larger than 1.0 hectares (2.47 acres). The remnant parcel is approximately 36.6 hectares.

A Hydrogeological Investigation has been prepared by Houle Chevrier Engineering, dated December 22, 2014, to support the severance of four (4) residential lots.

A Site Development Plan has been prepared by Novatech Engineering Consultants Ltd., dated December 16, 2014, to identify building, well and septic envelopes for the severed and retained lots.

A Consolidated Environmental Impact Assessment (EIA) has been prepared by Muncaster Environmental Planning Inc., dated February 2, 2015. The EIA finds the Site Development Plan to be consistent with the recommendations in the Environmental Impact Statement, dated January 9, 2014, prepared in support of the consent applications.
COMMUNITY OFFICIAL PLAN (COP)

The lands are designated “Rural” and identified as ANSI (Burnt Lands Alvar) on the Constraint Schedule to the Mississippi Mills Community Official Plan. The proposal represents a “Cluster Lot” development as contemplated within Section 3.3.7 of the Town’s Community Official Plan. In regards to Natural Heritage Features (i.e., ANSI, Significant Woodlands, Endangered and Threatened Species, etc.), the Provincial Policy Statement 2014 (PPS) reads: “Development and site alteration shall not be permitted in (natural heritage features and areas) unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions.”

ZONING BY-LAW #11-83

The subject property is currently zoned “Rural (RU)” by the Town’s Comprehensive Zoning By-law #11-83. The RU Zone permits residential uses, as well as non-residential uses including agricultural uses, a bed and breakfast, conservation areas, forestry, a hobby farm, home-based businesses, a hunt or fishing camp, a Class A pit and a sugarbush. Table 12.2 requires 45 metres of frontage on a street.

APPLICANT’S DESCRIPTION OF SUBJECT LANDS

The Subject Property is located east of the Ward of Almonte, on the west side of Golden Line Road, south of March Road (Lanark County Road 49). Golden Line Road is a paved rural arterial road. The Subject Property has a total land area of 41.8 hectares (103.3 acres) and contains one existing residential dwelling, accessed by a single lane gravel driveway.

APPLICANT’S REQUESTED AMENDMENT TO ZONING BY-LAW #11-83

The applicant seeks to amend the zoning of the subject lands to a “Rural, Special Exception XXX (RU-XXX) Zone”, to address frontage on a private road and to identify permitted building envelopes for each of the severed and retained lands. The Zoning By-law Amendment application being requested proposed the following:

1. “Schedule ‘A’ to By-law No. 11-83, as amended, is hereby further amended by changing thereon from “Rural (RU) Zone to “Rural, Special Exception XXX (RUXXX) Zone”, on those lands identified on the attached Schedule ‘A’, which are described as Part of Lot 14, Concession 12, being Part 1 on Plan 27R-10447, Ramsay Ward, Town of Mississippi Mills (municipally known as 1463 Golden Line Road).

2. By-law 11-83, as amended, being the Zoning by-law for the Town of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 12.3:

   12.3.XXX Notwithstanding the ‘RU’ zoning, lands zoned as ‘RU-XXX’ on Schedule ‘A’ to this by-law may be used in accordance with the ‘RU’ zone provisions contained in this by-law, excepting however that:

   i) Section 6.7 of the Zoning By-law, Frontage on a Public Street shall not apply; and,

   ii) All buildings, septic systems and wells shall be permitted only in those areas identified on Schedule ‘B’ of this By-law.”

Proposed Schedule ‘B’ is included in Appendix.
PURPOSE AND EFFECT AS EXPRESSED BY TH APPLICANT

The purpose of the Zoning By-law Amendment is to address frontage on a private road and to identify permitted building envelopes for each of the severed and retained lands.

RECOMMENDATION:

“That the Committee of the Whole receives this background report for information purposes.”

All of which is respectfully submitted,

__________________     _____________  _____
Marc Rivet, MCIP, RPP     Diane Smithson
J.L. Richards & Associates Limited     Reviewed by CAO
APPENDIX

Location Map from Applicant
Schedule 'B' to proposed By-law from Applicant
THE CORPORATION OF THE TOWN OF MISSISSIPPI MLLS

COMMITTEE REPORT

DATE: April 7, 2015
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: MILEAGE FOR COUNCIL

RECOMMENDATION:

THAT the Committee of the Whole recommends that the Council remuneration by-law for 2015 include Option 1 of the Treasurer’s report dated April 7, 2015; AND FURTHERMORE THAT the Council remuneration by-law for 2015 also include the conditions for mileage claims noted in the same report.

BACKGROUND:

During 2015 budget deliberations, Councillor Gillis prepared a report on Council remuneration and benefits which contained several recommendations that the Committee of the Whole voted on individually. The following motion related to Council mileage was passed at the Committee of the Whole meeting held on February 9, 2015.

Moved by Councillor McCubbin
Seconded by Councillor Abbott
THAT Committee of the Whole approves the implementation of discretionary and conditional mileage coverage for round trip travel greater than 25 km.

CARRIED

After the budget meeting, I heard from several Councillors on this issue who provided suggestions as to options that could be considered. The above motion passed at Committee of the Whole is somewhat restrictive with respect to the 25 km limit and in my opinion is not binding until the budget and Council remuneration by-law are approved by Council. I have therefore provided options for the payment of mileage that do not necessarily conform to the above motion. The motion also does not refer to Council mileage but that was the original intent of the motion.

DISCUSSION:

The options that are presented are for Council’s consideration and represent the easiest options to administer while providing fairness to Council members. The options are based on the following conditions:

1. Council mileage being discussed in this report refers to all Committee of the Whole meetings both regular and special but does not refer to all other committee meetings within the municipality that Councillors may be required to
attend. All other committee meeting attendance within the municipality is deemed to be covered by the 1/3 tax free remuneration paid to all members of Council annually.

2. Conferences/seminars/meeting attendance for Council business outside the municipality will continue to be reimbursed at the applicable mileage rate based on submitted claims.

3. Kilometres calculated per Council member mileage claims are for round trip travel from the Council member’s place of residence.

The payment of mileage to Council members can be made one of two ways; as a monthly allowance or as a reimbursement at the current mileage rate.

**Allowances**

Under the Federal Income Tax Act, allowances for travel/mileage are taxable. For most employees, an allowance would be taxable at 100%, but for municipal elected officials, the allowance would be 1/3 tax free similar to Council remuneration.

**Reimbursements**

The reimbursement of mileage for Council members is not taxable under the Federal Income Tax Act as long as it is reasonable. The Income Tax Act prescribes per km rates (below 5,000 km and over 5,000 km) which the municipality currently follows when establishing annual mileage reimbursement rates for all municipal employees and Council and is presently $.48/km.

<table>
<thead>
<tr>
<th>Option</th>
<th>Description</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
</table>
| 1      | Annual mileage allowance as follows:  
- Resides in Almonte Ward-$150  
- Resides in Ramsay Ward-$400  
- Resides in Pakenham Ward-$600  
Calculated by considering avg. km to municipal office for members and approx. number of meetings per year compared | • Easy to administer  
• Provides an amount to all Council members  
• Included in 2015 budget | • Does not reimburse for actual mileage  
• Is 2/3 taxable |
<table>
<thead>
<tr>
<th>Option</th>
<th>Reimbursement</th>
<th>Advantages</th>
<th>Disadvantages</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Reimbursement of all mileage with no cap on round trip number of km. Claims to be submitted quarterly</td>
<td>• Relatively easy to administer if claims submitted quarterly&lt;br&gt;• Not taxable&lt;br&gt;• Equitable for all members of Council</td>
<td>• May have modest budget implications as increases for mileage included in the 2015 budget were based on a 25 km round trip cap however this option would not be effective until the Council remuneration by-law is passed</td>
</tr>
<tr>
<td>3</td>
<td>Reimbursement of mileage with 20 km round trip cap. Claims to be submitted quarterly</td>
<td>• Relatively easy to administer if claims submitted quarterly&lt;br&gt;• Not taxable&lt;br&gt;• Included in 2015 budget</td>
<td>• Excludes some Council members from making mileage claims</td>
</tr>
</tbody>
</table>

I have attached the survey results related to mileage that Councillor Gillis included in his report on Council remuneration for your information.

From the above options, #1 is the easiest to administer as Councillors would receive this allowance as part of their annual remuneration and there would be no submission of claims required except for travel outside of the municipal boundary. Council members however may not wish to have income tax implications as result of this option although given the small amount of the allowance and the fact that 1/3 is tax free, the resulting taxation implications should be minimal.

If Council does not agree with Option 1 because of the taxation implications, I would recommend Option 2. It will be fairly easy to administer, all Councillors would be included and the budget implications will be minimal since 6 Councillors presently reside in Almonte Ward making round trip travel to the Municipal Office low.

**FINANCIAL IMPLICATIONS:**

None, already included in the 2015 draft budget

**SUMMARY**

Based on the above analysis, I am recommending Option 1 be considered for the payment of Councillor mileage for meeting attendance at the Municipal Office.
Respectfully Submitted

Rhonda Whitmarsh, Treasurer

Reviewed By

Diane Smithson CAO
THE CORPORATION OF THE TOWN OF MISSIPPI MLLS

COMMITTEE REPORT

DATE: April 7, 2015

TO: Committee of the Whole

FROM: Diane Smithson, Chief Administrative Officer

SUBJECT: BENEFITS FOR COUNCILLORS

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council proceed with Option 1 – Status Quo for benefits coverage for Councillors during the 2014-2018 term of Council;

AND FURTHERMORE THAT Council revisit benefit coverage at the beginning of each Council term to decide on any program changes.

BACKGROUND:

During 2015 budget deliberations, Councillor Gillis prepared a report on Council remuneration and benefits which contained several recommendations that the Committee of the Whole voted on individually. The following motion related to Council benefits was passed at the Committee of the Whole meeting held on February 9, 2015.

Moved by Councillor Wilkinson
Seconded by Councillor Edwards
THAT Committee of the Whole instructs staff to prepare a report on providing benefits such as life insurance, drug plan, dental plan and pension to members of Council. CARRIED

DISCUSSION:

Currently only Accidental Death and Dismemberment benefits are provided to members of Council through the Town’s general insurance program offered through Jardine, Lloyd Thompson. No other benefits such as health and dental, life insurance, or pension plan are provided to members of Council. The benefits program offered to full time staff includes the following:

A. GROUP INSURANCE

- Life insurance- 200% of annual earnings to a maximum of $300,000.00 which reduces by 50% at age 65. Dependant and child coverage max of $5,000 and $2,500 respectively
- Long term disability – 67% of monthly pay to a maximum of $5,000 per month effective after 119 days
• Accidental death and dismemberment to a maximum of 200% of annual earnings to a maximum of $300,000 which reduces by 50% at age 65
• Semi-private hospital care
• Emergency travel assistance
• Medical expenses – after $50.00 family deductible and $25.00 single deductible per calendar year, reimbursement is 100%
• Dental expenses – 80% pay out of expenses (no deductible); maximum $1,000 per year per family member

The Town of Mississippi Mills is responsible for all premium costs with the exception of Long Term Disability (LTD), which is paid by employees. LTD premiums that are paid by an employee are non-taxable when the benefits are utilized.

B. PENSION PLAN

The Pension Plan for the employees of the Town of Mississippi Mills is the Ontario Municipal Employees Retirement System (OMERS) and will be administered in accordance with the OMERS Act and Regulation.

The information presented below is based on a similar benefits program that is currently offered to staff. In addition, the following assumptions have been made:
• The estimates provided are based on current benefits rates. There is a renewal coming up effective June 1, 2015 at which point rates will change affecting the overall costs. At this time, it is unclear what the renewal rates will be, however, they will be increasing.
• Benefits, if approved, would not take effect until January 1, 2016. Having said this, the estimates provided are based on 2015 program costs as rates for 2016 are not yet known
• The Town could offer a benefits program as long as five (5) or more members are covered under the plan. It is suggested that the council plan, if approved, be set up as a separate billing group to track their experience separately to assist with future premium adjustments.
• Insurers would not provide coverage for Long Term Disability for councillors as they are considered a part-time position

<table>
<thead>
<tr>
<th>BENEFIT</th>
<th>DESCRIPTION / COMMENTS</th>
<th>ANNUAL COST IMPLICATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>OMERS Pension Plan</td>
<td>Council may choose to enrol all council members (including the head of council) or the head of council only. The council members, without the head of council, cannot participate in the OMERS plan. At the effective date of council participation, existing council members may individually elect to join the OMERS pension plan. A council member who does not join the plan on the effective date may choose to participate at a</td>
<td>Based on the current ages of council members and the timing for a decision, there would be two members who could not participate due to their ages. There would be a further member who would</td>
</tr>
</tbody>
</table>
future date. If Council decides to participate in OMERS, any new, future member of council must join the OMERS plan, provided the enrolment occurs no later than November 30 of the year of his/her 71st birthday. No member can join beyond the age of 71.

The Council, as a class, is treated separately for purposes of OMERS membership.

Where a municipality has decided to keep 1/3 of the council member’s salary as non-taxable expense reimbursement, only 2/3 excluding any additional non-taxable allowances or reimbursements may be included in contributory earnings.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Life Insurance</td>
<td>Based on 2 x the councillor’s salary which reduces by 50% between 65 and 70 years of age. Only 8 of 11 members are eligible as there is no coverage for members 70 years of age or older and of the remaining 8, only 5 are eligible for full coverage.</td>
<td>$648.00 annual cost</td>
</tr>
<tr>
<td>Dependent Life</td>
<td>Dependant and child coverage max of $5,000 and $2,500 respectively. Again, only 8 members of Council are currently eligible for this coverage</td>
<td>$108.00 annual cost</td>
</tr>
<tr>
<td>Extended Medical Coverage</td>
<td>Includes drug coverage, paramedical expenses and semi-private hospital coverage. Only 8 members of Council are currently eligible for this coverage</td>
<td>$11,892.00 annual cost</td>
</tr>
<tr>
<td>Dental Coverage</td>
<td>80% pay out of expenses. Only 8 members of Council are currently eligible for this coverage</td>
<td>$5,448.00 annual cost</td>
</tr>
<tr>
<td>TOTAL COST</td>
<td></td>
<td>$27,323.31 annual cost</td>
</tr>
</tbody>
</table>

I have attached the survey results related to benefits that Councillor Gillis included in his report on Council remuneration as Appendix ‘A’ for your information.

