



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, November 3, 2020

7:00 p.m.

Council Chambers, Municipal Office

3131 Old Perth Road

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated October 20, 2020 be approved.	5 - 11
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and minutes be received.	
E.1. MRPC Minutes and Operations Report - August 21, 2020	12 - 16
E.2. Building Permit Activity Report - Q3 2020	17 - 19

F. STAFF REPORTS

Building and Planning

- F.1. Zoning By-law Amendment Z-12-20 Concession 10, Lot 16, being Part 1 on RP 27R-8990, Parts 1-4, 9-12 on RP 27R-8445, 430 Ottawa Street (2241497 Ontario Limited) 20 - 52**
- Recommended Motion:**
THAT Council approve the Official Plan Amendment to recognize a net density of up to 50 units per ha for medium to high density residential uses to permit a total of 124 units within two four-storey apartment buildings and apartment dwellings in the upper storeys of a non-residential use in addition to highway commercial uses on the subject lands known as Concession 10, Lot 16, being Part 1 on RP 27R-8990, Parts 1-4, 9-12 on RP 27R-8445, Almonte Ward, Municipality of Mississippi Mills (PIN05089-0147), municipally known as 430 Ottawa Street;
- AND THAT** Council approve the Zoning By-law Amendment to change the zoning on the lands known as Concession 10, Lot 16, being Part 1 on RP 27R-6990, Parts 1-4, 9-12 on RP 27R-8445, Almonte Ward, Municipality of Mississippi Mills (PIN 05089-0147), municipally known as 430 Ottawa Street from “Shopping Centre Commercial – Special Exception 4” (C4-4) to “Shopping Centre Commercial – Special Exception” (C4-x) to recognize medium to high density residential uses in addition to highway commercial uses; a mid-rise apartment building; dwelling unit or units in the form of apartments in the upper storeys of a non-residential building; for residential uses, a maximum height of 15m and maximum density of 50 units per net hectare; and for a standalone apartment building, a minimum front yard setback from Ottawa Street of 60m and a minimum rear yard setback of 26m.
- F.2. Zoning By-law Amendment Application Z-17-20 Plan 6262 MS PT Lots 7 and 8; RP 27R10569 Part 2, Carss St. Almonte (Ortt) 53 - 65**
- Recommended Motion:**
THAT Council approve the Zoning By-law Amendment to change the zoning on the lands describe as PLAN 6262 MS PT LOTS 7 and 8; RP 27R10569 PART 2, Almonte Ward, Municipality of Mississippi Mills from “Residential First Density (R1)” to “Residential Second Density – Subzone D (R2D)”, to permit and facilitate the construction of a semi-detached bungalow fronting onto Carss Street.
- F.3. Encroachment Agreement - 136 Brougham Street (Sweetman and Schmidt) 66 - 71**
- Recommended Motion:**
THAT Council approve the encroachment request for the lands legally described as Part Lot 97, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 136 Brougham Street and direct staff to prepare the encroachment agreement.

F.4.	Proposed Uses for Mississippi Mills Business Park Almonte	72 - 83
	Recommended Motion: THAT Council receive the report titled “Proposed Uses for Mississippi Mills Business Park (Almonte)” as information.	
	<u>Finance and Administration</u>	
F.5.	2020 Amendment to the Development Charges Background Study and By-law	84 - 86
	Recommended Motion: THAT Committee of the Whole recommends that Council approve an amendment to the Development Charges background study and by-law to address changes made by the Province of Ontario to the <i>Development Charges Act</i> by Bill 108; AND FURTHERMORE THAT the amendment be completed by Watson and Associates Economists Ltd. at a cost of \$8,650 including non-recoverable HST to be funded first from development charges in the amount of \$7,785 and the balance of \$865 from other professional fees in the 2020 administration budget.	
F.6.	Addition to the Municipality's Names Reserve List - Blakeley	87 - 103
	Recommended Motion: THAT the Committee of the Whole recommend that Council approve the addition of “Blakeley” to the Municipality’s Names Reserve List for consideration for future naming of a street within the municipality.	
G.	NOTICE OF MOTION None	
H.	INFORMATION ITEMS	
H.1.	Mayor's Report None	
H.2.	County Councillor's Report	104 - 106
H.3.	Mississippi Valley Conservation Authority Report None	
H.4.	Information List	107 - 125
	Recommended Motion: THAT the information list #12-20 be received for information.	
H.5.	Meeting Calendar (November)	126
I.	OTHER/NEW BUSINESS None	
J.	PENDING LIST	127 - 129

K. ADJOURNMENT

Recommended Motion:

THAT the meeting be adjourned at X:XX p.m.



The Corporation of the Municipality of Mississippi Mills

Committee of the Whole Meeting

MINUTES

20-20

October 20, 2020

Council Chambers, Municipal Office

3131 Old Perth Road

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Dalgity
Councillor Maydan
Councillor Holmes
Councillor Guerard
Councillor Ferguson

Staff Present: Ken Kelly, CAO
Jennifer Russell, Deputy Clerk
Maggie Yet, Planner I
Cory Smith, A/Director of Roads and Public Works
Cynthia Moyle

A. CALL TO ORDER (immediately following Council)

Councillor Dalgity called the meeting to order at 8:15 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Resolution No CW150-20

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW151-20

Moved by Councillor Guerard

Seconded by Councillor Ferguson

THAT the minutes dated September 29 and 6, 2020 be approved.

CARRIED

E. CONSENT REPORTS

None

F. STAFF REPORTS

Roads and Public Works

F.1 Award of Contract PW-20-19 One 2020-21 Single-Axle Truck

Resolution No CW152-20

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend to Council to direct staff to award the contract for Tender No. PW-20-19, One 2020/21 Single-Axle Truck, be awarded to Antrim Western Star in the amount of \$139,668.00 (HST not included).

CARRIED

F.2 Award of Contract PW-20-20 - One 2020-21 All Season Combination Dump Body Spreader

Resolution No CW153-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT Committee of the Whole recommend to Council to direct staff to award the contract for Tender No. PW-20-20, One 2020-21 All-Season Combination Dump/Body Spreader, be awarded to Gin-Cor Industries in the amount of \$128,970.00 (HST not included).

CARRIED

Building and Planning

F.3 Zoning By-law Amendment Z-14-20 Concession 11, W Part Lot 12 and W Part Lot 11, 191 Waba Road, Pakenham

Resolution No CW153-20

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT Council approve the Zoning By-law Amendment to change the zoning on part of the lands known legally as Concession 11, W Part Lot 12 and W Part Lot 11, Pakenham Ward, Municipality of Mississippi Mills from “Development” (D) to “Residential First Density” (R1).

CARRIED

F.4 Zoning B-law Amendment Z-12-20 Concession 10, Lot 16, being Part 1 on RP 27R-8990, Parts 1-4, 9-12 on RP 27R-8445, 430 Ottawa Street

ACTION: Planner I to provide Council with information on the Traffic Impact Study.

Resolution No CW154-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT the motion re: Zoning By-law Amendment Z-12-20 Concession 10, Lot 16, being Part 1 on RP 27R-8990, Parts 1-4, 9-12 on RP 27R-8445, 430 Ottawa Street be deferred to the November 3, 2020 Committee of the Whole meeting.

CARRIED

F.5 56 John Street Encroachment

Resolution No CW155-20

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT Council approve the encroachment request for the lands legally described as Part Lot 97, Plan 6262, Almonte Ward, Municipality of

Mississippi Mills, municipally known as 56 John Street and direct staff to prepare the encroachment agreement.

CARRIED

Finance and Administration

F.6 Service Delivery Review Responses

Resolution No CW156-20

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT the motion re: Service Delivery Review Responses be deferred to a Special Council meeting October 27, 2020 at 10:00 a.m.

CARRIED

G. NOTICE OF MOTION

Councillor Ferguson Motion

G.1 Cost Sharing Agreement

Resolution No CW157-20

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

WHEREAS Mississippi Mills has received correspondence from Carleton Place Mayor Doug Black, verbal discussion with Beckwith Reeve Richard Kidd, significant residential feedback, Library Board comments and a formal presentation from Howard Allan all relating to the proposed terminate of the Cost Sharing Agreement between Mississippi Mills, Carleton Place and Beckwith;

THEREFORE BE IT RESOLVED THAT Council direct a Mississippi Mills staff and select members of Council to initiate dialogue with our Municipal partners (Carleton Place, Beckwith) with input from the Recreation Cost Sharing Committee, in order to conduct a review of the Cost Sharing Agreement along with any negotiated amendments;

AND FURTHERMORE, THAT an in camera item be included on the November 3, 2020 Council Meeting to provide direction on the Recreation Cost Sharing Agreement meeting to be scheduled with our Municipal Partners (Carleton Place and Beckwith).

CARRIED

Councillor Maydan Motion

G.2 Cost Sharing Agreement - Calculations and Review

Resolution No CW158-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT the motion re: Cost Sharing Agreement – Calculations and Review be deferred to the Committee of the Whole meeting after the November 3, 2020 and after the Recreation Cost Sharing Meeting with our Municipal Partners (Carleton Place and Beckwith).

CARRIED

Councillor Maydan Motion

G.3 Cost Sharing Agreement - Carleton Place and District Aquatic Centre

Resolution No CW159-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT the motion re: Cost Sharing Agreement – Carleton Place and District Aquatic Centre be deferred to the Committee of the Whole meeting after the November 3, 2020 and after the Recreation Cost Sharing Meeting with our Municipal Partners (Carleton Place and Beckwith).

CARRIED

Councillor Maydan Motion

G.4 Cost Sharing Agreement - Library

Resolution No CW160-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT the motion re: Cost Sharing Agreement – Library be deferred to the Committee of the Whole meeting after the November 3, 2020 and after the Recreation Cost Sharing Meeting with our Municipal Partners (Carleton Place and Beckwith).

CARRIED

Councillor Maydan Motion

G.5 Cost Sharing Agreement - Recreation Facilities

Resolution No CW161-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT the motion re: Cost Sharing Agreement – Recreation Facilities be deferred to the Committee of the Whole meeting after the November 3, 2020 and after the Recreation Cost Sharing Meeting with our Municipal Partners (Carleton Place and Beckwith).

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report

None

H.2 Association of Municipalities of Ontario Report

ACTION: Staff to provide Council with information on how the Roads department mitigates salt use in winter conditions.

The Mayor discussed highlights from the AMO Board Meeting including Board Vacancies, Winter Maintenance Road Salt presentation, Salt Application Resolution, Cybercrime and Municipal Cyber Security, Child care COVID-19 update and advocacy.

H.3 Rural Ontario Municipal Association Report

The Mayor discussed items from the ROMA Board meeting. Highlights included the Strategic Plan, 2021 ROMA conference, Resource Guide on Broadband Connectivity, Communications plan, and working groups.

H.4 County Councillor's Report

None

H.5 Mississippi Valley Conservation Authority Report

None

H.6 Information List

Resolution No CW162-20

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the information list #11-20 be received for information;

AND THAT item #11 re: Eastern Ontario Regional Network (EORN), Fall Newsletter, be pulled for information.

CARRIED

H.7 Meeting Calendar (October, November)

None

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW163-20

Moved by Councillor Ferguson

Seconded by Mayor Lowry

THAT the meeting be adjourned at 10:25 p.m.

CARRIED

Cynthia Moyle, ACTING CLERK,
Recording Secretary

Mississippi River Power Corp.
Meeting #218, Friday, August 21, 2020
At 8:00am, via Zoom call

Attendance: President Paul Virgin, Vice-President Adrian Foster, Secretary Lyman Gardiner, Director Garry Dalgity, and Mayor Christa Lowry.

General Manager - Scott Newton

Absent: none

Guests: none

Additions to the Agenda: - none

Approval of Agenda:

Motion #1-218

Moved by Director Garry Dalgity,

Seconded by Mayor Christa Lowry.

That the agenda for meeting #218, be approved as amended, all in favour,

CARRIED

Approval of Expenditure Report:

Motion #2-218

Moved by Director Lyman Gardiner,

Seconded by Director Adrian Foster.

That the expenditure reports for the pay periods ending July 2, 2020, in the amount of \$54,691.03, July 16, 2020, in the amount of \$159,562.83, July 30, 2020, in the amount of \$8,943.54, and August 13, 2020, in the amount of \$27,924.70, be approved, all in favour,

CARRIED.

Approval of Minutes:

Motion #3-218

Moved by Mayor Christa Lowry,

Seconded by Director Adrian Foster.

That the minutes of the two-hundred and seventeenth meeting of the Mississippi River Power Corp. held on June 29, 2020, be approved, all in favour,

CARRIED.

Information Items: - none

Action on Information Items: none

Matters for Discussion:

President Paul Virgin and General Manager Scott Newton provided the Board with a verbal summary of the penstock mediation that took place a few weeks prior.

The Board discussed the Bywash Briefing Note from CIMA+, and the options presented therein. Scott was instructed to contact CIMA+ to request a quotation to prepare detailed design drawings for Option #2 in the note.

Board members reviewed and discussed the draft SWOT that was distributed. Scott will make the requested changes and re-submit to the Board. A Strategic Planning session will be scheduled for sometime in October.

Scott will make arrangements with the Municipal Clerk to have MRPC added to an upcoming Council meeting to make a 2019 Year-in-Review presentation.

Scott will look into options for hosting a virtual Annual General Meeting.

It was decided that the Metcalfe Park upper lookout detailed design work should be considered in the 2021 budget. Scott will contact a geotechnical firm to have a look at the rock in that area to ensure it will support the lookout.

The Board instructed Scott to contact CIMA+ for advice on the erosion below the Millfall Dam.

Operations Report:

The Operations Report was reviewed. See attached report.

Matters for Decision/Motion:

Motion #4-218

Moved by Director Garry Dalgity,

Seconded by Mayor Christa Lowry.

That the Manulife Employee Benefits package annual renewal, with a 4.6% rate reduction, be accepted as presented, all in favour,

CARRIED.

Motion #5-218

Moved by Director Lyman Gardiner,

Seconded by Director Adrian Foster.

That the Operations Report be approved as printed and circulated, all in favour,

CARRIED.

New Business: none

Meeting Finalisation:

The next meeting will be held at the call of the Chair.

Motion #6-218

Moved by Director Adrian Foster,

Seconded by Director Lyman Gardiner.

That the meeting be adjourned at 9:58am, all in favour,

CARRIED.

Scott Newton, General Manager

Paul Virgin, President

Adrian Foster, Vice-President

Operations Report to Directors - Mississippi River Power Corp.

August 21, 2020

Last regular meeting – June 29, 2020

Generation for the month of June was 1,191,635 KWh. We generated 305,405 KWh on peak, at a rate of \$0.1515 per KWh for a total of \$46,268.87. We generated 886,230 KWh off peak, at a rate of \$0.1163 per KWh, for a total of \$103,068.57. Total generation revenue for the month of June was \$149,337.44.

Generation for the month of July was 148,882 KWh. We generated 37,931 KWh on peak, at a rate of \$0.1515 per KWh for a total of \$5,746.53. We generated 110,951 KWh off peak, at a rate of \$0.1163 per KWh, for a total of \$12,903.63. Total generation revenue for the month of July was \$18,650.16.

At the time of our last meeting, the flow in the river was measuring just under 8 cms in Appleton. With that flow we were generating close to 800 KW. About a week later, with flows continuing to drop due to nearly no precipitation, we had to shut the station down. Over the next month, the station was mostly offline, with a few short periods of generation. Significant rainfall in the first few days of August boosted flows in the system and enabled us to restart. We were able to generate close to 1000 KW on August 2nd when we restarted and additional rain on August 4th, allowed us to increase output to around 1500 KW. Since then, we've been running at between 1200 and 1700 KW, with a brief period of generation over 2000 KW (August 11 and 12). The flow earlier this week was measured at around 13 cms, which is over the average for this time of year (10 cms). With that flow we are generating just under about 1500 KW.

In early July, a representative from Freco Fluid Power was onsite to install pressure gauges on all four accumulators on the Hydraulic Pressure Unit.

We met with representatives from Brandt Tractor Ltd. last month and again a couple of weeks ago, to continue discussions on a replacement unit for the Hawk.

After having issues with one of our headpond sensors, we ordered two new ones (a replacement and a spare). We'll be replacing the sensor shortly.

We had an issue with the grinder pump on our sewage tank in the basement of the plant. We've ordered new parts and hope to have the pump repaired shortly.

In mid-July our staff installed the dock at the boat launch in Metcalfe GeoHeritage Park.

Last month our call-out function on the SCADA stopped working. Geoff from Gedawin Novo came to the station and resolved the issue.

There was a significant hydraulic leak from a valve block on top of unit #1 last month. We took that block off and brought it to CHC to be machined to the o-rings had a more snug fit. Once it was machined, we replaced the o-rings, re-installed the block and restarted the unit. The unit operated leak-free.

During the last week of July we lowered the head gates for penstock #1. On July 31st, Crane Rental and ODS Marine were onsite to assist with installation of our tailrace gates. Once the gates were installed, we set up pumps and pumped out the remaining water in the draft tube. The following week, we started to open up the runner chest so that the turbine could be accessed. The blades will be removed and Canadian Hydro Components will be replacing some clips, pins and bolts inside the turbine hub, that failed in

December on the other unit. We will also have dye penetrant testing done on the blades. In addition, while the penstock is de-watered we plan to do some touch-up painting, where debris has chipped the paint inside the penstock. We did an inspection last week and noted several small areas that will require touch-ups, but no large areas.

There was a power outage in the area on August 11th, which shut the plant down. We were able to restart when power was restored. We also had to shut down for an hour the next morning to allow Hydro One to complete some switching on their lines (related to the outage the previous night).

That's all for this month.

Generation Stats

This section shows annual figures

Budget Generation 2016 \$2,424,651

Actual Generation 2016 \$1,918,603

Actual Generation 2016 (KWh) 15,715,881

Budget Generation 2017 \$2,355,095

Actual Generation 2017 \$3,899,139

Actual Generation 2017 (KWh) 31,939,350

Budget Generation 2018 \$2,306,244

Actual Generation 2018 \$2,455,780

Actual Generation 2018 (KWh) 19,960,232

Budget Generation 2019 \$2,411,009

Actual Generation 2019 \$3,007,133

Actual Generation 2019 (KWh) 24,327,543

This section shows figures representing the period of January 1 – July 31 (2019 vs 2020)

2019		2020	
Budget Generation	\$1,750,393	Budget Generation	\$1,759,047
Actual Generation	\$2,322,774	Actual Generation	\$2,018,923
Actual Generation	18,817,133 KWh	Actual Generation	16,245,316 KWh

NOTE: The projected (or budgeted) revenue/KWh output is often well above or below the actual totals. As a run-of-river station we must base our projections on AVERAGE flows. Verified flow data exists on our system from 1919 to the present. We use data from 1960 to the present in our projections, as regulation of the system has changed significantly over the past 100 years.

Scott Newton, General Manager

2020 Q3 Activity - January 1st, 2020 to September 30th, 2020				
Month	# Permits	# New Dwellings	Value of Work	Fees Collected
January	14	2	\$ 922,800.00	\$ 38,200.00
February	9	2	\$ 647,300.00	\$ 32,861.00
March	9	1	\$ 655,000.00	\$ 41,148.00
Q1 2020 Year to date	32	5	\$ 2,225,100.00	\$ 112,209.00
April	36	34	\$ 8,959,127.00	\$ 41,027.50
May	37	29	\$ 5,039,100.00	\$ 68,845.28
June	79	47	\$ 14,491,850.00	\$ 124,915.00
Q2 2020 Year to date	184	115	\$ 30,715,177.00	\$ 346,996.78
July	40	4	\$ 1,837,253.00	\$ 84,445.00
August	47	3	\$ 2,268,848.00	\$ 46,905.00
September	55	25	\$ 24,086,818.00	\$ 53,082.00
Q3 2020 Year to date	326	147	\$ 58,908,096.00	\$ 531,428.78

Previous Years Q3 and Q4 Activity , 2017 to 2019				
Month	# Permits	# New Dwellings	Value of Work	Fees Collected
Q3 2019 Year to date	300	91	\$ 31,059,246.58	\$ 410,497.27
Q4 2019 Year end	417	163	\$ 52,139,691.58	\$ 606,074.77
Q3 2018 Year to date	328	142	\$ 40,084,916.00	\$ 399,111.17
Q4 2018 Year end	436	235	\$ 62,969,566.00	\$ 604,302.65
Q3 2017 Year to date	301	87	\$ 27,512,884.00	\$ 308,478.83
Q4 2017 Year end	479	165	\$ 42,915,405.00	\$ 564,717.89

The number of permits issued as of Q3 2020 is on par with previous years, comparable to that of 2018, and ~8% above that of 2019 and 2017.

The number of new dwelling units as of Q3 2020 is comparable to that of 2018, and is well above Q3 stats for 2019 and 2017. This is primarily due to 2020 and 2018 having permits issued for new apartment buildings on Honeyborne St. as well as normal fluctuations from builders applying for permits en masse.

The estimated value of construction work attributed to 2020 permits has seen a substantial increase as compared to previous years. Some notable projects contributing to this increase are the \$12,465,906 Country St. Long Term Care Home project, \$2,985,765 municipal water pump/storage facility on Almonte St., \$1,800,000 apartment building on Honeyborne St., and \$802,150 HVAC renovations at Holy Name of Mary Catholic School. Since 2017 we have also seen an increase in the estimated value of work that builders are reporting for a new house.

The total fees collected has seen also seen an increase as compared to previous years. This again can be attributed primarily to the projects noted above in the 'Value of Work' category.

Although some of these stats would appear to show fluctuations between years, construction activity associated with these stats typically carries forward into subsequent years. For example, a total of \$78,211 in building permit fees was collect for the Country Street Long Term Care Home in 2020, however this total fee covers preliminary work in the application review process in 2019 and 2020, and inspection work that is anticipated to take place over the course of 2020, 2021, and into 2022.

	# of New Dwelling Units			
	Q3 2020 YTD	Q3 2019 YTD	Q3 2018 YTD	Q3 2017 YTD
Total # of New Dwelling Units	147	92	142	87
New Dwelling Units by Type				
Single Detached House	43	34	53	53
Semi-detached House	22	20	16	14
Townhouse	52	34	36	20
Apartment (Individual Units)	28	3	36	0
Dwelling Unit accessory to a House	2	1	1	0
New Dwelling Units by Ward				
Almonte	129	75	126	61
Pakenham	7	8	6	3
Ramsay	11	9	10	23
New Dwelling Units by Village/Rural				
Almonte	129	75	126	61
Pakenham Village	0	1	0	0
Appleton, Blakeney, & Clayton	1	1	0	3
Settlement/Subdivision	2	1	3	7
Rural Ramsay/Pakenham	15	14	13	16

	# of Permits Issued			
	Q3 2020 YTD	Q3 2019 YTD	Q3 2018 YTD	Q3 2017 YTD
Total # of Permits	326	300	328	301
Permits by Property Category				
Commercial	10	15	12	10
Government/Institutional	4	3	7	11
Industrial/Agricultural	9	14	5	6
Residential	303	268	304	274
Permits by Purpose/Type of Work				
New Building or Accessory Structure	158	128	134	140
Addition	8	17	22	11
Change of Use	0	0	2	2
Demolish	12	5	7	11
Renovate, Alter, Repair	58	65	59	38
Deck	63	64	61	65
Other (Woodstove, Foundation, etc.)	3	0	29	16
Swimming Pool, Hot Tub	24	21	14	18
Permits by Ward				
Almonte	218	182	209	173
Pakenham	26	29	42	29
Ramsay	82	89	77	99
Permits by Village, Subdivision, Rural				
Almonte	218	182	209	173
Pakenham	2	4	3	4
Appleton, Blakeney, and Clayton	8	19	2	7
Subdivision (other than above villages)	24	10	19	20
Rural Ramsay and Pakenham	74	85	95	97

# of Open Building Permit Files				
	Q3 2020 YTD	2019 Year end	2018 Year end	2017 Year end
Total # of Open Permit Files	1409	1360	1445	1550
Open Permit Files by File Year				
1998	49	49	52	56
1999	62	63	71	91
2000	15	15	17	25
2001	67	67	69	83
2002	99	102	122	133
2003	68	69	81	87
2004	47	47	55	57
2005	34	35	37	42
2006	36	36	43	46
2007	23	23	28	34
2008	30	30	35	36
2009	29	29	36	41
2010	5	6	10	14
2011	4	5	5	8
2012	6	6	10	11
2013	6	10	38	45
2014	4	16	26	32
2015	34	37	43	112
2016	54	60	92	178
2017	58	147	215	419
2018	156	192	360	
2019	227	316		
2020	296			

Delegated Authority Statistics				
	Q3 2020 YTD	2019 Year end	2018 Year end	2017 Year end
Conditional Permit Agreements	26	92	64	data n/a
Limiting Distance Agreements	0	1	0	data n/a

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 20, 2020

TO: Committee of the Whole

FROM: Maggie Yet, Planner 1

SUBJECT: **BACKGROUND REPORT – OFFICIAL PLAN AND ZONING BY-LAW AMENDMENT OPA 26 and Z-12-20**
Concession 10, Lot 16, being Part 1 on RP 27R-8990, Parts 1-4, 9-12 on RP 27R-8445
Almonte Ward, Municipality of Mississippi Mills

KNOWN AS: 430 Ottawa Street (PIN 05089-0147)

OWNER: 2241497 Ontario Limited (Agent: Novatech)

RECOMMENDATION:

THAT Council approve the Official Plan Amendment to recognize a net density of up to 50 units per ha for medium to high density residential uses to permit a total of 124 units within two four-storey apartment buildings and apartment dwellings in the upper storeys of a non-residential use in addition to highway commercial uses on the subject lands known as Concession 10, Lot 16, being Part 1 on RP 27R-8990, Parts 1-4, 9-12 on RP 27R-8445, Almonte Ward, Municipality of Mississippi Mills (PIN05089-0147), municipally known as 430 Ottawa Street;

AND THAT Council approve the Zoning By-law Amendment to change the zoning on the lands known as Concession 10, Lot 16, being Part 1 on RP 27R-6990, Parts 1-4, 9-12 on RP 27R-8445, Almonte Ward, Municipality of Mississippi Mills (PIN 05089-0147), municipally known as 430 Ottawa Street from “Shopping Centre Commercial – Special Exception 4” (C4-4) to “Shopping Centre Commercial – Special Exception” (C4-x) to recognize medium to high density residential uses in addition to highway commercial uses; a mid-rise apartment building; dwelling unit or units in the form of apartments in the upper storeys of a non-residential building; for residential uses, a maximum height of 15m and maximum density of 50 units per net hectare; and for a standalone apartment building, a minimum front yard setback from Ottawa Street of 60m and a minimum rear yard setback of 26m.

BACKGROUND

The applicant (Novatech) as applied to the Municipality on behalf of the owner, 2241497 Ontario Limited, to seek relief from the Highway Commercial designation of the Community Official Plan as well as various provisions of the Zoning By-law to permit residential uses in addition to commercial uses on the subject property. Residential uses will take the form of a standalone four-storey apartment building and apartment

dwelling units on the upper storeys of a non-residential building. A total of 124 dwelling units are proposed for the site with a maximum net density of 50 units per ha.

The original application filed by the applicant sought relief for 46 units per ha based on a lot area of 2.74 ha. The relief to the net density has been revised based on a more accurate lot area of 2.54 ha, whereas the request for 46 units per net ha was calculated based on a lot area of 2.74 ha. **There are no changes to the concept plan or the number of proposed dwelling units within the apartment building.** Given that the revision is minor and does not change the substance of the application, no further notice is required to be provided.

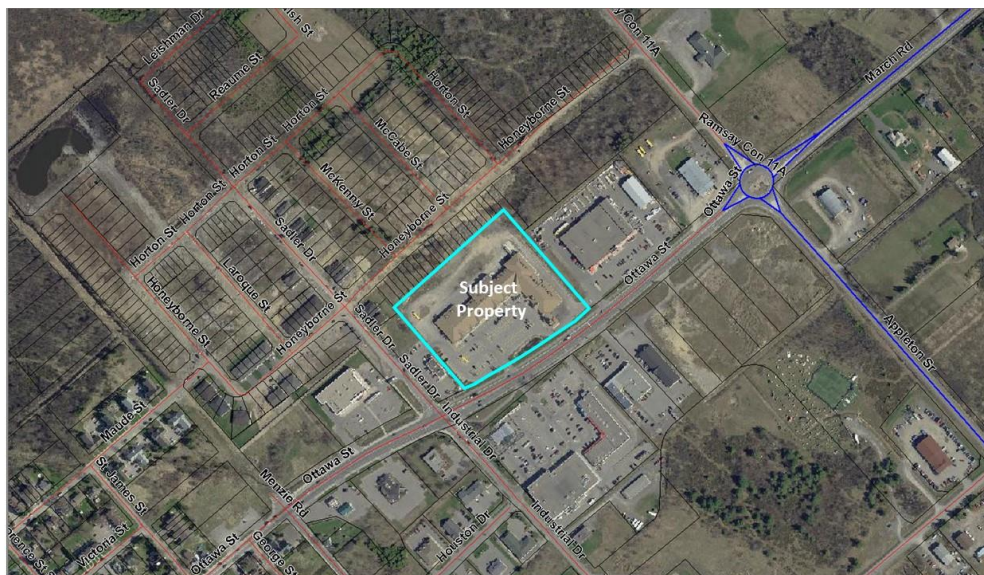
PURPOSE AND EFFECT

The purpose of the Community Official Plan Amendment is a site-specific amendment to the Highway Commercial policies to recognize medium to high density residential uses with a maximum net density of **50 units per ha** to permit a total of **124-units in a 4-storey apartment building and apartment dwelling(s) in the upper storeys of a non-residential building**. The Community Official Plan recognizes a general maximum net density of “medium density development” of 35 units per ha (Policy 3.6.5).

The purpose of the Zoning By-law Amendment application is to change the zoning of the proposed subject lots from “Shopping Centre Commercial – Special Exception 4 (C4-4)” to “Shopping Centre Commercial – Special Exception (C4-x)” to recognize medium to high density residential uses in addition to highway commercial uses as follows:

- Permit residential uses in the form of an apartment building, mid-rise, in accordance with the R4 Zone and apartment dwelling unit(s) in the upper storeys of a non-residential building
- Residential uses with a maximum height of 15m and maximum density of 50 units per net ha, and for a standalone apartment building, a minimum 60m front yard setback from Ottawa Street and minimum required rear yard setback of 26m

Figure 1 – Context Map



DESCRIPTION OF SUBJECT LANDS

The subject land represents an area of approximately 2.54 ha, with 170 m frontage on Ottawa Street. The property is presently the site of a commercial shopping centre known commonly as the Almonte Mall.

The shopping centre has a total gross floor area of 5,128 m² (55,200 ft²). There are presently two commercial tenants, Rexall and Pet Value. The two commercial tenants occupy a total floor area of 1,505 m² (16,199 ft²). The remainder of the commercial units are vacant. The Mall is constructed in a 'L-shaped' design facing Ottawa Street with parking available at the front of the building accessible through an entrance from Ottawa Street. At the rear of the property, 0.5 ha of land remains undeveloped on the site.

Adjacent land uses include highway commercial and residential uses. Commercial uses immediately abutting the property are Tim Hortons and Home Hardware on Ottawa Street. Other adjacent uses include retail, financial services, restaurants and gas stations. To the north, the subject property backs on to a row of bungalow townhouses in the Mill Run Subdivision. To the northeast of the subject site, a total of four 24-unit apartment buildings are proposed on Honeybourne Street as part of the Mill Run Subdivision. Two of the four apartment buildings are constructed. The property is approximately 244 m from the Settlement and Ward Boundary for Almonte Ward.

