



**Municipality of Mississippi Mills**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, November 17, 2020**

**7:00 p.m.**

**Council Chambers, Municipal Office**

**3131 Old Perth Road**

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	<b>Pages</b>
<b>A. CALL TO ORDER (immediately following Council)</b>	
<b>B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>	
<b>C. APPROVAL OF AGENDA</b> Recommended Motion: THAT the agenda be approved as presented.	
<b>D. APPROVAL OF MINUTES</b> Recommended Motion: THAT the minutes dated October 13, 15, and November 3, 2020 be approved.	5 - 18
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the minutes from the following advisory committees or boards be received:	
<b>E.1. Library Board Minutes - September 23, 2020</b>	19 - 20
<b>E.2. Heritage Advisory Committee Minutes - September 30, 2020</b>	21 - 24
<b>E.3. Parks and Recreation Advisory Committee Minutes - October 27, 2020</b>	25 - 28

## **F. STAFF REPORTS**

### **Building and Planning**

- F.1. Official Plan Amendment 22 - Project Update** 29 - 37

**Recommended Motion:**

**THAT** Committee of the Whole receive the Planning Consultant's report titled "Official Plan Amendment 22- Project Update" dated November 17, 2020 as information;

**AND THAT** Committee of the Whole recommend Council approve a revised Work Plan to proceed with the completion of OPA 22 based on an Almonte Ward Settlement Area Boundary Review and a subsequent policy review of the Rural and Village Areas.

- F.2. Clean Yards By-law** 38 - 49

**Recommended Motion:**

**THAT** Committee of the Whole recommends to Council the Clean Yards By-law be adopted as presented.

### **Roads and Public Works**

- F.3. Fire Truck Conversion Update** 50 - 53

**Recommended Motion:**

**THAT** Committee of the Whole receive the "Fire Truck Conversion Update" report for information.

### **Finance and Administration**

- F.4. 2020 Interim Financial Report 9 on Covid 19** 54 - 62

**Recommended Motion:**

**THAT** Committee of the Whole accept the Treasurer's interim report on the financial implications of Covid 19 dated November 17, 2020 as information.

**F.5. Expropriation of Lands along the Unopened Portion of Menzie Street**

63 - 72

**Recommended Motion:**

**THAT** Committee of the Whole recommend that Council adopt a bylaw to delegate authority to the CAO to apply for expropriation of lands PIN 050940042, PIN 050940045 and PIN 050940046 known as lots 1,2,3,4,15,16,17 and 18 of McLean Section of Plan 6262 in the Municipality of Mississippi Mills, Lanark County;

**AND THAT** Committee of the Whole recommend that Council receive the attached application for approval to expropriate the lands PIN 050940042, PIN 050940045 and PIN 050940046 known as lots 1,2,3,4,15,16,17 and 18 of McLean Section of Plan 6262 in the Municipality of Mississippi Mills, Lanark County;

**AND THAT** Committee of the Whole recommend that Council approve \$40,000-\$50,000 for professional fee expenses related to the expropriation of PIN 050940042, PIN 050940045 and PIN 050940046 known as lots 1,2,3,4,15,16,17 and 18 of McLean Section of Plan 6262 in the Municipality of Mississippi Mills, Lanark County to be funded from reserves in 2020 and repaid back to reserves from the proceeds from the sale of land.

**G. NOTICE OF MOTION**

**Councillor Holmes and Councillor Guerard Motion**

**G.1. Farm 911 - The Emily Project**

**Recommended Motion:**

**WHEREAS** farm accidents can occur in remote locations, making it difficult for first responders to easily locate the situation;

**AND WHEREAS** not all rural property entrances have emergency signage;

**BE IT RESOLVED THAT**, the Committee of the Whole recommends to Council to request the County of Lanark to support Ontario's Farm 911 – "The Emily Project", to enhance emergency addresses and signage for vacant rural land;

**AND THAT**, this resolution be sent to local Lanark County municipalities requesting their support for this project.

**H. INFORMATION ITEMS**

**H.1. Mayor's Report**

73 - 74

**H.2. County Council Report**  
None

**H.3. Mississippi Valley Conservation Authority Report**

75 - 76

**H.4. Information List**

77 - 114

**Recommended Motion:**

**THAT** the information list #13-20 be received for information.

**H.5. Meeting Calendar (November, December)**

115 - 116

**I. OTHER/NEW BUSINESS**

None

**J. PENDING LIST**

117 - 118

**K. ADJOURNMENT**

**Recommended Motion:**

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



**The Corporation of the Municipality of Mississippi Mills**  
**Special Committee of the Whole Meeting**  
**Minutes**

**18-20**  
**October 13, 2020**  
**9:00 a.m.**  
**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: Jeanne Harfield, Clerk  
Ken Kelly, CAO  
Rhonda Whitmarsh, Treasurer  
Chad Brown, Fire Chief  
Cory Smith, A/Director of Roads and Public Works  
Anita Legault, Daycare Manager

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**A. CALL TO ORDER**

Councillor Dalgity called the meeting to order at 9:21 a.m.

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

Councillor Dalgity declared a conflict of interest on the Daycare operations budget as his daughter is employed by the Daycare.