OPTIONS:

1. Status quo - As only eight (8) members of Council are eligible to participate in the majority of benefits noted above given the age of members, Staff is recommending that benefits not be provided during the 2014-2018 Council term as it is not a program that all members of Council can participate in equally. Throughout the term,
there will be additional members who will not be able to continue with the benefits program given their age. Should Council decide to proceed with some level of benefit coverage, Staff recommend that it not commence until January 1, 2016 as funds have not been included in the 2015 budget. There would be no budgetary impact associated with this recommendation.

2. Full Benefits Coverage – this option would include providing the full range of benefits coverage noted above. It should be kept in mind that not all members of Council will be able to participate in the program.

Council does have the option to alter the terms of the program such that the coverage offered would be customized to Council and would not be the same as the package offered to staff. An example would include, rather than providing a multiple of salary for life insurance, a flat rate coverage of $25,000 or $50,000 could be offered instead.

The cost implication of proceeding with this option that is similar to the program offered to staff is noted above for 2016 but will change in accordance with any rate increases.

3. Partial Benefits Coverage – this option would include proceeding with some of the benefits above i.e. OMERS only. Life, Dependent Life, Medical and Dental, are a group package of benefits that have to be offered together except that if a member of Council has medical and dental coverage through their spouse, they would be able to provide proof of same and be excluded from these two components only. If Council decides to proceed with benefits, life and dependent life would be mandatory for those members who are eligible to participate in these portions of the program.

However, Council could alter the terms of the program such that the coverage offered would be customized to Council and would not be the same as the package offered to staff. An example would include, rather than providing a multiple of salary for life insurance, a flat rate coverage of $25,000 or $50,000 could be offered instead. The cost implications associated with this would depend on the coverage Council decided to proceed with.

FINANCIAL IMPLICATIONS:

The cost implications associated with the different types of benefits are noted above. These rates will change each year depending on the ages of the members and any rate changes at the time of benefit renewals.

SUMMARY

Based on the above analysis, I am recommending Option 1, status quo be considered for councillor benefit coverage during the 2014-2018 term of council and that this matter be revisited at the start of every council term.

Respectfully Submitted

Diane Smithson
Chief Administrative Officer
APPENDIX ‘A’

BENEFITS

Table 7 and Sheet 2, page 15, Annex B provide responses on benefits:

<table>
<thead>
<tr>
<th></th>
<th>Arnprior</th>
<th>Beckwith</th>
<th>Carleton Place</th>
<th>Drummond NE</th>
<th>North Grenville</th>
<th>Smiths Falls</th>
<th>Benefit Ys</th>
<th>Mississippi Mills</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accidental Death Dismemberment</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>3</td>
<td>Y</td>
</tr>
<tr>
<td>Life Insurance</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>2</td>
<td>N</td>
</tr>
<tr>
<td>Drug Plan</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>Dental Plan</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>LTD Long Term Disability</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>EAP Employee Assistance Program</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>0</td>
<td>N</td>
</tr>
<tr>
<td>Pension</td>
<td>N</td>
<td>Y</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>N</td>
<td>3</td>
<td>N</td>
</tr>
<tr>
<td>Municipal Ys</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>1</td>
<td>0</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

Table 7 Benefits

While Mississippi Mills provides excellent AD&D coverage, it offers relatively few benefits for council members. Carleton Place provides four benefits, whereas, Arnprior and Beckwith feature three. Mississippi Mills and North Grenville provide only one benefit; Smiths Falls is at the bottom of the range with none.

AD&D, drug plan, dental plan and pension are the most frequent benefits, with three municipalities providing them. Medical and insurance coverage might be quite useful to some. It seems reasonable that Mississippi Mills should consider more benefits and that Staff should review this aspect further.
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 21, 2015

TO: Committee of the Whole

FROM: Diane Smithson, CAO

SUBJECT: Approve Riverwalk Advisory Committee Terms of Reference

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council approve the Terms of Reference for the Riverwalk Advisory Committee;

AND FURTHERMORE THAT staff proceed to advertise for the available community positions for the Committee;

AND FURTHERMORE THAT Council appoint its representatives based on the approved terms of reference.

BACKGROUND:

Early in 2015, Mayor McLaughlin and Councillor Gillis were approached by Mr. Michael Dupuis about the possibility of extending the Riverwalk onto a property he recently purchased on Coleman Island. On February 17, 2015 the following resolution was passed by Council

Resolution No. 75-15
Moved by Councillor Wilkinson
Seconded by Councillor Lowry
WHEREAS there is a developing and exciting opportunity to add to the Riverwalk with minimal expenditure, and
WHEREAS it is timely and important that the Riverwalk Advisory Committee should be reconstituted,
NOW THEREFORE BE IT RESOLVED THAT Council approve that the Riverwalk Advisory Committee be reconstituted.

CARRIED

DISCUSSION:

As a result of the above resolution being passed, a review of the previous Terms of Reference for the Almonte Riverwalk Committee was conducted. Attached are an amended terms of reference for the Riverwalk Advisory Committee encompassing changes regarding the following:

• Change of name to Riverwalk Advisory Committee and removing the reference to the Almonte Riverwalk as the project may expand from the Almonte Ward to other wards in the future.
To have the Committee report directly to Committee of the Whole to Council from the Community Economic Development Committee to the Planning and Economic Development Committee through to Council

Change the membership from 11 members to “up to 9 members” comprised of two members of Council and 7 members from the community

Change the staff resource people to the CAO and Planner from the Economic Development Officer and Planner

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

SUMMARY:

It is recommended that Council approve the newly amended Terms of Reference for the Riverwalk Advisory Committee that was reconstituted by Resolution No. 75-15 passed on February 17, 2015.

Respectfully submitted,

Diane Smithson, CAO

Attachments:
1. Terms of Reference for Riverwalk Advisory Committee
Terms of Reference
Town of Mississippi Mills
Riverwalk Advisory Committee

1.0 Preamble
The Riverwalk Advisory Committee is a working committee whose specific mandate is to promote, advance, define, extend, fundraise and project manage the construction of the Riverwalk.

2.0 Role and Purpose
- to define the Riverwalk project and its various phases.
- to coordinate and/or assist with projects and programs related to the Almonte Riverwalk
- to encourage community involvement in advancing and maintaining the Riverwalk;
- to monitor federal and provincial directives and regulations related to potential grants;
- to liaise with other municipal committees/organizations;
- to host public fundraising events for the Riverwalk;
- to liaise with other Town committees as required;
- to make recommendations to Committee of the Whole on the Riverwalk and related issues occurring within Mississippi Mills.

3.0 Duty of Council
Council shall consider recommendations flowing through Committee of the Whole.

4.0 Committee Membership:
Up to 9 members comprised of the following:
- 2 Council representatives
- 7 members representing various sectors of the community

5.0 Committee Support:
The Planner and the Chief Administrative Officer are designated as the staff resources.

6.0 Committee Structure:
A chairperson will be elected/re-appointed from committee members on an annual basis to preside over meetings and committee business. A council member will act as the chairperson.

6.1 The Riverwalk Advisory Committee shall meet every other month or as otherwise determined, with such meetings open to the public. The Committee shall report through Committee of the Whole. Minutes of each Riverwalk Advisory Committee meeting shall be forwarded to Committee of the Whole for information purposes.
7.0 Committee Procedures:
The Riverwalk Advisory Committee shall conduct its meetings in accordance with the Town’s Procedural By-law which establishes the rules and procedures governing the proceedings of Council and Committees, the conduct of its members and the calling of meetings.

7.1 The rendering of advice or information to Committee of the Whole shall normally be:
• in writing, directed through staff;
• by verbal or other report by the Council representative
• by personal appearance of the Chair and/or authorized delegation at a Committee of the Whole meeting

7.2 Committee meetings will take place at the Town’s Municipal Offices.

8.0 Term of Office/Absences:
The term of office for committee members will be concurrent with the term of Council.

8.1 If a committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Riverwalk Advisory Committee.

9.0 Expenses/Budget:
Committee members may be compensated for extraordinary expenses incurred as approved in advance. Requests for compensation shall be reviewed by the Committee on a case by case basis.

9.1 The Riverwalk Advisory Committee shall develop programs and assess costs in consultation with the Committee of the Whole on an annual basis during budget deliberations.
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS
ADMINISTRATION REPORT

DATE: April 21, 2015
TO: Committee of the Whole
FROM: Julie Oram, Clerk

SUBJECT: Chain of Command

RECOMMENDATION:
THAT the Chain of Command in the Absence of the Mayor By-law 11-03 be updated to reflect the changes in the Council as a result of the 2014 municipal election.

BACKGROUND:
At the beginning of each term of Council, the Chain of Command in the Absence of the Mayor By-law is passed to ensure there is continuity of governance at all times.

DISCUSSION:
In emergency situations the Mayor plays a crucial role. The mayor is responsible for the following:

- Declaration of an Emergency.
- Termination of an Emergency.
- Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency.
- Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
- Ensuring that the local MP, MPP, the County and neighboring municipalities are advised of the declaration and termination and kept informed of the emergency situation.
- Approving all major announcements and media releases prepared by the Public Information Officer in conjunction with the CAO & CCG.

All these activities are done in consultation with the Community Control Group which is responsible for emergency management oversight and coordination of efforts in emergency situations.

In the event that the Mayor is absent due to vacation or illness, the Chain of Command by-law outlines who is next to take over. The order is determined in the following manner: Mayor’s CCG alternate followed by the Chair of the Committee of the Whole and followed by the remaining councillors in alphabetical order. The proposed by-law is attached as Appendix A.

FINANCIAL IMPLICATIONS:
There are no financial implications.

SUMMARY:
This by-law will ensure continuity of government in the absence of the Mayor.

Respectfully Submitted,

____________________________
Julie Oram
Town Clerk

____________________________
Reviewed by CAO
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS  
BY-LAW NO. 15-XX

BEING a by-law to appoint a member of the council to act in the place of the head of council when the head of council is absent or refuses to act or if the office is vacant.

WHEREAS Section 242 of The Municipal Act, c.25, S.O. 2001 as amended, authorizes council to appoint a member of the council to act in the place of the Head of Council when the Head of Council is absent, refuses to act or if the office is vacant;

AND WHEREAS The Emergency Management and Civil Protection Act, R.S.O. 1990 Chapter E.9 Section 4(1), as amended, authorizes the Head of Council to declare an emergency;

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

1. THAT Council authorizes a member of Council to act in the place of the Head of Council for the purposes of declaring that an emergency exists and to execute the duties of the Mayor under the Town of Mississippi Mills’ Emergency Plan;

2. THAT a ‘Chain of Command’ be instituted:
   a) In the absence of the Mayor, the Mayor’s Alternate on the Community Control Group may declare an emergency;
   b) In the absence of the Mayor and the Mayor’s Alternate on the Community Control Group, the Acting Mayor may declare an emergency.
   c) In the absence of the Mayor, the Mayor’s Alternate on the Community Control Group, and Acting Mayor, Council herein authorizes a member of Council to act in the place of the Head of Council for the purpose of declaring an emergency, as detailed in Schedule “A”, affixed hereto and forming part of this By-law.

3. THAT this by-law is in effect until the Term of Council expires on November 30, 2018.

4. THAT By-law 11-03 is hereby repealed.

BY-LAW READ, passed, signed and sealed in Open Council this 5th day of May, 2015.

____________________________  ___________________________
Shaun McLaughlin      Julie Oram
Mayor       Town Clerk
In the absence of the Head of Council Mayor Shaun McLaughlin, the following chain of command is established for the purposes of declaring that an emergency exists and to execute the duties of the Mayor under the Town of Mississippi Mills’ Emergency Plan;

And in the absence of the Head of Council, the Councillor Jane Torrance as appointed to the Community Control Group shall be charged with all of the responsibilities provided under the Emergency Management Act;

And in the absence of the Head of Council and the Councillor appointed to the Community Control Group, the Acting Mayor, being the current Chair of the Committee of the Whole shall be charged with all of the responsibilities provided under the Emergency Management Act;

And in the absence of the Head of Council, the Councillor appointed to the Community Control Group and the Acting Mayor, Councillor Duncan Abbott shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor Bernard Cameron shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor John Edwards shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor Denzil Ferguson shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor Alex Gillis shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor Christa Lowry shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor Jill McCubbin shall be charged with the responsibilities provided under the Emergency Management Act;

And in the absence of all of the aforementioned elected members of Council, Councillor Val Wilkinson shall be charged with the responsibilities provided under the Emergency Management Act;
MEETING DATE: April 21, 2015

TO: Committee of the Whole

FROM: Julie Oram, Town Clerk

SUBJECT: Implementation of the Results of the Question on the 2014 Ballot

RECOMMENDATION:

That a by-law be prepared to change the size and composition of Council as outlined in the Clerk’s Report dated April 21, 2015.

BACKGROUND:

Several Councils of Mississippi Mills have considered the size and composition of Council through numerous reports, public meetings, surveys and studies. The previous Council authorized the placing of the following question on the 2014 Municipal Election ballot to obtain the opinion of the electors:

“Given that Town Council is currently composed of 11 members, do you support a change in the composition of Council beginning in the year 2018 to 7 members, with a mayor and deputy mayor elected at large, 1 ward councillor for Pakenham, 2 ward councillors for Ramsay and 2 ward councillors for Almonte?”

5,361 electors out of 10,110 eligible electors voted in the 2014 Municipal Election resulting in a 53% voter turnout. Of the 53% of electors who voted, 3,105 electors or 58% voted in support of changing the composition of Council. Based on these results, the electors’ assent was obtained.

Section 8.3 of the Municipal Elections Act outlines the implementation of the results of a question on the ballot. “The municipality shall do everything in its power to implement the result of the question in a timely manner”, “between 14 and 180 days after voting day”, “if an affirmative answer received the majority of the votes”.

Section 217 of the Municipal Act, 2001 S.O. 2001, c. 25 outlines the requirement to pass a by-law regarding any changes to the composition of Council.

The Public Notice By-law 07-78 requires 20 days notice prior to passage of a by-law to alter the composition of Council with notices placed on the Town’s website and in the weekly block advertisement.