The proposed redevelopment would result in a mixed-use development on the subject lands, with the commercial units fronting closer to Ottawa Street and a medium to high density residential apartment development to the rear of the property. Phased construction is proposed with construction of commercial uses in the first phase to relocate existing mall tenants to the new commercial building, followed by construction of the two apartment buildings. Phased construction will also allow the development to respond to local market conditions.

SERVICING & INFRASTRUCTURE

The site is presently serviced by municipal water and sanitary services. During the initial circulation of the application, the Roads and Public Works Department requested confirmation from the applicant that municipal sanitary capacity exists to service the proposed density. The applicant has subsequently provided confirmation of available capacity of the sanitary lines to the satisfaction of the Acting Director of Roads and Public Works, provided that confirmation of adequate site servicing is still required during detailed design. There are no servicing concerns related to water servicing capacity.

Future vehicular access to the site is envisioned to be located on Ottawa Street. The existing entrance to the site is expected to be maintained and an additional entrance is proposed for residential use. Existing driveway connections to the east and west are expected to remain and may be modified at time of Site Plan Control.

A Transportation Impact Statement (TIS) was submitted with the application for review. The TIS examined projected site traffic during weekday peak traffic periods, reviewed existing and proposed entrances from Ottawa Street and potential impact on nearby

intersections of Ottawa Street at Sadler Drive and Industrial Drive. Based on the TIS, the proposed development will not significantly increase traffic on local roads nor the Ottawa Street intersections at Sadler Drive and Industrial Drive.

COMMENTS

FROM INTERNAL CIRCULATION

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

CAO: No comments received.

Clerk: No comments received.

CBO: No comments received.

Fire Chief: No comments received.

Director of Roads and Public Works: During detailed design, confirmation of adequate site servicing will be required. This can be done through the Site Plan approval process.

Recreation Coordinator: No concerns at this point.

FROM EXTERNAL AGENCY CIRCULATION

Comments were received from Mississippi Valley Conservation Authority stating there are no significant natural heritage features existing on the subject property and that the property is not subject to MVCA's regulations. Concerning stormwater management, MVCA will be circulated at a later time to conduct a review of an anticipated storm water management report.

FROM THE PUBLIC

In reviewing Official Plan Amendment applications, Section 22(6.7) of the Planning Act requires that the notice of a decision of an amendment to the plan must include a brief explanation of the effect, if any, that the written and oral submissions provided in the public consultation process has had on the decision.

A table summarizing comments received and the impact they have had on the recommendation has been appended to this report (Appendix E).

EVALUATION

PROVINCIAL POLICY STATEMENT (PPS), 2020

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act, R.S.O. 1990*, all planning decisions must be consistent with the PPS.

The PPS encourages Municipalities to manage and direct land use activities in healthy, livable and safe communities by promoting efficient development patterns and accommodate an appropriate range and mix of land uses within the settlement area (Policy 1.1.3.2).

Healthy livable communities in Settlement Areas will be composed of a range of uses supportive of the long-term needs of the community, and will be encouraged to take the form of intensified redevelopment where appropriate for the context of the community (Policy 1.1.1).

1.1.1 Healthy, liveable and safe communities are sustained by:

- b) accommodating an appropriate affordable and market-based range and mix of residential types (including single-detached, additional residential units, multi-unit housing, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- e) promoting the integration of land use planning, growth management, transit-supportive development, intensification and infrastructure planning to achieve cost-effective development patterns, optimization of transit investments, and standards to minimize land consumption and servicing costs;*

Additionally, municipalities are encouraged to promote development standards which facilitate intensification, redevelopment and compact form where risks to public health and safety can be avoided (Policy 1.1.3.4):

1.1.3.4 Appropriate development standards should be promoted which facilitate intensification, redevelopment and compact form, while avoiding or mitigating risks to public health and safety.

LANARK COUNTY SUSTAINABLE COMMUNITIES OFFICIAL PLAN (SCOP)

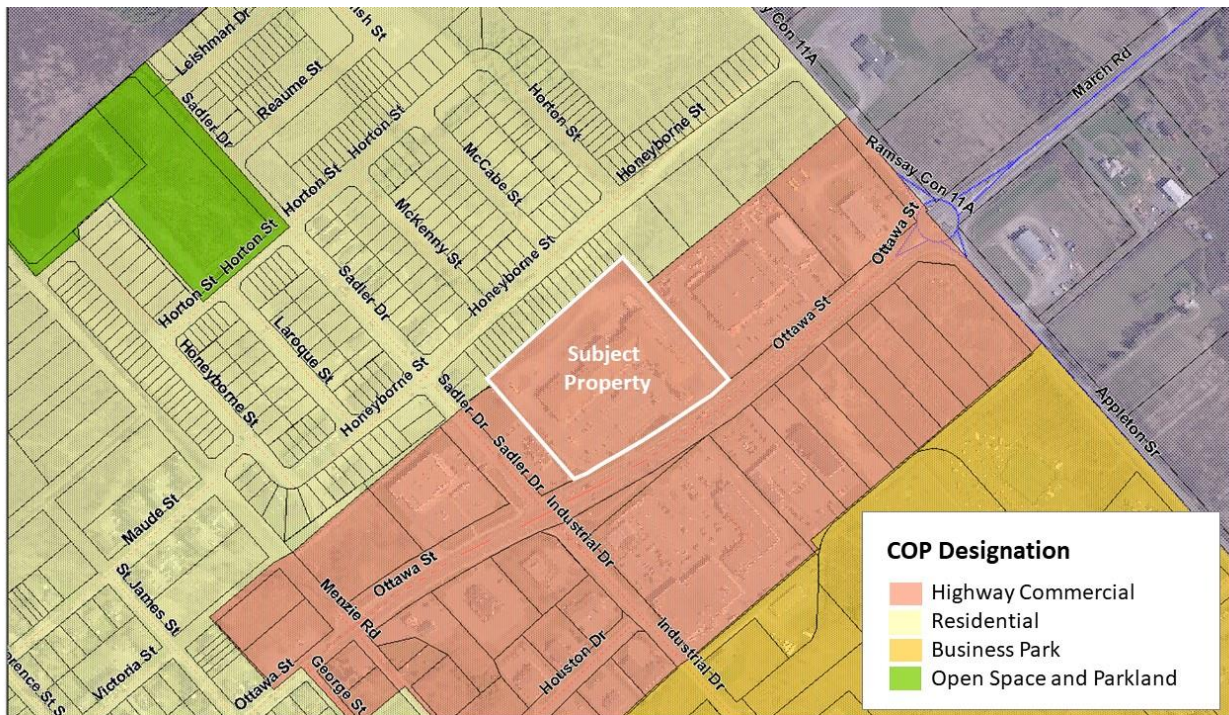
Schedule A of the SCOP designates Almonte as a Settlement Area. The Settlement Area policies include the accommodation of lands for a broad range of uses to meet current and future needs. The SCOP also calls for efficient development patterns that optimize the use of land, resources, infrastructure and public service facilities.

The County Official Plan states that the Official Plans of lower-tier municipalities should include policies that encourage mixed use development including residential, commercial, employment lands, parks and open space and institutional uses in their respective settlement areas.

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Highway Commercial”.

Figure 5 – Community Official Plan Designation



Generally, “Highway Commercial” areas contain uses that are largely automobile-oriented and serves uses dependent on high traffic volumes or are heavily transportation oriented (Policy 3.7.3 and 3.7.1). Highway Commercial areas also provide a gateway to urban communities within the Municipality and shall be used to define the edges of urban areas and rural areas (Policy 3.7.3.3). Gateway features such as design and landscaping related to tree/vegetative planting, sidewalks and boulevards, lighting, signage and advertising will be reviewed at time of Site Plan Control.

Where highway commercial areas abut residential areas, appropriate buffering and pedestrian linkages shall be established. The COP encourages pedestrian friendly design and connection between commercial development and residential neighbourhoods.

The application seeks a special policy area to permit mixed use highway commercial and medium to high density residential uses on the subject lands, and relief from the general maximum net density of “medium density development” of 35 units per ha (Policy 3.6.5). The proposed Amendment seeks a net site density of 50 units per ha.

Within the Highway Commercial designation, shopping centre commercial development is listed as a permitted use. The subject site is one of two shopping centre commercial developments in Mississippi Mills on Ottawa Street. Shopping centre commercial development is identified in Policy 3.7.3.4:

3.7.3.4 Shopping Centre Commercial Development

Shopping centre commercial development is defined as a group of retail, service commercial or other similar uses under separate ownerships which function as a unit within an enclosed building, with common parking and loading facilities and egress and

ingress under one ownership. Freestanding buildings shall be permitted on lands zoned for shopping centre commercial development provided they do not adversely affect access or traffic circulation within the shopping area.

Within the Highway Commercial and Shopping Centre Commercial Development policies, residential uses are not contemplated. As such, the applicant is seeking a site specific amendment to permit residential uses on the subject property. The Planning Rationale provided by the applicant acknowledges that the location and size of the parcel is favourable for highway commercial use and development, however, that the existing mall has maintained a high vacancy rate over the last 10 years following construction of the building. The applicant has additionally prepared a Retail and Residential Market Demand Study in favour of a mixed-use development on the subject lands to support the proposed redevelopment. The findings of the study concludes that there is an oversupply of commercial retail space in Almonte and that a mix of commercial, retail and residential uses are the highest and best use of the subject property. While the application proposes 124 units, the study determined 300 units would be supportable on the subject property.

The concept plan proposes to reduce commercial floor space from 5,128 m² to 2,500 m², resulting in a total reduction of 2,628 m². Two commercial buildings are proposed for the site set closer to the Ottawa Street frontage in order to provide additional lands in the rear for the proposed residential development and associated landscaping and parking areas. Residential development will consist of two apartment buildings with a maximum residential density of 50 units per net ha. The concept plan provided by the applicant demonstrates sufficient room for the proposed commercial and medium to high density residential uses while providing sufficient space to provide parking for the residential and commercial uses and buffering. The proposed redevelopment would maintain the Highway Commercial designation and permit the existing range of commercial uses.

COP policies for Growth and Settlement and Smart Growth instructs the Municipality should promote “*managed, co-ordinated and fiscally responsible growth*” (Policy 2.5.1):

2.5.1 Growth and Settlement Goals and Objectives

It is a goal of this Plan to:

Promote managed, co-ordinated and fiscally responsible growth, which represents an efficient use of land and is environmentally sustainable. Direct the majority of new growth to areas where municipal services are available and where capacity exists to support new development.

The following objectives are designed to implement the goals:

2 Establish an urban density which promotes a sustainable and efficient use of the land.

3 Encourage a mix of residential, commercial and industrial uses which meet the needs of the community and increases local employment.

2.5.2 Smart Growth

This Plan embraces the concept of “Smart Growth”. For Mississippi Mills, “Smart Growth” means:

- ii. directing urban development towards existing communities with the majority of development being located in fully serviced, compact, efficient urban communities with a broad mix of land uses;*
- iii. diverse, balanced growth which is integrated into existing design with linkages between the new and the old, a focus on pedestrian travel, shopping, working, street layout, open spaces, mix of housing stock and support for existing institutional and commercial services; and,*
- iv. maintaining and enhancing distinctive, attractive communities with a strong sense of place through design.*

The proposal would maximize development of a parcel of land that is presently underutilized and underdeveloped. The addition of residential uses on the subject lands would complement the existing commercial uses compatible with Smart Growth principles for urban development and balanced growth for complete communities that are municipally serviced, efficiently use the land and result in a mix of land uses that facilitate individual and community needs.

The applicant has demonstrated available servicing capacity for the proposal and meets the above objectives for Growth and Settlement and Smart Growth.

The Residential Land Use objectives instruct that the Municipality should “*Promote and support development which provides for affordable, rental and/or increased density of housing types*”.

Range of housing provisions also encourage the adherence of a 70:30 housing tenure target (Policy 3.6.5). The proposed redevelopment assists in meeting the 30% rental housing stock.

Affordable Housing provisions of the COP describe that an “*adequate supply of affordable housing*” shall be encouraged and that “[t]he [Municipality] shall attempt to have 25% of all new residential construction affordable” based on a three-year average (Policy 3.6.3):

3.6.1 Residential Goals and Objective

It is a goal of this Plan to:

Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.

The following objectives are designed to implement the goals:

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

The Plan also provides that the Municipality may leverage increased height and density provisions in order to achieve the affordable housing policies of this plan.

In accordance with the Provincial Policy Statements definition of “Affordable”, staff have analyzed the current market conditions for rental housing within the prescribed “regional market area” (Lanark County). A more comprehensive analysis of affordable housing compliance can be found in the Background Report for OPA 23 (dated: January 28, 2020)¹.

The PPS defines affordable rental housing as the lesser of the following:

- *Rent not exceeding 30% of the gross annual household income for low and moderate income² households:*
 - o The Ministry of Municipal Affairs and Housing reports this statistic in Lanark County as less than \$1,130 a month³.
- *Rent which is at or below the average market rent of a unit in the regional market area:*
 - o This is not a statistic which is reported by the Ministry, however staff reviewed the average market rents reported by Lanark County in their recent Housing Study. The Study only reported rental values by Settlement Area (ie Almonte Ward) and is not consistent with the assessment of the “regional market area” in accordance with the PPS. The reported findings are included in the table below:

Figure 4 - Average Market Rent by Bedroom Size* (Housing Study, 2018, Lanark County)

<i>Almonte</i>	<i>Room</i>	<i>Bachelor</i>	<i>1 Bdrm</i>	<i>2 Bdrm</i>	<i>3 Bdrm</i>
<i>AMR</i>	\$575	\$624	\$709	\$951	\$1,190
<i>Annual Household Income to Afford Rent</i>	\$23,000	\$24,960	\$28,360	\$38,040	\$47,560

For the purposes of this report, affordable rental housing is determined to be a three-bedroom dwelling rented for less than \$1,190.00/month.

In a review of new construction units in the past three (3) years in the Municipality a notable 13.6% of units (69 units total) were constructed as rental accommodation, of which only 17.4% were considered to be affordable (12 units total). These 12 units were all constructed and managed by Carebridge Community Support.

The applicant has indicated that the proposed residential units will be rented at market rates.

Affordable Housing can be generated through the establishment of a diverse housing base at mixed densities and housing types. Generally, dwelling units offered at a

¹ https://www.mississippimills.ca/uploads/12/Doc_637158247506862328.pdf

² “in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the *regional market area*.” PPS Definition

³ Based on 2016 Statistics Canada data.

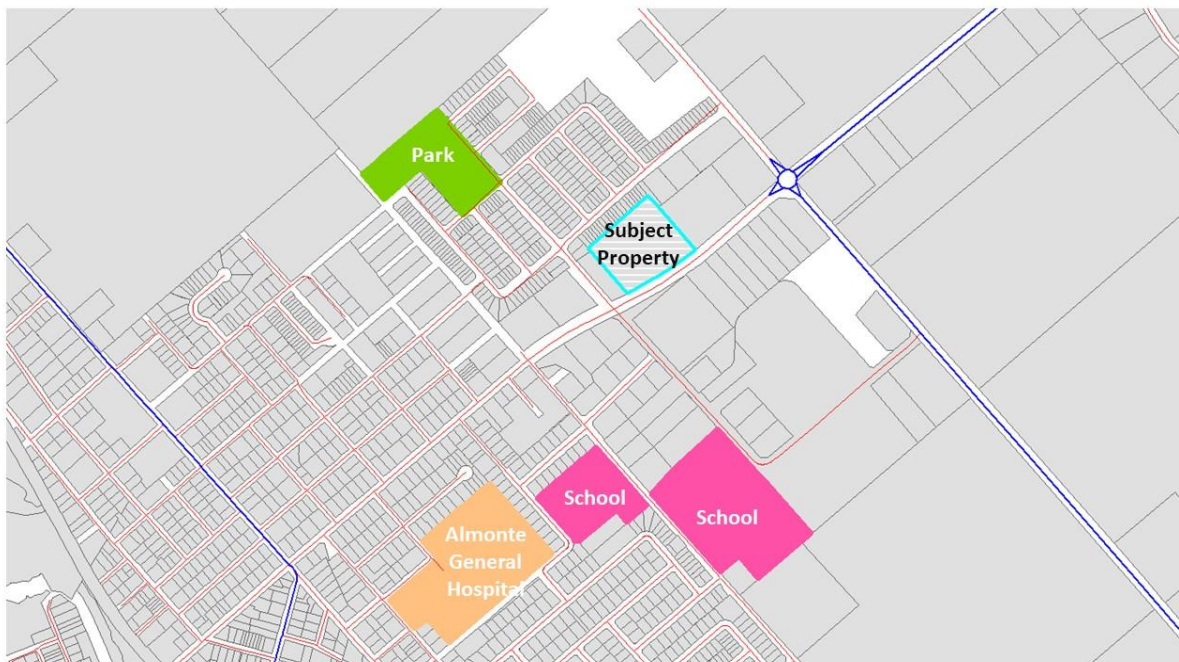
medium or high density can be offered at a more affordable price point as the cost to develop the land is less than lower density forms of development.

Medium density development proposal must also demonstrate compliance with the following criteria (Policy 3.6.5):

3.6.5 (i) *Proximity to shopping, parkland, health care, education and other community amenities;*

The proposed redevelopment would locate medium to high density residential uses on a mixed use property. Given its location on Ottawa Street, proximity to shopping amenities are available on site and within walking distance. The site is also serviced by two local schools on Patterson Street ($\pm 500\text{m}$), parkland access in the abutting Mill Run Subdivision accessible through an existing pathway ($\pm 238\text{m}$) and local hospital ($\pm 420\text{m}$).

Figure 5: Proximity to Services



3.6.5 (ii) *compatibility with existing land uses in the immediate area and the historical character of existing buildings;*

The subject lands are located in a commercial corridor. Adjacent commercial uses and residential uses represent relatively newer construction. The subject lands are outside of the Heritage Conservation District and there is no historical character to the existing commercial or residential dwellings in the surrounding area. As the proposed redevelopment would maintain commercial frontage along Ottawa Street in addition to new residential uses at the rear of the property, the proposal is compatible with adjacent land uses. Appropriate buffering and landscaping between commercial and residential uses on site will be reviewed at time of Site Plan Control.

3.6.5 (iii) *designed with a maximum of three (3) stories and where possible, a building profile which conforms visually with the surrounding residential structures;*

While the proposed apartment buildings would exceed the maximum three-storey requirement for medium density residential, the proposed apartment buildings would maintain sufficient setbacks and buffering to reduce the impact on adjacent residential uses. The proposed zoning by-law amendment would require a minimum setback of 26m from the apartment buildings to the rear yard lot line. The applicant has submitted a shadow study (Attachment C) to demonstrate minimal impacts of a four storey building on adjacent residential uses and a building height comparison demonstrating that the four storey height is consistent with adjacent building heights as the grade rises significantly on the lands north of the subject property (Attachment B). The proposed four storey building would exceed the maximum building height of 14m in the C4 Zone and low-rise apartment dwelling provision in the R4 zone of 11m, for a total building height of 15m, constituting a relief of 1m and 4m respectively.

3.6.5 (iv) *availability of adequate off-street parking and appropriate access and circulation for vehicular traffic, including emergency vehicles;*

The site will have direct vehicular access from Ottawa Street, a four-lane arterial corridor. The applicant has submitted a Transportation Impact Study which concludes that the additional traffic from the proposed density can be supported on Ottawa Street.

Parking areas have been proposed for the commercial and residential uses. Commercial parking will be located in front of the commercial building, while residential parking is proposed to be located along the boundaries of the property and between the two uses. Sufficient area is expected to be available for the required parking spaces.

3.6.5 (v) *necessary buffering from abutting uses;*

The apartment buildings may potentially have the most significant impact on the dwellings located immediately north of the subject property. The proposed Official Plan Amendment and Zoning By-law Amendment would establish a 26m rear yard setback and 60m front yard setback to ensure sufficient separation and buffering space between the proposed commercial and residential use on the subject property and between the proposed apartment buildings and immediately adjacent residential uses.

3.6.5 (vi) *suitable landscaping, lot grading, drainage and on-site amenities; and,*

Landscaping, lot grading, drainage and on-site amenities to be addressed at time of Site Plan Control. Preliminary landscaping in the concept plan demonstrates compliance with minimum requirements for landscaping.

3.6.5 (vii) *the availability of full municipal services to accommodate the proposed density of development.*

The site is presently serviced by municipal water and sewage services. Future development on the subject property will be required to be on municipal servicing. The applicant has demonstrated sufficient capacity to service the proposed density.

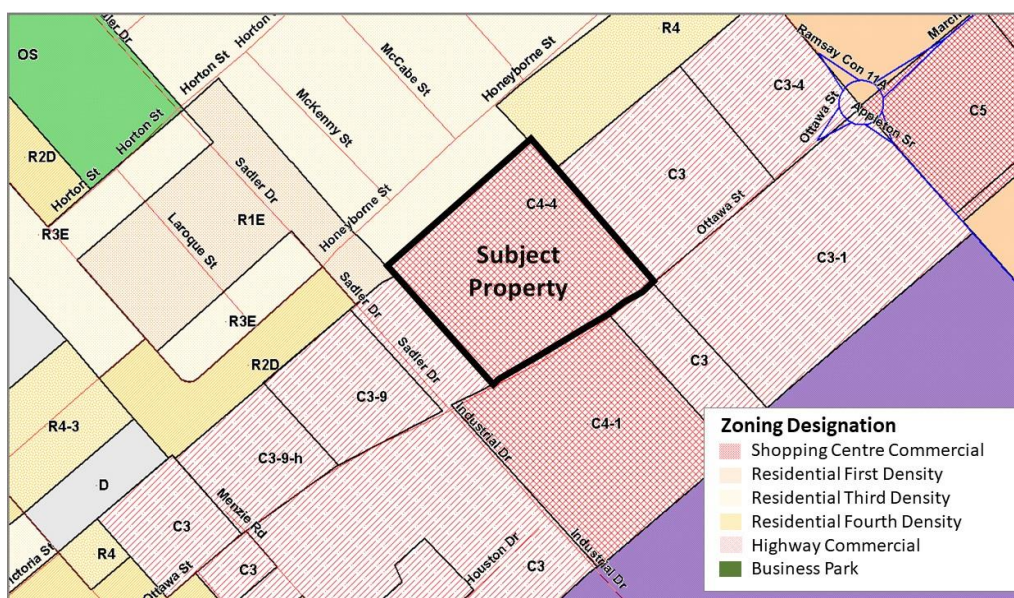
ZONING BY-LAW #11-83

The subject property is presently zoned “Shopping Centre Commercial – Special Exception 4 (C4-4)” by the Municipality of Mississippi Mills Zoning Bylaw 11-83. The Shopping Centre Commercial Zone permits a shopping centre and accessory buildings and uses. Residential uses are not permitted within the C4 Zone. Specifically, the Special Exception 4 (C4-4) provision identifies site specific setback and parking requirements with provisions relating to the gross floor area, retail pads, interior commercial units, walkways, accessory storage and office space.

The proposed zoning by-law amendment seeks to rezone the property to “Shopping Centre Commercial – Special Exception (C4-x)” to permit the following residential uses in addition to existing shopping centre commercial uses:

- *apartment building-mid rise, in accordance with the R4 zone, ancillary to established commercial uses*
- *dwelling unit or units in the form of apartments in the upper storeys of a non-residential building*

Figure 6 – Zoning By-law #11-83



The following table represents the proposed developments adherence to the prescribed zone provisions:

Figure 11 – C4 Zone Provisions (Commercial Building)

Provisions	Shopping Centre Commercial Zone	Proposed Development
Lot Area, Minimum (m2)	1000	24,000
Lot Frontage, Minimum (m)	30	170
Front Yard, Minimum (m)	7.52 (Note A)	TBD (Commercial)
Rear Yard, Minimum (m)	6 (Note B)	26
Side Yard, Minimum (m)	3	TBD
Maximum Height (m)	14	15
Landscaped Open Space, Min.	10	44 (Residential)

(%)	29 (Commercial)
-----	-----------------

Note A: Site specific setback requirement as per C4-4 Zone provisions

Note B: The minimum rear yard setback of the C4 Zone is 3m, however 6m is required where the rear yard abuts a residential zone

Figure 12 – Zone Provisions of the Residential Fourth Density Zone (Apartment Building)

Provisions	Dwelling, Apartment (low-rise)	Proposed Development
Lot Area, Minimum (m2)	600	24,000
Lot Frontage, Minimum (m)	30	170
Front Yard, Minimum (m)	5	60
Rear Yard, Minimum (m)	7.5	26
Side Yard, Minimum (m)	6	26
Exterior Side Yard, Minimum (m)	6	Not applicable
Maximum Height (m)	11	15
Lot Coverage, Maximum (%)	45	12.5 (Residential only)
Courts	(c)	Not applicable
Privacy Yards	6m setback from ground floor units to parking areas or driveways	TBD
Equipped Children's Play Area	(e)	Not applicable

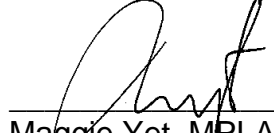
The R4 zone provisions also prescribe a maximum net density of 35 units per hectare whereas a density of 50 units per net hectare are proposed (Section 15.2A(a)).

SUMMARY

Having reviewed and assessed the proposed Zoning Amendment application, Staff are satisfied that the proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the Community Official Plan and satisfies the applicable sections of the Municipality's Comprehensive Zoning By-law #11-83.

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

All of which is respectfully submitted,


Maggie Yet, MPLAN BA
Planner 1


Ken Kelly
Chief Administrative Officer

Attachments:

Attachment A – Concept Plan

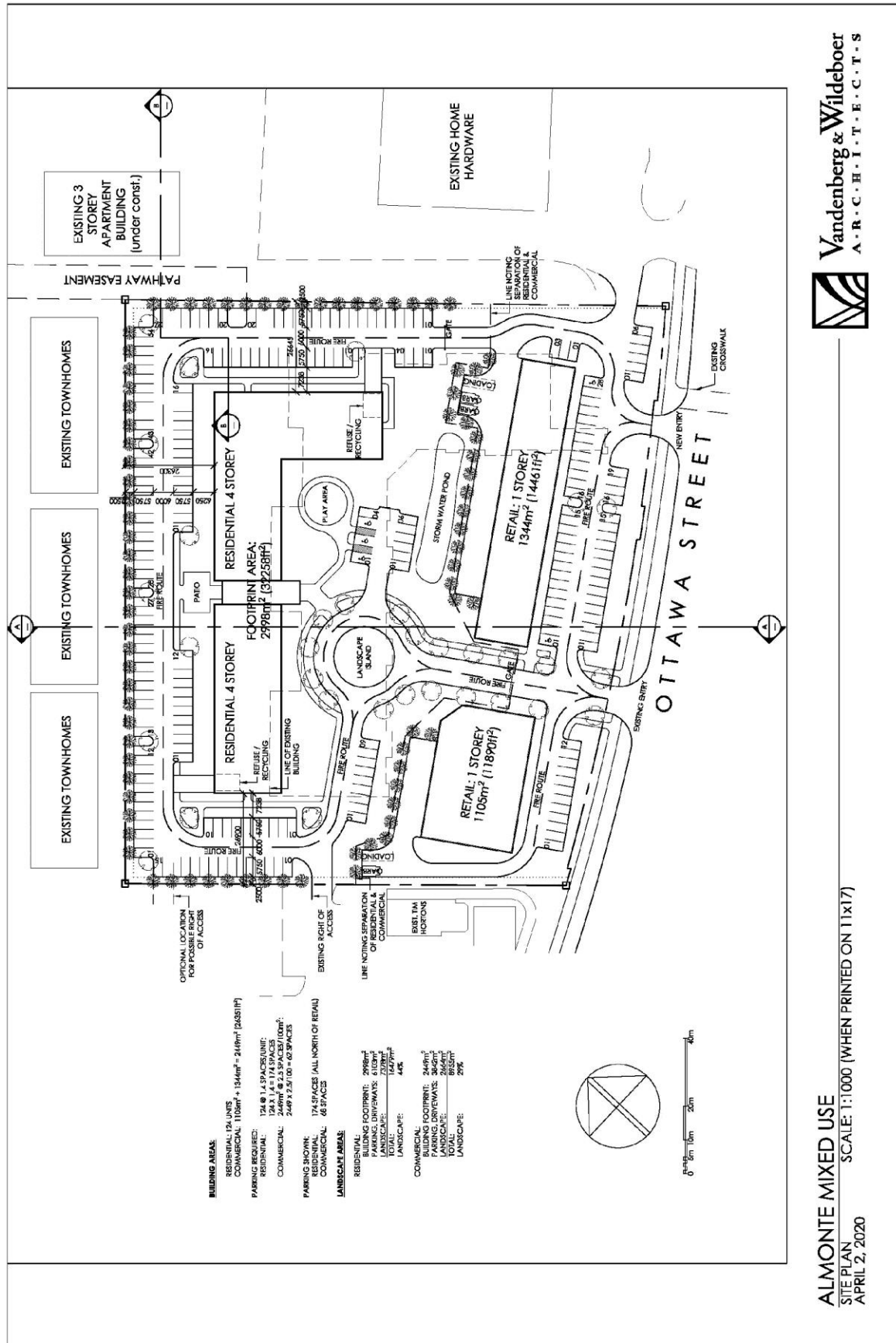
Attachment B – Cross Section

Attachment C – Shadow Study

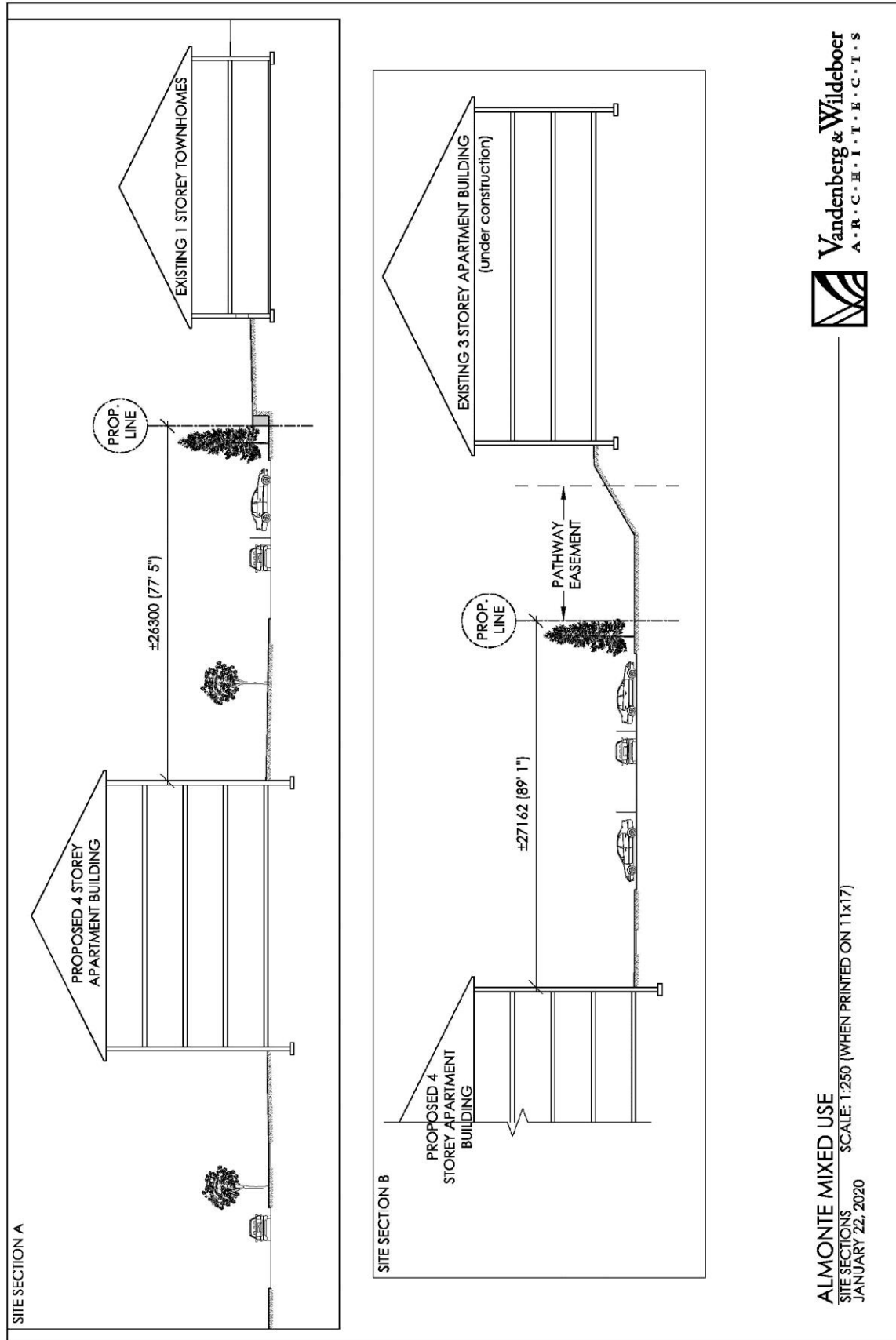
Attachment D – Perspective Drawings

Attachment E – Proposed Amendments

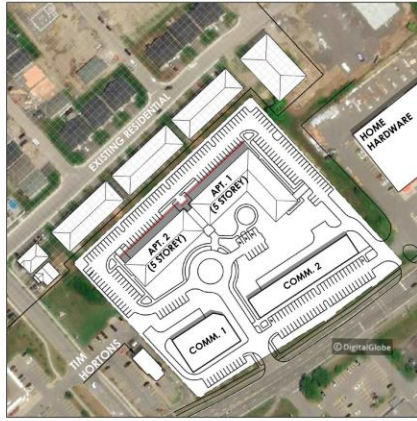
Attachment F – Public Comments



Attachment B – Cross Section



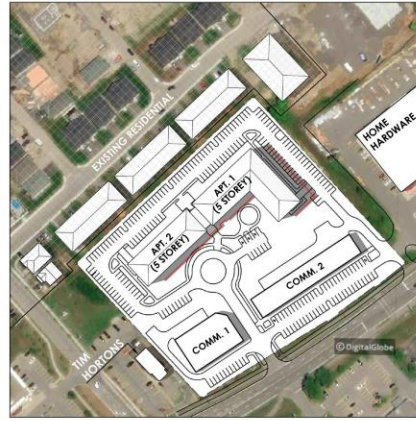
Attachment C – Shadow Study



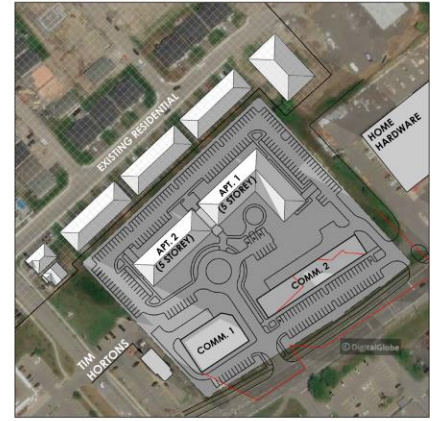
JUNE 21 - 12PM



RED LINE INDICATES EXTENT OF 4-STOREY SHADOW



JUNE 21 - 4PM



JUNE 21 - 8PM



430 OTTAWA ST. ALMONTE - ELM DEVELOPMENTS
SOLAR STUDY - SUMMER SOLSTICE



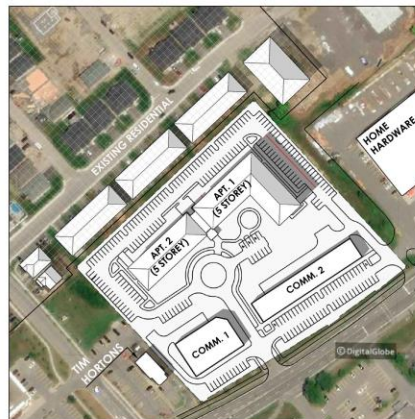
Vandenberg & Wildeboer
A R C H I T E C T S