**C. APPROVAL OF AGENDA**

**Motion No CW150-20**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Maydan

**THAT** the agenda be approved as presented.

**CARRIED**

**D. SPECIAL REPORTS**

**D.1 Draft 2021 Budget Report and Presentations**

Treasurer Whitmarsh provided an overall summary of the 2021 budget highlights including changes to the budget from the first draft and budget shortfalls.

Road and Public Works 2021 Budget Presentation:

A/Director of Roads and Public Works Smith presented the draft Roads and Public Works Department's proposed budget for 2021 including operational and capital budgets and reasons for any changes over the 2020 budget. The A/Director also reviewed capital and operations for waste management and water and sewer.

Members posed questions throughout the presentation and asked for follow-up staff reports on capital items such as King St, the Hugh Graham Bridge and the Camelon Road Culvert.

Committee of the Whole recessed at 10:38 am and resumed at 10:53 a.m.

Daycare 2021 Budget Presentation:

Councillor Dalgity left the room at 10:54 a.m. and did not participate in the discussions related to the Daycare Operational budget, Mayor Lowry took over as Chair for that portion of the meeting. Councillor Dalgity returned at 11:00 am and resumed as the Chair.

Daycare Manager Legault presented the draft 2021 daycare operational and capital budget highlights including an update on impacts of COVID-19 on numbers of children enrolled and revenue and increases to capital projects.

Members posed questions throughout the presentation including renovations at the daycare centre, provincial grants related to COVID-19 and access to health and safety grants through the County of Lanark.

Committee of the Whole recessed at 11:08 a.m. and resumed at 11:15 a.m.

Fire Department 2021 Budget Presentation:

Fire Chief Brown presented the Fire Department's operational and capital budgets for 2021. Highlights include increases in salary resulting from a rise in the number of incidents and increased training requirements, as well as other operational increases over the 2020 budget. The Chief also reviewed the capital budgets explaining each capital budget request.

Members posed questions throughout the presentation and requested that further details be provided on all capital items for the next budget meeting.

**D.2 2021 Fees and Charges**

Fire Chief Brown provided an overview of the proposed changes to fees for fire inspections, all increases are an attempt for cost recovery.

A further discussion on the 2021 proposed fees and charges will take place at the budget meeting on October 15, 2020

**E. ADJOURNMENT**

**Motion No CW151-20**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**THAT** the meeting be adjourned at 12:39 p.m.

**CARRIED**

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Jeanne Harfield, CLERK,  
Recording Secretary



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

**Special Committee of the Whole Meeting**

**Minutes**

**19-20**

**October 15, 2020**

**9:00 a.m.**

**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: Jeanne Harfield, Clerk  
Ken Kelly, CAO  
Rhonda Whitmarsh, Treasurer  
Tiffany MacLaren, Community and Culture Coordinator  
Calvin Murphy, Recreation Manager  
Christine Row, Chief Librarian  
Michael Cooke, Building Inspector

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**A. CALL TO ORDER**

Councillor Dalgity called the meeting to order at 9:01 a.m.

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

None

**C. APPROVAL OF AGENDA**



**Motion No CW152-20**

**Moved by** Councillor Guerard

**Seconded by** Deputy Mayor Minnille

**THAT** the agenda be approved as presented.

**CARRIED**

**D. SPECIAL REPORTS**

**D.1 Draft 2021 Budget and Presentations**

Treasurer Whitmarsh provided an overview of items that were removed from the budget from the budget meeting held on October 13, 2020. The items removed from the budget include the 1 ton truck from the transportation budget, the garage for loader in the waste management budget, window replacement, block wall repairs, training centre ground work and the tow vehicle from the fire budget.

Planning and Building Budget Presentation

CAO Kelly provided an overview of the Planning operation and capital budgets with a focus on budget items that have increased beyond the 2% range over the 2020 budget. CAO Kelly indicated that Service Delivery Review recommendations have not been included in the budget (such as any new HR positions).

Building Inspector Cooke, provided an overview of the Building Department operating and capital budgets including an update on revenues from 2020.

Members posed questions throughout the presentation and requested follow up information on the proposed new vehicle for the building department.

The proposed changes to the building fees contained within the 2021 Fees and Charges by-law were addressed including what is included in cost recovery, fee comparisons to other communities and timing of the fees and charges study being completed by the Department.

Community, Culture and Economic Development Budget Presentation

Community and Cultural Coordinator MacLaren presented to the draft 2021 budget for the Community, Economic and Culture Department. Highlights include capital budget increases for Christmas decorations,

metal banner signs, electronic signage and benches along the OVRT (potential benches in Blakeney). The Almonte Old Town Hall budget was also presented. Highlights include: labour and cleaning budget increases as a result of COVID-19 (all COVID-19 related expenditures will be covered by the provincial grant) and the annual event budgets.

Committee of the Whole recessed at 10:40 a.m. and resumed at 10:50 a.m.

#### Recreation Budget Presentation

Recreation Manager Murphy, presented the draft operation and capital budgets for Recreation and Curling. The majority of the increases in operational items for 2021 over the 2020 budget are a result of COVID-19 (which will be offset by provincial grants).

Members posed questions throughout the presentation on operational and capital items identified in the 2021 draft budget.

Committee of the Whole recessed at 11:45 a.m. and resumed at 1:00 p.m.