DISCUSSION:

Previous Reviews

The firm Wilson and Wade which conducted an Administration Department operational review in 2000 recommended that Council be reduced to seven members with a Mayor and Deputy
Mayor elected at-large, and two Councillors per ward in Almonte and Ramsay with one for Pakenham. In making the recommendation, the report authors suggested the model would provide greater accountability to the municipality as a whole while retaining the ward system.

A similar conclusion was reached when the issue was revisited in 2004. Following public consultation the same model was proposed but not taken up by the Council of the day.

The Operational Review of 2012-2013 dealt with the issue of the size of Council. Accordingly, public and internal consultation addressed the topic through surveys and interviews with under half of residents surveyed satisfied with the size of Council, while staff supported (75 per cent) a reduction in the size of Council, and Council and community representatives in majority supported change, while some preferred the current model.

FINANCIAL IMPLICATION

There is no financial implication regarding the passing of the by-law.

SUMMARY

Numerous Councils have wrestled with the size and composition of Council since amalgamation. Extra time and expense was incurred to gather this most recent poll of the electors through a question on the ballot and the majority of electors support reducing the size and changing the composition of Council. With favourable public support, it would be appropriate for Council to make the change at this time. Staff is recommending the passing of the by-law.

Respectfully submitted,

_____________________________  ____________________________
Julie Oram, Clerk     Reviewed by Diane Smithson, CAO
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BUILDING and PLANNING REPORT

MEETING DATE: April 21st, 2015
TO: Committee of the Whole
FROM: Stephen Stirling – Town Planner
SUBJECT: ZONING BY-LAW AMENDMENT #Z-08-14
EAST PART LOT 9, CONCESSION 2, BEING PART 1
ON PLAN 26R-223
RAMSAW WARD, TOWN OF MISSISSIPPI MILLS
MUNICIPALLY KNOWN AS 1270-1272 OLD PERTH ROAD

RECOMMENDATION:
THAT the Committee of the Whole recommends that Council DENY the proposed zoning by-law amendment for 1270-1272 Old Perth Road.

BACKGROUND, PURPOSE AND EFFECT
Andrew McDougall and Susan Brandt own a rural-residential property known municipally as 1270-1272 Old Perth Road. The purpose and intent of the zoning by-law amendment is to change the zoning of the subject property from the “Rural (RU)” Zone to the “Rural Exception 32 (RU-32)” Zone in order to permit the use of an existing semi-detached dwelling on the property. A semi-detached dwelling is not a permitted use within the RU Zone, so a site-specific zoning by-law amendment is sought.

According to Town records (obtained from MPAC) and information provided by the owners, the existing semi-detached dwelling was constructed in 1976. While the owners are of the opinion that the property should be considered legal non-conforming due to the belief that the semi-detached dwelling was constructed with a building permit, they were unable to provide documentation to substantiate that is the case. As such, the subject rezoning application is to permit the use of the existing semi-detached dwelling on the property.

DESCRIPTION OF SUBJECT LANDS
The subject lands are located on the east side of Old Perth Road, south of Rae Road and in the Ward of Ramsay. The property is ±10.08ha (24.91ac) in size with a lot frontage of ±206.03m (675.96ft) along Old Perth Road. The lands are generally surrounded by rural and rural-residential properties.
COMMENTS FROM INTERNAL CIRCULATION:

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

**CAO:** No comments of objections.

**Clerk:** No concerns or objections

**Fire Chief:** A condition will have to be that it meets Ontario Fire Code Section 9.8., i.e. ESA inspection, fire separation, means of egress etc.

**CBO:** No objections.

**Director of Roads and Public Works:** No comments.

**Recreation Coordinator:** No objections.
COMMENTS FROM EXTERNAL AGENCY CIRCULATION

Hydro One: No comments received

Rogers Communications: No comments received.

Mississippi Valley Conservation: No objection. Outside of their jurisdiction.

County of Lanark Public Works: No comments received,

Leeds, Grenville & Lanark District Health Unit: No objection.

Bell: No comments received

MAH: No comments received

UCDSB: No comments received

CDSBE: No comments received

MNR: No comments received

Canada Post: No comments received

Enbridge Gas: No objections

COMMENTS FROM THE PUBLIC:

Public notice regarding the application was provided as required under the Planning Act. The Town held a Public Meeting on March 3rd, 2015, to provide an opportunity for the public to speak to the application. During the Public Meeting, no one from the public spoke in favour of or in opposition to the application.

COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Rural” within the Town’s COP. The Rural designation permits a range of agricultural, residential, conservational, commercial and industrial uses. Section 3.3.5, titled Residential Development, in the Community Official Plan, limits residential development to a single family dwelling and accessory structures as permitted form of residential development. The intent of this policy to accommodate limited rural residential development on private services and is to be applied to new residential development in the rural community. In this case, the home is not a new dwelling to be constructed, but rather is an existing semi-detached dwelling built in 1976 in Ramsay Ward of the Town of Mississippi Mills. Therefore, despite the semi-detached dwelling not being a permitted use, the intent of the policy is being maintained.

ZONING BY-LAW #11-83

The subject lands are currently zoned “Rural (RU)” by the Town’s Comprehensive Zoning By-law No. 11-83. The RU Zone permits residential uses in the form of a detached dwelling, a garden suite, a detached dwelling accessory to an agricultural use and a group home type A within a non-farm single detached dwelling. The intent of the zone is to permit low density residential development. While a semi-detached dwelling is considered to be low density residential development, the housing form is not
permitted under in the Community Official Plan and thus cannot be supported by staff.

CONCLUSION

While the intent of the policy limits the housing form to a single family dwelling within the rural designation it is applied to new residential development, however staff must apply the policy as it is written. Because of this, staff cannot support the proposed amendment and it is staff’s recommendation to deny approval of the application. With this in mind, Planning staff’s recommendation is as follows:

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council DENY the proposed zoning by-law amendment for 1270-1272 Old Perth Road.

All of which is respectfully submitted,

__________________     ___________________
Stephen Stirling MCIP, RPP                      Diane Smithson
Town Planner      Reviewed by CAO
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS
BUILDING AND PLANNING REPORT

MEETING DATE: April 21st, 2015

TO: Committee of the Whole

FROM: Stephen Stirling, Town Planner

SUBJECT: Ontario Inc. – 9 Houston Drive, Almonte Ont. Final Security Release

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council approve the final release of securities totaling $1,500.00 for 9 Houston Drive to 1259121 Ontario Inc.

BACKGROUND:

In August 2006 a site plan agreement for the development of 9 Houston Drive, was made between the Town of Mississippi Mills and 1259121 Ontario Inc. In a letter dated January 23rd, 2015, signed by Wilson Bassile, owner of 1259121 Ontario Inc. he requested final release of the securities held on this project.

On February 17th, 2015, Council agreed to release the majority of the securities and hold back $1,500.00 to ensure that staff could confirm that all work had been completed in accordance with the site plan approval once the snow had melted. Staff completed a follow-up site inspection on April 9th, 2015 and can now confirm that all site works have been completed.

DISCUSSION:

The works associated with the project are complete. The Town is in receipt of a certification of general conformity to the site plan, by the design architect. The Director of Public Works, the Town Planner and the Chief Building official have no objections to the release of the balance of securities in the amount of $1,500.00.

No warranty period is required or recommended for this site.

FINANCIAL IMPLICATIONS:

None.

SUMMARY:

Staff recommends the approval of the release of the remaining securities in the amount of $1,500.00 to 1259121 Ontario Inc.
MEETING DATE: April 21\textsuperscript{st}, 2015
TO: Committee of the Whole
FROM: Stephen Stirling, Town Planner
SUBJECT: CLEARANCE OF SUBDIVISION CONDITIONS
Riverfront Estates Phase 3
Almonte Ward, Town of Mississippi Mills

RECOMMENDATION:
That the Committee of the Whole is satisfied that the draft conditions regarding the Riverfront Estates Plan of Subdivision have been satisfied and recommend that Council AUTHORIZE the Mayor and Clerk to enter into a Subdivision Agreement for the Riverfront Estates Subdivision Phase 3.

SUMMARY
This report advises Council that all the draft conditions regarding the proposed Riverfront Estates Phase 3 - Plan of Subdivision have been satisfied and recommends authorization for the Mayor and Clerk to enter into a Subdivision Agreement to allow the Riverfront Estates (Phase 3) Subdivision to be registered and construction to proceed.

BACKGROUND
Riverfront Estates Subdivision consists of 5 phases contained over two draft plan approvals. Phases 2 to 5 obtained draft plan approval from the County on September 22\textsuperscript{nd}, 2011. The second approved draft plan consists of four (4) phases with 344 planned residential dwelling units on the 25.115 hectares of land. The lands associated with Phase 3 of the development has an approximate total of 5.3 ha (13.2 acres) of land and is proposed to consist of 36 lots for single detached dwellings, 6 blocks for semi-detached dwelling units and 5 blocks for Townhouse dwellings.

The draft approved Plan of Subdivision requires development on full municipal services. The municipal infrastructure will include water, sanitary and storm sewers. With the upgrading of the municipal Pump Station and infrastructure, the servicing allocation limitation regarding this subdivision has been lifted.

RIVERFRONT ESTATES PHASE 3
The conditions of Draft Plan Approval issued by the County of Lanark have been satisfied. A draft Agreement has been prepared and is being reviewed by the Town’s solicitor, the developer and their consultants and solicitor.
All plans associated with the development have been reviewed and approved by staff and all relevant external agencies. Furthermore, the Ministry of Environment has issued the required Certificates of Approval regarding the water mains, sanitary sewers and storm sewers.

Upon execution of the Agreement, the developer will be required to provide all required securities for the development and a cash payment of $32,821.16 to the municipality to cover administration costs and registration fees.

**CONCLUSION**

The developer has satisfied the conditions issued for draft approval of the Riverfront Estates subdivision Phase 3. Staff requests that Committee of the Whole direct:

1. That Council agree that the conditions of draft approval have been satisfied.
2. That Council authorize the Mayor and Clerk to enter into a Subdivision Agreement with the applicant for the Riverfront Estates Subdivision (Phase 3) development.

All of which is respectfully submitted,

_________________________                   ________________________
Stephen Stirling, MCIP, RPP    Diane Smithson
Town Planner      Reviewed by CAO
PLAN OF SUBDIVISION
ATTACHMENT – DRAFT CONDITIONS

Subdivision: Riverfront Estates- Phases 2 to 5
File: 09-T-10001
Municipality: Town of Mississippi Mills
Subject Lands: PT. Lot 14, Concession 10, geographic Township of Ramsay, being Part 1 on RP27R-9379 except 27M-40 and 27M-49
Applicant: Houchaimi Holdings Inc.
## RIVERFRONT ESTATES PHASE 3 – CLEARANCE OF CONDITIONS

<table>
<thead>
<tr>
<th>No</th>
<th>Condition</th>
<th>Cleared</th>
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<tbody>
<tr>
<td>1</td>
<td>That this approval applies to the draft plan 09-T-10001, dated December 22, 2009, revised April 26, 2010, May 20, 2010, June 17, 2010 and June 24, 2010 which shows a total of 208 single detached residential lots, 2 semi-detached Blocks, 23 townhome Blocks, 1 apartment Block, 4 Parkland Blocks, 1 setback block and 1 road widening.</td>
<td>Schedule A of Agreement</td>
</tr>
<tr>
<td>2</td>
<td>That road allowances be shown and dedicated as public highways on the final plan.</td>
<td>Cleared upon execution of agreement</td>
</tr>
<tr>
<td>3</td>
<td>That day lighting triangles be shown on the final plan at all intersections and dedicated as public highways.</td>
<td>Schedule F (6) of Agreement</td>
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<td>4</td>
<td>That the streets shall be named to the satisfaction of the Town of Mississippi Mills.</td>
<td>Clause 18:10 and Schedule A of agreement</td>
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<td>5</td>
<td>That prior to final approval by the County, the County is to be advised by the Town of Mississippi Mills that this proposed subdivision conforms to the zoning by-law in effect.</td>
<td>By-law 14-45, was adopted by Council on June 3rd, 2014.</td>
</tr>
<tr>
<td>6</td>
<td>That the subdivision agreement between the owner and the municipality contain phasing arrangements and allocation of sanitary sewer and water services to the satisfaction of the Town.</td>
<td>Section 11, Clause 24(a) and Schedule S of Agreement</td>
</tr>
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<td>7</td>
<td>That the owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Town of Mississippi Mills concerning the provision of roads, sidewalks, installation of services and drainage on the site. Specifically, the subdivision agreement shall contain provisions related to the owner providing sidewalks in accordance with established Town policy.</td>
<td>Schedule C and D of agreement</td>
</tr>
<tr>
<td>8</td>
<td>That prior to final approval, the owner shall prepare a finalized services report to the satisfaction of the Town.</td>
<td>Schedule R of Agreement</td>
</tr>
<tr>
<td>9</td>
<td>That the owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Town of Mississippi Mills concerning the extension of sewer and water services to the proposed lots and shall provide for the municipality to assume ownership and operation of the system upon final acceptance by the Town.</td>
<td>Schedule C and D of agreement</td>
</tr>
<tr>
<td>10</td>
<td>That prior to final approval, the owner shall prepare a storm water plan to the satisfaction of the Mississippi Valley Conservation and the Town of Mississippi Mills. The storm water plan shall include design specifications which demonstrate how storm water drainage from the subdivision will be accommodated, and shall address both water quantity and quality, legal and adequate outlet, future maintenance</td>
<td>Schedule R of Agreement</td>
</tr>
</tbody>
</table>
11 That prior to final approval, the owner shall prepare a finalized hydrogeological assessment to the satisfaction of the Town of Mississippi Mills in accordance with the wellhead protection policies contained in the Community Official Plan. Schedule R of Agreement

12 That prior to final approval, the owner shall provide a transportation impact study to the satisfaction of the Town of Mississippi Mills. Schedule R of Agreement

13 That prior to final approval, the owner shall prepare an energy efficiency report to the satisfaction of the Town of Mississippi Mills. Such a report shall outline opportunities for energy efficiencies and passive solar gain. Schedule R of Agreement

14 That prior to final approval, the owner shall prepare a landscaping plan to the satisfaction of the Town of Mississippi Mills. The landscaping plan shall address matters associated with tree retention and planting, open space development, and pedestrian travel. The landscaping strategy may also include provisions for plantings on future phases of the subdivision. Schedule R of Agreement

15 That prior to final approval, the owner shall prepare a composite utility and lighting plan to the satisfaction of the Town of Mississippi Mills and those groups and companies responsible for the utilities involved. Schedule R of Agreement

16 That the subdivision agreement between the owner and the municipality contain a provision for the implementation of the requirements of the storm water plan, landscaping plan, utility and lighting plans at the owner’s expense. Section 5.3, 9.1 and 18.3 of Agreement

17 That such easements and right-of-ways as may be required for storm water plan, landscaping plan, and the utility and lighting plan purposes shall be granted to the appropriate authority. Schedule F (7) of Agreement

18 That the subdivision agreement between the owner and the municipality be registered against the lands to which it applies once the plan of subdivision has been registered. Section 23.3 of Agreement

19 That on the final plan and through a provision in the subdivision agreement between the owner and the Town shall provide black, chain link, commercial grade fencing acceptable to the municipality, between the parkland blocks and all residential lots, more specifically being Blocks 235, 236, 237, 238 and 239 and residential lots 46, 47 and 200 to 208 inclusive. Section 18.4 and Schedule G (4) of Agreement
and in addition between the Park Block and Block 216 proposed for residential uses. Fencing of the same standard is also required between the Block 239 and the residential lots being lots 201 to 208 inclusive.