SEPTEMBER 21 - 12PM



RED LINE INDICATES EXTENT OF 4-STOREY SHADOW



SEPTEMBER 21 - 3PM



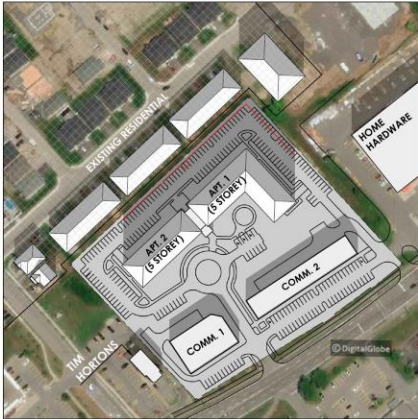
SEPTEMBER 21 - 6PM



430 OTTAWA ST. ALMONTE - ELM DEVELOPMENTS
SOLAR STUDY - EQUINOX



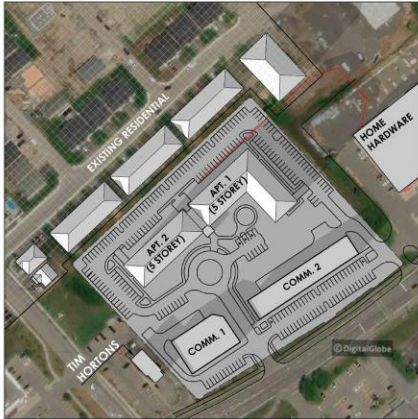
Vandenberg & Wildeboer
A R C H I T E C T S



DECEMBER 21 - 12PM



RED LINE INDICATES EXTENT OF 4-STORY SHADOW



DECEMBER 21 - 3PM



430 OTTAWA ST. ALMONTE - ELM DEVELOPMENTS
SOLAR STUDY - WINTER SOLSTICE



Vandenberg & Wildeboer
A R C H I T E C T S

Attachment D Perspective Drawings

Front Perspective



Rear Perspective

Proposed view



Existing views

Attachment E Proposed Amendments

Official Plan Amendment

3.7.3.5 Special Site-Specific Policy for Highway Commercial (430 Ottawa Street)

On lands described as Part Lot 16, Concession 10, geographic Township of Ramsay (430 Ottawa Street), the following provisions shall apply:

1. Medium to high density residential development shall be permitted as an additional use and shall be developed in accordance with the following:
 1. A maximum residential density of 50 units per net hectare is permitted. For the purpose of this policy, residential density shall be interpreted to apply to the entirety of the property.
 2. Residential development may include apartment buildings and residential uses in the upper storeys of non-residential use buildings.
 3. Standalone residential buildings shall be located to the rear of commercial buildings facing Ottawa Street.
 4. Residential building height shall be limited to a maximum of 4 storeys for apartment buildings.

Zoning By-law Amendment

“Notwithstanding the ‘C4’ zoning, on lands delineated as ‘C4-4’ the following additional provisions shall apply:

- 1) The following residential uses are permitted as additional uses:
 - apartment building-mid rise, in accordance with the R4 zone
 - dwelling unit or units in the form of apartments in the upper storeys of a non-residential building
- 2) The following provisions shall apply to residential uses:

a)	Maximum Height (m)	15m
b)	Maximum Density	50 units per net hectare
c)	Minimum Setback from Ottawa Street (m)	60m

Notwithstanding the provisions of subsection 2(c) above, the minimum required setback from Ottawa Street shall not apply to a dwelling unit located in the upper storeys of a non-residential building.

Notwithstanding the provisions of subsection 16.2, the minimum required rear yard associated with an apartment building shall be 26m.

Attachment E Comments Received

The Planning Department received correspondence from twenty-eight parties regarding the application. Mr. Peter Miller indicated support for a mixed-use development although noted that he believed there is insufficient buffer space from the rear of the development and the existing townhomes. Mr. Steve Maynard requested clarification on the applications. Twenty-six of the correspondences indicated opposition, objection and/or concerns regarding the proposal.

Commenting Party	Comment Received	Impact on Recommendation
Duncan Abbott, Joseph Abbott and Evelyn Wheeler	Proposal not within good planning principles	The proposal is consistent with the policies of PPS 2020 which promotes efficient development patterns and accommodate an appropriate range and mix of residential and employment areas, and based on densities and mix of land uses which efficiently use available infrastructure. Additionally, the proposal complies with various sections of the COP including growth and settlement, residential and smart growth policies, including establishing new development where services exist to support it and development of affordable, rental and/or increase density of housing types.
	Commercial zoning allows for increased vehicular and pedestrian traffic, increased noise and night illumination; residential zoning and commercial zonings should be kept separate	The proposed apartment building and commercial building on the site will be delineated spatially and visually through landscaping and buffering. Internal pedestrian and vehicular traffic, noise and lighting will be reviewed at Site Plan Control for the proposed uses on the subject site.
	Removal of commercial space which is limited within the Municipality	A new commercial building is proposed for the subject property in addition to residential uses as part of site redevelopment. The proposed building will have a reduced footprint and square footage than the existing commercial building by approximately 50%. The site redevelopment is supported by a Market Study which concludes there is an oversupply of commercial retail space in Almonte and that a mix of commercial, retail and residential uses is the highest and best use of the subject property.
Peter and Pat Albert	Traffic concerns with proposed developments on Ottawa Street	A TIS was submitted in support of the application and no concerns have been identified by staff in review of the study. The study concluded that the proposed redevelopment is not expected to have any major impact on overall operations of the study intersections and projects 11 new primary two-way vehicle trips in the AM peak hour and a reduction of 39 new primary two-way vehicle trips in PM peak hour traffic.
	Water servicing and capacity concerns	No concerns were identified by staff regarding water servicing capacity in the review of the application.
David and Brenda Aida	Traffic concerns	Please refer to comments regarding traffic above.
	Water servicing and capacity concerns	Please refer to comments regarding water servicing and capacity above.

	Additional rental units not consistent with smart growth strategy	The Municipality's Smart Growth policies direct urban development in areas where there are existing communities, capable of being serviced and facilitates a mix of land uses including residential and commercial. The proposed development is located in an area where there are existing residential communities, amenities, municipal infrastructure and commercial uses, thereby facilitating balanced growth. As such, the proposal conforms with policies for Smart Growth as per Section 2.5.2 of the COP.
	Insufficient park space - Mill Run park not developed	The subject property is located in proximity to Mill Run Park ($\pm 238\text{m}$) and accessible through an existing pathway. Development of Mill Run park is expected to commence in Spring 2021.
	Concerns regarding access to health care practitioners	This concern is noted for the record as it does not pertain specifically to the proposed development but rather the conditions of health care of the community.
Anna Barr	Privacy concerns	The concept plan proposed a 26m buffer between the apartment building and existing dwellings. Privacy, buffering and noise mitigation measures will be reviewed at Site Plan Control.
	Parking and traffic concerns	The applicant will be required to provide parking as per the minimum parking space provisions of the Zoning By-law. Parking will be reviewed at Site Plan Control. See previous comments on traffic above.
	Retaining commercial lands for future growth	The subject proposal would maintain highway commercial uses on the subject site. The existing mall would be removed and replaced with a proposed commercial building located closer to the Ottawa Street frontage. The removal of commercial space and addition of residential uses at the rear of the property are supported by a Market Study submitted by the applicant which concluded that the Almonte Mall is not viable at its current size given the high vacancy rate and configuration of retail spaces. The study additionally concluded that the projected population growth could support 580 residential units, with 169 rentals, over the next 10 years in Almonte.
Larry and Jeannie Batchelar	Sun and shadowing concerns	The applicant has submitted a shadow study which demonstrates that the proposed four-storey building as situated on the subject property and in relation to the orientation of the sun will have minimal impact on daylight exposure and shadowing for abutting dwellings to the rear.

	Impact on small town character	The redevelopment will contribute to maintaining and enhancing Almonte's small town character by redeveloping an underutilized site to enhance the community gateway on Ottawa Street and facilitating development of a complete community. The development is expected to create new pedestrian linkages between the commercial area and the proposed and existing residential neighbourhoods, promoting connectivity, walkability and accessibility between the residential and commercial communities. The proposed commercial building will be relocated closer to the Ottawa Street frontage and would reduce the commercial parking area along Ottawa Street, facilitating human- and street-oriented commercial presence on the subject site. Gateway features such as design and landscaping related to tree/vegetative planing, sidewalks and boulevards, lighting, signage and advertising will be reviewed at Site Plan Control.
	Traffic impact concerns	Please refer to previous comments on traffic above.
	Removal of existing retail stores in the mall (Pet Valu and Rexall)	The proposed development would be constructed in phases in order to relocate existing tenants prior to demolition of the existing commercial building.
	Privacy and buffering concerns	Privacy and buffering measures will be reviewed at Site Plan Control.
Brian Booth	Infrastructure concerns - adequate water supply	No concerns were identified by Staff regarding water servicing capacity in the review of the application.
	Impact on small town character	See previous comments on small town character impacts above.
Claudette Bourque	Noted agreement with all previous arguments made against the proposal	Noted for the record.
	Limited grocery shopping in Almonte	This concern is noted for the record as it does not pertain specifically to the proposed development but rather the market conditions of the community.
J. Castellano	Water and sanitary capacity concerns	The applicant has provided confirmation of sanitary servicing capacity. No concerns were identified by Staff regarding water servicing capacity in the review of the application.
Peter and Nancy Clare	How many apartment buildings are currently on Ottawa Street?	There are presently no apartment buildings on Ottawa Street. There are presently two completed apartment buildings on Honeybourne Street and two more buildings planned as part of the Mill Run Subdivision.
	If this is approved, where will there be future sites for commercial development in this community?	A new commercial building is proposed for the subject property in addition to residential uses as part of site redevelopment. The proposed building will have a reduced footprint and square footage than the existing commercial building by approximately 50%. The site redevelopment is supported by a Market Study which concludes there is an oversupply of commercial retail space in Almonte and that a mix of commercial, retail and residential uses is the highest and best use of the subject property.
	How many hectares are there in the plan?	The subject property is 2.54 hectares.

	Why not reface the existing structure for commercial use?	The applicant has indicated the configuration of the existing commercial building does not provide adequate frontage for the area required by square foot and as such, the owners have been unable to lease commercial units within the mall.
	What will the rental rate be per unit?	The applicant has indicated the units would be rented at market rates.
	If approved, all parking should be facing the Ottawa Street side.	The concept plan proposes separate parking areas for residential and commercial spaces. Commercial parking will be located on the Ottawa Street frontage. Parking will be reviewed at Site Plan Control.
Tony Cross	Concerns regarding traffic, sightlines and vehicular safety	Please refer to previous comments on traffic. Sightlines will be reviewed at Site Plan Control.
	Impact on small town character	Please refer to previous comments on character impacts.
Bryan Dumouchel	Privacy concerns	Privacy and buffering measures will be reviewed at Site Plan Control.
	Reduced setback from rear yard lot line	The apartment building would maintain a setback of 26m. The minimum required rear yard setback in the C4 zone where a rear yard abuts a lot in a residential zone is 6m. As such, the requested zoning provision would result in a greater rear yard setback than is required generally in the C4 zone.
	Sun and shadowing concerns	Please refer to previous comments on sun and shadowing concerns.
	Improvements to infrastructure, traffic flow to deal with higher population density	No infrastructure or traffic upgrades are required to servicing the proposed redevelopment. The applicant has confirmed servicing capacity for proposed density and the TIS concludes there will not be a significant increase in traffic from the site redevelopment as proposed.
	Impacts on residential area has received no consideration	The proposal would maintain a 26m setback from apartment buildings to the rear lot line in order to provide spatial separation and privacy. Privacy and buffering will be reviewed at time of Site Plan Control.
Edgar Elliot and Diane Ford	Concerns with existing traffic	Concerns regarding existing traffic conditions have been forwarded to Public Works for consideration.
Gord Johnson	Availability of infrastructure and water	The applicant has provided confirmation of sanitary servicing capacity. No concerns were identified by Staff regarding water servicing capacity in the review of the application.
	Privacy and noise concerns	The concept plan proposed a 26m buffer between the apartment building and existing dwellings. Privacy, buffering and noise mitigation measures will be reviewed at Site Plan Control.
Joanne Dorion and Geoff Broadfoot	Density and public health concerns relating to COVID-19	Density has not been conclusively linked to the increased spread of COVID-19. The proposal conforms with Provincial policies identified in PPS 2020 to encourage intensification and redevelopment of underutilized sites within settlement areas as per policy 1.1.3.2.
	Water servicing and capacity concerns	No concerns were identified by Staff regarding water servicing capacity in the review of the application.

	Insufficient park space	The subject property is located in proximity to Mill Run Park (±238m) and accessible through an existing pathway. Development of Mill Run park is expected to commence in Spring 2021.
	Concerns regarding increase in traffic	Please refer to previous comments on traffic.
Robert and Louise Laplante	Support installation of 4-way stop signs at Sadler Drive and Honeybourne Street and at Sadler Drive and Horton Street	The comment has been forwarded to Public Works for review.
	Concerns with impact on traffic conditions	Please refer to previous comments on traffic.
	Water servicing and infrastructure concerns	Please refer to previous comments on water and sanitary servicing and capacity.
	Privacy concerns	Privacy and buffering measures will be reviewed at Site Plan Control.
Steve Maynard	The concept plan for 430 Ottawa Street includes 2 four storey apartment buildings. Does this mean the developer is planning for twice the occupancy then has been applied for?	The application is for relief for a total of 124 units between the two proposed apartment buildings.
Peter Moller	Would favour a development that uses a portion of the existing land and/or commercial space for a residential use	Noted for the record.
	Concern regarding insufficient space between existing dwellings and the rear of the development	The concept plan proposed a 26m buffer between the apartment building and existing dwellings. Privacy and buffering measures will be reviewed at Site Plan Control.
Vicki and Fred Geuer	Water capacity and servicing concerns	No concerns were identified by Staff regarding water servicing capacity in the review of the application.
	Traffic congestion and pedestrian concerns	Please refer to comment regarding traffic above.
	Sun and shadowing concerns	Please refer to previous comment regarding sun and shadowing concerns above.
Helene Gilhooley	There is not a shortage of available land in the area that would substantiate the need for a dense infill of this property which is more appropriately designated as commercial and again commercial use would be in conformity with existing uses in this area.	The proposal complies with PPS policy 1.1.3.2 which encourages intensification and redevelopment within settlement areas that can accommodate a supply and range of housing options. The proposed development would maintain existing highway commercial uses in addition to residential uses on the subject property.
	Market Study only references one rental building in the immediate area - impact on perceived demand for rental units	A total of four apartment buildings is expected on Honeybourne Street. The Market Study estimates that 580 new units will be required in Almonte over the next 10 years, including at least 169 rental units. The Study concludes that 300 rental units, in phases, would be supportable on the subject lands. Staff did not request revision to the Market Study to account for the additional apartment buildings on Honeybourne Street as the estimated need for housing is sufficient to accommodate for the unaccounted apartment units.

	Future growth will lead to more demand for retail space	The site redevelopment is supported by a Market Study which concludes there is an oversupply of commercial retail space in Almonte and that a mix of commercial, retail and residential uses is the highest and best use of the subject property. Additionally, the applicant has indicated the configuration of the existing commercial building does not provide adequate frontage for the area required by square foot and as such, the owners have been unable to lease commercial units within the mall.
Alexis and Andrew Hum	Water servicing and capacity concerns and municipal infrastructure	Please refer to previous comment on water and sanitary servicing and capacity above.
	Traffic impact concerns	Please refer to previous comment regarding traffic above.
	Access to medical practitioners	This concern is noted for the record as it does not pertain specifically to the proposed development but rather the conditions of health care of the community.
Rhonda Goodfellow and Ken Klimpel	When was this proposal brought to Council	The application was circulated for review and comments on June 16, 2020.
	How close is the building going to be to the homes	The rear of the apartment building will be setback 26m from the rear lot lines of dwellings located on Honeybourne Street.
	Where is the parking lot going to be located	Commercial parking will be located along the Ottawa Street frontage and residential parking will be provided surrounding the apartment building.
	Is any blasting required	Below grade parking is not proposed as part of the current concept plan. The applicant has not yet investigated the extent to which rock excavation will be required for site preparation. This will be reviewed by staff at time of Site Plan Control.
	Privacy concerns	Privacy and buffering measures will be reviewed at Site Plan Control.
	Is there a requirement for this number of rentals	The applicant has submitted a Market Study in support of residential development on the subject property. The population projections of the Market Study estimates that 580 new units will be required in Almonte over the next 10 years, including at least 169 rental units. The Study concludes that 300 rental units, in phases, would be supportable on the subject lands.
	Has the town conducted a survey or have information confirming there is a need for all of these rentals or is the town expecting new residents to move to Almonte	Please see the above response.
	Will this building be geared to low income or a percentage of the units	The building is expected to be rented at market rates.
	Why would you take down a commercial property	The applicant has indicated the configuration of the existing commercial building does not provide adequate frontage for the area required by square foot and as such, the owners have been unable to lease commercial units within the mall. The site redevelopment proposal consists of a residential apartment building at the rear of a new commercial building with frontage closer to Ottawa Street.

	Type of trees along fenceline, concerns regarding tree roots and damage to fence	The application will be reviewed for compliance with the Municipality's Tree Conservation Guidelines at time of Site Plan Control.
	Concerns regarding lights in parking lot	The development will be required to conform with the Municipality's Night Sky Illumination By-law and will be reviewed at time of Site Plan Control.
	Water and sewer infrastructure concerns	The applicant has provided confirmation of sanitary servicing capacity. No concerns were identified by Staff regarding water servicing capacity in the review of the application.
	Suggests not having shrubs or trees at the entrances to the property to protect sightlines	Landscaping and sightlines will be reviewed at Site Plan Control.
Tracy Julian	Noted objection to the proposal due to lack of information provided regarding rental rates and accountability concerns regarding provision of 25 percent affordable housing as per the PPS	Noted for the record.
Donna Panke	Does Almonte have a bylaw indication max height of an apartment building. In my opinion Three stories is more than enough.	The COP permits a three-storey residential apartment building. The Zoning By-law permits a maximum building height of 14m in the C4 zone and 11m in the R4 zone for a low-rise apartment. The applicant has also submitted a cross-section comparing the proposed 4-storey building and adjacent residential dwelling heights, demonstrating visually consistent building heights given grade raises north of the subject property. As such, the requested 4-storey building request is generally considered to be minor.
Sal Pirro	Future growth will lead to more demand for retail space at this location	Please refer to previous comment regarding future growth and commercial space.
	Traffic concerns	Please refer to previous comment regarding traffic above.
Perry Richardson	Proximity of apartment buildings	The subject property and adjacent apartment buildings is in an attractive area with proximity to commercial and retail uses, where existing infrastructure exists and can accommodate the proposed density and makes use of existing public and community amenities such as parkland, health care and education.
	What infrastructure upgrades will be made to accommodate the extra automobile traffic?	Please refer to previous comments regarding traffic. Given the projected changes to peak AM and PM traffic, no infrastructure changes are required to accommodate expected traffic as a result of the site redevelopment.
	Water capacity and servicing concerns	Please refer to previous comment regarding water servicing and capacity above.
	Privacy concerns	Privacy and buffering measures will be reviewed at Site Plan Control.

	If this project goes ahead, I think 2 stories would be high enough for the apartment buildings.	The COP permits a three-storey residential apartment building. The Zoning By-law permits a maximum building height of 14m in the C4 zone and 11m in the R4 zone for a low-rise apartment. The applicant has also submitted a cross-section comparing the proposed 4-storey building and adjacent residential dwelling heights, demonstrating visually consistent building heights given grade raises north of the subject property. As such, the requested 4-storey building request is generally considered to be minor.
	Noise concerns due to proximity of parking to the abutting properties at the rear	Noise impacts and mitigation measures will be reviewed at time of Site Plan Control.
John and Helen Turner	Noise and traffic concerns	Please refer to previous comment regarding traffic above. Noise impacts and mitigation measures will be reviewed at time of Site Plan Control.
	Concerns regarding night lighting	Proposed development would be required to meet the requirements of the Municipality's Night Illumination By-law. Site lighting will be further examined at time of Site Plan Control.
	Parking concerns	Parking will be reviewed at time of Site Plan Control.
	Retaining small indoor mall in the best interest of the residents	The proposed development would maintain existing highway commercial uses in addition to residential uses on the subject property. The applicant has proposed phased construction whereby the new mall would be constructed prior to demolition of the existing mall in order to relocate existing tenants.
	Impact on small town character	Please refer to previous comment regarding character impacts above.
John and Debbie Zdrilich	Water servicing and traffic concerns	No concerns were identified by Staff regarding water servicing capacity or in the review of the TIS submitted in support of the application.
	Concerns regarding access to health care practitioners	This concern is noted for the record as it does not pertain specifically to the proposed development but rather the conditions of health care of the community.
	Impact on small town character	Please refer to previous comment regarding character impacts above.

From: Steve Pentz
Sent: Wednesday, October 28, 2020 8:16 PM
To: Maggie Yet <myet@mississippimills.ca>
Subject: RE: 430 Ottawa Street - Follow Up

Hi Maggie,

No new traffic data was collected for this traffic study. However, in preparing the TIS, Novatech reviewed the *Mississippi Mills – Traffic Safety Review* (Parsons, 2020) and used turning movement counts collected for the Parson's Study on November 7, 2019 at the Industrial Drive / Sadler Drive intersection. This data was provided by the Town for our use to supplement our analysis for the TIS. It is our understanding that the traffic count for the Traffic Safety Review was collected using video data collection and processed through vehicle tracking software by Parsons.

As indicated in the TIS, the traffic study was prepared in support of the OPA and ZBA to establish the principle of development on the property. It should be noted that the recent peer-review by Parsons found the report to be acceptable from a traffic/transportation perspective. Detailed traffic circulation, turning movements and entrance design would be addressed as part of a site plan application and would be reviewed in more detail at that time.

The preparation of the shadow study is underway and we'll have it in advance of the meeting, possibly by the end of the week.

Steve

Steve Pentz, MCIP, RPP, Senior Project Manager | Planning & Development

NOVATECH Engineers, Planners & Landscape Architects

240 Michael Cowpland Drive, Suite 200, Ottawa, ON, K2M 1P6 |

The information contained in this email message is confidential and is for exclusive use of the addressee.

From: Steve Pentz
Sent: Thursday, October 29, 2020 3:30 PM
To: Maggie Yet <myet@mississippimills.ca>

Subject: RE: 430 Ottawa Street - Follow Up

Maggie,

Further to my email below, please find attached the updated Shadow Study.

The study shows the shadow effects created by a 5-storey building, as well as the shadow effects for the proposed 4-storey building (4-storey shadow limit shown with red line). The study produces favorable results and indicates that the townhouses to the north are unaffected by shadows during the June (summer) period, and only marginally affected for a short duration in the early morning during the September and December periods.

It is important to note that while shadow effects would be expected at certain time periods when the sun is low (i.e. early in morning), this type of study is typically meant to identify shadow effects at periods of the day when outdoor space would normally be occupied. The present study clearly illustrates that the proposed 4-storey building does not create a significant shadow effect that would impact the outdoor living space associated with the townhouse development to the north.