#### Library Budget Presentation

Chief Librarian Row, provided a brief overview of 2020 library statistics such as circulation and programming. The Chief Librarian indicated that the Library Board had approved the budget being presented both operating and capital.

#### Council, Administration, Police and Protection Budget Presentation

Treasurer Whitmarsh, provided an overview of the Council, Administration, Police and Protection draft operational and capital budgets and addressed questions from Council members throughout the presentation.

Following the budget presentations, the Treasurer suggested that staff bring forward a revised budget based on the October 13 and 15 budget meeting results to the next meeting. Also to be included are the requested staff reports as well as a list of suggested changes to be considered by Council in order to balance the 2021 budget. The next budget meeting is scheduled for Tuesday, November 24, 2020.

## **D.2 2021 Fees and Charges**

### **Motion No CW153-20**

**Moved by** Councillor Maydan

**Seconded by** Deputy Mayor Minnille

**THAT** Committee of the Whole recommends that Council approve proposed changes to 2021 fees and charges and that public notice be given as to Council's intention to pass the 2021 Fees and Charges By-Law.

**CARRIED**

## **D.3 Funding for Ramsay Recreational Halls 2020**

Community and Cultural Coordinator MacLaren provided an overview of funding requests for Ramsay Recreation Halls.

**ACTION:** Deferred to the November 24, 2020 Budget meeting

**THAT** Committee of the Whole recommends that Council approve three year annual funding (2021-2023) for Union Hall at \$5,500;

**THAT** Committee of the Whole recommends that Council approve three year annual funding (2021-2023) for Clayton Hall at \$14,500;

**AND FURTHERMORE, THAT** Ramsay Recreation Facility Funding be conditional upon entering into formal funding agreements between the Municipality of Mississippi Mills and the respective organizations outlining financial contributions and precluding organizations from making additional funding requests for the duration of the funding agreement (end of 2023)

## **D.4 2021 Funding for Mississippi Mills Museums**

Community and Cultural Coordinator MacLaren reviewed the proposed funding for local museums in Mississippi Mills. Members considered the information.

**ACTION:** Deferred to the November 24, 2020 Budget meeting

**THAT** Committee of the Whole recommends that Council approve a loan for the North Lanark Regional Museum (NLRM) in the amount of \$13,500, repayable over 3 years;

**AND FURTHERMORE THAT** if annual loan payments are not made funds be withheld from the North Lanark Historic Society's annual municipal grant until such time as the loan has been repaid in full;

**THAT** Committee of the Whole recommends that Council approve funding for the North Lanark Regional Museum (NLRM) the Mississippi Valley Textile Museum (MVTM) and the Mill of Kintail Museums (JNM & RTMM) at current budgeted amounts for 2021, which was formulated based on their 2020 allotment plus a 2% CPI Increase;

**AND FURTHERMORE THAT** NLRM funding past 2021 be considered after a review of strategic changes made by the North Lanark Historic Society board demonstrating consideration of recommendations from the Towards Sustainability for Mississippi Mills Museum report as well as information from other municipalities that currently share a staffing;

**AND FURTHERMORE THAT** Municipal funding for all Mississippi Mills Museums be reconsidered once the Conservation Authority's working group has developed and announced future plans for the Museum operations;

**AND FURTHERMORE THAT** all 2021 museum funding be conditional upon entering into formal funding agreements between the Municipality of Mississippi Mills and the respective museums outlining financial contributions and in-kind services from the Municipality and identifying specific objectives and performance measures required of the museums, including annual reporting on visitors.

**E. ADJOURNMENT**

**Motion No CW154-20**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Guerard

**THAT** the meeting be adjourned at 1:48 p.m.

**CARRIED**

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Jeanne Harfield, CLERK,  
Recording Secretary



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

**Committee of the Whole Meeting**

**MINUTES**

**November 3, 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  
Rhonda Whitmarsh, Treasurer  
Maggie Yet, Planner I  
Cynthia Moyle, Acting Clerk

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**A. CALL TO ORDER (immediately following Council)**

Councillor Dalgity called the meeting to order at 8:57 p.m.

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

None

**C. APPROVAL OF AGENDA**

**Resolution No CW164-20**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW165-20**

**Moved by** Councillor Ferguson

**Seconded by** Mayor Lowry

**THAT** the minutes dated October 20, 2020 be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW167-20**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Maydan

**THAT** the following consent reports and minutes be received.

**CARRIED**

**E.1 MRPC Minutes and Operations Report - August 21, 2020**

**E.2 Building Permit Activity Report - Q3 2020**

**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)**

**Resolution No CW168-20**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Ferguson

**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 subject to a holding provision to be lifted with site plan approval 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.

**CARRIED**

**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)**

**Resolution No CW169-20**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**F.3 Encroachment Agreement - 136 Brougham Street (Sweetman and Schmidt)**

**Resolution No CW170-20**

**Moved by** Councillor Maydan

**Seconded by** Mayor Lowry

**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.

**CARRIED**

**F.4 Proposed Uses for Mississippi Mills Business Park Almonte**

**Resolution No CW171-20**

**Moved by** Councillor Maydan

**Seconded by** Councillor Holmes

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

**CARRIED**

Finance and Administration

**F.5 2020 Amendment to the Development Charges Background Study and By-law**

Item was discussed and voted on after item D. Approval of Minutes.