20. That the owner agrees that draft approval does not commit the Town to allocation of services and that such allocation will only take place in accordance with Town policy and the capacity of the sewage treatment facility at the time of registration.

Section 24 (a) of Agreement

21. That the owner decommision the well from the old farm house in accordance with Ontario Regulation 902 prior to the development of Phase 2 of the subdivision. Furthermore, that the owner provide a copy of the decommission certificate as evidence that such decommission has been completed in accordance with applicable law.

Schedule R of Agreement

22. That the owner conveys and dedicated up to 5% of the land included in the plan to the municipality for park or other public recreational purposes in accordance with Section 51.1 of the Planning Act. Alternatively, the municipality may require cash-in-lieu of all or a portion of the conveyance.

Schedule F (2) of Agreement

23. That the ends of the roads between phases and the abutting property, a 0.3m reserve shall be dedicated and conveyed to the Town of Mississippi Mills.

Schedule F (5) of Agreement

24. That prior to registration to an application for a Certificate of Approval for any Stormwater Works (whichever occurs first); the owner shall prepare a Detailed Stormwater Management Plan to the satisfaction of the Mississippi Valley Conservation and the Town of Mississippi Mills. The Plan shall contain at a minimum:

   a) A grading and drainage plan that demonstrates that the overland flow routs will not have more than 30cm depth of flow with the 1:100 year event, and that all structures will be built so that the finished floor elevation is a minimum of 0.3m above the peak water elevation in the overland flow path.

   b) A detailed design of the outlet structures, demonstrating the shoreline protection and landscaping requirement to ensure overland and piped flows do not generate sufficient erosion to adversely affect the shoreline. The design is to be as natural and as unobtrusive as possible.

Schedule R of Agreement
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<td></td>
<td>The specifications of the manhole-type stormwater quality treatment units, including the expected performance and maintenance requirements during construction and operation for the individual phase of development and for final, build out conditions.</td>
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<td>25</td>
<td>That prior to final approval, the owner shall prepare a Serviceability Report to the satisfaction of the municipality. The Serviceability Report shall consider the capacity of the existing pumping station and any necessary improvements. The owner shall provide a financial contribution towards the improvement cost of the pumping station, that reflect their proportionate share of the upgrade costs acceptable to the municipality.</td>
<td>Schedule R of Agreement</td>
</tr>
<tr>
<td>26</td>
<td>That the owner shall provide a financial contribution acceptable to the Town for the upgrade of Paterson Street.</td>
<td>Not Required as part of this phase</td>
</tr>
<tr>
<td>27</td>
<td>That the owner shall provide an assessment of the medium density blocks in relation to the criteria set out in the Community Official Plan.</td>
<td>Not Required as part of this phase</td>
</tr>
<tr>
<td>28</td>
<td>That the subdivision agreement between the owner and the municipality contain phasing arrangements to the satisfaction of the municipality.</td>
<td>Section 11, Clause 24(a) and Schedule S of Agreement</td>
</tr>
<tr>
<td>29</td>
<td>That the temporary turning circles created as a result of the phased development be shown on the final plans as Blocks. These shall be conveyed to and held by the Town of Mississippi Mills until the extension of the road allowance, when the Blocks shall be conveyed without charge to the owners of the abutting lots.</td>
<td>Section 5:12 and Schedule F(8) of agreement</td>
</tr>
<tr>
<td>30</td>
<td>That the subdivision agreement between the owner and the municipality and the Offers of Purchase and Sale Agreements and Deeds contain as a minimum, the following provisions, with wording acceptable to the Town of Mississippi Mills, wherein the owner agrees: a) to pay a capital development charge at the time of the construction of residential dwellings at the applicable Almonte Ward rate.</td>
<td>Section 24 (g) of this agreement.</td>
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THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BUILDING and PLANNING REPORT

MEETING DATE: April 21\textsuperscript{st}, 2015
TO: Committee of the Whole
FROM: Stephen Stirling, Town Planner
SUBJECT: LANDSCAPE PLAN APPROVAL
Riverfront Estates Phase 3
Almonte Ward, Town of Mississippi Mills

RECOMMENDATION:
THAT the Committee of the Whole recommends that Council APPROVE the proposed Landscape Plan for Riverfront Estates Phase 3

BACKGROUND, PURPOSE AND EFFECT
On September 22, 2010, Houchaimi Holdings Inc. received draft plan approval for a five (5) phase subdivision in Almonte Ward in the Town of Mississippi Mills, municipally known as the Riverfront Estates Subdivision. In June, 2014, the Land Division Committee for the County of Lanark issued approval of the Red-Line Revision for the Riverfront Estates subdivision, Phase 3. When provisional draft plan approval was issued for the proposed plan of subdivision a number of conditions were applied to the development that had to be satisfied prior to the subdivision plan being approved and registered. The developer is actively clearing conditions associated with the development.

Draft Condition #14 states the following:

That prior to final approval, the owner shall prepare a landscape plan to the satisfaction of the Town of Mississippi Mills. The landscaping plan shall address matters associated with tree retention and planting, open space development and pedestrian travel. The landscaping strategy may also include provisions for plantings on future phases of the subdivision.

The developer retained local landscape architect Lashley+Associates to prepare a detailed landscape plan for Phase 3 of the Riverfront Estates Subdivision. The landscape plan focused on the streetscape within Phase 3 of the subdivision.

STREETScape PLAN
The landscape plan for the Riverfront subdivision Phase 3 proposed one (1) tree per lot with one (1) additional tree for each of the corner lots consisting of a diverse range of locally indigenous plant species. In consideration of the local climate, historical streetscapes and the planned development, the plan proposes a diversity of deciduous tree species to provide year round colour, foliage and interest. The landscaping plan is consistent with the Town’s design guidelines and subdivision agreement which require the developer to plant a minimum of one (1) tree on the boulevard in front of each lot or semi-detached dwelling unit, plus one (1) extra tree for each corner lot in the subdivision.

In addition to the one (1) tree per lot, with an additional tree on the corner lots, the developer is required to landscape the frontage of open space development as per condition 14 of the draft approval, for
blocks 48 and 49. Through negotiations with Town staff, the developer has agreed to locate the required trees in the park instead of the boulevard, allowing the developer to use larger tree species. This will achieve a vegetative canopy and shading that is consistent with the community, while also initiating the park development.

PLANT MATERIAL
The developer has suggested a total of 72 trees to be planted in the municipal boulevard for each building lot (1 per lot). The required boulevard trees in front of the park blocks will be planted within the park in accordance with the approved park development plan, a total of 24 trees. The trees include a mixture of native deciduous species and include the following species:

**Boulevard Deciduous Trees:**
- Serviceberry (6 units)
- Red Maple (23 Units)
- Chokecherry (19 units)
- Red Oak (24 units)

The tree species suggested are indigenous and reflective of the area and are consistent with those used in the earlier phases.

CONCLUSION
The proposed landscaping plan is consistent with the earlier phases of the development and creates an active streetscape in the community. It is also important to note that the species of trees proposed are indigenous to the area and are of appropriate size. Staff recommends that the Committee of the Whole support the approval of the landscape plan.

All of which is respectfully submitted,

________________________   _______________________
Stephen Stirling, MCIP, RPP                      Diane Smithson
Town Planner      Reviewed by CAO
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BUILDING and PLANNING REPORT

MEETING DATE: April 21st, 2015
TO: Committee of the Whole
FROM: John McMulkin, Junior Planner
SUBJECT: Site Plan Control – Proposed Micro-brewery (D11-RI-14)
Part Lot 18, Pakenham Concession 9, and Part of Part 5 on Plan 27R-9004
Pakenham Ward, Town of Mississippi Mills
Municipally known as 239 Deer Run Road

RECOMMENDATION:

THAT the Committee of the Whole APPROVE the site plans and all associated directional, customer parking and fascia signage for Part Lot 18, Pakenham Concession 9, and Part of Part 5 on Plan 27R-9004.

SITE PLAN CONTROL APPLICATION SUMMARY

Andre Rieux has filed a Site Plan Control Application for 239 Deer Run Road for approval to allow for the establishment of a micro-brewery, including an accessory retail store for the sale of beer produced on site. The proposal would be subject to the development standards contained within the Rural Commercial Zone and would be on private water and septic services.

LOCATION AND DESCRIPTION OF SUBJECT LANDS

The location of the subject lands within the Town is depicted in the following figure:
The subject lands are located on the south side of Deer Run Road, west of 10th Concession Pakenham and in the Ward of Pakenham. The lands are approximately 31.6ha (78.08ac) in size with a frontage of ±531m (1742.13ft) along Deer Run Road.

The majority of the property is currently being utilized as a rural non-farm residential use with a two-storey detached dwelling located in the northeast portion of the lot. Existing accessory buildings are located closer to the municipal right-of-way.

**ZONING / COMMUNITY OFFICIAL PLAN / LAND USE**

The subject property is currently designated “Rural” within the Town’s Community Official Plan (COP) and zoned “Rural (RU)” and “Rural Commercial Exception (C5-6)” by Zoning By-law #11-83. The C5-6 Zone was a site-specific zoning amendment to accommodate the rural commercial use of a micro-brewery with an accessory retail area. The C5-6 zone permits a wide variety of rural commercial uses and a micro-brewery as an additional permitted use. The Community Official Plan requires site plan approval for all rural commercial developments in the municipality.

**LOT SIZE AND DIMENSIONS**

The site plan approval only applies to a portion of the lot. The portion of land subject to the site plan approval is approximately 0.56ha (1.4ac) in area with a frontage of approximately 17.00m (55.7ft) along Deer Run Road and an average depth of approximately 126.4m (414.7ft). A site-specific zoning amendment (By-law #15-08) was granted by the Council on January 27th, 2015 which rezoned a portion of the property to Rural Commercial and to permit a micro-brewery on this portion.

**REVIEW**

**SERVICING AND GRADING**

The development will be on private water and septic services and the applicant will be required to obtain approval from the Leeds, Grenville & Lanark District Health Unit for such services. The Health Unit has noted that their office has no objection to proposal in principle, but requires that certain technical items and details be addressed prior to a sewage permit being issued and occupancy being granted. Electrical services will be provided by Hydro One and the applicant will be required to pay for the cost to extend the services and the electrical work undertaken on site. All grading plans have been reviewed and will be revised as per the Director of Roads and Public Works to best engineering practices. The comments are technical in nature and should not impact the siting or built form of the proposed micro-brewery. As such, Staff recommends that the application be approved subject to the proponent providing the required details to the Director of Roads and Public Works.

**SITE ACCESS**

The site plan proposes to utilize the existing residential driveway from Deer Run Road as the principle point of access to the commercial portion of the lot.
SIGNAGE

Proposed signage on the property consists of “Customer Parking” signs, a fascia sign on the front façade of the micro-brewery building, an “Hours of Operation” sign/logo within the glass window of the door and directional signs directing customers to the micro-brewery and the trail to Cartwright Creek. The banner signs proposed to be located between two trees at the entrance to the site and closer to the Deer Run Road/10th Concession Pakenham intersection will require a separate minor variance approval from the Committee of the Whole. The sign proposed across the road will also require a separate approval as well as written authorization from the owner of the property. A site plan depicting the proposed locations of the signs, as well as example proofs of the proposed signs are included below:

Site Plan of Proposed Signs

Customer Parking Sign

CUSTOMER PARKING
Directional Sign

Proposed Front Fascia Sign
BUILDING CONFIGURATION / FAÇADE

The elevation drawings for the proposed micro-brewery depict a one-storey building consisting of steel siding (see Elevations in Appendix). Given that the front yard of the lot will remain forested, the micro-brewery building will be partially screened from the road and will be compatible with the rural character of the area. Furthermore, the retail area proposed in the front room at the main entrance is less than 25% of the gross floor area of the micro-brewery in accordance with the requirements Zoning By-law #15-08 (see Floor Plan in Appendix).

DEVELOPMENT STANDARDS

The following table outlines the minimum development standards of the Rural Commercial (C5) Zone against the specifications of the proposed micro-brewery:

<table>
<thead>
<tr>
<th>Zoning By-law #11-83 Provision</th>
<th>By-law Requirement</th>
<th>Proposed Micro-brewery</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Lot Area (dedicated to micro-brewery)</td>
<td>4000m²</td>
<td>±5600m²</td>
</tr>
<tr>
<td>Lot Frontage</td>
<td>30m</td>
<td>±531m</td>
</tr>
<tr>
<td>Front Yard Setback</td>
<td>12m</td>
<td>±39m</td>
</tr>
<tr>
<td>Interior Side Yard Setback</td>
<td>6m</td>
<td>±110m/±346m</td>
</tr>
<tr>
<td>Exterior Side Yard Setback</td>
<td>12m</td>
<td>N/A</td>
</tr>
<tr>
<td>Rear Yard Setback</td>
<td>7.5m</td>
<td>±285m</td>
</tr>
<tr>
<td>Maximum Height</td>
<td>11m</td>
<td>&lt;11m</td>
</tr>
<tr>
<td>Maximum Lot Coverage (including existing dwelling)</td>
<td>25%</td>
<td>±0.001%</td>
</tr>
<tr>
<td>Landscaping of Yards</td>
<td>Front and Exterior Side Yards</td>
<td>Front Yard Will Remain Forested</td>
</tr>
<tr>
<td>Outdoor Storage</td>
<td>Interior Side and Rear Yards</td>
<td>None</td>
</tr>
</tbody>
</table>

The proposed micro-brewery complies will all the development standards of the C5 Zone. The micro-brewery building is located 30m from the high water mark of the Cartwright Creek in accordance with Section 6.24 of the zoning by-law, the gravel driveway is being widened to comply with the minimum aisle width requirement in Section 9.3.12 of 6.0m, and a bicycle parking rack and loading space is being provided on site.