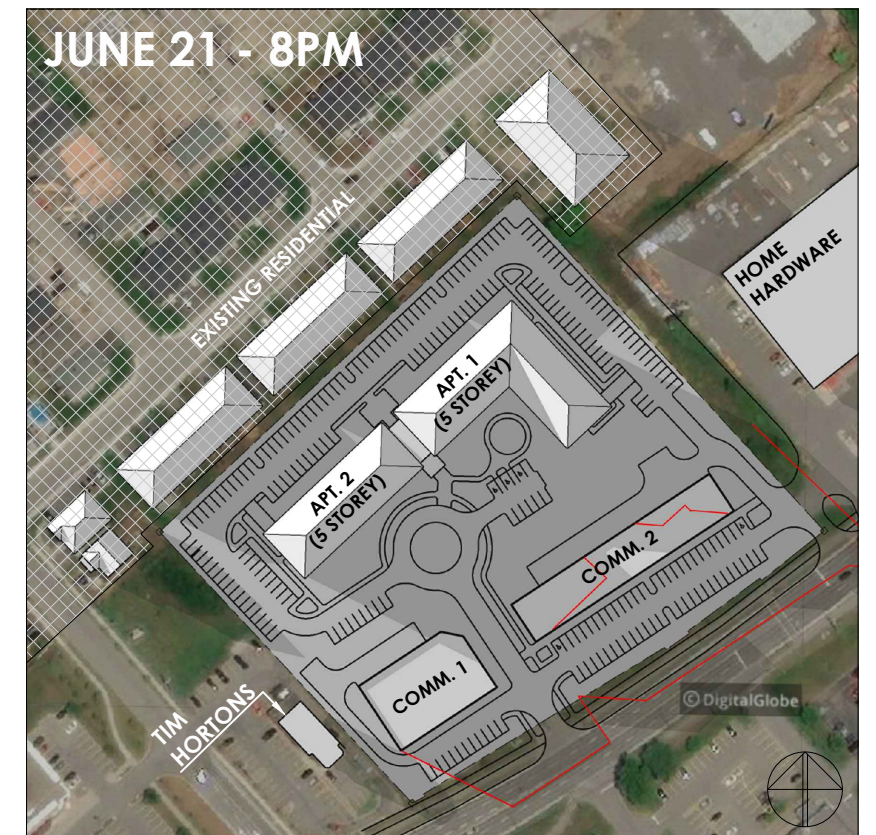
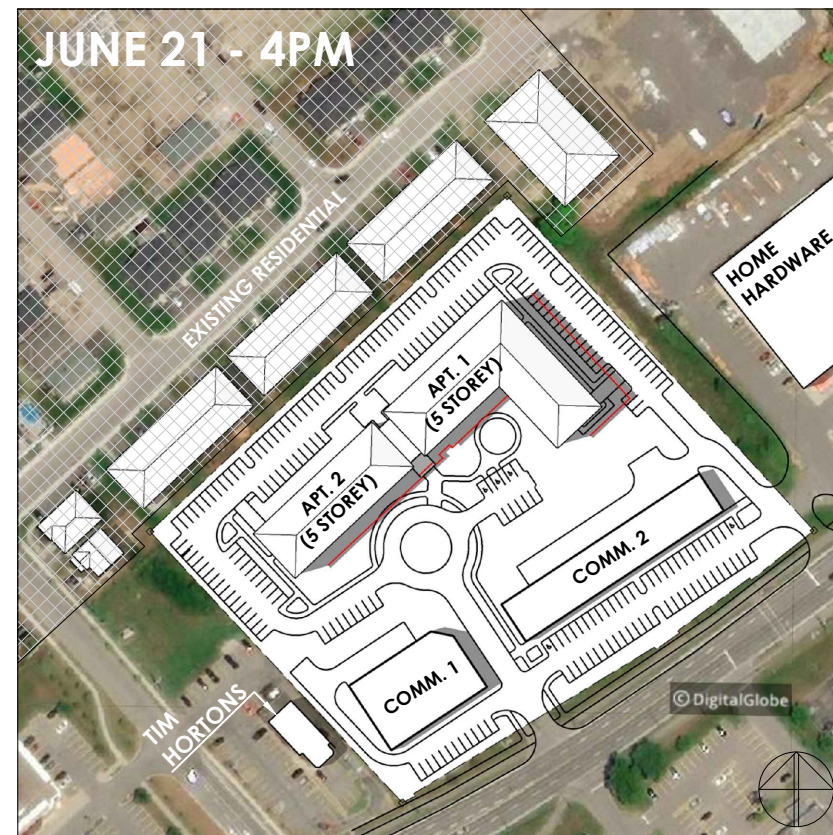
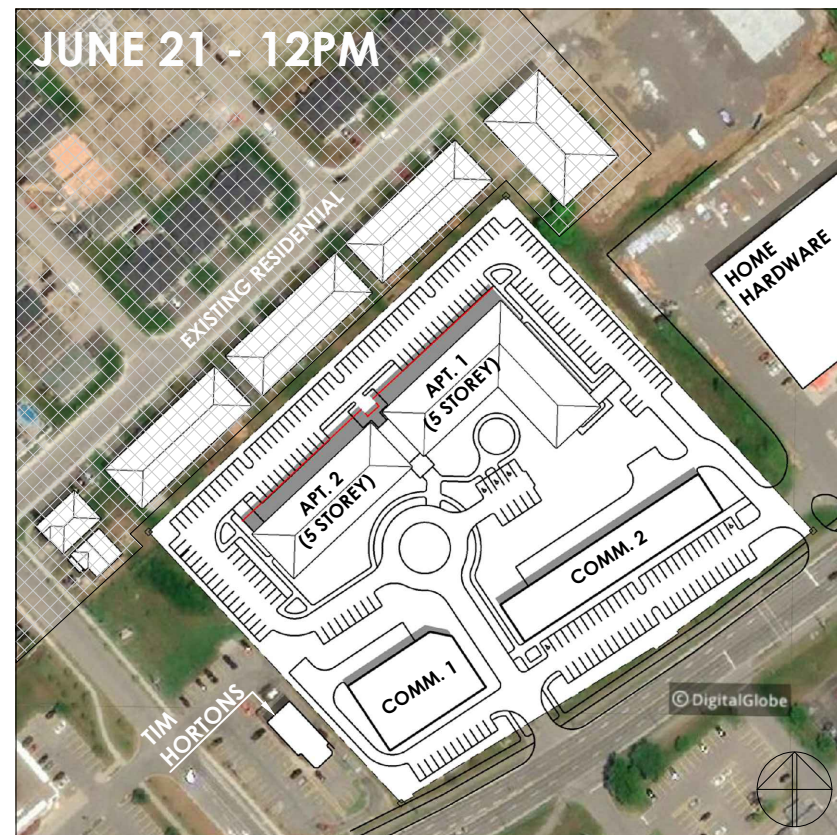
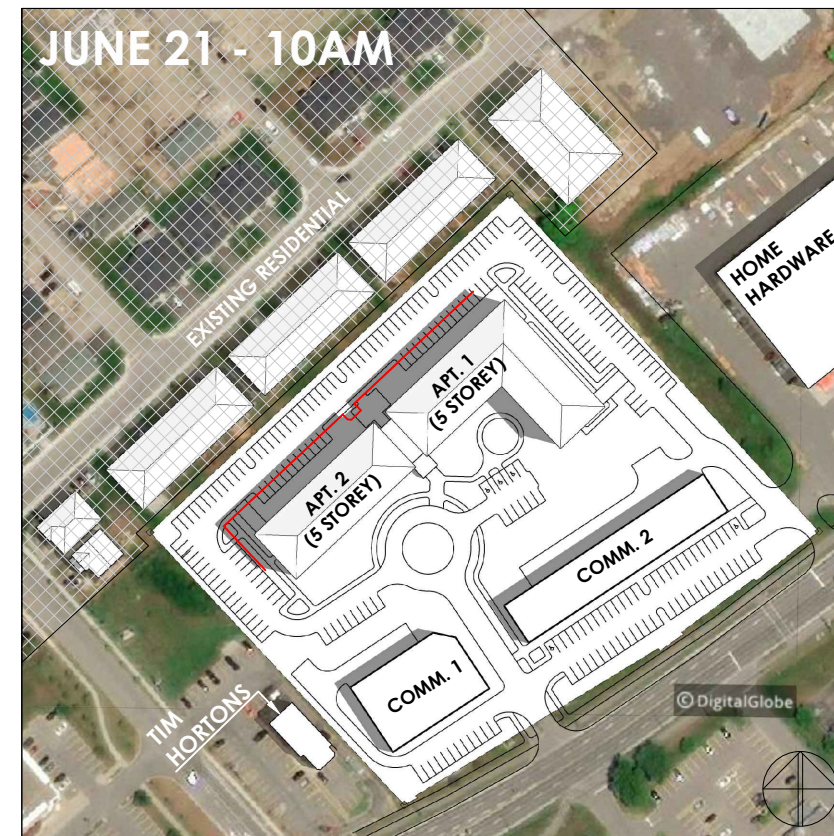
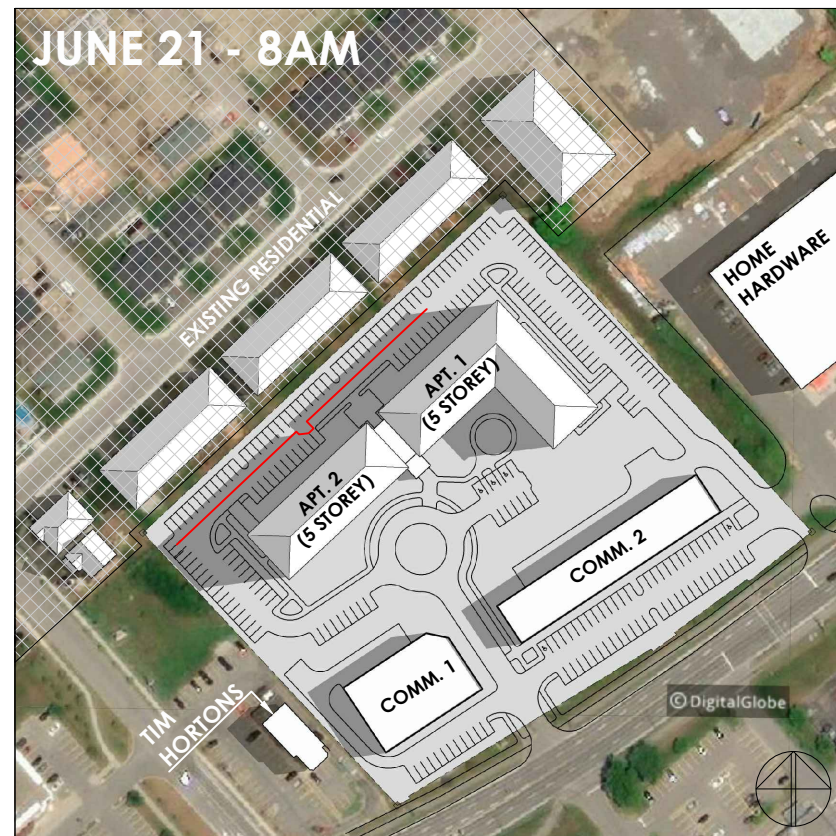
Steve

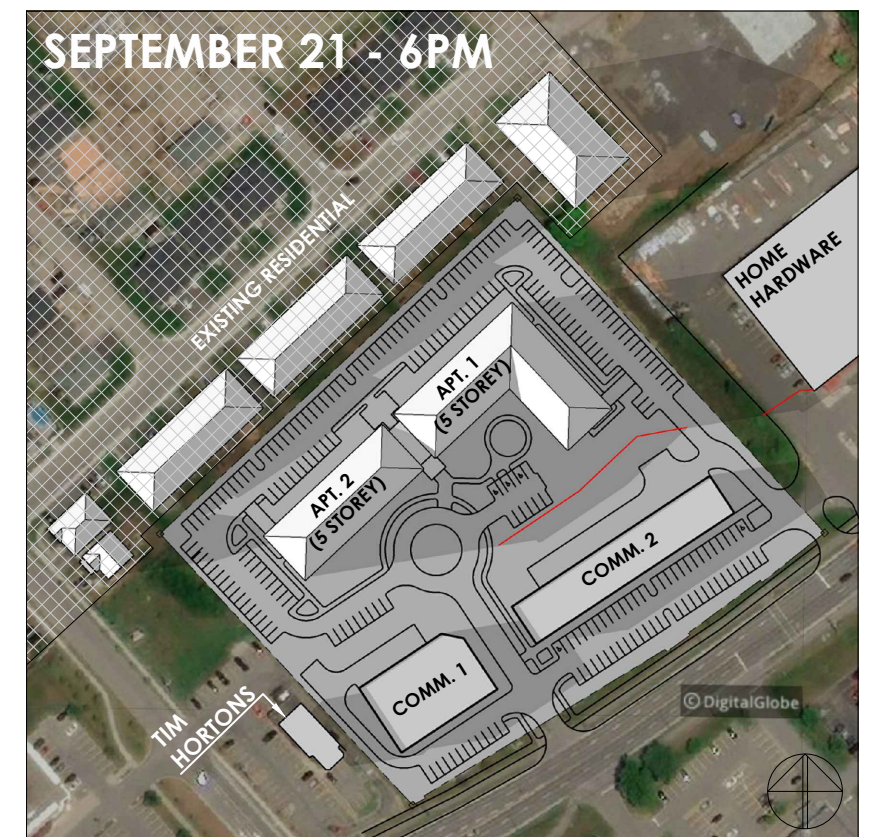
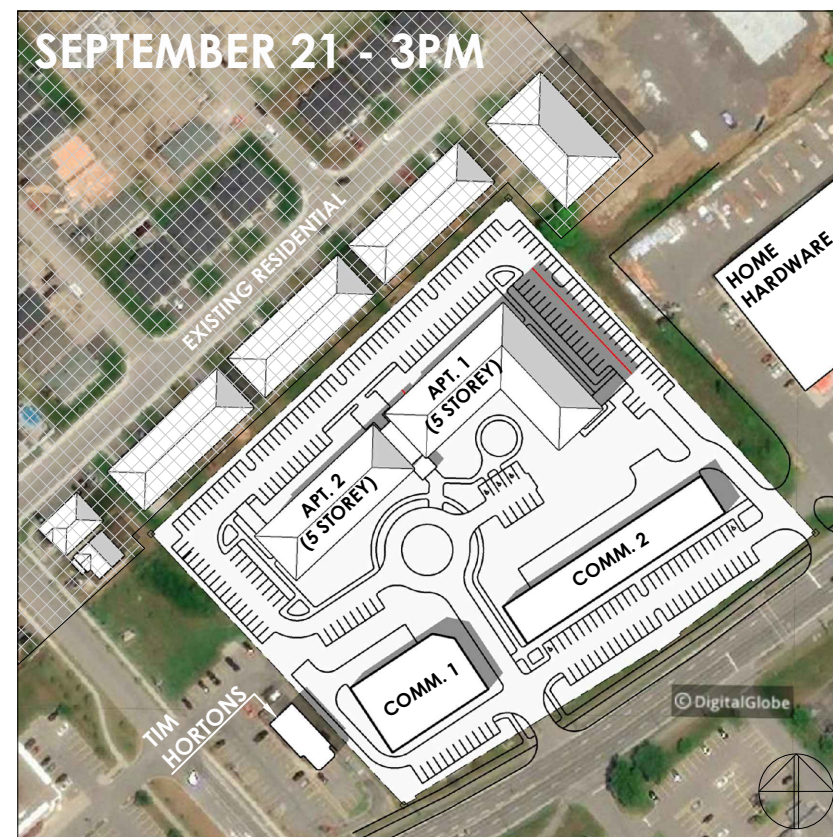
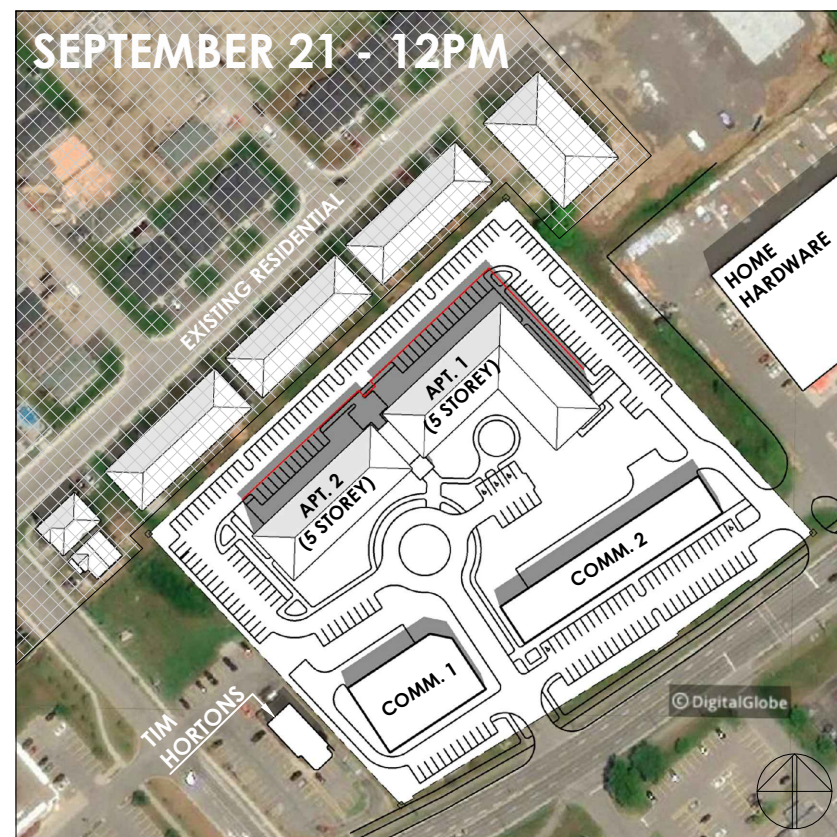
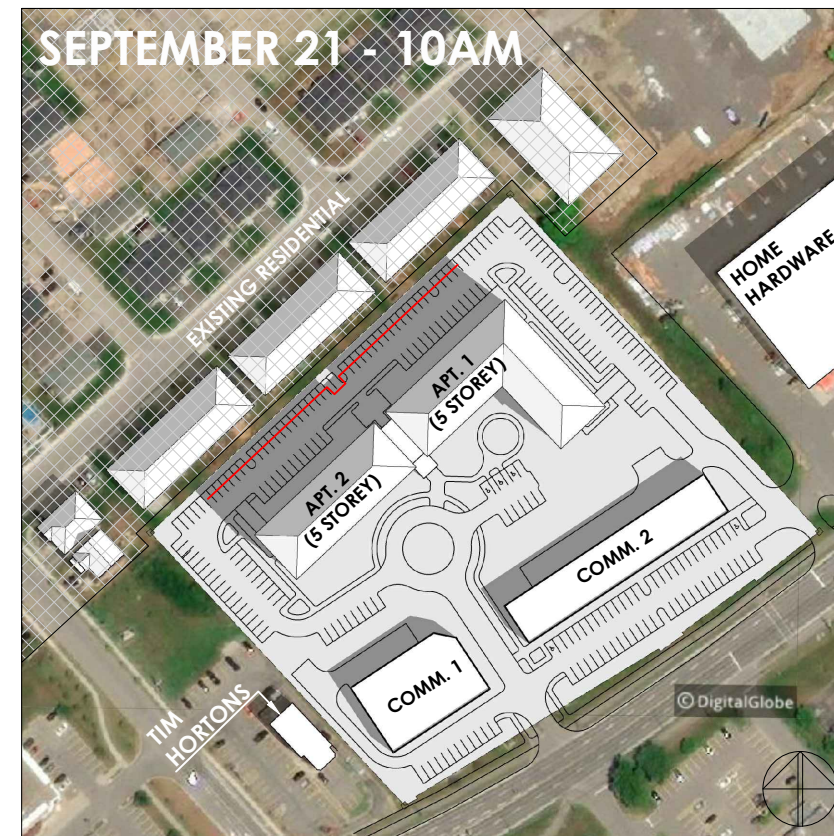
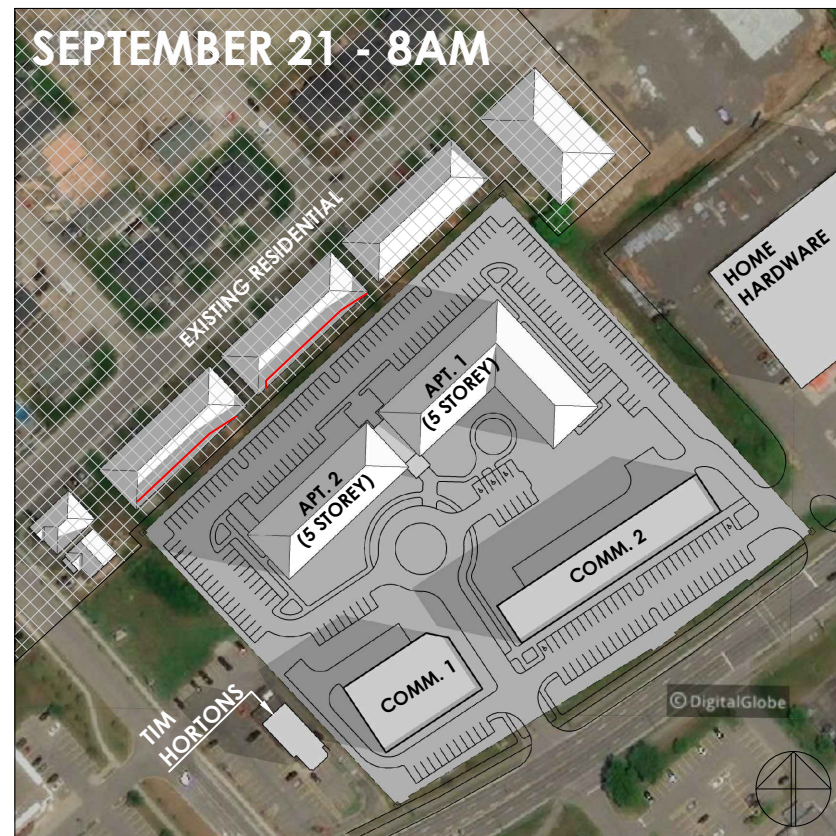
Steve Pentz, MCIP, RPP, Senior Project Manager | Planning & Development

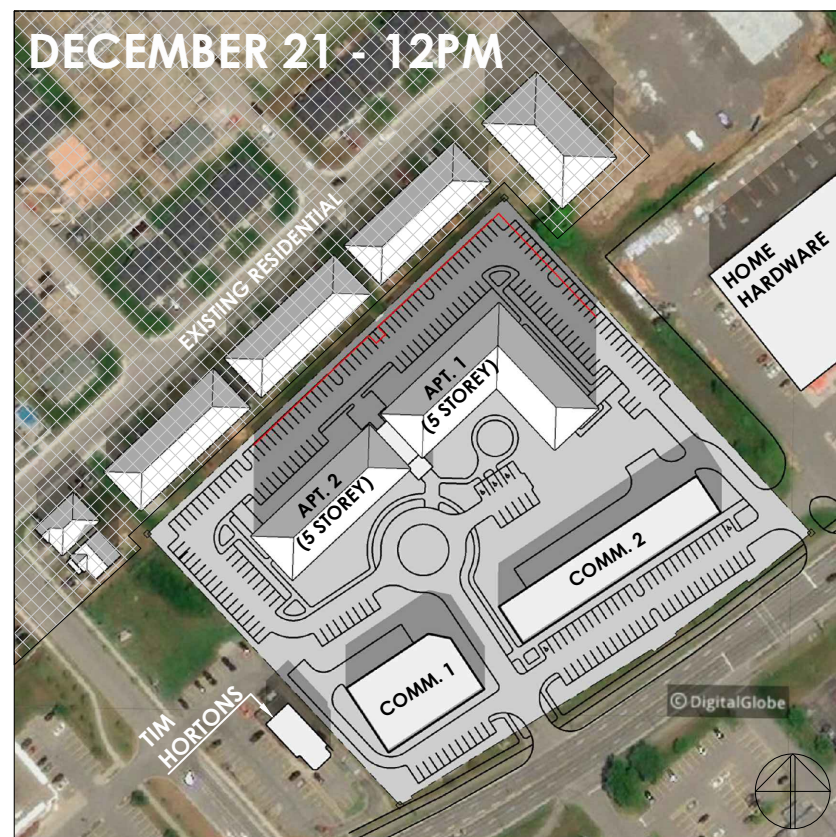
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240 Michael Cowpland Drive, Suite 200, Ottawa, ON, K2M 1P6 |

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THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: November 3, 2020

TO: Committee of the Whole

FROM: Tyler Duval, Planning Consultant

SUBJECT: **ZONING BY-LAW AMENDMENT Z-17-20**
PLAN 6262 MS PT LOTS 7 AND 8; RP 27R10569 PART 2
Carss St. Almonte Ward, Municipality of Mississippi Mills

CIVIC
ADDRESS: n/a

OWNER: David and Rachel Ortt

RECOMMENDATION:

THAT Council approve the Zoning By-law Amendment to change the zoning on the lands describe as PLAN 6262 MS PT LOTS 7 AND 8;RP 27R10569 PART 2, Almonte Ward, Municipality of Mississippi Mills from “Residential First Density (R1)” to “Residential Second Density – Subzone D (R2D)”, to permit and facilitate the construction of a semi-detached bungalow fronting onto Carss Street.

BACKGROUND:

The applicant has applied to the Municipality to rezone the subject property to permit the construction of a semi-detached bungalow fronting on Carss Street. The proposed zoning would be subzone D – the provisions of the R2D Zone are further described in the Purpose and Effect section.

The subject land is a vacant lot within the urban boundary of Almonte with a lot area of approximately 1093 m² (0.27 acres). The property is a corner lot on the northwest corner of the Martin St. N and Carss St. intersection. Frontage on Carss Street is approximately 27.43 m, while frontage on Martin Street is 38.71m.

Land uses adjacent to the site are residential, with low density single detached dwellings along Carss Street and along Mitcheson Street. To the north of the site, there are 5 acres of undeveloped urban lands. To the east, across Martin Street there are a few rural residential lots and a large 89 acre parcel currently zoned for Development (D Zone).

The proposal will subsequently be subject to Site Plan Control.

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment application is to change the zoning of the subject lands from “Residential First Density (R1)” to “Residential Second Density – Subzone D (R2D)” to permit and facilitate the construction of a semi-detached bungalow fronting onto Carss Street. The proposed zoning provisions are as follows:

1. Minimum lot frontage of 7.5 m per unit;
2. Minimum lot area of 225 m² per unit;
3. Maximum building height of 11 m;
4. Minimum front yard setback of 3 m;
5. Minimum exterior side yard setback of 3 m;
6. Minimum rear yard setback of 7.5 m;
7. Minimum interior side yard setback of 1.2 m

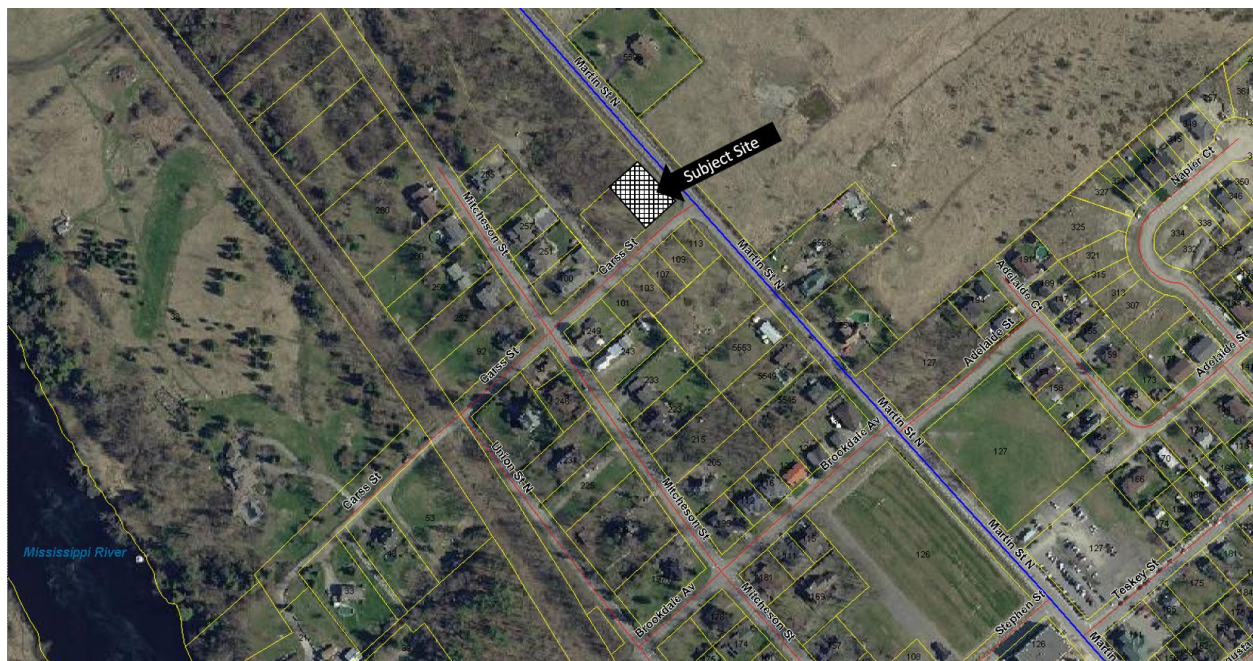
SERVICING & INFRASTRUCTURE

The lot is to be serviced by municipal water and sanitary services.

The semi-detached units will front onto Carss Street, with either unit to include an attached garage.

There are no sidewalks on either Carss Street or Martin Street N; none are currently proposed to be added.

Figure 1 – Context Map



COMMENTS

FROM INTERNAL CIRCULATION

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

CAO: No comments received.

Clerk: No comments received.

CBO: No objections.

Fire Chief: No comments received.

Director of Roads and Public Works: No objections to the zoning amendment.

Recreation Coordinator: No concerns or objections.

Mayor Lowry: No comments received.

FROM EXTERNAL AGENCY CIRCULATION

Mississippi Valley Conservation Authority has indicated no objections to the Zoning Amendment.

FROM THE PUBLIC

Staff circulated the application in accordance with the provisions of the Planning Act. Notice was posted on the subject property and circulated by mail to all property owners within 120m of the subject lands. Notice was also circulated to prescribed agencies and public bodies electronically.

One request for further information (specification of affected site) was requested by a resident in the neighbourhood. No further comments were provided by the resident.

A second request for further information was received by Staff via email. The specific questions were answered. No further comments were provided by the resident. The list of questions and their respective answers can be found in Appendix B.

The Municipality held a Public Meeting on October 20, 2020 to provide an opportunity for the public to comment on the application. A copy of all public comments is appended to this report. The comments were mainly related to the orientation and configuration of the proposed semi-detached dwelling.

EVALUATION

PROVINCIAL POLICY STATEMENT (PPS), 2020

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act, R.S.O. 1990*, all planning decisions must be consistent with the PPS.

The PPS encourages Municipalities to manage and direct land use activities in healthy, livable and safe communities by promoting efficient development patterns and accommodate an appropriate range and mix of land uses within the settlement area (Policy 1.1.3.2).

Healthy livable communities in Settlement Areas will be composed of a range of uses supportive to the long-term needs of the community, and will be encouraged to take the

form of intensified redevelopment where appropriate for the context of the community (Policy 1.1.1)

1.1.1 Healthy, liveable and safe communities are sustained by:

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

COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Residential”.

3.6.1 Goal and Objectives

It is a goal of this Plan to:

Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.

The following objectives are designed to implement the goal:

- 1. Promote and support development which provides for affordable, rental and/or increased density of housing types.*
- 3. Ensure that land use policies and zoning do not establish barriers to a more balanced supply of housing.*
- 4. Direct the majority of new residential development to areas where municipal sewer and water services are/will be available and which can support new development.*
- 5. Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.*

Figure 2 – Community Official Plan Designation



Generally, “Residential” lands shall be used for low and medium density uses and accessory uses (Policy 3.6.2), such as the proposed semi-detached bungalow units.

The Residential Land Use objectives instruct that the Municipality “*Promote and support development which provides for affordable, rental and/or increased density of housing types*” and where intensification is planned within existing neighbourhoods that the new development is “*compatible with surrounding uses in terms of design*”. The proposal will help provide a mix of dwelling types while increasing the density of the area at an appropriate rate.

Although no elevations were provided in support of the application, a semi-detached bungalow dwelling among single detached units in a low-density context is a compatible land use and should blend well with the established built form of the area. Although the single detached units across from the site on Carss have a minimal front yard setback of 6 m, the proposed dwelling units’ shortened front yards will provide for greater utilization of private rear yards away from the highly travelled intersection with Martin Street. The semi-detached bungalow units will provide the required parking in attached garages. The units’ driveways are to be paired along the common lot line.

The development is proposed to be on full municipal water and sanitary services.

3.6.2 Residential Permitted Uses

Lands designated “Residential” shall be predominately used for low and medium density residential uses and associated accessory uses.

3.6.5 Range of Housing Types

- 1. The Town shall support a wide range of housing types, zoning standards and subdivision design standards.*
- 2. The Town has established the following housing mix targets:*
 - *Low Density - 70%*
 - *Medium Density - 30%*
- 3. Low density residential development shall include single detached, semidetached, duplex, converted dwellings, and triplex housing. In general, the **gross density** for low density residential development shall be 15 units per hectare (6 units per acre).*

As proposed, the gross density generated by the semi-detached units would be 18.2 units per hectare, whereas the general target for a low density use 15 UPH, as per Policy 3.6.5(3).

The wording of the Community Official Plan policy in regards the gross density of the development (Policy 3.6.5(3)) is written in a less prescriptive fashion, leaving some room for contextual interpretation in its use of “in general”. The “general” target of 15 units per net hectare is slightly missed by the application’s proposed 18.2 UPH, however it is not deemed to be so far from the target to warrant an amendment to the Official Plan policy nor would it be considered overdeveloped. For instance, 2 units on a lot of this size translates to a net density of 18.2 UPH whereas 3 units on this same site would see a net density of 27.4 UPH.

Any proposal exceeding 2 units on the subject property could likely be considered overdevelopment and out of character for the area.

ZONING BY-LAW #11-83

The subject property is proposed to be zoned “Residential Second Density – Subzone D” (R2D) in the Municipality of Mississippi Mills Zoning Bylaw 11-83. The Residential Second Density Zone permits a mix of low density residential uses including single, semi-, duplex, triplexes and converted dwellings.

The intent of the R2 Zone is to allow a number of other residential uses to provide additional housing choices within the second density residential areas within the urban area of Almonte and rural settlement areas and villages as described in the Community Official Plan.