**Resolution No CW166-20**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**F.6 Addition to the Municipality's Names Reserve List - Blakeley**



**Resolution No CW172-20**

**Moved by** Councillor Guerard

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**G. NOTICE OF MOTION**

None

**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

None

**H.2 County Councillor's Report**

Highlights included: purchase of a trishaw for Lanark Lodge, amended procedures for Warden/Committee Chair election, Cost-Sharing Agreement with Smiths Falls, update on County priorities.

ACTION ITEM - The Last Mile Broadband Project – CAO/Treasurer, Special Budget Meeting scheduled for November 24, 2020.

**H.3 Mississippi Valley Conservation Authority Report**

None

**H.4 Information List**

**Resolution No CW173-20**

**Moved by** Councillor Maydan

**Seconded by** Councillor Holmes

**THAT** the information list #12-20 be received for information.

**CARRIED**

**H.5 Meeting Calendar (November)**

Library Board – November 19, 2020 at 3:00 p.m.

Heritage Committee – November 19, 2020 at 3:00 p.m.

**I. OTHER/NEW BUSINESS**

None

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW174-20**

**Moved by** Mayor Lowry

**Seconded by** Deputy Mayor Minnille

**THAT** the meeting be adjourned at 10:30 p.m.

**CARRIED**

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Cynthia Moyle, ACTING CLERK,  
Recording Secretary

**MISSISSIPPI MILLS PUBLIC LIBRARY**  
**BOARD**  
**MINUTES**  
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on September 23, 2020 at 3 p.m. online through Zoom.

1. CALL TO ORDER

The meeting was called to order at 3:03 p.m.

2. ATTENDANCE:

PRESENT:

Cathy Peacock, Chair  
Leanne Czerwinski, Acting Chair  
Councillor Jan Maydan  
Micheline Boucher  
Jeff Fraser  
Marie Traversy  
Warren Thorngate  
Christine Row,  
staff

ABSENT:

Barbara Button

3. APPROVAL OF AGENDA

**Resolution No. 46-20**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**THAT** the agenda be approved as presented with the addition of a closed meeting to discuss a legal matter and policy review.

**CARRIED**

4. DISCLOSURE OF PECUNIARY  
INTEREST [None]

5. DELEGATIONS/PRESENTATION  
S [None]

6. CONSENT ITEMS

- a) Approval of minutes from August 12, 2020
- b) Correspondence- WSIB confirmation
- c) Reports- CEO Report
- d) Incidents- None
- e) Financials- August 31, 2020

**Resolution No. 47-20**

**Moved by** L. Czerwinski

**Seconded by** M. Traversy

**THAT** the MMPLB accepts the consent items and approves the August 12, 2020 minutes as presented.

**CARRIED**

7. FOR DISCUSSION/DECISION

- a) Closed meeting

**Resolution No. 48-20**

**Moved by** M. Boucher

**Seconded by** L. Czerwinski

**THAT** the MMPLB enter into a closed meeting at 3:28 to discuss a legal matter.

**CARRIED**

**Resolution No. 49-20**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**THAT** the MMPLB moves out of the closed meeting at 4:02.

**CARRIED**

8. OTHER/NEW BUSINESS

- a) Almonte Branch Space Needs Analysis, Status Report
- b) STEAM programming – funding update
- c) Friends of the Library – verbal update
- e) Policy review

**Resolution No. 50-20**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**THAT** the MMPLB approves the Foundations policies (FN-01, FN-02, FN-03) and the Facilities Operations policy (OP-07) as amended.

**CARRIED**

9. NEXT MEETING

Wednesday, October 28 at 3:00 p.m. via Zoom

10. ADJOURNMENT

**Resolution No. 51-20**

**Moved by** W. Thorngate

**Seconded by** J. Fraser

**THAT** the meeting be adjourned at 4:04 p.m.

**CARRIED**



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

**Heritage Advisory Committee Meeting**

**MINUTES**

**September 30, 2020**

**11:00 a.m.**

**Council Chambers, Municipal Office**

**3131 Old Perth Road**

Committee Present: Judith Marsh  
Sandra Moore  
Michael Rikley-Lancaster  
David Thomson  
Janet Carlile  
Sarah More

Committee Absent: Councillor Maydan  
Stephen Brathwaite

Staff Present: Roxanne Sweeney  
Jennifer Russell, Deputy Clerk

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**A. CALL TO ORDER**

This meeting was called to order at 11:07 a.m.

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

Judith Marsh declared a conflict of interest for item E.1 - 118 Hill Street - front porch modifications.

Michael Rikley-Lancaster declared a conflict of interest for item E.2 - Mill Fall Condominium - proposed balcony extension.

**C. APPROVAL OF AGENDA**

**Moved by** David Thomson

**Seconded by** Janet Carlile

**THAT** the agenda be approved as presented.

**D. APPROVAL OF MINUTES**

**Moved by** David Thomson

**Seconded by** Judith Marsh

**THAT** the Minutes dated January 22, 2020 be approved as presented.

**E. DELEGATIONS AND PRESENTATIONS**

**E.1 118 Hill Street - front porch modifications**

Judith Marsh declared a conflict of interest and did not participate in discussion.

Recommendation to Council that the owner replace the posts with the original posts. The front steps must conform with the Municipal by-laws and can not encroach onto Municipal property. That the owner will work with the Building and Planning Departments to have this work completed properly and legally.