LANDSCAPING

The Landscape Plan has been approved by Staff. The front yard will remain forested with the exception of the driveway in accordance with the zoning by-law requirements. Vines and shrubs will be planted and boulders placed in front of and to the east side of the micro-brewery building, as well as boulders placed around the light fixtures at the entrance to the lot.
PARKING

Given that a “micro-brewery” was not previously defined within the Town's Comprehensive Zoning By-law #11-83 prior to the enactment of By-law #15-08, Table 9.2 of Zoning By-law #11-83 entitled “Minimum Parking Space Rates” does not list a parking requirement for a micro-brewery. The original site plan showed a total of three (3) parking spaces and one (1) bicycle parking rack being provided adjacent to the existing driveway. Staff asked the applicant to provide an additional two (2) parking spaces for a total of five (5) parking spaces and the site plan has been revised as such (see Site Plan in Appendix). It is noted that while only 5 parking spaces have been indicated on the site plan, there is sufficient room to accommodate more parking spaces if needed.

CONCLUSION

The proposed site plans satisfy the provisions of the Zoning By-Law #11-83 and are consistent with relevant planning policies of the Community Official Plan. With this in mind, Staff recommends:

RECOMMENDATION:

THAT the Committee of the Whole APPROVE the site plans and all associated directional, customer parking and fascia signage for Part Lot 18, Pakenham Concession 9, and Part of Part 5 on Plan 27R-9004.

All of which is respectfully submitted,

__________________  ___________________
John McMulkin, BES  Stephen Stirling MCIP, RPP
Junior Planner  Town Planner

__________________     ___________________
Diane Smithson              Diane Smithson
Reviewed by CAO             Reviewed by CAO
APPENDIX

Site Plan
Floor Plan
Elevations – Front

Front Elevation

Elevations – Side

Side Elevation
Elevations – Rear

REAR ELEVATION
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS
BUILDING and PLANNING REPORT

MEETING DATE: April 21st, 2015
TO: Committee of the Whole
FROM: Stephen Stirling, Town Planner
SUBJECT: INTERIM CONTROL BY-LAW ANSI COPA AND ZBA

RECOMMENDATION:
THAT the Committee of the Whole recommends that Council proceed with the interim control by-law.

BACKGROUND

On February 17th, 2015, the Committee of the Whole received a report from a concerned interest group regarding development in the Burnt Lands ANSI. The report made recommendations on how to address these concerns and that the Town should proceed with the amendments to the applicable local planning policies and zoning regulations. A resolution from Council directed staff to review the recommendations made by the special interest group and prepare a staff recommendation on how to proceed to address the issue of development within an ANSI. The staff tabled their report at the April 7th Committee of the Whole meeting which made a recommendation for staff to proceed with the amendment process to the Community Official Plan and Zoning By-law and initiate public consultation.

The report also recommended that the Town should give consideration to the adoption of an Interim Control By-law designed to protect the natural heritage features of the Burnt Lands ANSI while the Town completes its review of the policies, consults with the public and implements the policies. The Interim Control By-law puts a temporary freeze on some land uses while the municipality studies or reviews policies and implements the proposed changes.

PURPOSE AND EFFECT OF THE PROPOSED INTERIM CONTROL BY-LAW

The purpose of the proposed interim control by-law is to provide the time necessary for the municipality to complete the review of the current development policies for lands that contain an ANSI, develop new development policies, consult the public and then implement the changes.

PLANNING ACT

Section 38 of the Planning Act (Ont.) permits a municipality to pass an interim control by-law prohibiting the use of land, buildings or structures for such purposes as set out in the by-law (i.e. effectively “freezing” development on the land) for up to a year (with the right to extend the
by-law for a further year). In order to enact such a by-law, a municipality must direct that a review or study be undertaken in respect of land use policies in the municipality (or a defined part of the municipality).

The *Planning Act* provides that interim control by-laws may be appealed to the Ontario Municipal Board. At the Ontario Municipal Board hearing, the municipality is required to justify the enactment of the interim control by-law.

**COMMUNITY OFFICIAL PLAN (COP)**

Section 5.13 of the COP provides the opportunity for the municipality to enact an interim control by-law to review the development of environmentally sensitive lands. The interim control by-law would prohibit the development of lands, as permitted under the Zoning By-law, where there are serious concerns about the impact of potential development on subject lands (such as environmental concerns). As stipulated in the Planning Act, the policies allow the Town to pass an Interim Control By-law for a one year period. If the Interim Control By-law is amended the time period associated with the Interim Control By-law can be extended provided that the total period of time during which the by-law is in effect does not exceed two years from the date of passing.

The freeze on development will allow the Town the time to complete a review of the development policies, consult the public and take the required steps to address the identified problem.

**DISCUSSION**

With the proposed policy amendments being discussed in the public realm, the possibility of other cluster lot applications being filed during the consultation and implementation process does creates a significant threat to the Town receiving more applications regarding this form of rural intensification. Review of any cluster lot development application would be based on Community Official Plan policies in force and effect at the time of the submission of the application and not the proposed policies. By having an Interim Control By-law, it would prevent these applications from moving forward.

In considering the objective of the interim control by-law and a possible implementation, it is important to be mindful of the planning process which implements the proposed amendments. The legislative process to implement this local planning policy change as stipulated under the Planning Act legislation would be under Section 16. Section 16 of the Planning Act requires a public meeting being held within 20 days of notice being provided for the Community Official Plan and Zoning By-law Amendments. It is expected that the public meeting regarding the proposed policy amendments will occur on May 5th, 2015, with the final recommendation report to follow shortly after allow time for the Town to consider any comments submitted during the public meeting process. Once the policies have been approved by Council, they are deemed to be the intent of Council allowing staff to turn applications away until such time as the policies come into force and effect.
CONCLUSION
While the implementation of an interim control by-law is an option available to the Town, it will more than likely create opposition to the proposed policy changes. That being said, there is an imminent threat to the ANSI lands and passing an interim control by-law is the best proactive approach to protect the ANSI until such time as the municipality completes their review and implements the necessary policies.

Based on the forgoing, staff’s recommendation regarding the Interim Control By-law is:

RECOMMENDATION:
THAT the Committee of the Whole recommends that Council proceed with the interim control by-law.

All of which is respectfully submitted,

__________________     ___________________
Stephen Stirling MCIP, RPP                      Diane Smithson
Town Planner      Reviewed by CAO
A meeting of the COMMITTEE OF THE WHOLE was held on Tuesday, April 7, 2015 in Council Chambers.

PRESENT:
Committee:  Councillor Paul Watters, Chairperson
            Mayor Shaun McLaughlin
            Councillor Duncan Abbott
            Councillor Bernard Cameron
            Councillor Christa Lowry
            Councillor Jill McCubbin
            Councillor Jane Torrance
            Councillor Val Wilkinson

Staff:      Diane Smithson, CAO
            Julie Oram, Town Clerk
            Troy Dunlop, Director of Roads and Public Works (left 9:45 p.m.)
            Rhonda Whitmarsh, Treasurer (left 6:50 p.m.)
            Calvin Murphy, Recreation Manager (left 8:15 p.m.)
            Pam Harris, Chief Librarian
            Steve Stirling, Planner (left 9:10 p.m.)
            Lennox Smith (arrived 7:20 p.m., left 9:10 p.m.)
            Pascal Meunier, Fire Chief (left 6:30 p.m.)

ABSENT:    Councillor Duncan Abbott
            Councillor Alex Gillis

Councillor Watters called the meeting to order at 6:36 p.m.

A. APPROVAL OF AGENDA

Moved by Councillor Ferguson
Seconded by Councillor McCubbin
BE IT RESOLVED THAT the agenda be approved as amended by removing
Delegation Item C.1 and deferring Items E. Administration #1 & #2 to the April 21st,
2015 meeting

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

C. DELEGATIONS/PRESENTATIONS/PUBLIC MEETINGS

1. Carleton Place and District Memorial Hospital – Toni Surko,
   Presentation was cancelled and will be rescheduled

2. Public Meeting and Background Report for Zoning By-law Amendment
   #Z-02-15 - 2241497 Ontario Ltd., 430
   Steve Stirling, Planner, provided background information on the proposed official plan
   amendment and rezoning which would allow a gas bar in the Well Head Protection
   Area – 2 Year Caption Zone.
   Correspondence was received from Aldus Capital Corp, President Brent Francis, who
   also spoke against the application. He stated that the area was well served and there
was no requirement for any additional gas bars or more tanks. He was concerned that it would impact the value of his property and the business.

Wen Lee, owner of the ESSO station at County Road #29 spoke against the application and felt that five gas stations was enough for a population of 11,000.

Mr. Stirling advised Council that policies were in the process of being developed regarding the well head protection and that it wasn’t based on numbers rather on the threat. Parking spaces may be eliminated and traffic flow studies will be necessary moving forward.

3. Public Meeting and Background Report for Zoning By-law Amendment #Z-07-15 - Norman & Gina Pratt, 6156 Martin St.

Steve Stirling, Planner, provided background information on the proposed rezoning which would allow a garden suite as a temporary use. No one appeared to speak to the application.

D. CONSENT MATTERS

1. Building Reports up to March 24, 2015

Moved by Councillor Ferguson
Seconded by Councillor Wilkinson
THAT the Building report up to March 24, 2015 be received.

CARRIED


Moved by Councillor Torrance
Seconded by Councillor Wilkinson
THAT the Animal Control report, February, 2015, be received.

CARRIED

E. STAFF REPORTS

Administration & Library

1. Mileage for Council

Item was removed from the agenda under Section A and deferred to the April 21st, 2015 meeting.

2. Councillor Benefit Packages Options

Item was removed from the agenda under Section A and deferred to the April 21st, 2015 meeting.

Roads & Public Works

1. Provincial Groundwater Monitoring Network Contract Renewal -MVCA

Moved by Councillor Edwards
Seconded by Councillor Ferguson
THAT the Committee of the Whole recommends that Council pass the necessary by-law authorizing the Mayor and Clerk to enter into a six year contract with the Mississippi Valley Conservation Authority for groundwater monitoring facilities on Pick Road.

CARRIED-BY-LAW PREPARED

Planning & Development

1. Zoning By-law Administrative Amendment #7 – Paintball definitions

Moved by Councillor Edwards
Seconded by Mayor McLaughlin
THAT the Committee of the Whole recommends that Council APPROVE the necessary Zoning By-law Amendment to provide a definition for “Paintball Operation, Commercial” and a definition for “Paintball Operation, Private” within Section 5 of the Town’s Comprehensive Zoning By-law #11-83.

CARRIED-BY-LAW PREPARED

2. Zoning By-law Amendment - #Z-05-15, 251 Mitcheson Street, Baker’s Quarry

Moved by Councillor Ferguson
Seconded by Councillor Lowry
THAT the Committee of the Whole recommends that Council APPROVE the necessary Zoning By-law Amendment to change the zoning of the severed parcels of land from the property legally described as Lots 12 to 16 and Part Lots 7 to 11, East Side of Mitcheson Street, Malloch Section, Plan 6262, Almonte Ward, Town of Mississippi Mills, municipally known as 251 Mitcheson Street, from the “Residential First Density Exception 4 (R1-4)” Zone to the “Residential First Density (R1)” Zone in order to re-establish the permitted uses of the R1 Zone on these severed parcels.

CARRIED-BY-LAW PREPARED

3. Zoning By-law Amendment - #Z-06-15, 4698 Dark’s Side Road, Wright’s

Moved by Councillor Wilkinson
Seconded by Councillor Ferguson
THAT the Committee of the Whole recommends that Council APPROVE the necessary Zoning By-law Amendment to change the zoning of a portion of the retained parcel of land from the property legally described as Part Lot 12, Concession 12, Being Part 2 on Plan 26R-2439, Pakenham Ward, Town of Mississippi Mills, from the “Development (D)” Zone to the “Development Exception 9 (D-9)” Zone in order to recognize its reduced lot area as a result of the lot addition severance;
AND FURTHERMORE THAT the Committee of the Whole recommends that Council APPROVE the necessary Zoning By-law Amendment to change the zoning of a portion of the severed parcel of land from the property legally described as Part Lot 12, Concession 12, Being Part 2 on Plan 26R-2439, Pakenham Ward, Town of Mississippi Mills, from the “Development (D)” Zone to the “Agricultural (A)” Zone in order to permit agricultural uses on this severed portion.

CARRIED-BY-LAW PREPARED
4. Zoning By-law Amendment - #Z-12-14, Millrun Phase 1C

Moved by Councillor Lowry  
Seconded by Mayor McLaughlin  
THAT the Committee of the Whole recommends that Council APPROVE the necessary Zoning By-Law Amendment to change the zoning of the lands described as Part of Lot 16, Concession 10, Almonte Ward, Town of Mississippi Mills, known as Millrun Phase 1C, from “Residential Fourth Density Special Exception 13 (R4-13) Zone” to “Residential Second Density Subzone D (R2D) Zone.

CARRIED-BY-LAW PREPARED

5. Site Plan Control – Mill Run Phase 1B

Moved by Councillor Ferguson  
Seconded by Councillor Lowry  
THAT the Committee of the Whole APPROVE the site plans for Blocks 31, 32 and 33 of Registered Plan 27M-63 – Mill Run Subdivision Phase 1B.

CARRIED

6. ANSI Policy Review

Consensus of the Committee was to split the following motions

Moved by Councillor Edwards  
Seconded by Councillor Torrance  
THAT the Committee of the Whole recommends that Council direct staff to proceed with the draft amendments to the Community Official Plan and the Comprehensive Zoning By-law #11-83 regarding protection of the Burnt Lands Alvar, an Areas of Natural Scientific Interest (ANSI), and initiate the public consultation process.