The following table represents the proposed developments adherence to the prescribed zone provisions:

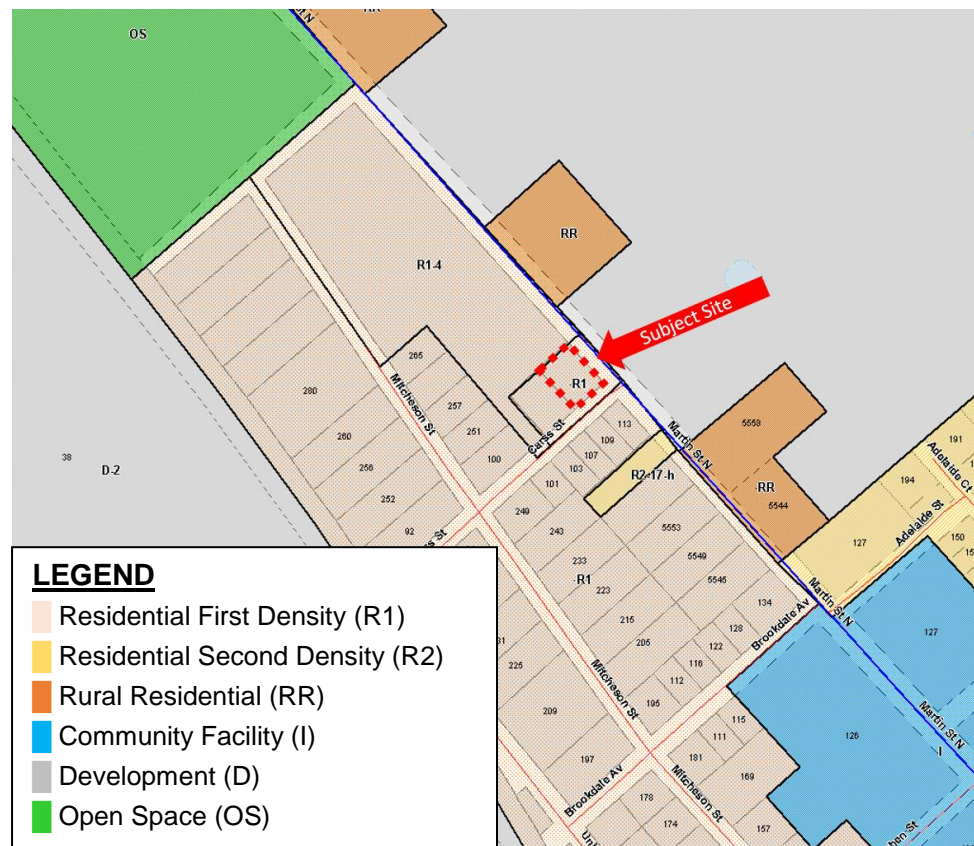
Table 1 – Zone Provisions of the Residential Second Density Zone Subzone D

Provisions	Semi-detached, Dwelling Unit	Proposed Development
Lot Area, Minimum (m ²)	225 (per unit)	511.5
Lot Frontage, Minimum (m)	7.5 (per unit)	12.83
Front Yard, Minimum (m)	3	3.05
Rear Yard, Minimum (m)	7.5	24.28
Side Yard, Minimum (m)	1.2	1.22
Exterior Side Yard, Minimum (m)	3	3
Maximum Height (m)	11	less than 11
Lot Coverage, Maximum* (%)	40%*	45%*
Dwelling Unit Area, Minimum (m ²)	65 (per unit)	132 (per unit)

**If the dwelling type is a bungalow, maximum lot coverage is 45%*

The minimum required parking (1 space per unit) is proposed to be provided within attached garages on either unit.

Figure 3 – Zoning By-law #11-83



SUMMARY:

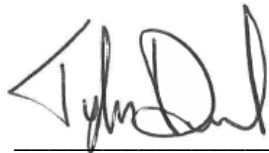
Having reviewed and assessed the proposed Zoning Amendment application, staff are satisfied that the proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the Community Official Plan and satisfies the applicable sections of the Municipal Zoning Bylaw #11-83.

As the development proposal complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed land use. Although the proposal will slightly exceed the general density target, it has not been deemed to be so far from the target to warrant an amendment to the Official Plan nor would it be considered overdevelopment.

Should Council approve the Zoning Amendment, the Applicant will need to enter into a Site Plan Control Agreement prior to the release of building permits.

It is the professional opinion of the Planning Department that the proposed development to amend the Zoning By-law in order to permit a semi-detached bungalow is appropriate and desirable.

All of which is respectfully submitted,



Tyler Duval, RPP, MCIP, M.P.I.
Planning Consultant



Ken Kelly
Chief Administrative Officer

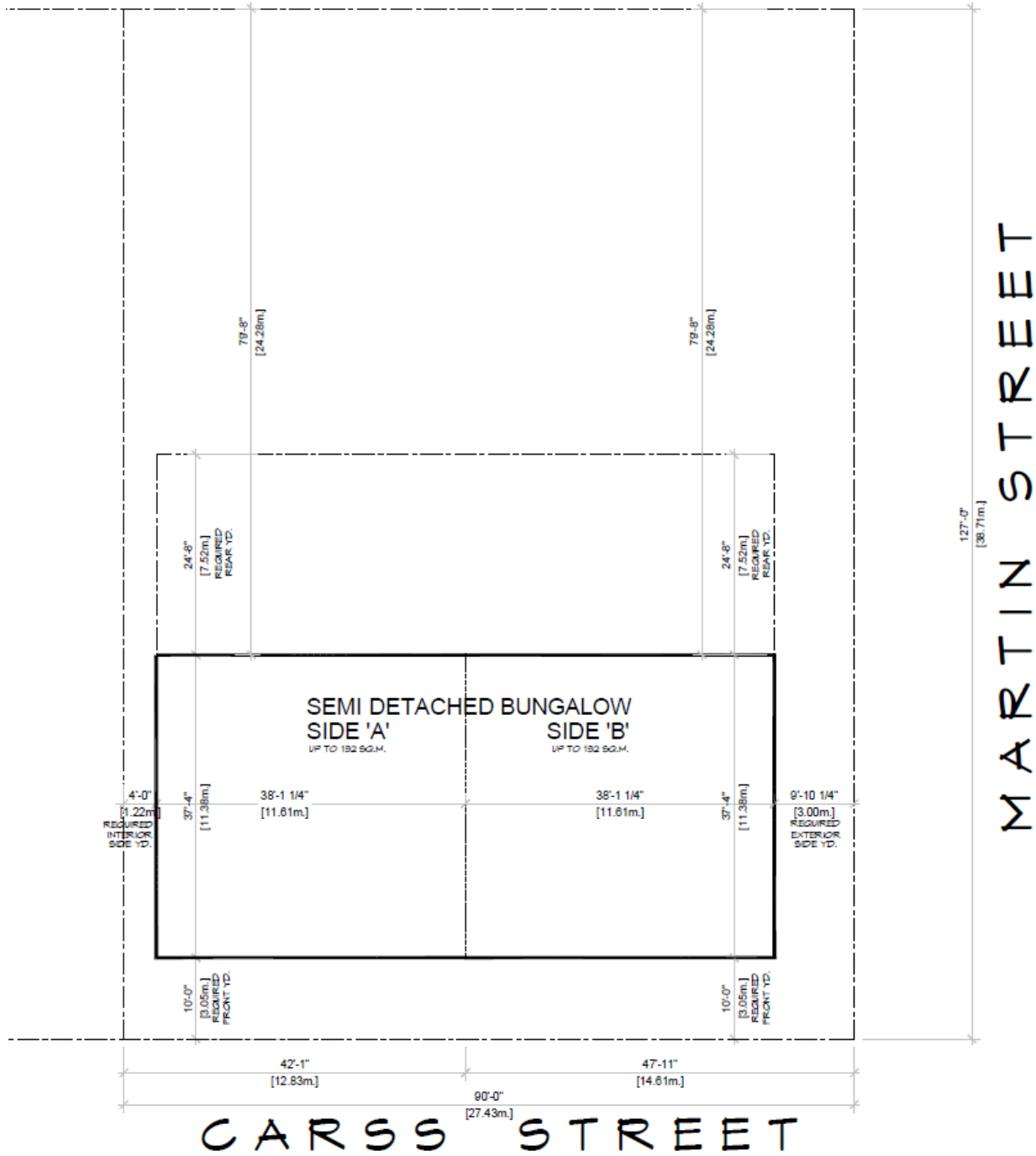
Attachments:

Appendix A – Proposed Site Plan

Appendix B – Public Comments/Questions

Appendix A – Proposed Site Plan

8



Appendix B – Public Comments/Questions

My comments/questions are as follows:

- 1) What are the dimensions of the property being considered for rezoning?
- 2) In what direction will the building be facing (Carss St or Martin StN)?
- 3) If facing Martin StN has permission been granted for access?
- 4) What will happen to the street light and hydro pole located on the corner of Carss Street and Martin Street North?
- 5) If approved will this set a precedent for future requests for rezoning?
- 6) If lots approved in this area were approved for single family homes why is rezoning even being considered?
- 7) Traffic on Martin Street North by this property is very heavy and very few people drive the speed limit coming up the hill and I would hope that this is addressed before any more homes are built along this stretch

Will this email constitute my written comments to be appended in the background report for the application? Will I get a response to my questions.? Is this email considered to be my written submission to Municipality of Mississippi Mills?

Thank you
Judith DiFruscio
113 Carss Street, Almonte

Maggie Yet

From: Mills Planner
Sent: October 5, 2020 1:02 PM
To: 'Judith DiFruscio'
Cc: Maggie Yet
Subject: RE: Application for Rezoning of Plan 6262 MS PT Lots 7&8 RP 27R10569

Hi Judith, please see the Municipalities responses below in blue.

- 1) What are the dimensions of the property being considered for rezoning?
A: The property subject to the zoning by-law amendment has 27.43 metres (90 feet) of frontage along Carss Street and 38.71 metres (127 feet) of frontage along Martin Street N.
- 2) In what direction will the building be facing (Carss St or Martin StN)?
A: The proposed semi-detached bungalow is proposed to front onto Carss St.
- 3) If facing Martin StN has permission been granted for access?
A: N/A. Martin Street N is a County Road and all entry permits are granted through the County of Lanark.
- 4) What will happen to the street light and hydro pole located on the corner of Carss Street and Martin Street North?
A: The streetlights and hydro pole are located on municipal property outside of subject lot. The application will not hinder their function.
- 5) If approved will this set a precedent for future requests for rezoning?
A: Each Planning Act application (zoning amendment, minor variance, consent, etc.) is analysed and evaluated on a site-specific basis. The merits of an application is dependent on contextual information, which will differ from site to site. It would be untrue to say a precedent is set in terms of evaluating future applications.
- 6) If lots approved in this area were approved for single family homes why is rezoning even being considered?
A: The Planning Act gives private property owners the right to request an amendment to the zoning of their property. The Planning context of a municipality evolves and changes over time, as such municipalities are required to plan for a 20-year horizon with updates mandatory every 5 years. The property owners feel as though a semi-detached bungalow is an appropriate land use for the site and are making the request to the Committee of the Whole. The final approval on a zoning by-law amendment is given by Municipal Council.
- 7) Traffic on Martin Street North by this property is very heavy and very few people drive the speed limit coming up the hill and I would hope that this is addressed before any more homes are built along this stretch
A: Comment noted for future developments along Martin St N.

Tyler Duval M.Pl.

Planning Consultant
Municipality of Mississippi Mills
3131 Old Perth Road, P.O. Box 400
Almonte, ON, K0A 1A0
P: (613) 256-2064 ext.259
F: (613) 256-4887

I strongly object to the proposal to change the from R1 to R2D.

Carss street is a narrow no sidewalk street. Parking on the street is not occurring now because R1 homes have ample laneway parking.

The lot is on the corner of Carss and Martin. Martin st is a very busy road. School buses will have a very difficult time to navigate crowded streets.

The proposed change would have the semi-detached used as rentals. Absentee landlords do not make good neighbors. There are suitable housing divisions that have semi- detached and multi- unit dwellings in well planned neighborhoods.

We chose our home on Carss street In Almonte because It offered a home that was in a great location within walking distance to Trails, hospital, and shopping in a unique town. We have experienced a semi- detached in Barrhaven and the forever crowded parking streets.

I urge council to reject this change to preserve the small town aspects of my neighborhood.

There are opportunities for entrepreneurs in large developments.

If you pass this amendment, there will be no rationale to not pass more.

Thank you
Robbie Brady
107 Carss St, P.O. Box 1607 Almonte, ON K0A 1A0

Hello,

We are Rachel and Dave Ortt. Dave is in the military and Rachel is currently a stay at home mom to two kids. We moved to the area six years ago and are locals in the community. The first home we had here was lost in a fire, and after going through the building process for our new home, we learned that we enjoyed the process. We needed somewhere to stay while our house was being rebuilt, and identified that there was a significant lack of quality rental homes on the market.

There are significant housing challenges in the Valley, Ottawa and Ontario as a whole, which was the basis for Ontario's More Homes, More Choice document, which we are keeping in mind throughout this project. With less than 7% of all new housing in Ontario being intended for rentals, we will be addressing a significant shortfall in supply and providing something our community needs. Our goal is to purpose-build quality, safe, comfortable, affordable and attractive rental units that can appeal to longer term renters, including families, the elderly, and young couples alike.

We appreciate and respect the town of Almonte and will be designing our project to blend in with and complement the neighbouring homes. Our project is not just about the building, but also about the relationships we foster with our tenants, our desire is to create a positive experience for the tenant and landlord alike.

Approving the rezoning of our lot will enable us to make an investment into our community, which is always beneficial, but those positive impacts will be significantly higher given the current Covid-19 economic impacts. Our project will employ a local contractor (West Hill Homes) who routinely uses many contractors within Lanark County such as Dan Neil Excavation, Vancy Electrical, JRB Plumbing, Almonte Home Hardware and Carleton Place Refrigeration.

We are grateful for your time and attention to this rezoning request and we look forward to being part of the continued growth in our community.

Sincerely,

Rachel and Dave Ortt

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: November 3, 2020

TO: Committee of the Whole

FROM: Maggie Yet, Planner 1

SUBJECT: 136 Brougham Street Encroachment
Lot 9, Plan 6262
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 136 Brougham Street

OWNER: Barry Sweetman & Nyssa Schmidt

RECOMMENDATION

THAT Council approve the encroachment request for the lands legally described as Part Lot 97, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 136 Brougham Street and direct staff to prepare the encroachment agreement.

APPLICATION SUMMARY

The Owners are requesting permission for a 3.8m (14.5ft) encroachment of a porch and set of steps within the municipal right of way on Brougham Street.

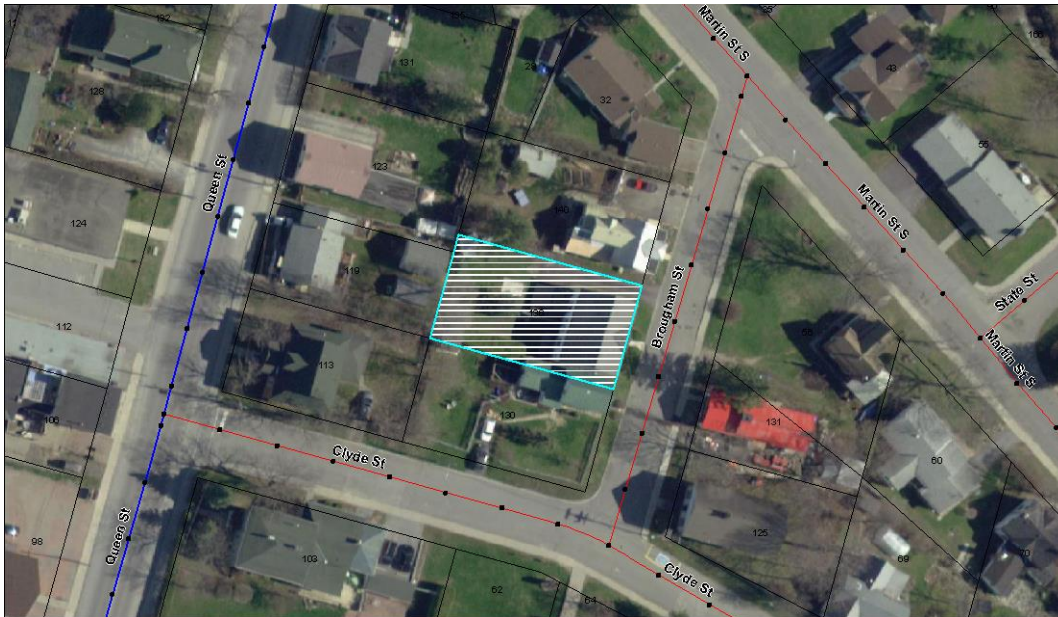
BACKGROUND

The subject property is located on Brougham Street, located north-west of the intersection of Brougham Street and Clyde Street. The lands are 597.9m² (6,435.7ft²) in size with a frontage of 18.29m (60ft) along Brougham Street. The property is generally surrounded by low density residential uses. The abutting property to the north contains a low-rise apartment dwelling.

The subject property is occupied by a semi-detached dwelling. The estimated date of construction is 1900 according to records from the Municipal Property Assessment Corporation (MPAC). The front entrance into the dwelling consists of a porch and set of stairs, shared by the two units of the semi-detached dwelling. A portion of the porch (0.7m) and the entirety of the steps (3.1m) projects into the municipal right of way. A survey of the property is attached in Attachment 2.

The location of the subject lands within the municipality is depicted in the following aerial image:

Figure 1 – Aerial Photo (2017)



The subject property has been subject to a consent application and minor variance application. The owners/applicant have been granted provisional consent to sever the existing semi-detached dwelling into two legally conveyable lots. The minor variance application for the property requested relief from the minimum lot area and frontage provisions of the Residential Second Density (R2) zone for each dwelling which otherwise would have been deficient. The relief was granted subject to the following conditions:

1. *That the Minor Variances are approved based on the plans submitted;*
2. *The variance is conditional upon Consent approval from the County of Lanark;*
3. *That separate water and sanitary connections are installed in each unit with standposts and water meters;*
4. ***That an agreement is registered on title of the two properties specifying sharing arrangements for the shared driveway, wooden ramp, portico and patio;***
5. *That the Owners install fire separation to meet existing standards for semi-detached dwellings held in separate ownership; and*
6. *That the Owners obtain all required building permits.*

During review of the joint use agreement pertaining to sharing arrangements for common elements, Staff became aware that the wooden ramp and patio (steps and porch) were located on the municipal right of way. As such, the Owners are required to enter into an encroachment agreement with the Municipality or will be required to remove the offending structures. No changes to the existing porch and steps are proposed.

COMMENTS FROM CIRCULATION OF THE APPLICATION

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

CAO: No comments received.

Clerk: No comments received.

Fire Chief: No comments.

Chief Building Official: The Building Department has no objections to this encroachment.

Acting Director of Roads and Public Works: This is acceptable to Public works.

Recreation Coordinator: No concerns.

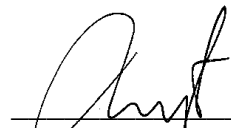
DISCUSSION

The location of the existing dwelling is presently setback from the front lot line by 1.13m and 1.25m. Review of the property revealed that if the owners were to remove the existing porch and steps, they would be required to install a set of steps as per the Ontario Building Code (OBC). The set of steps would encroach into the required 1.0m distance from a lot line as per Section 6.19(5) of the Comprehensive Zoning By-law #11-83 and would require relief from the Committee of Adjustment through a Minor Variance request.

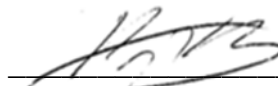
No comments or concerns were received in the circulation of the application regarding impeding sight lines or maintenance of the municipal right of way from the Public Works Department. As such, given that the proposed repair will not increase the footprint of the porch or further encroach onto the municipal right of way, the request does not result in any foreseeable impacts to the ongoing maintenance of Brougham Street.

RECOMMENDATION

THAT Council approve the encroachment request for the lands legally described as Part Lot 97, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 136 Brougham Street and direct staff to prepare the encroachment agreement.



Maggie Yet, MPLAN BA
Planner 1



Ken Kelly
Chief Administrative Officer

ATTACHMENTS:

Attachment 1 – Request Letter re: Encroachment Agreement for 136/134 Brougham Street, Almonte, ON

Attachment 2 – Plan 27R11512

Attachment 3 – Site Photos

Maggie Yet

Planner 1

Municipality of Mississippi Mills,
3131 Old Perth Road. P.O Box 400
Almonte ON K0A1A0

Nyssa Schmidt & Barry Sweetman
219 Maple Drive,
Clayton ON K0A1P0
[REDACTED]

RE: Encroachment Agreement for 136/134 Brougham Street, Almonte ON

Dear Maggie Yet,

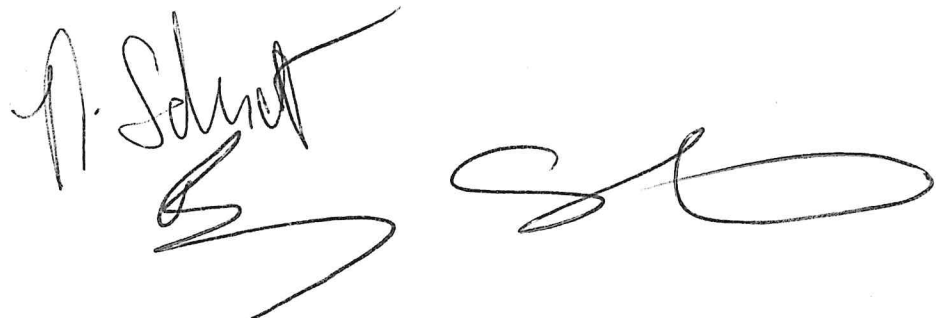
Please accept this letter as our official request to have you bring forward a report to council for the consideration of an Encroachment Agreement for our property 136/134 Brougham street, Almonte ON K0A1A0.

We are applying for an Encroachment on Municipal lands (Brougham Street) for the current front steps and a portion of the front porch at our property located at 136-134 Brougham street, Almonte ON K0A1A0.

Thank you for your time.

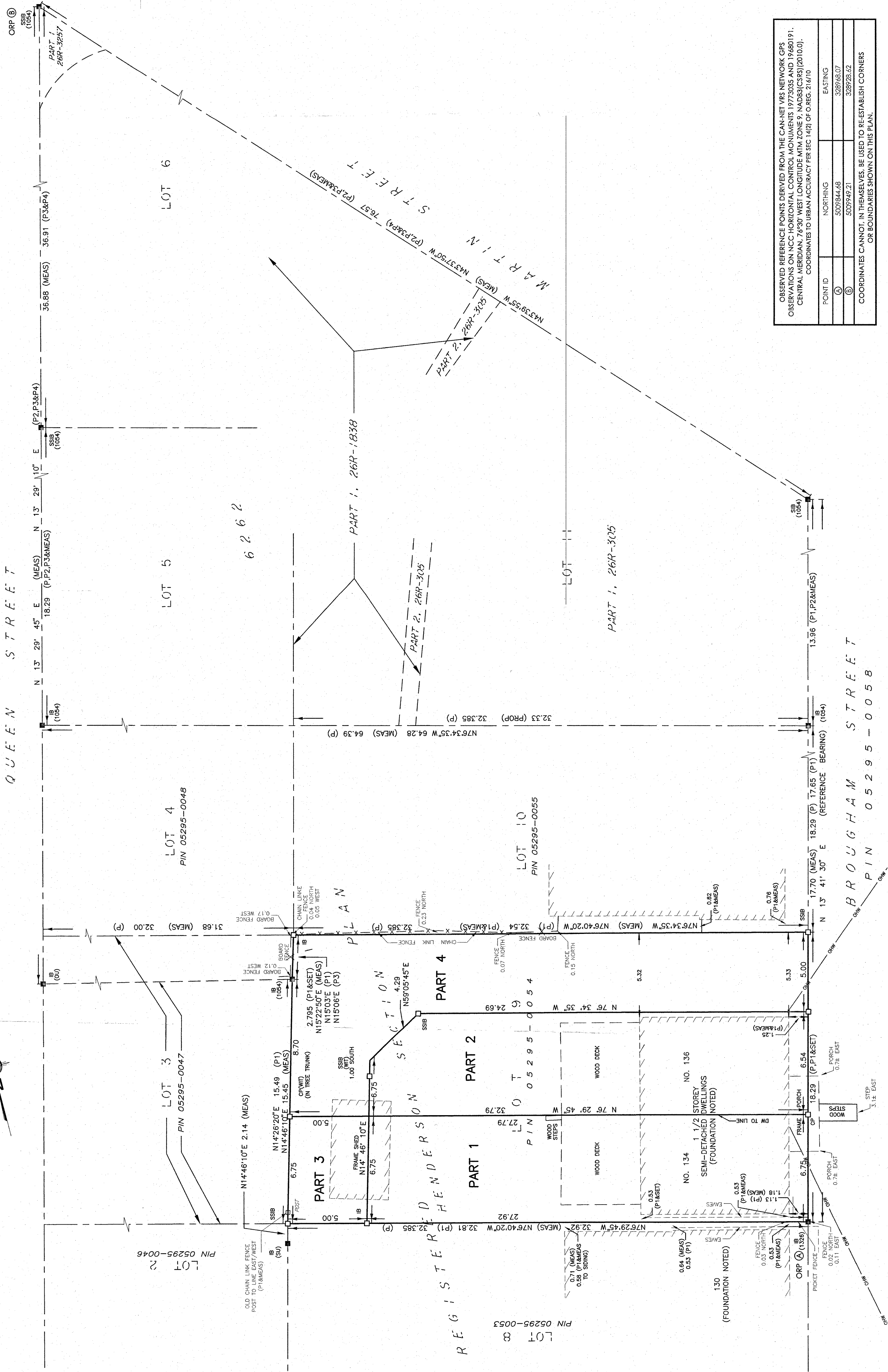
Sincerely,

Nyssa Schmidt & Barry Sweetman
219 Maple Drive
Clayton ON
K0A1P0
[REDACTED]

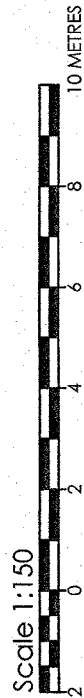
The block contains two handwritten signatures. The first signature, on the left, is written in dark ink and appears to be 'N. Schmidt'. The second signature, on the right, is also in dark ink and is more stylized, possibly reading 'B. Sweetman'. Both signatures are written over a white background.

SCHEDULE			
PART	LOT	PLAN	PIN
1			
2			
3	ALL OF 9	6262 (HENDERSON SECTION)	ALL OF 025295-0054
4			

PLAN 27R- 11512
RECEIVED AND DEPOSITED
DATE: Sept 1, 20
J. H. H. H.
REPRESENTATIVE FOR THE LAND
REGISTRAR FOR THE LAND TITLES DIVISION
OF LANARK (26)



PLAN OF SURVEY OF
LOT 9
(HENDERSON SECTION)
REGISTERED PLAN 6262
TOWN OF MISSISSIPPI MILLS
COUNTY OF LANARK



METRIC CONVERSION
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

GRID SCALE CONVERSION
DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99989.

BEARING NOTE
BEARINGS ARE ASTRONOMIC AND ARE REFERRED TO THE WESTERLY LIMIT OF BROUGHAM STREET, AS SHOWN ON PT, HAVING A BEARING OF N13°41'30"E.

- | LEGEND | FOUND MONUMENTS | SET MONUMENTS | IRON BAR | ROUND IRON BAR | STANDARD IRON BAR | SHORT STANDARD IRON BAR | CUT CROSS | CONCRETE PIN | WITNESS | IDENTIFICATION NUMBER | MEASURED | PROPORTIONED | ORIGIN UNKNOWN | STANTIC GEOMETRICS | PLANS BY DATE | PLAN 106-DATED | PLAN 248-305 | PLAN 248-1838 | PLAN 248-3257 |
|--------|-----------------|---------------|----------|----------------|-------------------|-------------------------|-----------|--------------|---------|-----------------------|----------|--------------|----------------|--------------------|---------------|----------------|--------------|---------------|---------------|
| ■ | IB | IBØ | SIB | SIBB | CC | CC | CP | WIT | WIN | MEAS | PROP | CU | CG | SG | P1 | P2 | P3 | P4 | |
| □ | IB | IBØ | SIB | SIBB | CC | CC | CP | WIT | WIN | MEAS | PROP | CU | CG | SG | P1 | P2 | P3 | P4 | |

SURVEYOR'S CERTIFICATE

I CERTIFY THAT :

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 15th DAY OF MAY, 2020.

DATE Dec 20/20

BRIAN J. WEBSTER
ONTARIO LAND SURVEYOR

Stantec Geomatics Ltd.



CANADA LANDS SURVEYORS
ONTARIO LAND SURVEYORS
1331 CLYDE AVENUE, SUITE 400
OTTAWA, ONTARIO, K2C 3G4

POINT ID	NORTHING	EASTING
①	500944.68	328268.07
②	500949.21	328298.82

OBSERVED REFERENCE POINTS DERIVED FROM THE CAN-NET VRS NETWORK GPS
 OBSERVATIONS ON NCC HORIZONTAL CONTROL MONUMENTS 19773035 AND 194800191.
 CENTRAL MERIDIAN, 76°30" WEST LONGITUDE WTM ZONE 9, NAD83(CSRS)(2010.0).
 COORDINATES TO URBAN ACCURACY PER SEC 14(2) OF O.R.E.G. 21610

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS
 OR BOUNDARIES SHOWN ON THIS PLAN.

DRAWING NO.	CHECKED BY	DATE	FIELD NO.	PROJECT NO.
				141414073 114

stantec.com
TEL. 613.722.4420

Attachment 3 Site Photos



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: November 3, 2019

TO: Committee of the Whole

FROM: Marc Rivet, Planner Consultant

SUBJECT: Proposed Uses for Mississippi Mills Business Park Almonte

RECOMMENDATION:

THAT Council receive the report titled “Proposed Uses for Mississippi Mills Business Park Almonte” as information.

BACKGROUND:

The Mississippi Mills Business Park is located near the northeast corner of the Almonte settlement area and can be easily accessed from Ottawa Street (County Road 49) and Appleton Side Road via Industrial Drive. The Business Park contains a range of municipally and privately-owned lands. **Figure 1** shows the approximate boundaries of the Mississippi Mills Business Park (Almonte).

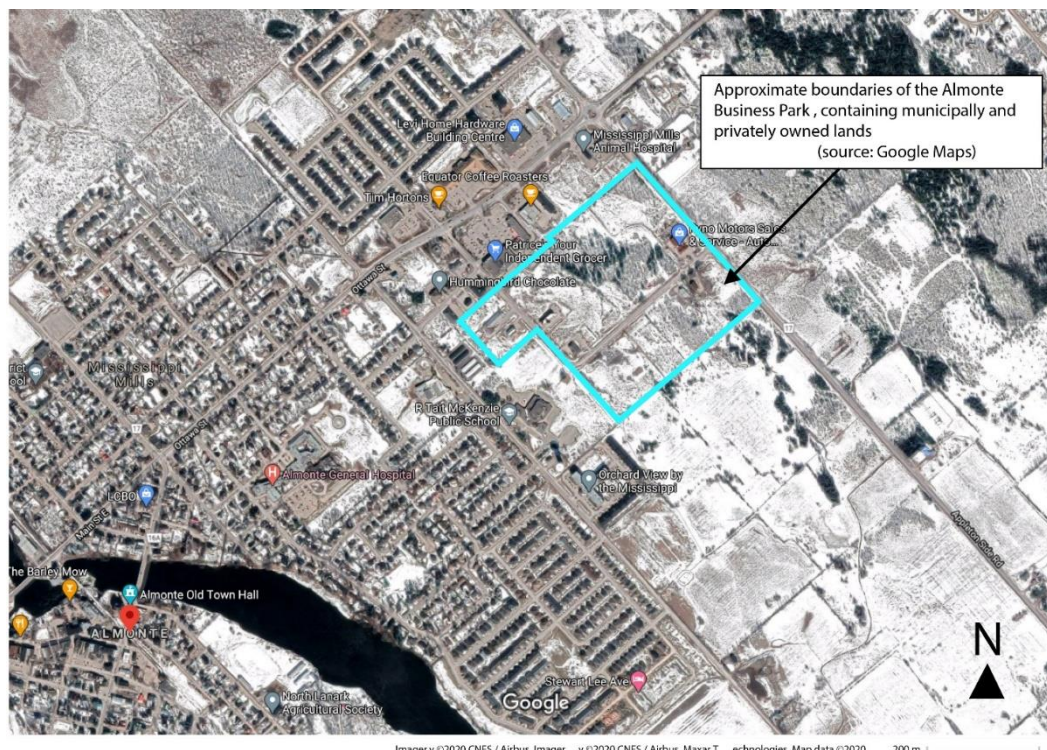


Figure 1: Business Park Location

The Mississippi Mills Business Park was created to allow a wide range of commercial and industrial uses for small to large businesses and encourage additional employment opportunities. Phase 1 and 2 have been sold and the municipality is currently focusing on the development of Phase 3.