**E.2 Mill Fall Condominium - proposed balcony extension**

Michael Rikley-Lancaster declared a conflict of interest and did not participate in discussion. Michael Rikley-Lancaster passed the Chair to Janet Carlisle for this portion of the meeting.

The proposed balcony was not recommended by the heritage committee at this time. The proposed balcony would alter the facade of the heritage building. The committee asked that the owner provide a photograph of what the heritage building would look like with the proposed balcony. The committee also asked that the owner provide a photograph of the balcony already in existence on the 6th floor of the north side of the heritage building.

**E.3 76 Mill Street - proposed new front stairs/landing**

The Heritage Committee was satisfied with the layout for the steps but not with the proposed materials. Recommendation that wrought iron and wood be used.

**E.4 73 Mill Street - patio at side/rear of building**

Recommendation that the drawings for the patio at Postino's be approved (the work has been completed).

**E.5 Mill of Kintail (Boy Scout Building) - proposed new roof**

Recommendation that wood shingles will replace the asphalt shingles on the Boy Scout Building at the Mill of Kintail.

**F. REPORTS**

**G. BUSINESS ARISING OUT OF MINUTES**

None

**H. ROUND TABLE**

None

**I. INFORMATION AND CORRESPONDENCE**

That six new signs are in the process of being installed - Indian Hill, Huntersville, Cedar Hill, McCreary's, Leckie's Corners, and Bolgers Corners.

**J. OTHER / NEW BUSINESS**

None

**K. MEETING ANNOUNCEMENTS**

Next meeting date to be: Wednesday, October 28th, 2020 at 3:00 p.m.

L. **ADJOURNMENT**

**Moved by** David Thomson

**Seconded by** Janet Carlile

**THAT** the meeting be adjourned at 12:28 pm.

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Roxanne Sweeney  
Recording Secretary





**The Corporation of the Municipality of Mississippi Mills**  
**Parks and Recreation Advisory Committee Meeting**  
**MINUTES**

**October 27, 2020**  
**3:00 p.m.**  
**Council Chambers, Municipal Office**  
**3131 Old Perth Road**

Committee Present: Councillor Dalgity  
Councillor Guerard  
Terry Ainsworth  
Vicki Lowe  
Sherryl Smith (3:25 pm)  
Scott Newton  
Victoria James-Lafleur (3:35 pm)  
Lyn Button

Regrets: Christine Anderson

Staff Present: Calvin Murphy, Recreation Manager  
Bonnie Ostrom, Administrative Assistant Recreation & Culture  
Dawn McDonald, Recording Secretary

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**A. CALL TO ORDER**

Councillor Dalgity, Acting Chair, called the meeting to order at 3:12 pm

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

None were declared.

**C. APPROVAL OF AGENDA**

**Moved by** Scott Newton

**Seconded by** Councillor Guerard

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Terry Ainsworth

**Seconded by** Councillor Guerard

**THAT** the minutes dated March 3, 2020 be approved as presented.

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

None

**F. REPORTS**

None

**G. BUSINESS ARISING OUT OF MINUTES**

**G.1 Introduction of New Committee Members**

Each member of the Parks and Recreation Advisory Committee introduced themselves and stated where they lived.

**G.2 Appointment of Committee Chairperson**

Councillor Dalgity read aloud the resignation letter received from Rick Lotan, previous Chairperson of the Parks and Recreation Committee.

The Chair called for nominations for the vacant position. Scott Newton was the only nomination received. Scott accepted the nomination and the Committee voted unanimously in favour of appointing him as Chairperson of the Parks and Recreation Committee.

### **G.3 Start time for future meetings**

All Committee members present agreed to have meetings held on the last Tuesday of the month commencing at 3:45 pm for a duration of one to one and a half hours per meeting.

The next meeting will be held on November 24th, 2020. There will be no meeting held in December. Regular monthly meetings will resume again in January 2021.

### **G.4 Municipal Dog Park**

Council, at a Committee of the Whole meeting on August 25, 2020, actioned this item back to the Parks and Recreation Advisory Committee to work with staff to conduct public consultation through a survey that includes dog park options, public interest, costs and location.

The Committee agreed to have Laurel Cook appear as a delegation at the November 24th Parks and Recreation Committee meeting to provide additional information on the topic.

## **H. ROUND TABLE**

1. Outdoor Rink - The Recreation Manager spoke about the time and work required to maintain an outdoor rink. Vicki James-LaFleur offered to pursue recruitment of volunteers interested in maintaining the rink at the Augusta Street park for the 2020-2021 season.
2. Almonte Curling Club Walking Program -The Almonte Curling Club cancelled the 2020-2021 season due to low registration so the space will now be used for a Walking Club on Mondays and Tuesdays from 9 am - 10 am and on Thursdays from 12:30-1:30 pm with the possibility of two additional evening sessions to be added. This program will commence on November 2nd, 2020 and run until March 2021.
3. COVID-19 Guidelines and Protocols - Extensive cleaning is taking place at all arenas, parks and public facilities. Staff are working with the Public Health Unit in implementing necessary guidelines and protocols.
4. Adopt-a-Park Policy - Council approved the policy at its meeting on May 5, 2020. The Adopt-a-Park policy has been added to our website. Interest has been expressed by those in the community and one park has been adopted.