CARRIED-MOTION PREPARED

Moved by Councillor McCubbin  
Seconded by Councillor Wilkinson  
THAT Council give consideration to approving an Interim Control By-law to protect the lands in the interim until the Community Official Plan and Zoning By-law amendments are completed.

CARRIED

F. OTHER/NEW BUSINESS

1. Council Selection for Municipal Grants Working Group

Moved by Councillor McCubbin  
Seconded by Councillor Wilkinson  
THAT Council approve Councillors Ferguson, Edwards and McCubbin be appointed to sit on the Municipal Grants Working Group.

CARRIED
2. Councillor Ferguson’s motion

Moved by Councillor Ferguson  
Seconded by Councillor Lowry  
WHEREAS in order to ensure transparency within Council, enhance dialogue, and provide more meaningful debate,

BE IT RESOLVED THAT staff prepare a policy paper on (how, why, when) volunteer expertise in the research, preparation and presentation of documents in support of specific issues/causes is required,

AND FURTHERMORE THAT it be identified as to what procedure/screening is included to ensure the “Conflict of Interest” issues are addressed.

CARRIED - MOTION PREPARED

Moved by Councillor Wilkinson  
Seconded by Mayor McLaughlin  
THAT Councillors Edwards, Ferguson and McCubbin be appointed to a working group to consider policy as a result of Councillor Ferguson’s motion of April 7, 2015.

CARRIED

G. CLOSED SESSION/IN CAMERA

Moved by Mayor McLaughlin  
Seconded by Councillor Ferguson  
BE IT RESOLVED THAT the Committee of the Whole move in camera at 8:28 p.m. to discuss a proposed or pending acquisition or disposition of land by the municipality or local board (Municipal Act, Section 239 2(c)); personal matters about an identifiable individual, including municipal or local board employees, (Municipal Act, Section 239 2(b));

CARRIED

Moved by Councillor Ferguson  
Seconded by Mayor McLaughlin  
BE IT RESOLVED THAT the Committee of the Whole returns to regular session at 9:45 p.m.

CARRIED

Moved by Councillor Ferguson  
Seconded by Mayor McLaughlin  
THAT the meeting be extended to 10:00 p.m.

CARRIED

Rise & Report

1. Municipal Land

There was no motion as a result of the In Camera discussion
2. Staffing Contract

Moved by Councillor Edwards
Seconded by Councillor Lowry
THAT the Committee of the Whole recommend to Council to approve a minimum
two (2) year extension of the contract for Dan Prest.

CARRIED-BY-LAW PREPARED

H. NOTICE OF MOTION

I. MINUTES

Moved by Councillor McCubbin
Seconded by Councillor Lowry
BE IT RESOLVED THAT the Committee of the Whole minutes dated March 9, 2015
and March 17, 2015 be approved as printed.

CARRIED

Moved by Councillor Cameron
Seconded by Councillor Ferguson
BE IT RESOLVED THAT the:
Cost Sharing with User Groups Working Group minutes dated March 5, 2015;
Mississippi River Power Corporation minutes dated January 22, 2015 and the
General Manager’s Operation Report for January, 2015; and the
Community Policing Advisory minutes dated March 3, 2015 be received.

CARRIED

Moved by Councillor Wilkinson
Seconded by Councillor Lowry
THAT the Tennis Club, Curling Club and Lawn Bowling Club be asked to contribute
25% of the repair costs included in the 2015 budget for each of the facilities.

CARRIED

J. INFORMATION PACKAGE, TASK LIST AND MEETING CALENDAR

Moved by Councillor Ferguson
Seconded by Councillor Wilkinson
BE IT RESOLVED THAT the Information Package, Task List and Meeting Calendar
be received.

CARRIED

K. ANNOUNCEMENTS/QUESTIONS OF STAFF

Council Meeting – Special, April 14, 2015
Council Meeting – Regular, April 21, 2015, 6:00 p.m.
Committee of the Whole — April 21, 2015, immediately following Council

Councillor Edwards advised Council of the Heritage Conservation District Public Information Meeting to be held at 7:00 p.m., April 20, 2015 at the Almonte Old Town Hall.

Councillor Ferguson inquired as to whether information was available regarding the amalgamation of hydro distribution companies. Mayor McLaughlin advised that policies are under development and that Dennis Montgomery, President, of ORPC will be reporting.

L. ADJOURNMENT

Moved by Councillor Lowry
Seconded by Mayor McLaughlin
BE IT RESOLVED THAT the Committee of the Whole meeting be adjourned.

CARRIED

The meeting adjourned at 9:55 p.m.

____________________________________
Julie Oram, Recording Secretary
A regular meeting of the Environmental Advisory Committee was held on February 23, 2015 at 6:30 p.m. in the Ramsay Room.

Present: 
- Heidi Scott
- Theresa Peluso
- Peter Moller
- Councillor Val Wilkinson

Absent: 
- James Coupland
- Paul Frigon

Staff: 
- Cory Smith, Recording Secretary

Chair, Val Wilkinson called the meeting to order at 6:36 p.m.

A. **APPROVAL OF AGENDA**

   Moved by: Heidi Scott  
   Seconded by: Theresa Peluso

   THAT the agenda be approved as written.  
   **CARRIED**

B. **DISCLOSURE OF PECUNIARY INTEREST:**

   None

C. **APPROVAL OF MINUTES:**

   None

D. **DELEGATIONS/PRESENTATIONS:**

   None

E. **BUSINESS ARISING OUT OF MINUTES:**

   None

F. **ACTION CORRESPONDENCE**

   None

G. **OTHER/NEW BUSINESS**

   1. **Accessibility Training**

      Staff provided overview on accessibility training. Information on accessibility training on-line portion to be provided to EAC members

   2. **Procedural Review**

      Staff provided a brief review on official procedures for the operation of the committee
3. **Review of Terms of Reference**

The terms of reference require an updating by the clerk to remove old terms such as reporting to the Roads and Public Works Committee.

Staff to review with clerk.

As well, under committee structure the final paragraph shall include “At the request of the committee”

4. **Review of Municipal Solid Waste Management Strategy**

Staff provided a review and History of the Municipal Solid Waste Management Strategy, As well as an update on objectives that were achieved and What is planned for the near future.

5. **EAC Work Plan for 2015**

Committee Members brought forward ideas to be included on the 2015 Work Plan for the EAC

Ideas brought forward

Green Transportation

- Park and Ride (To be reviewed in Transportation Master Plan)

Composting

- To be included as part of Organics Review

Planting Trees in Public Areas

- To check in with Beautification Committee

Dark Skies

- Relevant, request was made to staff to be included in the review process of the new by-law

Energy East

- Not to be included on work plan at this time

Trash Bins

- Request update from Beautification Committee

6. **Appointment of Chair**

Deferred until next meeting, Val Wilkinson to act as chair until then
H. **MEETING ANNOUNCEMENTS:**

Environmental Advisory Committee Meeting  
Monday April 13, 2015 at 6:30 p.m.  
Ramsay Room  
Municipal Office, 3131 Old Perth Road

I. **ADJOURNMENT:**

Moved by: Heidi Scott  
Seconded by: Theresa Peluso

The meeting was adjourned at 8:20 p.m.  
CARRIED
A special meeting of the Environmental Advisory Committee was held on March 11, 2015 at 6:30 p.m. in the Ramsay Room.

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

Absent: James Coupland

Staff: Cory Smith, Recording Secretary, Steve Stirling, Town Planner

Chair, Val Wilkinson called the meeting to order at 6:35 p.m.

A. APPROVAL OF AGENDA

Moved by: Heidi Scott
Seconded by: Theresa Peluso

THAT the agenda be approved as written. CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST:

None

C. APPROVAL OF MINUTES:

None

D. DELEGATIONS/PRESENTATIONS:

None

E. BUSINESS ARISING OUT OF MINUTES:

None

F. ACTION CORRESPONDENCE

None

G. OTHER/NEW BUSINESS

1. Review of Draft Night Skies By-Law

The Town Planner provided a background on why the Night Skies By-Law was necessary, as well as, what other municipalities were doing. After the background, the Planner then proceeded to provide an overview of the new “Draft” By-law, highlighting the key changes.
that will be included. Among the Key changes will be the ability to enforce the by-law has changed and the addition of information surrounding new technologies in lighting.

It was discussed that obtaining buy in from the public is key to the successful implementation of the new by-law. There may be an opportunity for the EAC to work with the planning department on developing a community outreach program related to night skies compliance.

Once the “Draft” By-Law is complete, the planner has committed to forwarding it on to the EAC for review and commentary. After the review of the Draft By-Law, the EAC will discuss what further involvement it could have with the night skies issue.

H. MEETING ANNOUNCEMENTS:

Environmental Advisory Committee Meeting  Monday April 13, 2015 at 6:30 p.m.
Ramsay Room
Municipal Office, 3131 Old Perth Road

I. ADJOURNMENT:

Moved by: Heidi Scott
Seconded by: Peter Moller

The meeting was adjourned at 8:25 p.m.  CARRIED
Mississippi River Power Corp.
Meeting #167, Thursday, February 19, 2015
At 8:00am, in the offices of Mississippi River Power, 28 Mill Street, Almonte

Attendance: President Paul Virgin, Vice-President Adrian Foster, Directors Lyman Gardiner, Garry Dalgity and Mayor Shaun McLaughlin
General Manager - Scott Newton

Absent: none

Guest: Helmut Brodmann (Lawyer)

Mr. Brodmann started with a review of the penstock collapse, insurance claim and Statement of Claim. He explained that since the Statement of Claim was delivered to the various Defendants many months ago, the effort to arrange a meeting of all interested parties has been fruitless thus far. Options were discussed and led to the following motion:

Motion #1-167
Moved by Director Garry Dalgity,
Seconded by Director Lyman Gardiner.
That based on the advice of Solicitor Helmut Brodmann, the Board advises Mr. Brodmann to demand all Defendants file a Statement of Defense, all in favour,
CARRIED.

Scott then updated the Board on the recent developments with the dams in the North Channel. Mr. Brodmann was then asked for his advice on how to proceed.

Motion #2-167
Moved by Mayor Shaun McLaughlin,
Seconded by Vice-President Adrian Foster.
That the Board authorizes Solicitor Helmut Brodmann to discuss with Mr. Dupuis, his intentions for the dams in the North Channel of the Mississippi River in Almonte, and prepare a Memorandum of Understanding outlining the agreed upon details of a future transfer of the structures and associated lands, all in favour,
CARRIED.

Additions to the Agenda: none

Approval of Agenda:

Motion #3-167
Moved by Director Garry Dalgity,
Seconded by Director Lyman Gardiner.
That the agenda for meeting #166 be approved as printed and circulated, all in favour,
CARRIED.
Approval of Expenditure Report:

Motion #4-167
Moved by Mayor Shaun McLaughlin,
Seconded by Director Garry Dalgity.
That the expenditure reports for the pay periods ending February 5, 2015, in the amount of $20,476.63, and February 19, 2015, in the amount of $14,147.88, be approved, all in favour, CARRIED.

Approval of Minutes:

Motion #5-167
Moved by Director Garry Dalgity,
Seconded by Director Lyman Gardiner.
That the minutes of the one-hundred and sixty-sixth meeting of the Mississippi River Power Corp. held on January 22, 2015, be approved as printed, all in favour, CARRIED.

Correspondence:
- Waterotor
- Millstone articles
- Board Member terms
- Agenda format

Action on Correspondence:

There was a discussion about a recent article posted in the Millstone News that specifically references MRPC. Scott will contact the author to discuss.

At last month’s Board meeting, Scott indicated that all four of the newer members on the Board were given terms that expire at or near the end of 2018. The Board asked Scott to contact CAO Diane Smithson to change the term for the most recently appointed member, to allow for some staggering. This was done and will be brought forward to Council.

At the request of the Board, Scott prepared an alternate Agenda format for review. Board members approved of the new format, which will be used going forward at all future Board meetings.

Ongoing Issues:

There was a discussion about the Riverwalk pathway extension in Metcalfe GeoHeritage Park. Scott expressed concern over the width, feeling it was too narrow at many points. It was designed with the minimum accessibility standards in mind, however due to the irregular shape of the paver stones, it narrows to the bare minimum in many spots along the pathway, which would make it difficult for someone in a wheelchair to navigate. The Board agreed that the
pathway should be wide enough for someone in a wheelchair to easily navigate. Scott asked Cooney Construction Ltd. for a quotation for two additional palettes of stone, in order to widen the pathway. Since the exact amount of additional stone required is unknown, until the snow melts and the pathway can be accurately assessed, the Board agreed to a spending limit.

Motion #6-167
Moved by Director Garry Dalgity,
Seconded by Director Lyman Gardiner.
That the Board approve expanding the width of the Riverwalk pathway extension, to a maximum expenditure of $5,000, all in favour,

CARRIED.

Scott indicated that there was an upcoming meeting on February 27th with the Metcalfe Park GeoHeritage committee to discuss signage for the GeoHeritage display. Decisions are required on number, location and content for signs. Director Dalgity asked Scott to inquire about the possibility of monetary assistance from the Town’s signage budget. Board members also asked that Scott look into warning signage for the Riverwalk pathway, ie: Slippery When Wet”.

Scott also indicated that he will order the benches and bike rack shortly, which will be installed by Cooney, once their work is near completion.

A conference call is scheduled for February 24th to discuss the DC Battery issue with JL Richards and Gedawinovo. Scott and President Paul Virgin will both be involved in the conference call.

The draft version of the Public Safety Assessment report has been completed and will be forwarded to Scott later this week. Scott indicated that he spoke with BluMetric and for the most part, what we are doing complies with appropriate regulations and acts. The only area that will require some changes, according to the report, is the tailrace area.

Scott reported that MRPC’s audit took place February 5 and 6. Howard Allan will be presenting the draft Financial Statements to the Board at our next meeting. The Board asked that Scott speak with Howard Allan prior to that meeting and request that he have a recommendation for dividend payments to the Town going forward, including payment/borrowing options.