The summary below provides further information on the players that need to be involved in any decision regarding the proposed land use changes in the Business Park:

Province of Ontario

Policies to protect the drinking water source under the Mississippi-Rideau Source Protection Plan were developed under the *Clean Water Act*, a provincial regulation.

The policies that stem from this and other provincial regulations and have been implemented in the Official Plans of the County of Lanark and the Municipality of Mississippi Mills, will need to be reviewed.

Mississippi Valley Conservation Authority (MVCA)

The subject lands are located within the regulation limits of the MCVA. In areas where there known Wellhead Protection Areas, the Risk Management Official (RMO) at the Mississippi Valley Conservation Authority (CA) should be consulted prior to the approval of development and land uses in these areas.

Municipal Governments:

County of Lanark:

The County of Lanark has the authority to approve consents (severances), plans of subdivision and condominium, condominium exemptions, part-lot control by-laws, local Official Plan Amendments and local Official Plan 5-Year Reviews.

If required, the Council would be the approval authority for any proposed Amendment to a local Official Plan.

Municipality of Mississippi Mills:

The Municipality is the principal land use planning authority responsible for setting policies to encourage and support employment and commercial lands. The Municipality of Mississippi Mills also owns some land in the Business Park, as previously mentioned.

The Planning Department plays an integral role in implementing the policies of the Municipality's Official Plan and the provisions of the Zoning By-Law.

The Economic & Cultural Coordinator plays an integral role in encouraging, incentivizing and advertising business activity throughout Mississippi Mills.

Private Sector:

Landowners, business owners and business employees would all be impacted by the proposed use changes to the business park. While the Municipality can regulate and encourage a wider range of uses in the business park, there needs

to be a demand for the proposed uses. Economic development in the area will rely upon cooperation and partnership-building between the Municipality and all private sector stakeholders.

DISCUSSION:

Staff are seeking Council direction on adding new uses to the Mississippi Mills Business Park (Almonte) to allow a wider range of uses in the E1-1 Zone for permitted businesses/ uses.

The Subject Lands are designated Business Park and zoned Business Park Special Exception 1 (E1-1). The lands are also located near a well head protection area (WHPA) with a vulnerability score (VScore) of 10 as per Schedule 'D1' of the Official Plan, and are within a WHPA (VScore 6).

Planning staff have undertaken a planning analysis of the Mississippi Mills Business Park (Almonte) in order to understand the constraints as well as the range of uses currently permitted in the municipally and privately-owned lands zoned E1-1 Zone. The overall objective of this exercise was to identify additional uses to be considered for inclusion based on the Official Plan policies for the 'Business Park' land use designation.

This Staff Report provides a proposed list of uses that could be added to the Business Park Zone.

The addition of other uses not currently permitted in the E1-1 Zone will require a Zoning Amendment and shall be in conformity with the policies of the Municipality's Official Plan. Where any of the proposed uses are deemed incompatible with the Official Plan designation, or conflict with any other Official Plan policy, including those related to wellhead protection areas, an Official Plan Amendment to the Municipality's Official Plan would be required.

What uses do the Municipality's existing policy framework provide for in the Business Park?

COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated Business Park – Employment Area, as per Schedule 'B' of the Official Plan.

Purpose of the Business Park – Employment Area (Section 3.7.4):

The "Business Park – Employment Area" land use designation applies to lands on the east side of Almonte, south of County Road 49. Lands designated Business Park – Employment Area are planned to function as a major employment centre within the Town Municipality. The development policies are intended to promote high quality and consistent development standards for the Mississippi Mills Business Park – Employment Area.

Figure 2 shows the extent of the Official Plan's Business Park land use designation, as well as the approximate location of the lands owned by the Municipality of Mississippi Mills.

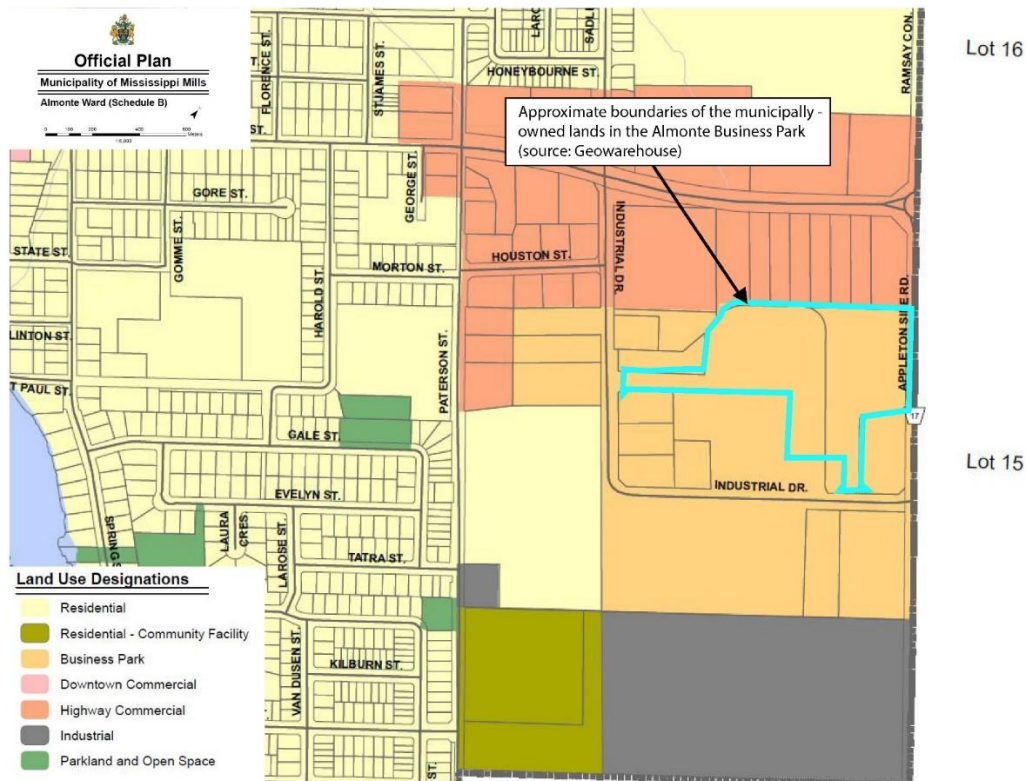


Figure 2: Official Plan Designation & Location of Municipally-owned lands

Section 3.7.4.1 of the Official Plan contains the permitted uses in the Business Park designation. *These include:*

i) Highway Commercial uses including those typically dependent upon high volumes of traffic or which is heavily transportation oriented. The scope of uses shall typically include, but are not limited to:

- *restaurants,*
- *recreational and automotive sales,*
- *repair and services establishments,*
- *building contractors,*
- *building supply and home furnishing retail and wholesale outlets,*
- *farm machinery,*
- *hotel/motel,*
- *lodging facilities,*
- *garden centres and nurseries,*
- *warehousing,*
- *wholesaling and distribution centres;*

ii) Retail stores, factory outlets and business offices that require large land areas and/or have large parking and/or outdoor storage or display requirements not consistent with the compact nature of downtown commercial cores

(iii) Medical clinics, rental outlets, garden centres, education and training facilities, industrial and business services, research and development facilities, computer, electronic or data processing establishments, scientific or technological establishments, communication and information establishments;

*(iv) **Light Industry (Class I)** and **Medium Industry (Class II)** as defined in the Industrial section of this Plan.*

Section 3.7.5.1(i) describes Light Industry (Class I) uses:

A place of business for a small scale, self-contained plant or building that produces, manufactures, assembles or warehouses a product which is contained in a package and has a low probability of fugitive emissions e.g. noise, odour, dust and vibration. Such industries generally operate in the daytime only with infrequent movement of products and/or heavy trucks and no outside storage.

Examples may include:

- electronics manufacturing and repair,*
- high technology industries,*
- furniture repair and refinishing,*
- beverage bottling,*
- package and crafting services,*
- small scale assembly, parts supply.*

Section 3.7.5.1(ii) describes Medium Industry (Class II) uses:

“A place of business for medium scale process and manufacturing with outdoor storage of wastes or materials (e.g. it has an open process) and where there are periodic or occasional outputs of fugitive emissions e.g. noise, odour, dust and/or vibration. Shift operations occur and there is frequent movement of products and/or heavy trucks during daytime hours.

Examples may include:

- dry cleaning services,*
- printing establishments,*
- paint spray booths,*
- welding shops, courier and transport services,*
- heavy vehicle repairs,*
- bulk fuel storage,*
- raw product storage (aggregates, logs/lumber),*
- warehousing, and*
- contractors’ yard.”*

A portion of the Business Park designated lands is located within the one-kilometer buffer of an Abandoned Mine, as per Appendix A2, which contains 'Constraints'. This should not have any impacts on the proposed uses listed in this staff report.

There are also known Wellhead Protection Areas within range of the Business Park, as per Schedules D1 of the Official Plan, Wellhead Protection Areas are areas where certain activities have the potential to adversely affect the groundwater that supplies a municipal well. Section 3.1.8 of the Municipality's COP provides the goals and policies that aim to protect vulnerable areas within the municipal boundaries.

Figure 3 below shows that while the WHPA-A (VScore 10) is located in the southwest direction just outside the Business Park (red area) a significant portion of the subject lands reside within the WHPA-B (VScore 6).

In the WHPA-6, the Mississippi-Rideau Source Protection Plan:

- Prohibits the future commercial use of a certain class of chemicals that are considered to pose a high level of risk here;
- Ensures safeguards are in place if these chemicals are already in use by an existing business here; and
- Encourages voluntary good stewardship actions by governments, businesses and residents to better protect the groundwater here and region wide

In accordance with the policies contained in Section 3.1.8.2 of the COP, the Risk Management Official (RMO) at the Mississippi Valley Conservation Authority (CA) should be consulted prior to finalizing the list of proposed uses to be included through the potential rezoning. The goals provided in Section 3.1.8.1 of the COP generally support cooperation between the Municipality and the Conservation Authority in the review of development applications in these vulnerable water protection areas.

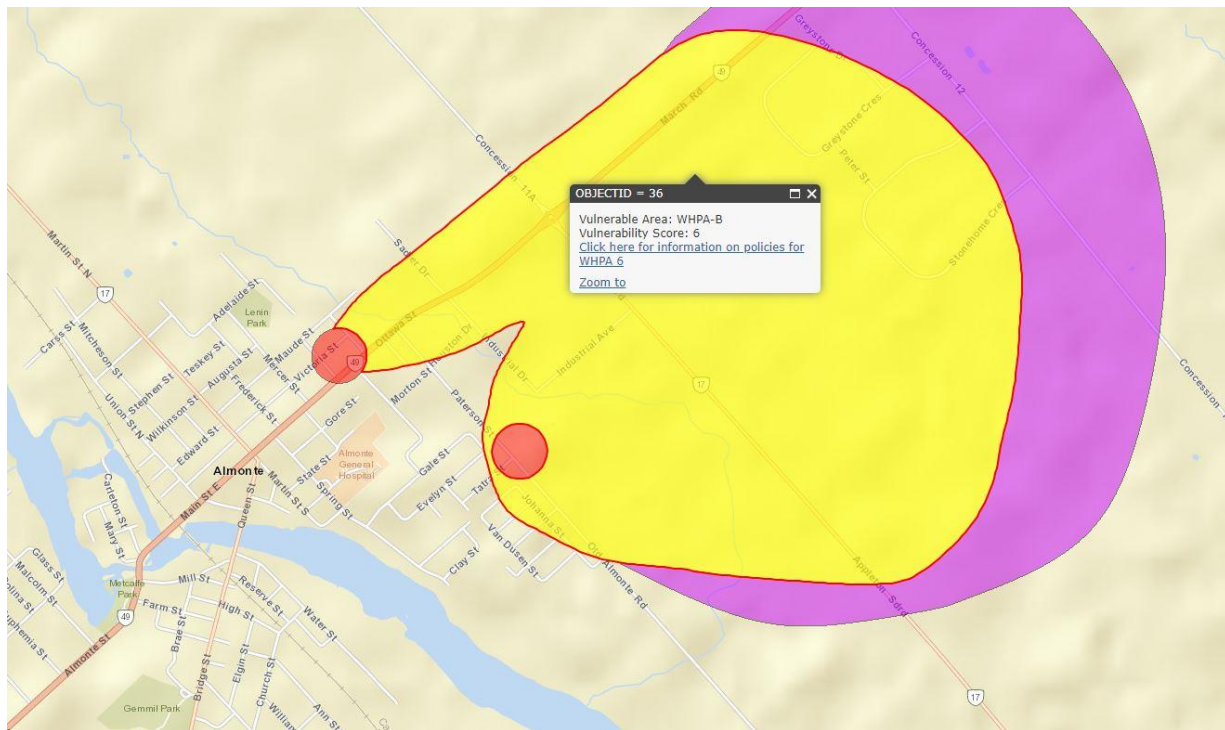


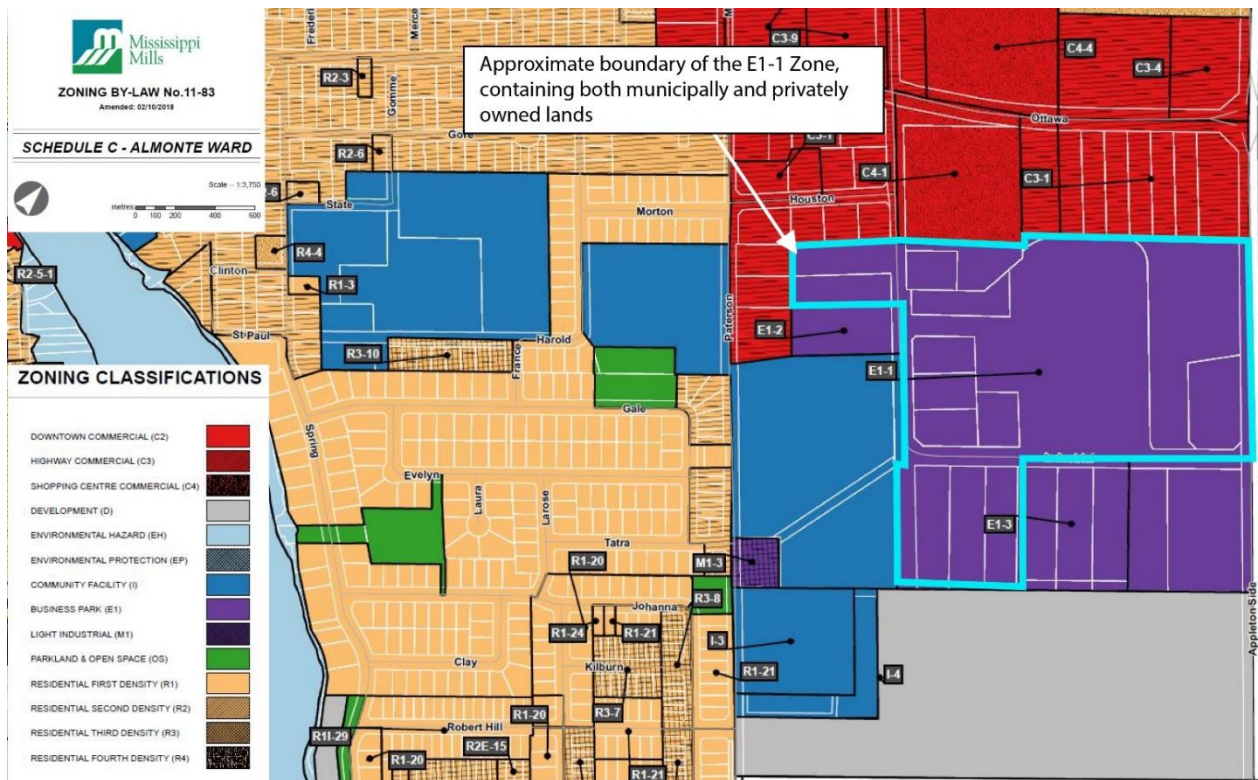
Figure 3: WHPA-A (Vscore 10) shown in red and WHPA-B (Vscore 6) shown in yellow

ZONING BY-LAW 11-83

The lands found within the Business Park are zoned differently, as shown on **Figure 4**. All lands within the Business Park share the parent zoning of the Business Park (E1) Zone.

According to Section 27 of the Zoning By-Law, the purpose of the Employment Park (E1) Zone is to:

- (1) permit a wide range of commercial and industrial uses in accordance with the Business Park designation of the Community Official Plan;*
- (2) promote high quality and consistent development standards for the Mississippi Mills Business Park;*
- (3) develop in accordance with business park design guidelines which set out a unified master plan approach.*



The following uses are permitted in the E1 Zone (Section 27.1):

- business offices
- communication and information establishments
- computer, electronic or data processing establishments
- drive-through facility
- education and training facilities
- factory outlets
- home furnishing retail
- hotel
- light industrial uses
- lodging facilities
- medical facility
- motel
- equipment rental outlet
- repair and service establishment
- research and development centre
- restaurants
- retail stores
- training centre
- warehousing

- wholesale outlets
- wholesaling and distribution centre

A section of the Business Park (including both municipally owned lands and privately-owned lands) were rezoned Business Park Special Exception 1 (E1-1) Zone, which prohibits some uses and permits additional uses not currently permitted in the E1 Zone.

In addition to the uses of Section 27.1, the following uses are permitted on the lands zoned E1-1 [Section 27.3.1(2)]:

- medical facility
- showroom
- equipment rental outlet
- garden centre
- education or training facilities
- research and development facilities
- computer, electronic or data processing establishments
- scientific or technological establishment
- communication and information establishment
- business and government services
- public use
- parking lot

As per Section 27.3.1(1) of the Zoning By-Law, the following uses shall not be permitted on the lands zoned E1-1:

- an open storage area
- residential uses, and
- commercial storage

What uses could be added to the E1-1 (Business Park) zone?

The Municipality of Mississippi Mills is interested in adding some uses currently permitted in the Light Industrial (M1) Zone in the Business Park Exception 1 (E1-1) Zone.

Based on all of the information provided above, a conformity check list was developed:

Use Check List (Check mark indicates 'Yes')	
List of Proposed Uses (from M1 Zone) currently not permitted in the E1-1 Zone.	Is the proposed use compatible with the range of uses suitable for the Business Park land use designation? (Section 3.7.4.1)
Commercial storage	✓
animal care establishment	
animal clinic	
automobile body shop	✓
automobile car wash	✓
automobile care	✓
building supply outlet	✓
contractor's or trade establishment	✓
custom workshop	✓
funeral establishment	
office	✓
place of assembly	
post office	✓
recreational and athletic facility	
recreational vehicle sales	✓
service and repair shop	✓
taxi station	✓
Bulk sales establishment	✓
Catering establishment	
Consumer outlet propane/ compressed natural gas transfer facility	
Crematorium	
Dry cleaning establishment	✓
Fairgrounds	
Gas cylinder handling facility	
Industrial Mall	
Printing establishment	✓
Technology Industry	✓
Automobile dealership	✓

The E1-1 Zone could be amended as follows:

- to keep the Residential Use as the only prohibited use;
- retain all uses permitted by the parent zone, as well as additional uses currently permitted by the exception; and
- add the following uses to the E1-1 Zone:

- Commercial storage
- automobile body shop
- automobile car wash
- automobile care
- building supply outlet
- contractor's or trade establishment
- custom workshop
- office
- post office
- recreational vehicle sales
- service and repair shop
- taxi station
- bulk sales establishment
- dry cleaning establishment
- printing establishment
- technology industry
- automobile dealership
- automobile rental establishment

What are the next steps?

This report is being circulated to Lanark County, the Risk Management Official (RMO) at the Mississippi Valley Conservation Authority (MVCA), Tiffany Maclaren, Economic & Cultural Coordinator, and Ken Kelly, Chief Administrative Officer (CAO).

The following steps will need to be taken in order:

1. Staff receive Council direction and feedback on the proposed uses.
2. Consultation with the Risk Management Official at Mississippi-Rideau Source Water Protection, the Mississippi Valley Conservation Authority to confirm the suitability of the proposed uses in terms of whether there are any potential environmental impacts on wellhead protection areas. The proposed uses will need to be confirmed by the RMO at the MVCA prior to the preparation of any proposed Amendments that will ultimately require Council's approval.
3. Consultation with Lanark County and internal review of proposed uses at the Municipality of Mississippi Mills.
4. Confirmation of the required Amendments
5. A Zoning By-Law Amendment, which will be necessary, will require the following steps to be undertaken by the Municipality:
 - a Notice of Public Meeting
 - a Public Meeting;

- a Staff Report and Draft By-Law;
- a Council Reading(s) & Adoption of By-Law; and
- a Notice of Adoption with appeal period

Where any of the proposed uses are deemed incompatible with the Official Plan designation, or conflict with any other Official Plan policy, including those related to wellhead protection areas, an Official Plan Amendment to the Municipality's COP will be required. An Official Plan Amendment will require the approval of Lanark County.

FINANCIAL IMPACTS:

When an individual landowner wishes to change the zoning for a parcel of land or amend the zoning bylaw there is a process and an associated fee structure that applies. If the Municipality proceeds with this change it will mean that individual landowners will not need to initiate the process or pay fees. So, some loss of planning revenue will occur.

SUMMARY:

The Municipality of Mississippi Mills remains committed to assessing and planning for a diverse and adaptive array of employment and light industrial uses in the business park.

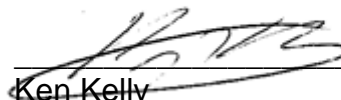
In coordination with the County of Lanark, the Risk Management Official, the MVCA, as well as our community partners, the Municipality evaluates and establishes policies to ensure that there are a variety of employment and light industrial opportunities made available to landowners, business owners and future employees of those businesses.

The role of the Municipality in the Business Park is that of part landowner and part strategic partner. Through the policy efforts outlined herein, Municipal staff believe there is an opportunity to provide a range of employment and industrial uses that will support the long-term economic vitality of the Municipality and the County more broadly speaking.

All of which is respectfully submitted,



Marc Rivet, MCIP, RPP
Planning Consultant



Ken Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: November 3, 2020

TO: Committee of the Whole

FROM: Rhonda Whitmarsh, Treasurer

SUBJECT: 2020 Amendment to the Development Charges background study and By-law

RECOMMENDATION:

THAT Committee of the Whole recommends that Council approve an amendment to the Development Charges background study and by-law to address changes made by the Province of Ontario to the *Development Charges Act* by Bill 108; **AND FURTHERMORE THAT** the amendment be completed by Watson and Associates Economists Ltd. at a cost of \$8,650 including non-recoverable HST to be funded first from development charges in the amount of \$7,785 and the balance of \$865 from other professional fees in the 2020 administration budget.

BACKGROUND:

The Municipality's development charges background study was completed in 2018 and by-law 18-88 was passed by Council on September 18, 2018. The by-law will be in effect for 5 years.

Over the last year, the Province of Ontario undertook a review of the *Development Charges Act* by Bill 108, the *More Homes More Choice Act*. On September 18, 2020, the Bill was proclaimed beginning a two year transition period to the new regimes.

DISCUSSION:

One of the amendments to the *Development Charges Act* with a financial impact that should be addressed as soon as possible is the removal of the statutory 10% deduction for "soft services". Soft services included services for administration, parks and recreation, libraries and childcare.

By-law 18-88 was developed based on the legislation at the time which indicated that the maximum funding from development charges that could be applied to a project that is considered a soft service is 90%. The recent amendment to the legislation changes the maximum to 100% like all of the other services included in the background study such as fire, roads, water and sewer, etc.

The total value of work included in the background study for soft services is \$4,777,604. The 10% statutory deduction for all of this work is \$399,012. This means that if the by-law is left as it is, the amount of \$399,012 would have to be funded from some other source, most likely taxation. If the by-law were to be amended, the \$399,012 exemption would be removed and could then be recovered from development charges eliminating the need to provide funding from some other source.

At the same time, by-law 18-88 would be reviewed to make sure any other policy changes resulting from the amendment to the *Development Charges Act* by the Province are also incorporated.

The cost to amend the development charges background study and by-law by Watson and Associates Economists Ltd is \$8,500 plus non-recoverable HST for a total of \$8,650. The amendment is one of the projects allowable under the development charges study and can therefore be partially funded from development charges in the amount of \$7,785 leaving a balance to come from other professional fees in the 2020 administration budget of \$865.

As a requirement of the legislation, there is a process to complete an amendment to the Development Charges study and by-law as follows:

Process Step	Timing
1. Update D.C. Calculation and Rules <ul style="list-style-type: none"> a. Update the D.C. calculations with respect to removal of the 10% deduction and the change in eligible services. b. Update the D.C. by-law rules, inclusive of the updated requirements of the D.C.A. and other policy items identified by staff 	
2. D.C. background study and proposed D.C. by-law available to public on the municipality's website	At least 60 days prior to passing the D.C. by-law and at least two weeks prior to the public meeting.
3. Statutory notice of Public Meeting advertisement placed in newspaper(s)	20 clear days (i.e. not counting day of notice or day of meeting) prior to public meeting
4. Public Meeting of Council	

Process Step	Timing
5. Council considers adoption of D.C. background study and passage of by-law	
6. Newspaper notice given of by-law passage	By 20 days after passage
7. Last day for by-law appeal	40 days after passage
8. Municipality makes available D.C. pamphlet	by 60 days after in force date

The ability to recover as much funding as possible from development charges for soft services cannot change unless an amendment to the development charges background study and by-law is undertaken.

FINANCIAL IMPLICATIONS:

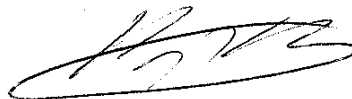
The financial implications are included in the discussion section of this report.

SUMMARY:

I am recommending that an amendment to the Development Charges background study and by-law be undertaken to address the removal of the 10% statutory deduction for soft services and any other policy changes resulting from Bill 108.

Respectfully submitted by,

Reviewed by:

Rhonda Whitmarsh,
Treasurer

Ken Kelly,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: November 3, 2020

TO: Committee of the Whole

FROM: Jennifer Russell, Deputy Clerk

SUBJECT: Addition to the Municipality's Names Reserve List – Blakeley

RECOMMENDATION:

THAT the Committee of the Whole recommend that Council approve the addition of "Blakeley" to the Municipality's Names Reserve List for consideration for future naming of a street within the municipality.

BACKGROUND:

An application to commemorate the family name Blakeley was submitted by Frank Blakeley. The proposal would place the family name on the Municipality's Names Reserve List to be used to name a future street in Mississippi Mills.

DISCUSSION:

In accordance with the Municipal Facility and Asset Naming Policy, correspondence was sent to Public Works, Planning, Fire, Police, Ambulance, and Lanark County on September 28, 2020 for comment on suitability and review of proposed external civic names for emergency management and response purposes. No concerns were raised as a result of agency and technical circulation, however as per section 7.c of the policy similar sounding names shall be avoided.

The application meets the following criteria and additional criteria set out in the policy:

- 6.1.b The nominated person/organization demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Municipality of Mississippi Mills, the Province of Ontario and / or Canada
- 6.2.a Honouring veterans and those individuals who have fought for our country
- 6.2.f Names of individuals may reflect the significant contribution they have made to Mississippi Mills, taking into consideration their length of residency

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

SUMMARY:

It is recommended that the naming proposal to add "Blakeley" to the Municipality's Names Reserve List be approved.

Respectfully submitted,



Jennifer Russell, Acting Clerk

Reviewed by,



Ken Kelly, CAO

ATTACHMENTS:

1. Frank Blakeney's naming application and supporting documentation

Municipal Facility & Asset Naming
APPLICATION FORM

A. NOMINATOR'S INFORMATION (*A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE MUNICIPALITY OF MISSISSIPPI MILLS—SUBSEQUENT REQUESTS MAY BE DENIED)

Name (Individual or Organization): Frank Blakeley

Mailing Address:

Telephone:

Home

Work

E-mail:

Affiliation to Nominee: Family member, born and raised in Almonte

B. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)

Name: BLAKELEY (family name on behalf of all family members)

Mailing Address:

Date of Birth:

Telephone:

Home

Work

E-mail:

C. NOMINATOR'S INFORMATION (*A COMMEMORATIVE NAME MAY BE USED ONLY ONCE IN THE MUNICIPALITY OF MISSISSIPPI MILLS – SUBSEQUENT REQUESTS MAY BE DENIED)

Name (Individual or Organization): Frank Blakeley

D. NOMINEE'S INFORMATION (NAME TO BE COMMEMORATED)
Name: BLAKELEY
E. APPLICABLE CRITERIA (SELECT ONE)
<input type="checkbox"/> The nominee is an original inhabitant/family of the Mississippi Mills area having historical significance
<input checked="" type="checkbox"/> The nominated person/organization demonstrates excellence, courage or exceptional dedication to service in ways that bring special credit to the Municipality of Mississippi Mills, the Province of Ontario and / or Canada;
<input type="checkbox"/> The nominated person/organization volunteers and gives extraordinary help or care to individuals, families or groups, or supports community services or humanitarian causes. The quality of the contribution should be considered along with the length of service by the individual;
<input type="checkbox"/> The nominated individual risks his or her life to save or protect others above and beyond expectations;
<input type="checkbox"/> The nominated individual achieves a deed or activity performed in an outstanding professional manner or of an uncommonly high standard that brings considerable benefit or honour to the Municipality;
<input type="checkbox"/> The nominated person/organization has made a significant contribution towards a facility or asset owned by the Municipality;
<input type="checkbox"/> The nominated person/organization has a direct relationship with the facility or asset to be named;
<input type="checkbox"/> The nominated person is an employee, including an employee of a corporation which is owned by the Municipality in whole or part or a member of Council who is deceased, has retired or is no longer active in their field
<input type="checkbox"/> The nominated name reflects an historical event significant to Mississippi Mills

F. RATIONALE FOR NOMINATION AND ATTACHED BACKGROUND INFORMATION RELATED TO THE CRITERION CHOSEN, WHICH SUBSTANTIATES ALL CLAIMS MADE: INCLUDE ITEMS SUCH AS BUT NOT LIMITED TO COPIES OF NEWSPAPER ARTICLES, CERTIFICATES, AWARDS, LETTERS OF SUPPORT OR COMMENDATION, SERVICE RECORDS, PICTURES.

Please note all information provided below and/or attached to this Application Form will form part of the Naming Application Form and will therefore be released to the public in any public notices/advertisements produced, public Agenda and Minutes, Committee discussions/meetings and Reports which may go forward to Council.