5. Areas of Interest - item to be added to the November 24, 2020 Committee agenda for members to provide information on their areas of interest, reasons for wanting to be on the Committee and suggested items for future discussion/advancement.
6. Linda Nilson - The sad news of the recent passing of Linda Nilson was shared with the Committee. Linda was an active volunteer in the community and a driving force in the Augusta Street park revitalization.

**I. INFORMATION AND CORRESPONDENCE**

**I.1 Disc Golf**

Terry Ainsworth provided a summary of survey results about the Disc Golf usage in Gemmill Park.

**J. OTHER / NEW BUSINESS**

None

**K. MEETING ANNOUNCEMENTS**

None

**L. ADJOURNMENT**

**Moved by** Vicki Lowe

**Seconded by** Sherryl Smith

**THAT** the October 27, 2020 Parks and Recreation Advisory Committee meeting be adjourned at 4:17 pm.

**CARRIED**

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Dawn McDonald, Recording  
Secretary

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 17, 2020  
**TO:** Council  
**FROM:** Marc Rivet, Planning Consultant  
**SUBJECT:** Official Plan Amendment 22 – Project Update

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### **RECOMMENDATION:**

**THAT Committee of the Whole receive the Planning Consultant's report titled "Official Plan Amendment 22- Project Update" dated November 17, 2020 as information;**

**AND THAT Committee of the Whole recommend Council approve a revised Work Plan to proceed with the completion of OPA 22 based on an Almonte Ward Settlement Area Boundary Review and a subsequent policy review of the Rural and Village Areas.**

### **BACKGROUND:**

The first Mississippi Mills Community Official Plan (COP) was adopted by Council on December 13, 2005 and approved with modifications by the Minister of Municipal Affairs and Housing on August 29, 2006. A Report entitled "Population Projections", by Dr. David Douglas, was written in August 2002 to project the population of Mississippi Mills from 2001 to 2026 and was used to develop the "Mississippi Mills Community Official Plan Growth and Settlement Strategy." Following review and debates, the Steering Committee passed a motion supporting a 2026 population target of 18,500 which was endorsed by Council. The 2006 COP assumed that the Municipality's population would increase from 11,650 in 2001 to approximately 18,500 by 2026.

The 2006 COP was based on a 50/30/20 Settlement Strategy. The Plan was designed to direct:

- 50% of future growth to Almonte on full municipal services;
- 30% of future growth to rural areas, existing villages with large lots, developed on private services; and,
- 20% of future growth to the existing villages or new rural settlement areas with a form of servicing which can support lot sizes of approximately 1,000 to 2,000 square metre (¼ to ½ acre).

Using the 2026 projected population of 18,500, the 50/30/20 scenario would have seen:

- Almonte's population increase from 4,650 in 2001 to 8,080 by 2026

- the rural areas and villages increase from 7,000 in 2001 to 9,050 by 2026
- serviced settlement areas other than Almonte have a population of 1,370 by 2026.

The implementation of the “50/30/20 Settlement Strategy” focuses on regulating where and how residential development may take place, following four main principles:

- i. no new rural estate lot subdivisions on private services;
- ii. designating a 20-year supply of residential lands within the Almonte urban area (approximately 150 acres of new residential lands);
- iii. promote the introduction of full municipal or communal sewer and water services in the existing villages; and,
- iv. require new rural settlement areas to be on full municipal or communal sewer and water services.

In addition to identifying sufficient lands for the 20-year growth of Almonte (2006-2026), the Plan had also identified lands abutting Almonte which could of been considered for future expansion had a comprehensive review been completed that justified additional lands being added into the urban boundary. These lands were identified during the development of this Plan as being logical extensions of the urban area and which would maintain a compact urban form. Schedule A to the COP had identified these lands with an overlay called “Future Expansion”. Development proposals involving lands within the “Future Expansion” overlay were to be assessed to ensure that they would not hinder future expansion of the urban area should that need ever arise.

Since then, the “Lanark County Sustainable Community Official Plan” (SCOP) was approved by the Province in June 2014. Furthermore, the Province had adopted a new set of Provincial Policy Statements which came into effect on April 30, 2014. Local Official Plan Amendments have since been delegated to the County (Upper Tier). The SCOP had included growth projections to the year 2031. These growth projections were simply to assist in monitoring growth across the County. As per the LCSCOP, Mississippi Mills’ share of the population was expected to represent 24.4% of the County’s population.

Mississippi Mills initiated a five-year review of its COP as mandated by the Province under the provisions of Section 26(1) of the *Planning Act*. The purpose of the review was to ensure that the OP:

- (1) has regard to matters of provincial interest listed in Section 2 of the *Planning Act*, and
- (2) is consistent with policy statements (PPS) issued under subsection 3(1) of the *Planning Act*.

This COP Five Year Review is referred to as OPA 21.

The determination of land requirements to accommodate growth must be justified based on population and growth projections, including employment targets and residential and non-residential projections. The analysis needs to also consider growth through intensification and redevelopment opportunities, as well as infrastructure and public service facilities available in the municipality over the 20-year planning period. Municipalities must demonstrate, through a *comprehensive review*, that *settlement* areas can meet growth projections. If not, expansion(s) are required to *settlement area(s)* in order to meet the forecast for land requirements during the planning period.