There was a discussion about the need for a five year capital cost budget, and establishing a reserve for future capital projects. The Board also expressed interest in seeing a two or three year forecast of revenue and expenses. There was also a discussion about proper communication between Howard Allan, the Town and MRPC. Board members expressed the importance of any dividend discussions starting with MRPC, not between Mr. Allan and the Town.

All of this will be discussed with Howard Allan at the next meeting.

Scott will redistribute the Draft Budget prior to the next meeting so that all members have an opportunity to review.

There was discussion about the proposal received from the Mississippi Valley Textile Museum. The Board liked the proposal, but had some concerns about some of the quoted expenses and would like to see more of a partnership in terms of financing the project. Scott will draft a reply
to the MVTM, expressing MRPC’s willingness to discuss a partnership between the two organizations on the project.

There was a brief discussion about the Social Media Policy that Scott prepared and distributed with the meeting information package.

Motion #7-167
Moved by Vice-President Adrian Foster,
Seconded by Mayor Shaun McLaughlin.
That the Board approves Mississippi River Power Corp.’s Social Media Policy (v. 2014-01), all in favour,

CARRIED.

Board members expressed an interest in reviewing all of MRPC’s “Policy” documents and discussing them at our next meeting. Scott will distribute copies of the various policies prior to the March meeting.

**Operations Report:**

Scott read the Operations Report. See attached report.

Motion #8-167
Moved by Director Garry Dalgity,
Seconded by Vice-President Adrian Foster.
That the Operations Report be approved as presented, all in favour,

CARRIED.

**New Business:** none

The next meeting will be held on March 19, 2015 at 8am, at Mississippi River Power Corp.’s office, located at 28 Mill Street.

Motion #8-167
Moved by Director Lyman Gardiner,
Seconded by Director Garry Dalgity.
That the meeting be adjourned at 10:33am, all in favour,
CARRIED.

Scott Newton, General Manager        Paul Virgin, President

Lyman Gardiner, Director
Operations Report to Directors - Mississippi River Power Corp.
February 19, 2015

Last regular meeting – January 22, 2015

Generation for the month of January was 1,797,876. We generated 407,803 Kilowatt hours on peak, at a rate of $0.1485 per KWh for a total of $60,558.71. We generated 1,390,073 KWh off peak, at a rate of $0.1133 per KWh, for a total of $157,495.26. Our total generation revenue for the month of January was $218,053.97.

At the time of our last meeting, the flow at the Appleton stream gauge was measured at about 23 cms, which was below the seasonal average of 43.6 cms. The flows have fluctuated drastically since then. For example the measured flow on January 29th was 19.9 cms. It was up to 38.3 cms two days later, then back down to 22.3 cms the following day, and up to 40.4 cms two days after that. The reason for these wild fluctuations is the extreme cold. Many of the upstream dams experience ice jams in the extreme cold which causes water to back up and release suddenly. Frazil ice in Appleton also plays havoc with the flow measurement sensor. It’s tough to get an accurate gauge of what the flow actually is right now. The stream gauge read 47.8 cms on Monday and 39.7 cms on Tuesday. Both of those stream flows should allow us to generate with both units, but that is not the case, so I suspect the actual stream flow is closer to 25 cms.

I spoke with Gord Mountenay late last week to see if he had a projection for Spring flows, based on the snow we presently have, the long-range forecast, and his past experience. There are so many variables involved that it’s extremely difficult to come up with an accurate prediction, but he did provide his best guess based on the available information presently. He said that conditions are looking similar to last year. He added that, “it always depends on how quickly things warm up and how much rain we get but I would predict right now that we will have a slightly later than usual spring peak (somewhere between the 15th and 20th of April) and slightly less than what we had last year.” Last year flows peaked on April 20th at 236 cms, which was later and higher than normal.

As mentioned last month, it’s been extremely cold, but we’ve still had very minimal frazil ice thanks to the ice cover on the upper river. I did have a few calls overnight last Thursday as a result of frazil ice. Much of our plant operations/maintenance time this month has been spent keeping the bywash clear and removing large ice from the trashracks.

At the end of January Canadian Hydro Components installed a new cooling fan in the basement of our station, to assist with cooling water. This is a much less complex system than the previous installation (the chiller). Over the past few weeks it’s been hooked up and automated. It’s working very well, keeping water temperatures where they should be and providing some heat for the basement of the generating station, which had previously been an issue. An automated valve has also been installed. This valve will open automatically if the fan stops working or is not providing enough cooling, bringing river water into the system to provide additional cooling.

On February 8th at just after 2:30pm I got a call from the station indicating that unit #2 had tripped. I was unable to determine the reason for the trip after checking all known possible causes. At that point I started the other unit to avoid further downtime. Ray and I tried several times the following day to restart the tripped unit, but nothing seemed to work. Later that morning I did finally get the unit going, but we were never able to determine the cause of the trip and subsequent difficulty restarting the unit.
Last week we had a tremendous buildup of ice in the eavestrough at the rear of our office building. The heating cable that we had installed did not seem to be working. The ice filled the eavestrough and the weight of it was pulling the entire eavestrough down. I was concerned it would be ripped from the building, potentially injuring someone entering the office or rear apartment. I spent large parts of the next two days melting and chipping the ice and removing it from the eavestrough. I eventually got it completely clear. I checked the heating cable and determined that the thermostat was likely the problem, so I bypassed it and plugged the heating cable directly in to the outlet. The ice has not been an issue since.

Last Friday, two employees of Canadian Hydro Components were at our station to re-paint both turbines in the basement. CHC offered to re-paint the turbines as a thank you for many tours we’ve allowed them to conduct to prospective clients.

Last week the two main pistons on the Hawk were frozen. I don’t recall this ever happening before. Ray was able to thaw them out slowly and get it back in working order. Earlier this week the hydraulic pump on the Hawk froze up. This definitely has not happened before. Ray and Merlin got it thawed out using a large heater.

The roof drain at the new station froze up earlier this week. Ray and Merlin were able to thaw it out and get the water flowing again. Hopefully this extended cold snap ends soon.

Ray and Merlin chipped ice from the trashracks as it was frozen solid at and above the water level between and behind the racks. They also replaced a broken bolt on the trashracks.

That’s all for this month.
## Generation Stats

*This section shows annual figures*

<table>
<thead>
<tr>
<th>Year</th>
<th>Budget Generation</th>
<th>Actual Generation</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>$1,200,000</td>
<td>$1,787,669</td>
<td><em>Note: New facility came online April 9</em></td>
</tr>
<tr>
<td></td>
<td></td>
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<tr>
<td>2011</td>
<td>$2,271,000</td>
<td>$2,317,824</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><em>Note: both units shutdown June 13 through end of year</em></td>
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<tr>
<td>2012</td>
<td>$2,281,000</td>
<td>$1,256,445</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td><em>Note: units came online Feb 23 and Nov 9 respectively</em></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td><em>Note: does not include recoverable losses</em></td>
</tr>
<tr>
<td>2013</td>
<td>$2,290,000</td>
<td>$2,093,606</td>
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<td></td>
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<tr>
<td>2015</td>
<td>$207,720</td>
<td>$218,054</td>
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*This section shows figures representing the period of January 1 – January 31*

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Scott Newton, General Manager
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

HERITAGE COMMITTEE

MINUTES

Wednesday, March 25, 2015, 7:00 P.M.

Council Chambers, Municipal Office, 3131 Old Perth Road, Almonte

PRESENT:  Jason Gilmore, Chair
Ian MacLean
Michael Rikley-Lancaster
Harold McKay
Fred Dennis

ABSENT:  Councillor John Edwards (with regrets)
John Muston (with regrets)
Charlotte Farmer (with regrets)
Delma Devoe (with regrets)

STAFF:  Roxanne Sweeney, Recording Secretary

Chair Gilmore called the meeting to order at 7:01 p.m.

A. APPROVAL OF AGENDA

Moved by Michael Rikley-Lancaster
Seconded by Harold McKay
THAT the Agenda dated March 25, 2015 be accepted as amended with the following changes:
G.1 Corporation of the Mississippi Valley Textile Museum - Application for a Heritage Property Grant arising from the February 25, 2015 Minutes.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. APPROVAL OF MINUTES

Moved by Michael Rikley-Lancaster
Seconded by Ian McKay
THAT the Minutes dated February 25, 2015 be accepted as presented.

CARRIED

D. DELEGATIONS/PRESENTATIONS

1. Jim Pinard from the Victoria Woollen Mill discussed the possible installation of twenty-seven new vinyl window units with wooden clad interior painted the same colour as the existing window units. At this time the Heritage Committee has no issues with the installation of new window units pending the receipt of images and samples.
2. Glen Syme from the Almonte Fair Board discussed renovations to the Agricultural Hall. The roof and exterior front wall are leaking and are in need of repair. The Almonte Fair Board’s goal is to keep the look as original as possible. Glen Syme submitted an Application for a Heritage Property Grant. Michael Rikley-Lancaster will attend the next Fair Board Meeting on April 7, 2015 to review possible grant options.

3. Heritage Signage Working Group
    Moved by Harold McKay
    Seconded by Fred Dennis
    MOTION that Councillor Edwards or a designate presents the Heritage Signage Working Group Power Point Presentation to the Committee of the Whole to seek direction whether the project should proceed.
    CARRIED

E. NEW BUSINESS

F. INFO/CORRESPONDENCE

1. National Capital Commission
   Ian MacLean reported that the files have not been shredded and that access to these files is possible through the Library Archives Canada.

2. McCallum House By-Law 15-26 was received for information.

G. BUSINESS ARISING FROM MINUTES:

1. Heritage Conservation District Plan and Guidelines
   The next Steering Committee Meeting will be held on April 15, 2015 at 9:00 a.m. A Public Meeting is being held on April 20, 2015 at 7:00 p.m. at the Almonte Old Town Hall. All property owners within the proposed Heritage Conservation District have been invited by mail.

2. Incentive Programs
   The Committee continued to explore ideas. Information will be passed onto staff and will ask for staff’s assistance with some of the incentive ideas. To be reviewed in April or May, 2015.

3. Enerdu
   No action at this time.

4. Carleton University Heritage Symposium, Unsettling Heritage: Critical/Creative Conservation – Saturday, March 28, 2015 8:30 a.m. to 5:00 p.m. at St. Brigid’s Centre for the Arts.
   Charlotte Farmer and Delma Devoe are unable to attend the Symposium.

   Chair Gilmore advised Fred Dennis that the early bird registration was open for a further two weeks.
   Moved by Fred Dennis
   Seconded by Harold McKay
   MOTION that the Heritage Committee approves the Heritage Property Grant Application for $1,800.00 from the Mississippi Valley Textile Museum dated March 4, 2015. (Michael Rikley-Lancaster excused himself from the vote)
   CARRIED

H. ANNOUNCEMENT
   Next meeting: April 22, 2015

I. ADJOURNMENT
   Moved by Fred Dennis
   There being no further business before the Committee, the meeting adjourned at 8:39 p.m.
   CARRIED

Roxanne Sweeney, Recording Secretary
A meeting of the Mississippi Mills Accessibility Advisory Committee was held on Wednesday, March 4, 2015 at 3:00 p.m. at the Municipal Offices.

PRESENT:
Committee:   Araina Clarke
            Betty Preston
            Councillor McCubbin
            Paul Crozier (arrived 3:40 p.m.)

Staff/Others:  Julie Oram, Clerk

Regrets:  Jim Lowry

The Clerk called the first meeting with the newly appointed members meeting to order at 3:00 p.m.

A. APPROVAL OF AGENDA

Moved by Betty Preston
Seconded by Araina Clarke
THAT the agenda be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. DELEGATIONS/PRESENTATIONS/TOURS

D. APPROVAL OF MINUTES

Moved by Betty Preston
Seconded by Araina Clarke
THAT the minutes dated August 13, 2014 be approved as presented.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

F. REPORTS

G. INFORMATION/CORRESPONDENCE

1. AODA 10th Anniversary Celebration Events – members will review at next meeting and advise if interested in attending the event

H. OTHER/NEW BUSINESS

1. Introduction of New Members
Araina Clarke, Paul Crozier and Councillor McCubbin were welcomed to the committee.

2. Election of a Chair

**Moved by Betty Preston**
**Seconded by Paul Crozier**

**THAT** Councillor Jill McCubbin be elected to Chair for the year 2015.

CARRIED

3. 2014 Meeting Schedule
   April 15, 2015 at 3:00 p.m. was selected as the next meeting date. Jim Lowry, absent today, should be ready to attend, while Araina Clarke advised that she would be away for this meeting and possibly the next.

4. Customer Service Accessibility Training was provided. Each member will return the completed questionnaire at the next meeting.

5. Terms of Reference – provided to the members to be reviewed by the committee and updated as necessary.

6. 2013-2017 5 year Accessibility Plan was provided and will be reviewed at the next meeting.

I. MEETING ANNOUNCEMENTS

3:00 p.m., April 15, 2015 at the Municipal Offices

J. ADJOURNMENT

**Moved by Councillor McCubbin**
**Seconded by Betty Preston**

**THAT** the meeting be adjourned.

CARRIED

The meeting adjourned at 4:30 p.m.

______________________________
Julie Oram, Clerk
THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS
HERITAGE COMMITTEE
MINUTES

Wednesday, February 25, 2015, 7:00 P.M.

Council Chambers, Municipal Office, 3131 Old Perth Road, Almonte

PRESENT: Jason Gilmore, Chair
                Charlotte Farmer
                Ian MacLean
                Delma Devoe
                Michael Rikley-Lancaster
                Harold McKay
                Fred Dennis

ABSENT: Councillor John Edwards (with regrets)
                John Muston (with regrets)

STAFF: Roxanne Sweeney, Recording Secretary

Chair Gilmore called the meeting to order at 7:04 p.m.

A. APPROVAL OF AGENDA
   Moved by Delma Devoe
   Seconded by Ian MacLean
   THAT the Agenda dated February 25, 2015 be accepted as amended with the following changes:
   E.2 Mississippi Mills Heritage Conservation District
       - Draft Motion to review – Item moved to G.1
   F.1 Heritage Tree Workshop information and handouts
   G.1 Inventory of Ontario Heritage Incentive Programs
   G.1 Cobourg Heritage – 2014 Heritage Financial Incentives
   G.7 Grant Application of Mississippi Valley Textile Museum
   CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST
   None were declared.