G. Do You Wish the Name to be Used for a Specific:

☐ Park

☐ Facility

☐ Road YES

☐ Asset within a Facility

☐ Other

☐ Current Identification, Address or Location Information:

H. ADDITIONAL INFORMATION: (ADD INFORMATION AS NEEDED)

Family's service information can be verified by Royal Canadian Legion Branch 240

Family has been part of Almonte for 101 years

See attached sheet for all of our family members' contributions to the Town of Almonte.

Please note that the correct spelling of our last name is **BLAKELEY**

**I. CONSENT TO THE RELEASE OF INFORMATION PROVIDED IN SECTIONS C- J IN
WHOLE OR IN PART**

CONSENT

I / We consent to the release of the information contained in this application in Sections C-H to members of the public for the purposes of allowing Council to receive public input into the proposed naming.

MFIPPA STATEMENT

The information collected on this form will be used as part of the Municipal Facility and Asset Naming Process.

Personal information on the form, attached to the form or subsequently submitted to be included or attached to the Application Form, and all subsequent information collected as a result of the research and the staff investigation of the person's information, including but not limited to information found on websites, in local archived materials, in newspapers articles, or as a result of a public consultation process, will be used by staff and will be made available to the members of the public, and councillors—except the information collected in Sections A and B .



Nominator's Signature

September 22, 2020

Date



Nominee's Signature¹

September 22, 2020

Date

¹ The nominee or a representative on their behalf (next of kin, solicitor, notary public, etc.) must provide consent to this nomination.

BLAKELEY family street naming application information for the Town of Almonte

My Great Grandfather, John Blakeley, came to Almonte with his family in 1919... over a hundred years ago. He took up residence on 24 Malcolm St. in April of 1919, and managed the Shoddy Mill for about 10 years until his death in 1929.

The Almonte Gazette archives show that he was elected to the Town Council in 1921, as well as to the Board of Education in 1925. He was involved in many of the town's activities over the years, even to being named an Honorary President of the Almonte Hockey Club.

The Blakeley descendants have had a long standing and prolific presence in Almonte over the years. My grandparents, Tom and Lillian Blakeley, raised seven children in their home at 229 Ann Street, and Uncle Bill and Aunt Clara Blakeley raised four children at 115 Colina Street.

John Blakeley's sons, Tom, and Bill, and Bill's son, Keith, were all longstanding members of the Almonte Fire Dept.; my grandfather Tom Blakeley retiring after 35 years in 1958, and his brother, my Uncle Bill, served for 51 years. Keith rose to the position of Deputy Chief of the Almonte-Ramsay Fire Dept. until he passed away in 1983

My Uncles Don Blakeley and Earl Blakeley, and Bill Blakeley's son, Wally Blakeley all served overseas, but Wally did not make it home. In a June 17, 1944 letter... 11 days after D-Day... from my Uncle Don to my grandmother while he was overseas he wrote *"I bet there was quite the excitement the day we landed, eh! I'd have liked to seen one of the papers."* Almonte was there and was part of D-Day!! There is a graphite portrait of my Uncle Earl in the Canadian War Museum as part of an exhibit of 14 portraits of Canadian War Veterans.

My Aunt Clara Blakeley, wife of Bill Blakeley, was a Silver Cross Mother because her son, Wally, was killed in action.

In addition to our family's wartime service, in peacetime, my dad, Murray Blakeley, first served in the Royal Canadian Navy aboard the HMCS New Liskeard, as well as in the mid 1950s he was a soldier in the Regular Army stationed at Camp Borden.

Our family's service information can be verified by the Royal Canadian Legion Branch 240.

My mother, Marion Blakeley, was a nurse in the Rosamond Memorial Hospital, and then in the new Almonte General Hospital when it opened in 1961. As I recall being told, she was involved in the delivery of the last baby to be born in the Rosamond Hospital, and the first baby to be born in the new hospital.

My grandmother, Lillian Blakeley worked at the candy counter and my grandfather's sister, Edna worked at the ticket booth of the O'Brien Theatre for many years.

Keith Blakeley, in addition to his service on the Almonte Fire Dept., was also Director of the Almonte Fair Board for a number of years.

Keith and Stella Blakeley's daughter, Bonnie, was a school teacher in Almonte and Pakenham, and their other daughter, Sherry, served on Almonte Town Council for 7 years under Mayors Dorothy Finner and Ron Pettem.

The archives of the Almonte Gazette follow the progress of myself, my siblings, and my cousins as we progressed through school year after year, as well as a number of articles telling of the happy events and the sad ones our family experienced.

John Blakeley Card of Thanks
on being elected to town council
Almonte Gazette Jan 7 1921

Card of Thanks

To the Electors of Almonte:

I cannot find words appropriate enough to convey my thanks for the way in which the electors supported me on Monday. I can only say that I shall do all in my power to advance the interests and promote the happiness of the people of Almonte.

JOHN BLAKELEY.

John Blakeley to Board of Education - Gazette June 5 1925

J. BLAKELEY NEW MEMBER OF BOARD

Succeeds W. A. Sawteli as Member of Almonte Board of Education

Mr. John Blakeley is the new member of Almonte Board of Education. He fills the vacancy created by the resignation of Mr. W. A. Sawteli.

The nomination meeting was held on Friday evening. Mr. Blakeley's name was put in nomination by Mr. D. Williams and Mr. H. Brown. There were no other candidates and Mr. Blakeley was declared elected by the presiding officer, Mr. R. A. Jamieson.

John Blakeley

The funeral of John Blakeley, prominent business man, whose sudden death on Thursday, caused keen regret throughout the town took place on Saturday from the family home on Malcolm Street, to the Auld Kirk Cemetery, and was the occasion of an impressive tribute, by the large gatherings of citizens, representing every phase of the life of the town, to the very high esteem and popularity, of one whose loyal and kindly disposition had won a host of friends during the years he had lived here. It was conducted under Masonic Auspices and local and visiting Masons in large numbers marched in a body at the head of the cortege. The Board of Education of which deceased was a member also attended in a body.

The deceased was an attendant of the Presbyterian Church here. Impressive services were conducted at the home by the Rev. J. R. MacCrimmon.

The relatives at the funeral from out of town were: Mrs. J. W. Barras (daughter), Toronto; Mrs. Willard Hicks (sister), and Mr. Hicks, Toronto; brothers, Joseph Blakeley and Walter Blakeley of Paris and Smith Blakeley of Hamilton; James Williams, Brantford, (nephew); Other friends from out of town were Mrs. W. R. Collinson, Toronto, W. L. Good Montreal; A. L. Code and J. Douglas, Perth; H. Steet, D. B. Taylor, J. Garvin, and Mrs. W. Houston, of Carleton Place; Alex Wilson and Lloyd Smith, St. Hyacinthe, Que.; T. A. Thompson, Mr. and Mrs. S. G. Lowry, George Lowry, Jas. Drynan; Percy Drynan, of Ramsay; Mrs. Wilbert Fulton, Cedar Hill; Dr. J. Mackintosh Bell, Ottawa, and many others.

The pallbearers were: Messrs. Nelson Washburn, Dr. W. M. Johnson, Ed. Nicholson, J. B. Illingworth, John Lindsay and Max Young.

Many messages of sympathy were received by the bereaved family and a large number of beautiful floral tributes. Offerings included those from Presbyterian Church Choir; Mississippi Lodge, A.F. and A.M.; Board of Education; Public School Teachers' staff; Directors Rosamond Memorial Hospital; Yorkshire Woolstock Mills; Almonte Fire Brigade; Smith Manufacturing Co., (Toronto); Mr. and Mrs. Dr. Johnson; Mr. and Mrs. John Gorton; Mrs. Wm. Illingworth and family; Mr. and Mrs. Collinson, Toronto; Mr. and Mrs. Hawkes, Hamilton; Mr. and Mrs. A. Hogan, Montreal; Mr. and Mrs. Joseph Sadler; Mr. and Mrs. Leslie Sadler; Smith Blakeley and family, Hamilton; Mrs. Mary Fair and family, Brantford; Mr. and Mrs. W. Hoey, Brantford; Mr. and Mrs. J. Wilson and family, Woodstock; W. L. Good, Montreal; Friends of Zion Chapel, Toronto; Pillow, Father and family, Paris; Gates Ajar, Wife and family.

SERVICE IS HELD FOR SGT. WALLACE BLAKELEY

A memorial service was held at the residence of Mr. and Mrs. Wm. Blakeley on Friday morning, Sept. 10 at 11 a.m. for their son Sgt. Air Gunner Wallace Blakeley, who was killed in action on Sept. 5th. They had been advised by Overseas military authorities that at four o'clock that afternoon (11 a.m. here) the first native son of Almonte to lose his life in this war, would be buried with military honors in Stonefall Cemetery, Wetherby Road, Harrogate, Yorkshire, England. The service here was conducted by Rev. A. J. Fowlie, pastor of the Presbyterian Church of which the Blakeley family are members. A comforting thought from the standpoint of the dead soldier's relatives is that their boy lies only a few miles from the place where the family originated and where his forefathers are buried. The sympathy of the whole community goes out to Mr. and Mrs. Blakeley in the loss they have suffered.

Almonte Silver Cross Mothers - 1944 -
Aunt Clara is 4th from the left in back row



June 17/44.

Dear Mr. Allen
Just a line to let you know I
O.K. Received your 2 cards, marks
& was at ever a well getting them.
I have my life engaged getting
them as it is not a joke
that, along with a couple from
Glasgow & one from Mary Caldwell.
I'll bet there was quite an ex-
citement the day we landed it.
I'd have liked to see one of the
papers. This is the first chance
I've had to write a letter, but
I hope you got the 2 cards
I sent. I'll had to hurry & get
the boat fixed up because we
hope to have this job done
in short order & I'll be home
before you know it. And don't
worry because it is as bad
as you'd think. So long.
Love to all the family.

See you. Love

June 17/44

Dear Mom and Dad

Just a line to let you know I'm O.K. Received your 2 air mails & was it ever swell getting them.

I never in my life enjoyed getting mail as it did when I got them, along with a couple from Glasgow and one from Mary Caldwell.

I bet there was quite the excitement the day we landed, eh! I'd have liked to seen one of the papers.

This is the first chance I've had to write a letter, but hope you got the 2 cards I sent. Tell Dad to hurry & get the boat fixed up because we hope to have this job done in short order & I'll be home before you know it. And don't worry because it isn't so bad as you'd think. So long.

Love to all the family.

See you soon.

Don

FIELD



SERVICE

POST CARD.



The address
only to be
written on this
side. If any-
thing else is
added the
post card will
be destroyed.

Mrs Thomas Blakeley
Anne Street
Gloucester Ontario
Canada.
P.O.

[Crown Copyright Reserved.]

NOTHING is to be written on this side except the date and signature of the sender. Sentences not required may be erased. If anything else is added the post card will be destroyed.

[Postage must be prepaid on any letter or post card addressed to the sender of this card.]

I am quite well.

~~*I have been admitted into hospital*~~

~~*{ sick } and am going on well.*~~

~~*{ wounded } and hope to be discharged soon.*~~

~~*I am being sent down to the base.*~~

I have received ~~*{ letter dated*~~
~~*{ telegram*~~ ,,
your ~~*{ parcel*~~ ,,

Letter follows at first opportunity.

I have received no letter from you

~~*{ lately*~~

~~*{ for a long time.*~~

Signature
only

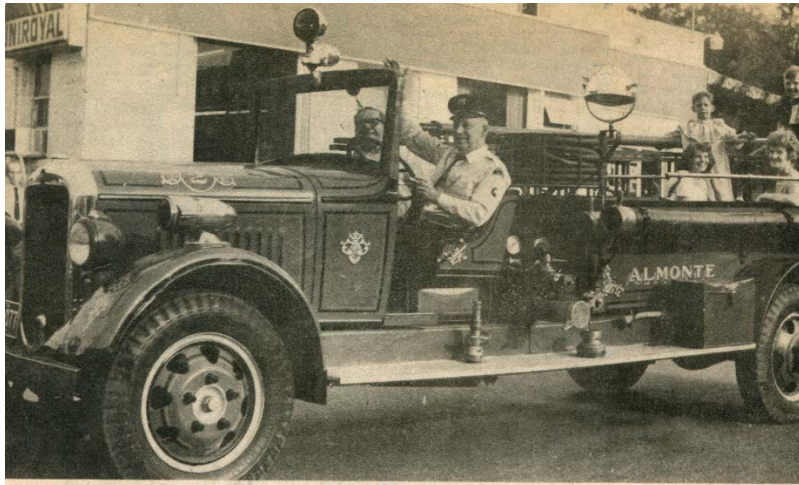
10 June 1944

Date

D. T. Blakeley.

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No parade is complete without a fire truck, and the big Almonte '75 parade last Saturday featured lots of them, both old and new. This old pumper of the Almonte Fire Department was driven by a couple of old hands, Bill Blakely and Cheezer Clement.



ALMONTE, ONTARIO, THURS., APRIL 3RD, 1958

PRESENTATION MADE TO TOM BLAKELEY BY HIS FELLOW FIREMEN

A member of the Almonte Fire Brigade was honored at the Thursday night meeting of that organization, when Tom Blakeley retired after 35 years of service.

Tom was one of the most faithful men on the force and was much respected by those who worked with him.

Mr. Blakeley was presented with a handsome smoking stand and an attached lighter bearing the following inscription: "Presented to Thomas Blakeley by the Almonte Fire Brigade for 35 years' faithful service."

The presentation was made by Mr. Ken Horton and the following address was read by Mr. Thorpe Kelly:

Dear Tommy,

It was with sincere regret that we accepted your resignation from the Almonte Fire Department.

Your happy temperament throughout your thirty-five years of service made you it's most popular member.

Being the senior member of a well known firefighting family, you established a tradition which will be hard to surpass.

Your faithfulness and willingness to work made you a valuable firefighter and a good officer and we are sorry to have you leave our ranks. But since it must be so, we can only wish you good luck, good health and lots of happiness.

In closing we ask you to please accept this small token of our esteem. May it find good use in your home and remind you of your good times with us.

Your brother Firefighters,
Signed by all the members of the Fire Department.



GEO. H. DOUCETTE wins Lanark Ridgeway ticket.

HENS AND CHICKENS OUT AT NIGHT

There will be no poultry at the big Centennial in Almonte this year. The Board of Directors decided at the Board meeting in Almonte last night. The poultry is very light in recent years. The Board decided to leave for an exhibit of this year only. For about the antique show leased later.

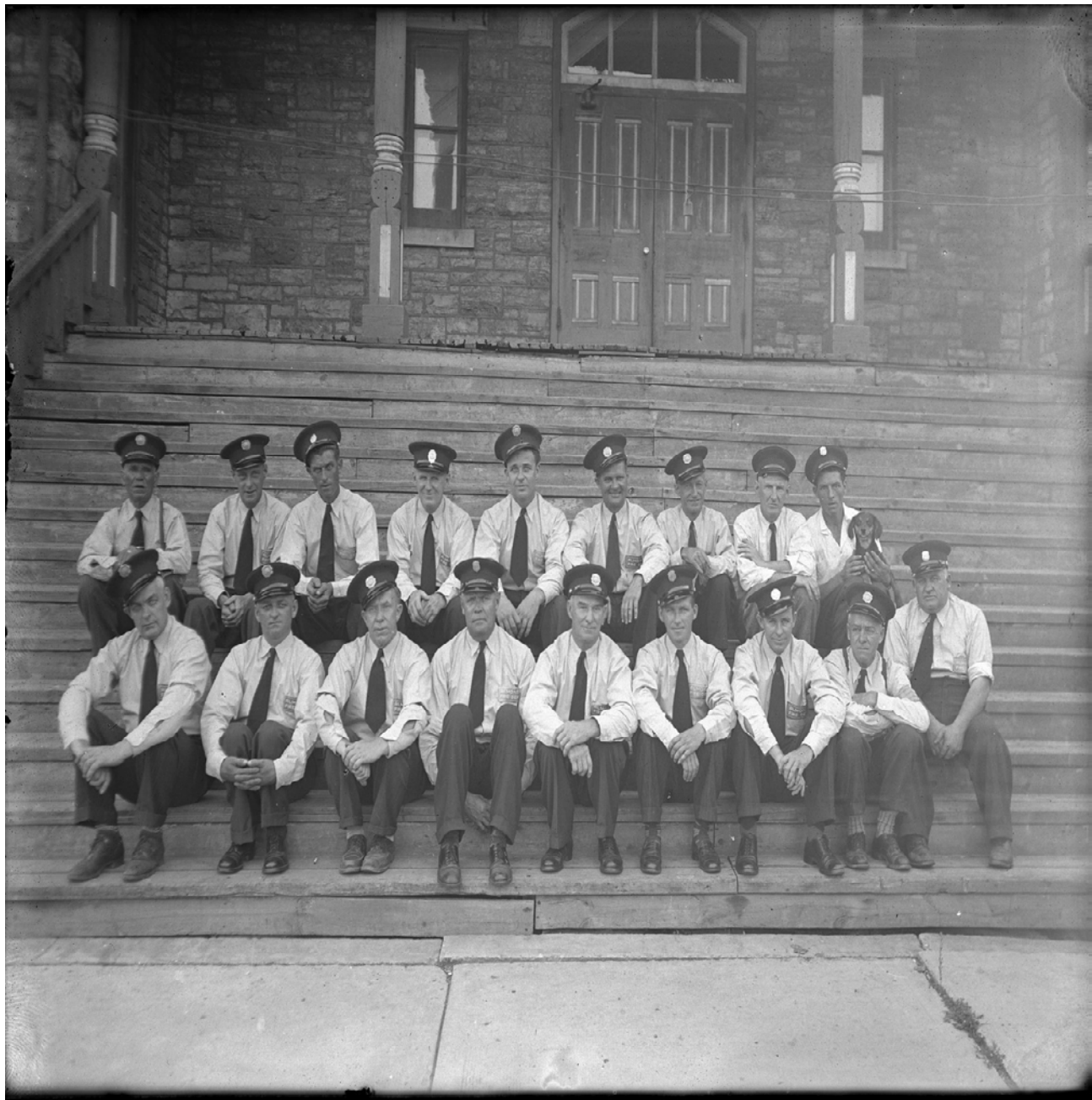
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Almonte firemen on town hall steps (1948) –
Grandpa Blakeley in back row, 3rd from the right and Uncle Bill 2nd from the left in back row



CITY

OBITUARY · EARL BLAKELEY



PAT MCGRATH, THE OTTAWA CITIZEN

Only three weeks ago, Earl Blakeley attended the opening of Elaine Goble's exhibit of 14 graphite portraits of Canadian veterans at the Canadian War Museum.

Humble war veteran never sought spotlight

**'There was something triumphant
about his approach to life'**

BY CHARLES ENMAN

On the walls of the Canadian War Museum, there's a portrait of Earl Blakeley — a pencil portrait that shows a warm and welcoming man, holding an early family photograph in his lap and, in his right arm, one of his two artificial legs.

"I hope you can really see the Earl I came to know and love in that portrait," artist Elaine Goble told the Citizen. "Life didn't deal Earl the best hand, but there's his openness and approachability, I hope, and that optimism that helped him always see life's glass as half full."

Only three weeks ago, Mr. Blakeley, a resident of the Perley and Rideau Veterans' Health Centre, attended the opening of her exhibit of 14 graphite portraits of Canadian veterans, which will remain part of the museum's permanent collection.

"I asked him to be 'my date,' and he was delighted, though I think he was a bit dismayed to see his portrait on that wall," Ms. Goble recalled. "He was a very quiet and humble man, never one to seek the spotlight."

Mr. Blakeley was in fine form that day, his spirits good and his mind sparkling, she recalls.

Last Friday, Mr. Blakeley died suddenly. He was 79.

His niece, Arlene Dugdale of Carleton Place, says Mr. Blakeley had "a wonderful attitude — there was something triumphant about his approach to life."

He seldom spoke of his wartime experiences, but she believed they marked him profoundly. "He talked about things like finding the dog tags of soldiers he knew, but the stories were pretty sketchy," she says. "I think he saved them for men who had gone through the Second World War like he'd done."

Mr. Blakeley joined the Royal Canadian Air Force in the middle of the war. At 17, he was too young to serve but, like many young men, he lied about his age to go overseas.

After the war, Mr. Blakeley developed a drinking problem, which his niece attributes to the traumas of military service.

Mr. Blakeley didn't lose his legs as a result of wartime action.

Several decades ago, after a night of drinking, he fell on ice and passed out. By the time he was found, his legs were frozen and had to be amputated.

"But no one ever heard Earl complain," Ms. Dug-

dale recalled. "Instead of falling into depression, he tried to help other amputees adapt to their situation, especially soldiers in veterans' hospitals."

In his 50s, he suffered another physical insult — cancer of the esophagus, which, after treatment was finished, left him with no taste, no sense of smell, and forced to nourish himself through a feeding tube.

"For decades, at the hospital, he'd just take the food the staff would bring in, put it through a blender, and then inject it into his stomach," Ms. Dugdale recalled. "He looked after that and never complained."

His friends at the Perley and Rideau Centre were a great comfort to him, his niece said.

"Oh, sometimes we'd get him out for a drive, but soon he'd just want to get back to the centre, where his friends were," she said.

Ms. Dugdale last spoke to her uncle last Wednesday, when he said he had "a touch of flu." On Friday morning, a staff member who was taking in his breakfast tray found he'd passed away overnight.

Mr. Blakeley is survived by his sister, Jean LeBlanc. Three sisters and two brothers predeceased him.

His funeral will be held at 1 p.m. today at the chapel of the C.R. Gamble Funeral Home in Almonte. Cremation will follow.

THE OTTAWA CITIZEN

MONDAY, JULY 18, 2011

Here are the highlights from the regular Lanark County Council meeting held Wednesday, Oct. 28.

- **Lanark Lodge to Purchase Trishaw:** Council has approved the purchase of a “trishaw” for Lanark Lodge as part of the Cycling Without Age program. A trishaw is a small, light, three-wheeled vehicle pedaled by an operator that can carry two passengers. In December, council authorized program volunteers to register with the Lodge and be covered by the county’s liability insurance. The group has purchased its first trishaw through fundraising, which is being used to pilot the program in Lanark County and promote the benefits of cycling with seniors. At the community services committee meeting earlier this month, Lanark Lodge Director Jennie Bingley explained the home is eager to purchase its own trishaw to be used by staff and future volunteers to take residents out on county property. “Our location is ideal for safe travel and will be a safe outing between residents and staff.” Bingley said staff and volunteers will be trained on using the trishaw, and appropriate permissions from residents and staff will be secured before use. The home is agreeable to sharing the trishaw with other community members on a pre-scheduled basis. The vehicle will be purchased in late 2020 or early 2021 to ensure it is ready for use in the spring and be stored at the Lodge. Bingley noted the Cycling Without Age organization is striving to give all seniors in Lanark County access to trishaw rides, and the Lodge will work with the group to promote the program. The purchase would be for \$10,000 or less and would come from the Lanark Lodge donation account. Donations will be encouraged to offset the expenditure. For more information, contact Jennie Bingley, Director of Lanark Lodge, at 1-888-9-LANARK, ext. 7101.
- **Council Discusses Amended Procedures for Warden/Committee Chair Election:** Council discussed revised procedures related to the upcoming election of warden and committee chairs due to COVID-19 and the possibility that an in-person election will be difficult. With the second wave of the pandemic underway, council decided to revert to virtual meetings, with a hybrid model as a secondary option. Clerk/Deputy CAO Leslie Drynan explained neither format would allow council to adhere to the current election process if an election by secret ballot (as opposed to acclamations) is required. In the revised process, the clerk will accept nominations by e-mail between Nov. 1 and noon on Nov. 17. Nominees must have a mover and seconder, both of whom must e-mail the clerk indicating support for the candidate and copying each other and the nominee. At the Nov. 18 council meeting, council will receive a report on the valid nominations. If an election is required, council has opted to conduct a modified in-person meeting with safety procedures in place to allow for paper ballots to be used. The parameters of the accommodations will be brought back to council prior to the election. The inaugural meeting is scheduled for Dec. 2 at 2 p.m. Ceremonial aspects, such as transferring chain of office and presenting the Past Warden’s pin, will be deferred until the first available opportunity to reconvene in person. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.
- **Cost-Sharing Agreement with Smiths Falls Adopted:** Council has approved the adoption of a new cost-sharing agreement for joint services with the Town of Smiths Falls, effective Jan. 1, 2020. At the corporate services committee meeting earlier this month, Treasurer Kevin Wills explained the county received notice of reassessments from Canada Revenue Agency (CRA) for the audit period of Jan. 1, 2016 to Dec. 31, 2017. CRA indicated the county must charge HST on costs being shared with the Town of Smiths Falls, which is a separated town and not part of the county. Wills explained the town, as a municipal organization, does not receive a rebate from CRA for all of the HST paid, which means the county charging HST will result in a net cost to the town. He indicated county

finance staff and the county's auditor do not agree with CRA's position and have filed a notice of objection, which was received by CRA but has not yet resulted in further communication. Wills said the new agreement has been reviewed by legal counsel for the county and the town, and added the objection is based on CRA documents indicating there is not a requirement to charge HST on cost-sharing arrangements if one of the parties is a delivery agent. Lanark County has acted as delivery agent for Smiths Falls for many years for social services and long-term care. "Adopting the agreement will provide notice to interested parties that the county is the delivery agent for the Town of Smiths Falls in respect of applicable cost-sharing programs," he said. For more information, contact Kevin Wills, Treasurer, at 1-888-9-LANARK, ext. 1323.

- **Council Receives Update on Priorities:** At the corporate services committee meeting earlier this month, CAO Kurt Greaves provided councillors with an update on 10 priorities set at the start of their current term. First was the redevelopment of Lanark Lodge by June 2025. Engineering and design is slated to be part of 2022 budget deliberations, and Greaves noted the Eastern Ontario Wardens' Caucus is conducting a detailed analysis of long-term care throughout the region. Social housing redevelopment is another priority, which is part of the county's 10-Year Housing and Homelessness Plan. Greaves said some best practices have been identified from the current build in Carleton Place. The third priority is cell and Internet expansion, which is part of the Eastern Ontario Regional Network's (EORN) cell project now moving forward with private and public partners. EORN is working on the "gig to the home" component for broadband Internet, and the county is lobbying for greater access to utility poles to ease the process. For the hospital funding priority, Greaves noted the 2021 draft budget will mark the third year of providing hospital funding (\$350,000 each year) for capital and equipment. Climate and environment is another priority. Activities have included bringing on a climate environmental coordinator and several projects related to planting trees, insulating homes, electric vehicles, banning plastic bags, car-pooling, participating in Partners for Climate Protection, turtle nest box awareness and pollinator programs, and increased social media presence. The trail promotion priority has included increased parking, the Alameda Project in Almonte, the Warden's Slow Roll for United Way and an Ottawa Valley Recreational Trail Promotion Committee. For the invasive species priority, work continues regarding phragmites and wild parsnip control, as well as education on gypsy moths. Earlier this year council adopted projects for the modernization funding priority, including support for EOWC regional initiatives, the climate action plan, digitization of the social services filing system and online tenant and housing applications for social housing, energy efficiency upgrades to social housing units, and consulting services for a Lanark Lodge review. Staff recruitment for the health-care sector is another priority, and Greaves outlined efforts to recruit staff, including ensuring Lanark Lodge is an employer of choice. The county continues to work with the Town of Perth on the arterial road priority. The final priority relates to budget goals, including maintaining consistent levy increases (about 3 per cent) and sustainable funding for capital assets, as well as increasing efficiency to lower operating costs, building reserves to mitigate borrowing and only borrowing for long-term capital assets. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101
- **Upcoming Meetings: County Council, Wednesday, Nov. 18, 5 p.m.;** Community Services, Nov. 18 (following County Council); Corporate Services, Nov. 18 (following Community Services). **Special Corporate Services (Budget),** Friday, Nov. 20, 9 a.m. **County Council, Wednesday, Nov. 25, 5 p.m.;** Public Works, Nov. 25 (following County Council); Economic Development, Nov. 25 (following Public Works). Watch for details about public access to meetings on agendas and

through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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INFORMATION LIST #12-20

November 3, 2020

The following is a list of information items received up until October 27, 2020

Item #	Date	Originator	Subject	Page #
1	Oct 8	Ministry of Municipal Affairs and Housing	Letter from Minister Steve Clark re: Residential Tenancies Act - Rent Freeze for Rental Units	108
2	Oct 13	Kurt Greaves, CAO Lanark County	Gypsy Moth Numbers	110
3	Oct 14	Leeds, Grenville and Lanark District Health Unit	Media Release re: Sports in Municipalities	114
4	Oct 14	Upper Canada District School Board	UCDSB First Digital iLead Day a Success	115
5	Oct 15	Upper Canada District School Board	UCDSB Honours Six Employees with 2020 Trustee Innovation Awards	118
6	Oct 16	Upper Canada District School Board	Highlights from October 14 Board of Trustees Meeting	121
7	Oct 27	Almonte General Hospital - Fairview Manor & Carleton Place & District Memorial Hospital	Media Release re: Celebrating Patient Safety Week and Virtual Care	124

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél.: 416 585-7000



234-2020-4374

October 8, 2020

Dear Heads of Council and Chairs of District Social Services Administration Boards:

On August 28, 2020, our government announced its intention to stabilize rent by introducing legislation this fall to ensure that the vast majority of families do not see a rent increase in 2021.

On October 1, 2020, the *Helping Tenants and Small Businesses Act, 2020* received Royal Assent. The Act amends the *Residential Tenancies Act, 2006* (RTA), to deliver on the commitment to freeze residential rent increases in 2021 to give the vast majority of Ontario tenants some relief and financial security as we continue to recover from the pandemic.

The amendments set the 2021 rent increase guideline to zero per cent and freeze annual rent increases starting January 1, 2021 and lasting until December 31, 2021. The rent freeze applies to the majority of rental units that are covered by the RTA, including:

- Newly built units occupied for the first time on or after November 15, 2018, which are typically exempt from the rent increase guideline;
- Purpose-built rental apartments, condos, houses and basement apartments;
- Rented sites in mobile home parks and land lease communities;
- Care homes, including retirement homes;
- Affordable housing units created through various federally and/or provincially funded programs; and
- Households living in community housing that receive rent-geared-to-income (RGI) assistance or pay low end of market rent, with the exception of non-profit housing co-op members who pay market rates.

The Ministry of Municipal Affairs and Housing is committed to engaging the community housing sector through consultations under the Community Housing Renewal Strategy to monitor and understand the impacts of the rent freeze, as we work together to mitigate the financial impacts of COVID-19 on Ontarians, increase housing affordability, and deliver on our goal to sustain and grow the community housing system.

.../2

The Act is available [online here](#) and additional details can be found [online here](#).

On behalf of our government, I would like to extend our thanks for your support in working with the ministry to support tenants during this challenging time. We welcome your continued input and look forward to continuing to work with our municipal partners in the coming months.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark". The signature is written in a cursive, flowing style.

Steve Clark
Minister

From: Kurt Greaves <kgreaves@lanarkcounty.ca>

Sent: October-13-20 2:16 PM

Subject: 2021 Gypsy Moth Numbers

Attached are an information brochure Hillary did most of work on and the MNRs 2020 infestation mapping. Western Lanark County was one of the hardest hit areas in the Province.

The Invasive Species Centre put on a webinar to provide additional information on the Gypsy Moth. Both the Federal Government and The Ministry of Natural Resources & Forest participated with presentations.

2021 Very Hard to Predict: High numbers will crash in three years or less depending on circumstances:

Cold winter with days below -20C help kill eggs above the snow line. Lots of snow will insulate more eggs. Eggs must scraped to the ground actually helps them survive...they must be scraped into water to drown them.