An Official Plan Five Year Comprehensive Review was prepared by J.L. Richards & Associates Limited in April 2017. Consistent with the June 2003 “Mississippi Mills Community Official Plan Growth and Settlement Strategy”, the medium range projections from the Trend Extrapolation and the Variable Proportions methodologies were used to determine population and growth projections.

Mississippi Mills was projected to grow to 17,598 people by 2037 under the medium range projection using these methodologies. This population projection represents an average compound annual growth rate of 1.39%.

Using the 2037 projected population of 17,598 and the potential demand for an additional 1,889 residential units (2.37 persons per household is used throughout however one could expect smaller household sizes in Almonte), the 50/30/20 scenario would have seen a need for:

- 936 new units in Almonte on full municipal services;
- 562 new units in rural areas and existing villages with large lots, developed on private services; and
- 74 new units to be in existing villages or new rural settlement area with a form of servicing that can support lot sizes of approximately 1,000 to 2,000 square metres (full municipal or communal sewer and water services).

According to the 2006 COP, low density residential development shall include single detached, semi-detached, duplex, converted dwellings, and triplex housing. In general, the gross density for low density residential development shall be 15 units per hectare. Medium density residential development shall include four-plex housing, townhouses, 3 storey apartments, converted dwellings of three or more units and similar multi-unit forms of housing. In general, medium density residential development shall have a maximum net density of 35 units per net hectare. Furthermore, the Municipality had established a housing mix target of 70% low density (70% of 57.2 ha @ 15 u.p.g.h.) and 30% medium density (30% of 57.2 ha @ 35 u.p.g.h.). The Official Plan also permits other uses compatible with residential neighbourhoods such as parks, public and community facilities, bed and breakfasts, and local commercial uses.

## **POLICY CHANGES AS A RESULT OF OPA 21:**

The Official Plan Amendment - OPA 21 (Five Year Review) was adopted by the Municipality of Mississippi Mills on June 26, 2018 by By-law No. 18-76 and forwarded to the County of Lanark for a decision under subsection 17(34) of the Planning Act. The County of Lanark is the approval authority for all changes to the Community Official Plan for Mississippi Mills.

The County of Lanark made a decision to partially approve Official Plan Amendment No. 21 to the Community Official Plan for the Municipality of Mississippi Mills, as adopted by By-law No. 2019-38 on December 4, 2019 under Section 17 of the *Planning Act*.

The following are some of the modifications made by the County (approval authority) which should be noted:

### **7. 2.5.3.1 – Population Projection** is hereby modified by:

a. Deleting the last paragraph in its entirety and replacing it with the following:

**“Consistent with the population allocations of the Sustainable Communities Official Plan for the County of Lanark, Mississippi Mills is projected to grow to a population of 21,122 to the year 2038. This allocation represents a 60% increase in the Municipality’s population. A comprehensive review will be conducted to plan for the Municipality’s population allocation in accordance with the policies of the Provincial Policy Statement and the Sustainable Communities Official Plan for the County of Lanark. The results of the comprehensive review will be implemented as an amendment to this Plan.”**

**8. 2.5.3.2.2 – 50/30/20 Settlement Strategy** is hereby modified by deleting this section in its entirety and replacing it with the following:

#### **“2.5.3.2.2 70/30 Settlement Strategy**

The 70/30 Settlement Strategy of this Plan will be based on a comprehensive review and will represent a fundamental shift in where growth will be accommodated. The comprehensive review will include the population projection information noted in Section 2.5.3.1. The Plan is designed to direct:

- **70% of future growth to Almonte on full services; and**
- **30% of future growth to rural areas, existing villages with large lots, developed on private services or new rural settlement areas with a form of servicing which can support lot sizes of approximately 1,000 to 2,000 square feet (¼ to ½ acre).”**

### **9. Section 2.5.3.2.3 General Policies**



**“3. The Municipality will undertake a comprehensive review to identify sufficient lands for the 20 year growth of the Almonte Ward and determine if additional lands can be justified for inclusion into urban boundary. Additional lands which can be justified for inclusion into the Almonte urban boundary will require an amendment to Schedules “A” and “B” to this Plan.”**

d. Deleting in policy (5) the first two sentences and replacing them with **“Schedule “B” to this Plan presents the “urban” boundary for the Almonte Ward.”**

**35. Schedule A – Rural Land Use** is hereby modified by:

a. Deleting the “Future Almonte Overlay” designation from the map and legend on Schedule A – Rural Land Use.

### **PURPOSE OF OPA 22:**

The purpose of OPA 22 is to evaluate the need to expand the Almonte Ward Settlement Boundary. The comprehensive review will be based on the same underlined principles that have been established by the County in its changes to OPA 21 as highlighted in the section above. These principles are:

- new population projections adopted by the County of Lanark for Mississippi Mills (2018-2038) of 21,222;
- 70% of future growth to Almonte on full municipal services;
- 70/30 (low density / medium density) split;
- Low density being 15 units per gross hectare and medium density being 35 units per net hectare.

Just as the Community Official Plan has an Appendix A for Rural lands and Appendix B for the Urban Boundary we propose to split the exercise into an Urban review and a Rural / Village Review. Because the approach and methodology are different and consultation techniques (due to COVID-19) will also differ separating the urban discussion from the rural/village discussion will simplify the process and each meeting can be more focused.