C. APPROVAL OF MINUTES
   Moved by Ian MacLean
   Seconded by Charlotte Farmer
   THAT the Minutes dated January 28, 2015 be accepted as presented.
   CARRIED

D. DELEGATIONS/PRESENTATIONS
E. NEW BUSINESS

1. Heritage Tax Refund Application of Mark Farrell, 98 Mill Street
   Moved by Delma Devoe
   Seconded by Fred Dennis
   MOTION THAT the Heritage Committee recommends the acceptance of
   the Heritage Tax Refund Application of Mark Farrell, MJ Asset
   CARRIED

F. INFO/CORRESPONDENCE

1. Heritage Tree Workshop
   Charlotte Farmer and Harold McKay attended the Heritage Tree Workshop
   Information Session on February 11, 2015. – Pages 5-14

G. BUSINESS ARISING FROM MINUTES:

1. Mississippi Mills Heritage Conservation District
   Moved by Delma Devoe
   Seconded by Ian MacLean

   WHEREAS the Heritage Committee was not informed of the content of the
   January 13th, 2015 delegation presentation to Council opposing the
   proposed Heritage Conservation District; the January 27th, 2015
   Administrative Report response by Town Staff to the delegation
   presentation; nor, the intent by Councillor Edwards to introduce a motion
   to Council to repeal the Interim Control Measures by-law related to the
   proposed Heritage Conservation District on February 2nd, 2015;

   AND WHEREAS the Mississippi Mills Community Official Plan states that
   “The Town shall maintain a citizens’ heritage advisory committee known
   as the Heritage Committee, established under the Ontario Heritage Act, to
   advise and assist on heritage resource matters” (4.3.2.1), and that
   “Council shall consult with the Heritage Committee on development
   proposals and all other matters involving heritage resources or on lands
   adjacent to heritage resources” (4.3.3.1);

   AND WHEREAS the Heritage By-Law 07-16 under its Terms of Reference
   outlines that the Heritage Committee is required to, in part and in
   particular, related to this motion:

   (c) To advise Council on means of conserving heritage properties and
       areas, and any available funding sources;

   (d) To advise Council on current heritage conservation legislation and to
       assist Council in the preparation of municipal legislation to conserve
       heritage properties and areas;
(e) To implement programs and activities to increase public awareness and knowledge of heritage conservation issues;

(f) To advise and assist Council on all matters related to Parts IV and V of the Ontario Heritage Act, R.S.O. 1990, Chap. 0.18;

(g) To advise and assist Council on any other matters relating to properties and areas of cultural heritage value and interest;

AND GIVEN THAT the August 2006 discussion and documentation of ‘roles and responsibilities for stakeholders on heritage matters’, held between Mississippi Mills staff and representatives of the Heritage Committee, agreed that “Town officials shall also inform the Committee on any discussion of heritage matters in other Committees or from Council.”

BE IT RESOLVED THAT the Heritage Committee re-affirms that its Council Representative and Town Staff shall keep the Committee informed of all heritage-related matters in a timely and active manner so that the Committee can fulfil its legal mandate to advise and assist Council on all such matters.

CARRIED

Moved by Chair Jason Gilmore
Seconded by Fred Dennis
MOTION THAT given that the interim control measure has been removed from the Heritage Conservation District by-law, the Heritage Committee requests that the Building Department forward all building permit applications submitted for exterior work and demolition permit applications for any property within the Heritage Conservation District boundaries for the Committee’s review and documentation.

CARRIED

2. Incentive Programs
   (a) Inventory of Ontario Heritage Incentive Programs of Ryerson University received for information
       Pages 15 - 27

   (b) Cobourg Heritage – 2014 Heritage Financial Incentives Application Guide received for information
       Pages 28 - 37

Statement of Heritage Committee: The Heritage Committee is undertaking a review of possible incentives (both financial and non-financial) and educational opportunities that can be offered to Part IV and Part V property owners. The Committee will provide feedback on these matters to Town staff and to Council.

3. Almonte Old Town Hall Draft By-Law
   Moved by Ian MacLean
   Seconded by Charlotte Farmer
   MOTION THAT the Heritage Committee recommends to council to accept the revised Almonte Old Town Hall By-law as presented.

CARRIED
4. The Ontario Heritage Conference will take place at Niagara-On-The-Lake from April 30, 2015 to May 3, 2015.
   Moved by Delma Devoe
   Seconded by Harold McKay
   MOTION that the Heritage Committee approves that one representative from the Heritage Committee will attend the Ontario Heritage Conference at Niagara-On-The-Lake.
   CARRIED

5. Carleton University Heritage Symposium, Unsettling Heritage: Critical/Creative Conservation will take place on Saturday, March 28, 2015 8:30 a.m. to 5:00 p.m. at St. Brigid’s Centre for the Arts.
   Moved by Ian MacLean
   Seconded by Michael Rikley-Lancaster
   MOTION that the Heritage Committee approves that two representatives of the Heritage Committee attend the Carleton University Heritage Symposium.
   CARRIED

6. Potential buildings, landmarks and landscapes to be added to the registry
   Michael Rikley-Lancaster reported that he is working on this and will provide updates.

7. Enerdu
   Fred Dennis reported that there have been two Enerdu Design Advisory Committee meetings. The architects have presented sketches and a presentation of the draft concept plan. Final drawings will be presented at the next meeting in approximately 4-6 weeks. There has been no mention of construction timelines.

   Moved by Ian MacLean
   Seconded by Harold McKay
   MOTION that the Heritage Committee approves Michael Rikley-Lancaster’s written grant request to conserve the interior plaster walls of the Mississippi Valley Textile Museum pending the completed grant application. (Michael Rikley-Lancaster excused himself from the vote)
   CARRIED

H. ANNOUNCEMENT
   Next meeting: March 25, 2015

I. ADJOURNMENT

   Moved by Michael Rikley-Lancaster
   There being no further business before the Committee, the meeting adjourned at 9:11 pm.
   CARRIED

Roxanne Sweeney, Recording Secretary
INFORMATION LIST #7-15  
April 21, 2015

The following is a list of information items received as of April 10, 2015. Full package sent by email.

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<thead>
<tr>
<th>Item #</th>
<th>Date</th>
<th>Originator</th>
<th>Subject</th>
<th>Pages</th>
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<tbody>
<tr>
<td>1</td>
<td></td>
<td>Ernie Hardeman, M.P.P.</td>
<td>Housing Services Corporation Accountability Act</td>
<td>1 - 4</td>
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<td>2</td>
<td>Mar/2015</td>
<td>Sylvia Jones, M.P.P.</td>
<td>Respecting Private Property Act</td>
<td>5 - 7</td>
</tr>
<tr>
<td>3</td>
<td>Mar/18/15</td>
<td>Morrison Park Advisors</td>
<td>Ontario Policy Changes and the Town of Mississippi Mills' Ownership in Ottawa River Power</td>
<td>8 - 21</td>
</tr>
<tr>
<td>4</td>
<td>Mar 25/15</td>
<td>Tina Benoit, Town of Provincial Offences Court</td>
<td>Municipal Partners Summary 2014</td>
<td>22 - 24</td>
</tr>
<tr>
<td>5</td>
<td>Mar 25/15</td>
<td>Lanark County</td>
<td>Media Release</td>
<td>25 - 26</td>
</tr>
<tr>
<td>6</td>
<td>Apr/15</td>
<td>Ministry of Citizenship, Immigration and International Trade</td>
<td>Lincoln M. Alexander Award 2015</td>
<td>27</td>
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<tr>
<td>7</td>
<td>Apr/15</td>
<td>Minister Responsible for Seniors Affairs</td>
<td>Senior Achievement Award</td>
<td>28</td>
</tr>
<tr>
<td>8</td>
<td>Apr 7/15</td>
<td>Corporation of the Town of Mississippi Mills</td>
<td>Letter to Bruce Monteith – Notice of Default, Section 80, Municipal Elections Act</td>
<td>29 – 30</td>
</tr>
<tr>
<td>9</td>
<td>Apr 8/15</td>
<td>Lanark County</td>
<td>Media Release</td>
<td>31</td>
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<tr>
<td>#</td>
<td>DIRECTION/TASK</td>
<td>ASSIGNED TO</td>
<td>DATE OPENED</td>
<td>LAST UPDATED</td>
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<td></td>
<td><strong>ADMINISTRATION</strong></td>
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<tr>
<td>A1</td>
<td>Development of a policy for the review of council remuneration to be completed every four years prior to the election of the new council.</td>
<td></td>
<td>9-Feb-15</td>
<td></td>
</tr>
<tr>
<td>A2</td>
<td>Relaunch Riverwalk Committee</td>
<td></td>
<td>17-Feb-15</td>
<td></td>
</tr>
<tr>
<td>A3</td>
<td>Conduct of Council and Staff communications review</td>
<td></td>
<td>17-Mar-15</td>
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<tr>
<td></td>
<td><strong>COUNCIL</strong></td>
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<tr>
<td></td>
<td><strong>DAYCARE</strong></td>
<td></td>
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</tr>
<tr>
<td>D1</td>
<td>Prepare a comprehensive plan on the future of the daycare centre</td>
<td>Daycare</td>
<td>18-Nov-10</td>
<td>22-Sep-11</td>
</tr>
<tr>
<td></td>
<td>Business plan to address how to offset the increasing contributions to the Daycare</td>
<td></td>
<td>22-Oct-13</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>ECONOMIC &amp; CULTURE</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>EC1</td>
<td>Town Website</td>
<td>Culture</td>
<td></td>
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<tr>
<td></td>
<td><strong>RECREATION</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>R1</td>
<td>Almonte Skateboard Park</td>
<td>Recreation</td>
<td>Nov 27/14</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>PUBLIC WORKS</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>PLANNING &amp; BUILDING</strong></td>
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</tbody>
</table>
## COMMITTEE of the WHOLE TASK LIST

**LEGEND:** A- Administration, C- Council, D- Daycare, EC- Economic & Culture, F- Finance, FR- Fire, P- Planning, PW- Public Works, R- Recreation

<table>
<thead>
<tr>
<th>#</th>
<th>DIRECTION/TASK</th>
<th>ASSIGNED TO</th>
<th>DATE OPENED</th>
<th>LAST UPDATED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>P1</td>
<td>Review of Sign By-law</td>
<td>Building</td>
<td>4-Jun-13</td>
<td></td>
<td>Staff to undergo a general review of the Sign By-law, when the time permits. Last review committee agreed that the next version of the by-law should be reviewed by the next Council. Expected to be done April, 2015.</td>
</tr>
<tr>
<td>P2</td>
<td>Site Alteration By-law for ANSI Lands</td>
<td>Planning</td>
<td>18-Nov-13</td>
<td></td>
<td>Staff to review the Site Alteration By-law. Draft is with MNR and MVCA, hoping to have a copy of the policy ready late 2014, early 2015.</td>
</tr>
<tr>
<td>P3</td>
<td>Review shooting ranges/firearms facilities</td>
<td>Planning</td>
<td>4-Mar-14</td>
<td></td>
<td>Staff to examine policies related to shooting ranges and similar facilities, and to provide guidance on amendments to the Community Official Plan and Zoning By-law that will direct such facilities to the most appropriate locations. Report to COW - October 7, 2014.</td>
</tr>
<tr>
<td>P4</td>
<td>Review paintball operation 12th Line, Ramsay</td>
<td>Planning</td>
<td>6-May-14</td>
<td></td>
<td>Staff to provide background information on operation and recommendations on how to deal with.</td>
</tr>
<tr>
<td>P5</td>
<td>Review By-law 03-62 - Night Sky Policy</td>
<td>Planning</td>
<td>3-Jun-14</td>
<td></td>
<td>Staff to review the the application and enforcement of By-law 03-62 - Night Sky Policy. Staff have met with previous Lighting Committee member to discuss by-law and are working on the review. Hoping to have response by late 2014, early 2015.</td>
</tr>
<tr>
<td>Sunday</td>
<td>Monday</td>
<td>Tuesday</td>
<td>Wednesday</td>
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<td></td>
<td>Good Friday Office Closed</td>
<td></td>
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<tr>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8:00 am CEDC 6:00 pm Council And Cow</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Easter Monday Office Closed</td>
<td>9:00 a.m. CCG 7:00 pm AOTH Advisory</td>
<td>1:00 pm Arts &amp; Culture</td>
<td>11</td>
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<tr>
<td>12</td>
<td>13</td>
<td>14</td>
<td>6:00 p.m. Spec Council Meeting</td>
<td>15</td>
<td>16</td>
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<tr>
<td></td>
<td>13</td>
<td></td>
<td>3:00 pm Accessibility</td>
<td>16 7:00 a.m. CEDC Business Breakfast 7:30 am Beautification</td>
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<tr>
<td>19</td>
<td>20</td>
<td>21</td>
<td>8:00 am CEDC 6:00 pm Council And Cow</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td></td>
<td>20</td>
<td>21</td>
<td>7:00 pm Heritage</td>
<td>23</td>
<td></td>
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<tr>
<td>26</td>
<td>27</td>
<td>28</td>
<td>7:00 pm Cte of Adjustment</td>
<td>29</td>
<td>30</td>
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<td></td>
<td>27</td>
<td>28</td>
<td>7:00 pm Library Bd. ALM</td>
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</table>
# COUNCIL CALENDAR
## May 2015

<table>
<thead>
<tr>
<th>Sunday</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>5 8:00 am CEDC</td>
<td>6 6:00 pm Council And Cow</td>
<td>7</td>
<td>8</td>
<td>9</td>
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<tr>
<td>3</td>
<td>4</td>
<td>12</td>
<td>13</td>
<td>14 1:00 pm Arts &amp; Culture</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>10</td>
<td>11</td>
<td>19 8:00 am CEDC</td>
<td>20 7:00 pm AOTH Advisory</td>
<td>21 7:30 am Beautification</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>17</td>
<td>18 Victoria Day Office Closed</td>
<td>19 8:00 am CEDC</td>
<td>20 7:00 pm Library Bd. ALM</td>
<td>21 7:00 pm Heritage</td>
<td>22</td>
<td>23</td>
</tr>
<tr>
<td>24/31</td>
<td>25 7:00 pm Cte of Adj</td>
<td>26</td>
<td>27 7:00 pm Library Bd. ALM</td>
<td>28</td>
<td>29</td>
<td>30</td>
</tr>
</tbody>
</table>