Wet spring needed to spread fungus that kills the caterpillar stage. Virus will establish over time with large numbers of moths.

Hopefully some or all of these things happen to crash the population.

Conifers will not survive a single year is 100% defoliated. Hardwood trees can sustain defoliation for three years if no other stressors (e.g., drought).

Kurt Greaves, B.A., CGA, CPA

CAO, Lanark County

613-267-4200 x1101

EUROPEAN GYPSY MOTH

A destructive pest threatening forests



What is it?	Trees at risk	Impacts
European gypsy moth (EGM; <i>Lymantria dispar dispar</i>) is an invasive and destructive pest that poses a risk to deciduous and coniferous tree species.	Gypsy moth has over 300 known plant hosts, including many hardwood and some softwood tree species. Favoured tree species include oak (<i>Quercus</i> spp.), maple (<i>Acer</i> spp.), birch (<i>Betula</i> spp.), white pine (<i>Pinus strobus</i>), and white spruce (<i>Picea glauca</i>).	<ul style="list-style-type: none">• A single gypsy moth caterpillar can eat one square metre of leaves in a season<ul style="list-style-type: none">• Repeated defoliation makes trees susceptible to other pests and diseases, and can eventually lead to tree death• Defoliation in orchards can increase vulnerability to agricultural pests and diseases and can negatively impact farm stock• Loss of species in natural areas can affect biodiversity and forest wildlife

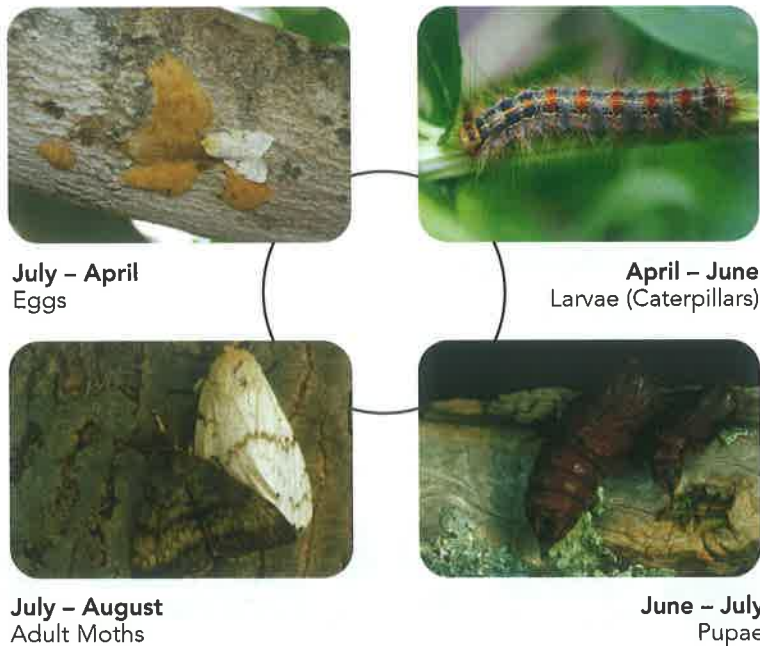
Life cycle

Eggs: Tan-coloured and can be found on tree trunks, bark, or other hard surfaces. Egg masses are about 4 cm and contain 100-1,000 eggs.

Larvae: Charcoal grey with a double row of five blue and six red dots on its back. This is the life stage that causes defoliation.

Adult females: Larger than males with white colouring and dark zig-zag markings. Adult females are flightless.

Adult males: Greyish-brown with dark markings and can fly and survive about one week, mating with several different females.



How to manage European gypsy moth



Method	Description
MONITORING	Monitor for defoliation and egg masses throughout the season on high-risk trees. Inspect outdoor equipment, trailers, and vehicles before moving from a regulated area to an uninfested area and always buy and burn local firewood.
HAND REMOVAL	Egg masses should be removed from trees between August and May to reduce infestations in forthcoming years. Use a scraper to carefully remove the masses off of tree trunks, branches, and outdoor equipment throughout all seasons. After removal, dispose of masses in a soap and water mixture or burn them.
BIOLOGICAL CONTROL	<p>For private homeowners, Btk (<i>Bacillus thuringiensis kurstaki</i>) is available for purchase from local hardware stores to use against EGM. This biopesticide can be applied by a registered pesticide application company or by homeowners who have carefully read application instructions. Btk is a product that affects the digestive system of caterpillars and should only be applied between May and early June, when EGM are still in the larval (caterpillar) stage. Two spray applications are usually required for effective control. Application of Btk after mid-June is not an effective way to manage EGM.</p> <p>On a larger scale (multiple properties or a forested area), Btk should only be applied by a professional pesticide application company and is most effective when supported by a team of landowners, landowners' association, or municipality looking to manage EGM.</p> <p>Gypsy moth populations are also affected by a number of pests, including mice, birds, wasps, and a specific fungus and virus. The fungus and virus are believed to be the reasons gypsy moth populations crash for ten or more years.</p>
BURLAP/ TRAPPING	Caterpillars can be successfully trapped using burlap. Start by wrapping a 45 cm (18 in) wide strip around the tree at chest height. Tie a string around the centre and fold the top portion down to form a skirt, with the string acting as a belt. Pick off the caterpillars daily and dispose of them (see hand removal above).

CAUTION: European gypsy moth caterpillars have long hairs that can cause skin irritation or allergic reactions for some people. For safety, use gloves while handling caterpillars.

Report sightings of European gypsy moth to:

- EDDMapS Ontario: 1-800-563-7711 or www.eddmaps.org/ontario
- Canada-wide: www.invasivespeciescentre.ca/report-a-sighting

For more information, visit:

- Invasive Species Centre: www.invasivespeciescentre.ca
- Canadian Food Inspection Agency (CFIA): <https://www.inspection.gc.ca/plant-health/plant-pests-invasive-species/insects/gypsy-moth/fact-sheet/eng/1330355335187/1335975909100>



Eastern Ontario
Model Forest

LANARK
COUNTY

Burlap method: Pennsylvania Department of Conservation and Natural Resources - Forestry, Bugwood.org; Defoliated tree: Karla Salp, Washington State Department of Agriculture, Bugwood.org; Defoliated branch: Tim Tigner, Virginia Department of Forestry, Bugwood.org.



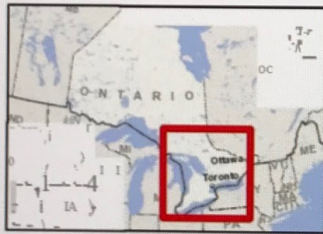
Gypsy moth 2020

Areas in Ontario where gypsy moth caused defoliation

Light = 17,002 ha

Moderate to severe = 569,465 ha

- Area of light defoliation
- Area of moderate to severe defoliation

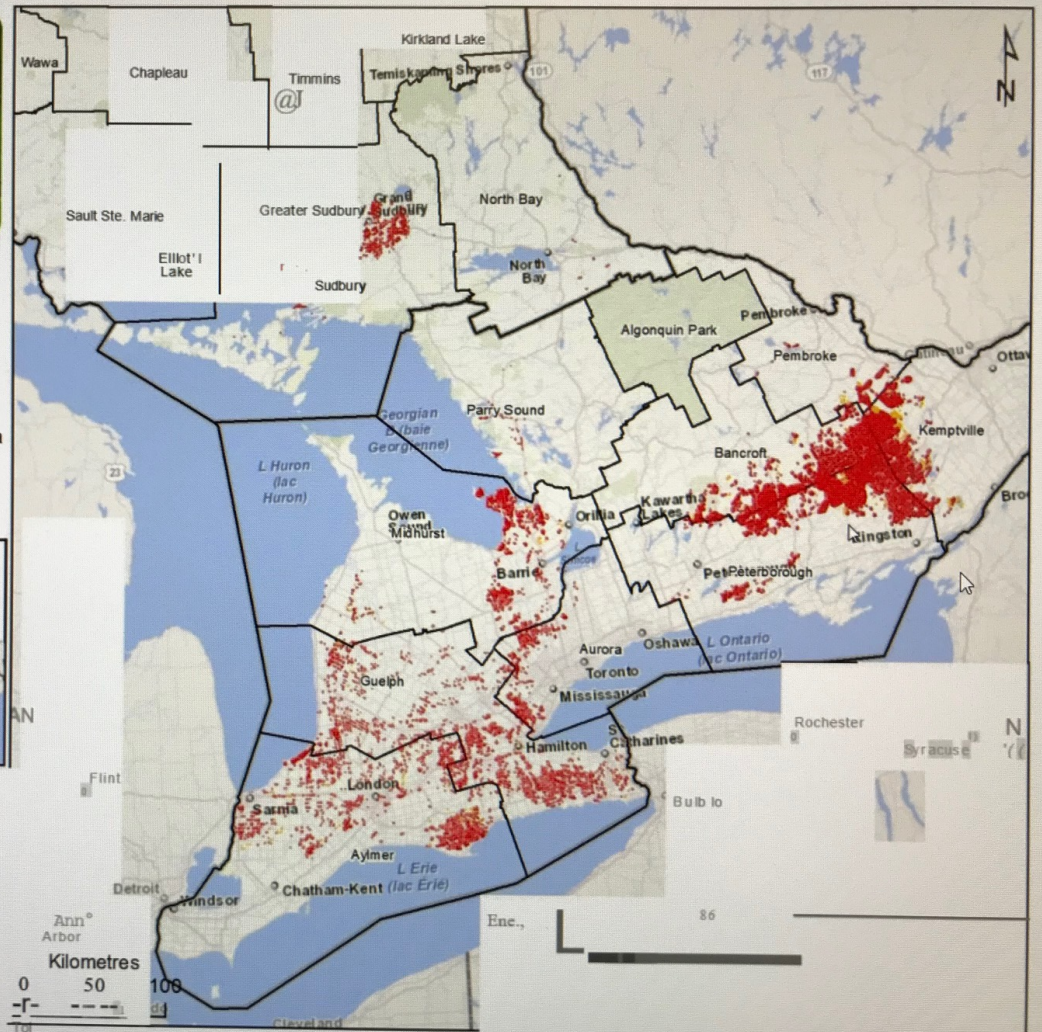


Disclaimer:
This map is illustrative only. Do not rely on this map as being a precise indicator of routes, locations of features, nor as a guide to navigation. This map was produced for the Ministry of Natural Resources internal use only and is not intended for external distribution.

Ontario &



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MEMORANDUM

October 14, 2020

TO: Municipalities

RE: Sports

Over the last couple of days our Health Unit has received calls from some of our municipalities wondering if sports teams from the City of Ottawa can use facilities in our Health Unit area of Leeds, Grenville and Lanark. As you know the final decision lies with your municipality as a formal travel restriction has not been implemented by the province and there is no provincial or local regulation that prohibits bookings from outside of the City of Ottawa; however, this is something that we **STRONGLY DISCOURAGE**.

Any type of travel has the potential to increase the spread of COVID-19, especially when individuals from a more affected area (e.g. Ottawa) travel to neighbouring communities. We **STRONGLY ENCOURAGE** all individuals to follow the province's recommendation - "[Limit trips outside of home, except for essential purposes only such as work where it is not possible to work from home, school, grocery shopping, medical appointments, and outdoor healthy physical activity. In addition, travel to other regions in the province, especially from higher transmission to lower transmission areas, should only be for essential purposes.](#)" Sports are non-essential.

We realize that this will be challenging for teams and players that live in Ottawa; however, it will help to reduce the spread of COVID-19 as well as reduce the potential for issues that could affect facilities and communities in neighbouring towns.

Indigenous Student Leadership Forum Goes Virtual: UCDSB's First Digital iLead Day a Success

October 13, 2020 (Upper Canada) - Inspiration was ignited at the Upper Canada District School Board's Indigenous Student Leadership Forum, even though it was presented in a different way: virtually.

The Indigenous Student Leadership Forum for Staff and Students involves First Nations, Métis and Inuit high school students and allies from across the Upper Canada District School Board and together, they take part in Indigenous Leadership (iLead) days.

Like many annual events and workshops that normally take place in person, the Forum's annual iLead Days series had to be re-structured and be offered digitally in order to continue for this academic year.

The five-day series spanning the school year launched virtually on Oct. 13, 2020 and students and staff from across the UCDSB logged into the iLead Microsoft Teams channel for a day of inspiration, learning and guidance from Dakelh storyteller, Francois Prince.

"Over the years, the iLead Days have been offered face-to-face and have given self-identified Indigenous students and their allies the opportunity to increase their knowledge and connection with Indigenous histories, cultures and perspectives through engaging with elders, knowledge keepers, cultural advisors and peers, making it an engaging learning opportunity for our school community," explains UCDSB Principal of Teaching & Learning, Indigenous Education, Gail Brant-Terry. "The pandemic and associated limitations meant we had to get creative with how we could continue to offer iLead Days to our students this year."

Francois Prince is Nak'azdli Whut'en, which is part of the Dakelhne tribe Dakelh from British Columbia. Francois has a strong desire to bridge the gaps between historical and modern cultures to promote mental health and wellness through the cultural practices. Through storytelling and an art project, Prince explored concepts related to the past, present and future with the students and asked them to reflect: where do you come from, where are you at, and where are you going? Students created and shared artwork to showcase their story, reflecting on their own past and how they look forward to the future using Prince's guidance.

With staff and students from across the board logged in throughout the day-long event, Prince provided an engaging and inspiring message that connected to the iLead Days mission.

"Francois weaved together traditional stories, lived experiences and reflective questions that inspired our students," says Brant-Terry.

More iLead Days will take place virtually this year in November, December, February and April, 2020, as the UCDSB remains committed to Truth and Reconciliation.

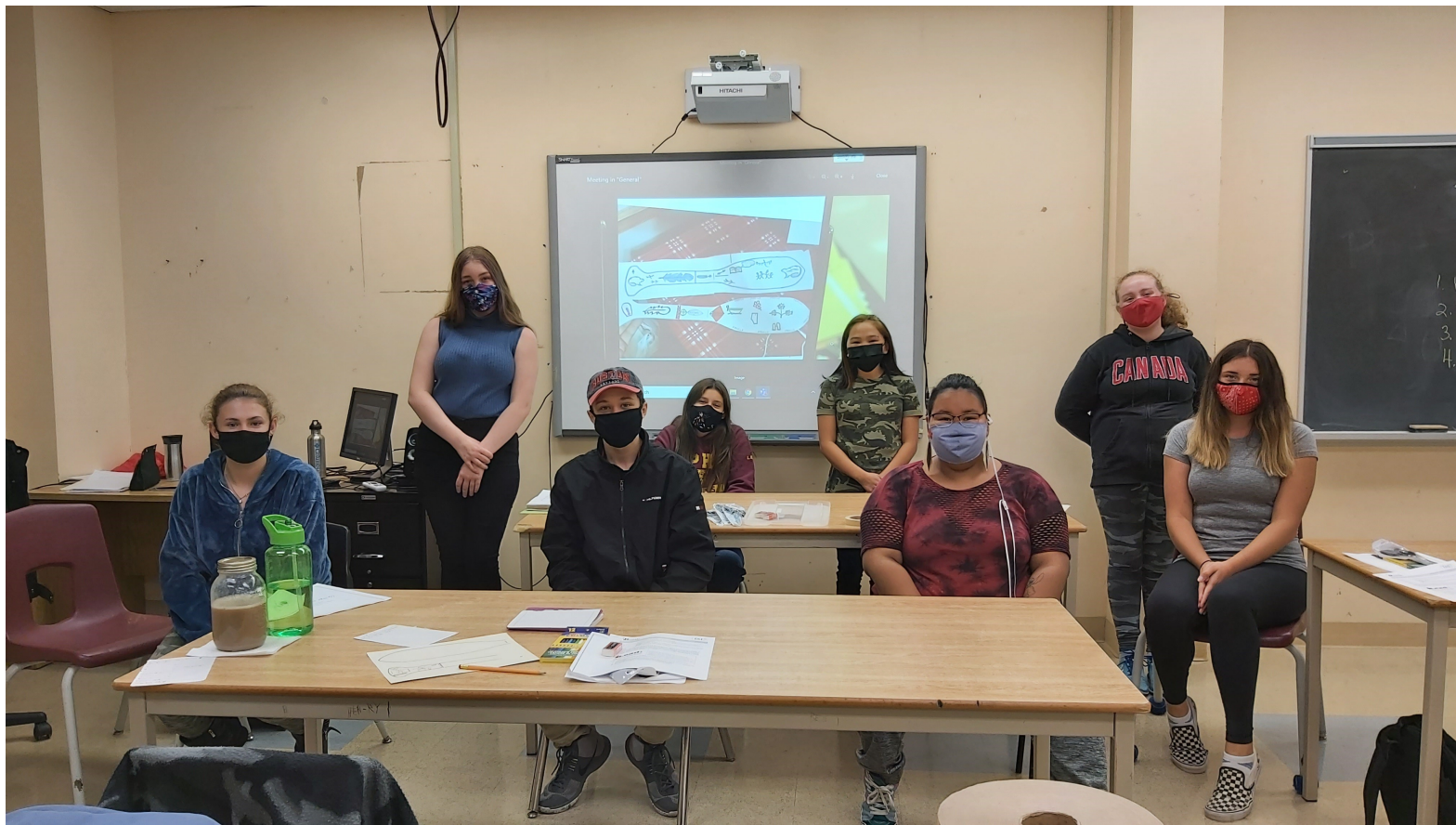
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iLead Day Paddle Photo Caption: Students participating in the iLead Day created art by telling their story using a paddle outline for inspiration. Photo submitted by UCDSB.

iLead Day CPHS: Staff and students at Carleton Place High School participating in the iLead Day gathered together in a classroom where they connected with other UCDSB students virtually for the day-long event. Photo submitted by UCDSB

For media inquiries, please contact:

Gail Brant-Terry
K-12 Principal Teaching and Learning
Indigenous Education
Upper Canada District School Board
613- 485-0159
gail.brant-terry@ucdsb.on.ca





Media Release

UCDSB Honours Six Employees with 2020 Trustee Innovation Awards

October 15, 2020 (Brockville, ON) – Six [Upper Canada District School Board](#) (UCDSB) employees have been recognized for their creative thinking and practices during the 2019-2020 school year with a [Trustee Innovation Award](#).

The annual awards program started in 2012 to recognize staff for innovative teaching and work practices, with the intent that these practices will be shared and used to improve the way the school board delivers education and other services to students and the community.

Winners of the 2019-2020 awards are as follows:

Kevin Kennedy, Teacher – Russell High School:

When the provincially mandated closure of schools due to the COVID-19 pandemic first took place March 2020, Kevin, along with his colleagues, were learning how to transition from in-person teaching to an online format. During this period, Kevin reached out to his colleagues and conducted video interviews on a variety of topics, compiled their answers and posted them to the [russelltwolves](#) Instagram account. He used multiple online platforms to collect videos from staff, students and board employees. He also expanded his reach and contacted past staff and students and even received videos from overseas. His innovative and creative approach kept the [Russell High School](#) students and community connected during the unprecedented school closure period.

Ani Lalonde, Teacher – Rockland Public School:

Ani is a Physical Education and Health teacher, coach and mentor at [Rockland Public School](#). During the regular school year, she is known by the school community for her engaging Facebook page and the many extra-curricular and after-school activities she organizes. During the school closure, Ani wanted to support the physical and mental health of the school community and maintain a feeling of connectedness with them. This led her to launch [PE with Madame Ani](#) – a Facebook page that promotes healthy active living during a time of social distancing. She created and posted short, interactive videos about physical activities for families to do at home with basic or no equipment. Ani also adapted her gym classes for an online way of life. She has held extremely popular class workouts on Microsoft Teams for students, participated in and assisted in establishing synchronous learning for many classes, and supported online staff wellness activity sessions.

Paul Merredew, Teacher - Smiths Falls District Collegiate Institute:

Paul has been instrumental in supporting [Smiths Falls District Collegiate Institute](#) and the school district in implementing Indigenous studies. He has taught First Nations, Métis and Inuit studies courses for many years and is a leader throughout the district in program planning, implementation and innovation. As a strong advocate for Indigenous education, Paul plays an important role in establishing reciprocal relationships with many of the board's cultural advisors. Paul has dedicated many hours to planning in the annual Spirit of the Drum Powwow and arranging other learning experiences in the lead up to the Powwow, including a traditional canoe building weekend that was rich in culture, history, language and community. All of these efforts give students the opportunity to showcase their learning in an authentic way. Paul willingly offers his knowledge and expertise in presenting at professional learning activities within our school district, all of which are examples of his passion and commitment to Indigenous education.

Dion Running, Teacher - South Crosby Public School:

Dion is an exceptional educator with a passion for environmental causes as well as being an Indigenous education leader for [South Crosby Public School](#). Last fall, he collaborated with the Ministry of Natural Resources and Forestry (MNR) on an experiential learning project to help students connect with nature and to understand the problems that the bat faces. Dion started conversations about the plight of the brown bat with his students and community partners and organized a bird box build at the school. This initiative and experiential learning activity helped engage and inspire students. Dion's caring and willingness to share this knowledge, passion and experience with a new generation of young learners will contribute to their success and inquisitive minds.

Amanda Seguin, Special Education Teacher – Russell Public School:

Amanda led the Special Education Team at [Russell Public School](#) in developing a successful Power Up Program pilot project that continued into the distance learning portion of last school year. She created half-day programming tailored to individual students that factored in academic strengths and needs as well as occupational and physical therapy needs. She established positive relationships with the parents of these students and provided weekly progress reports. Working closely with the school's educational assistant team during the school closure, she organized one-to-one Microsoft Teams sessions and hosted a very popular Power Up Program chat for the participating students every week. Amanda's enthusiasm, knowledge and creativity are an inspiration to her fellow colleagues.

Kindergarten Team: Julia Baker, ECE; Dawn Brewin, Teacher; Kristina Jackson, Teacher; and Jodi Oliver-King, ECE - Westminster Public School:

The Kindergarten Team at [Westminster Public School](#) embodies the true essence of teamwork. Every task or learning opportunity provided to students is meticulously planned and discussed as a group prior to sharing with the learning community. Each individual, from the wonderful early childhood educators (ECEs) to the dynamic teaching staff, play an integral part in the classroom experience, which was exemplified during distance learning as a result of the school closure earlier this Spring. Each morning the team orchestrated a live lesson that families could tune into on Facebook. Learning activities such as the lifecycle of the egg and butterfly were featured during these lessons. Following the live event, each staff member posted an engaging video for the students to watch and learn. The team uses the innovation and teamwork that it takes in both mainstream and distance learning to ensure their students and families are engaged.

“The innovation, creativity and dedication from these employees is remarkable” says Trustee Innovation Award Chair and UCDSB Trustee Corina Parisien. “They all found engaging ways to connect their students, staff and community, that was especially important during the global pandemic.”

Video clips of each of our winners are being produced and being shared at our Board of Trustee meetings, with the first two being shared yesterday (October 14, 2020).

[Paul Merredew, Teacher - Smiths Falls District Collegiate Institute](#)

[Dion Running, Teacher - South Crosby Public School](#)

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For media inquiries, please contact:

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Upper Canada District School Board
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Highlights from the October 14 Board of Trustees Meeting

Full details on presentations, reports and discussions can be found in the agenda or reviewed in the recorded broadcast.

October 14, 2020 (Brockville, ON) – Trustees with the [Upper Canada District School Board](#) (UCDSB) met on Wednesday, October 14, 2020 for a regularly scheduled board meeting. Trustees conducted the meeting in person at the Brockville Board Office, with the option for staff and trustees to call in, as per regular practice.

Changes to Secondary Evaluation Processes for 2020-2021

The Director of Education provided an update to the Board about adjustments to the secondary school diploma program and graduation requirements.

The Ministry of Education recently provided school districts the ability to adjust secondary evaluation processes to reflect the realities that come with learning and attending school during the uncertainties of a pandemic. The [Upper Canada District School Board](#) has decided that for the 2020-2021 school year, there will be no final exams for secondary students (Grades 9-12) at the end of any quadmester. Instead, student grades will be solely based on the specific learning activities and assignments delivered in each course.

There have also been adjustments made to the 40-hour community involvement graduation requirement for the 2020-2021 school year. The Ministry of Education has reduced the required number of community involvement hours to 20 hours for this school year and has provided more flexibility in the types of activities that can count toward these hours.

However, students expecting to graduate in the 2020-2021 school year will need to complete the Grade 10 Literacy Test. This test was not administered last year due the provincial mandate to close schools in the spring and the transition to remote learning for staff and students. The test has been reinstated this school year and will be administered in the Spring of 2021.

Overview of Trustee Planning Meeting

Vice-Chair MacPherson provided a summary of the UCDSB trustees planning session, which was held on October 3 at the Smiths Falls & District Collegiate Institute. Trustees and senior administration attended the annual planning event, which is essential for the Board of Trustees, held in accordance with UCDSB bylaws.

The Trustee Planning Session this year was especially significant given the Board's multi-year strategic plan ends this year (2017-2020). In accordance with the Education Act, the Board would need to refresh its Strategic Plan for the next three-plus school years.

At the recent planning session, Board members reviewed the survey results collected from staff, parents and community members during the summer. The survey resulted in over 2,300 respondents of which 1,855 respondents were parents of UCDSB students.

The next step is to present the findings from the session to the Accountability Framework Committee that will shape and finalize a set of recommendations for the next strategic plan. This is expected to be a dialogue at the Board meetings this Fall, followed by a draft plan by December 2020.

Update on 2020 Summer Learning Program and Summer Semester

UCDSB staff updated the board regarding the 2020 Summer Learning Program and Secondary Summer Semester.

The Elementary Summer Learning Program is intended to support students who would benefit from an engaging and interactive learning opportunity in the summer that builds upon and furthers their learning. Summer Semester allows secondary students and students in Grade 7 & 8 to reach ahead to earn credits via eLearning and Co-operative Education. In 2020, two new learning opportunities were added to Summer Semester: credit-recovery and credit upgrade.

This summer, 585 elementary school children enrolled in the Summer Learning Program. Overall, 98% of students and parents rated their engagement with the Summer Learning Program as very high. For the Summer Semester, 2,200 students enrolled in with 1752.5 credits earned.

Board Passes Resolution Regarding International Education Students

On October 2, 2020, Immigration, Refugees and Citizenship Canada announced that international students will be permitted to enter Canada as of Oct. 20, 2020, provided that the school they will be attending has been recognized by the appropriate provincial Ministry of Education as a Designated Learning Institution that has a COVID-19 readiness plan.

UCLCET International Education Program staff has reviewed all preparations and processes for ensuring the safe return of international students with the UCLCET Executive and with the UCLCET Board of Directors and has received their approval to engage the attestation process with the Ministry of Education based on this plan. These plans include a Safe Arrivals booklet, a 14-day quarantine support program, a student health monitor plan, and more.

The UCDS Board of Trustees passed a resolution outlining “that the UCDSB maintain its commitment to continuing its International Education program in compliance with the guidelines for accepting international students that have been established by the Ontario Ministry of Education and the Canadian Federal Government.”

Staff Provides Financial Budget updates for 2020-21 School Year

UCDSB Staff provided a financial budget projection to the Board of Trustees. Reviewing the discretionary and non-discretionary funding options available to the school board, staff outlined low, medium and high possible budget line items when it comes to discretionary as well as non-discretionary budgeting including sick leave, lower enrolment and PPE costs that can't be covered by the province.

The estimated deficits range from \$4 to \$17 million, even after utilizing COVID-related funding sources. As such, staff recommended adopting a conservative approach to discretionary expenditures while monitoring data to determine scale and impact of non-discretionary financial risks. Staff continue to review all mitigating factors and strategies to gain great visibility to the actual financial risks while also managing those risks to ensure the Board remains on a sound financial footing.

Trustee Lisa Swan put forward a motion “that the Upper Canada District School Board request the Province of Ontario support public education by increasing the funding to School Boards in the Province to support the delivery models they have mandated and increase Board funding to do such as we deal with this pandemic, and to show they support public education.” The Board carried the motion in a vote of 9-2.

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MEDIA RELEASE

CELEBRATING PATIENT SAFETY WEEK AND VIRTUAL CARE

Almonte General Hospital, Fairview Manor and Carleton Place & District Memorial Hospital are proud to take part in Canadian Patient Safety Week 2020 from October 26th to October 30th. Our teams are focused on continually improving patient care and safety.

The Canadian Patient Safety Institute (CPSI)'s theme for the week is 'Virtual Care is New to Us'. Virtual care describes any method used by a healthcare provider to connect with a patient remotely. It may include emails, phone calls, instant messaging, video calls, and more.

At the two hospitals, virtual appointments by telephone are being used during COVID-19 to support our patients, whenever possible. In fact, about two-thirds of appointments with specialists are now being done virtually. This allows clinicians to provide the same services they did before the COVID-19 pandemic, while keeping everyone safe. In addition, telemedicine services are being provided in Carleton Place. This program connects patients with a specialist by video, reducing the need and stress associated with travel. In-person appointments can still be arranged when necessary.

According to the Canadian Medical Association (CMA), while only 10% of Canadians have experience with virtual care, more than 40% would like more opportunity to have virtual visits with their healthcare provider. Patients using virtual care during the COVID-19 pandemic had a 91% satisfaction rate. In addition, CMA states that 75% of Canadians believe new technologies could solve existing issues in our health care system. There is still a lot to explore with virtual care, including addressing questions about safety, managing the technology, privacy and physician/patient relationships.

To ensure the best virtual experience, patients can prepare in advance:

- Be ready and have your computer equipment ready.
- Prior to the virtual appointment, jot down your symptoms, have a list of current medications and family history, and a list the question you want to ask.
- Have your health insurance card with you.
- Consider having a trusted person with you so you do not miss anything.

We are pleased to celebrate Canadian Patient Safety Week with staff, patients and residents.

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Jane Adams APR
Communications Lead
Almonte General Hospital – Fairview Manor &
Carleton Place & District Memorial Hospital
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COUNCIL CALENDAR

November 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Council 6pm	4	5	6	7
8	9	10	11 Remembrance Day Office Closed	12	13	14
15	16	17 Council 6pm	18	19	20	21
22	23	24 Sp Budget 6pm	25	26	27	28
29	30					



Municipality of Mississippi Mills
PENDING LIST
October 20, 2020

Title	Department	Comments/Status	Report to Council (Date)
Wild Parsnip - Information status Reports	Public Works	Staff to bring forward two information reports following the spring and late summer observations of the 2020 plan	November 17, 2020
Update on Fire Truck Conversion	Public Works	Provide Council with an update on the Fire Truck conversion project	November 17, 2020
Storm Water Management - Finner Court Subdivision and Surrounding Area	Public Works	Staff to review Stormwater Maintenance schedule and report on conditions of dry-pond and municipal drain. Any capital projects to be brought forward to the first Budget meeting in September.	November 17, 2020
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	Treasurer/Public Works	Special meeting and report detailing breakdown of costing to reflect water and sewer costs and other costs	November 17, 2020

Municipal By-law Enforcement Policy	CAO	Staff to bring forward options to have By-law enforcement services in-house as part of the 2021 budget deliberations. Amendments to proposed By-law Enforcement Policy (Parking and dispute resolution)	November 17, 2020
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	December 1, 2020
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	December 2020
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	December 2020
Review of Procedural By-law	Clerks	Postponed until January 2021 as a result of COVID-19	January 2021
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	January 2021
Public Consultation - Dog Park	Recreation and Parks and Recreation Advisory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	January 2021
Mississippi Mills Bicentennial Celebrations	Ec Dev/Culture	Development workplan and budget for 2023 celebrations	TBD
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q1 2021

Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	December 2021
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