The Workplan that is attached to this report proposes to bring the Bylaw before Council for consideration in February. If it is approved by Council then the Comprehensive Review is sent to the County for their review and consideration. Therefore, we would expect to start the Rural / Village Official Plan Amendment project and consultation in February 2021 (Open House within Ramsay and Pakenham Ward and Public Meeting). The Comprehensive Review currently being completed for the Urban Growth Scenarios has also included the land use inventory, land use plan, density calculations, etc. for the Rural and Village areas. Having the Rural/Village discussion follow the urban and potentially include the development of the LEAR project will compliment the refine of the Official Plan.

The Rural / Village OPA will review how the 30% of future growth will be accommodated in the rural areas, existing villages with large lots developed on private services or new rural settlement areas with a form of servicing which can support lot sizes of approximately 1,000 to 2,000 square feet (¼ to ½ acre).

### **STATUS OF OPA 22:**

J.L. Richards & Associates Limited (JLR) was retained on August 28, 2020 to undertake a comprehensive review to identify sufficient lands for the 20-year growth of the Almonte Ward and determination if additional lands can be justified for inclusion into the urban boundary.

#### Phase 1

To date, weekly project meetings have been held with municipal staff to discuss the project. Furthermore, a project initiation meeting was held with Lanark County to discuss our approach to this comprehensive review and confirm our methodology.

#### Phase 2

JLR has completed a background review which included:

- Review policy, goals and objectives at the Provincial, County and local level.
- Review the LCSCOP policies in regard to Settlement Area expansion, intensification targets, densities, etc.
- Review the Municipality's historical role in accommodating population and employment growth, the impact of the Municipality's proximity to the City of Ottawa and the potential for employment growth within its Business Park / Industrial Area; as well as within its primary resource business sector (i.e. agricultural).
- Review current and anticipated trends and economic conditions within the Municipality and the regional market area that may impact the amount and distribution of future population and employment growth.
- Review all available and relevant documentation.

JLR has also completed a review of past reports, motions, permit activity, trends, projections and statistics.

ESRI ArcGIS Desktop was used to organize existing GIS data and develop new layers, perform analysis and create figures. Using data sources such as:

- Mississippi Mills' assessment parcel fabric;
- Municipal Property Assessment Corporation (MPAC) property codes linked to GIS parcel fabric layers;

- Statistics Canada's GeoSuite product and Dissemination Block data;
- Mississippi Valley Conservation Authority (MVCA) floodplain and wetland layers; and,
- Ontario Ministry of Natural Resources and Forestry (OMNRF) GeoHub open data.

We have also updated land use, vacant land (land supply), and 2020 population estimates for Almonte, Villages, and the rural area.

### Phase 3

JLR is currently reviewing site servicing opportunities and constraints associated with the previous "Future Expansion Areas" as well as certain other lands that are being considered for development.

Follow up meetings have also taken place with the County of Lanark to seek guidance on specific issues that affect the methodology and the rationale that will be captured in the Comprehensive Review Report.

### Phase 4

JLR has also started an evaluation of potential growth areas including an evaluation matrix looking at planning, servicing, transportation, public uses, etc. The evaluation matrix will be completed by both professional land use planners and professional engineers to assist in our growth scenario recommendations.

### Phase 5

JLR and municipal staff have started discussions with various landowners groups / developers (consultants). We are currently looking at presenting a draft of our growth scenarios to Committee of the Whole on December 15, 2020 as an information item with an Open House and Public Meeting in the New Year.

## **SUMMARY AND OPTIONS:**

We are committed to continuing the project as described in the revised work plan, but welcome Council's direction should they wish to modify the scope or methodology. Certain aspects of the work plan are statutory and cannot be altered (i.e. Public Meeting) while others are projections for completion by third parties (i.e. the County of Lanark).

All of which is respectfully submitted,



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Marc Rivet, MCIP RPP  
Planning Consultant



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Ken Kelly  
Chief Administrative Officer

**ATTACHMENTS:**

Appendix A –Project Timeline

## REVISED SCHEDULE - MUNICIPALITY OF MISSISSIPPI MILLS - SETTLEMENT AREA BOUNDARY STUDY

[illegible]

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 17, 2020

**TO:** Committee of the Whole

**FROM:** Dan Prest, Chief Building Official & James McBain, By-Law Enforcement

**SUBJECT:** Clean Yards By-Law

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### RECOMMENDATION:

**THAT Committee of the Whole recommends to Council the Clean Yards By-law be adopted as presented.**

### BACKGROUND:

The Municipality has a Property Standards By-Law that was created under authority of the *Ontario Building Code Act* in 2003. The by-law addresses various potential scenarios and includes provisions respecting the upkeep of both yards and structures. In cases where complaints are received respecting non-structural issues, investigation and enforcement of the by-law is delegated to the appointed Municipality's by-law enforcement officers.

Staff recommend that a more efficient and succinct method for regulating and enforcing compliance of non-structural property standards complaints would be through the adoption of a Clean Yards By-law.

The use of the by-law is being recommended by our enforcement provider, Municipal Law Enforcement Services (MLES), for urban lands, as defined in the proposed Clean Yards By-law, and the Property Standards By-Law will be used for other lands. The by-law was drafted based on other policies which MLES is enforcing in other communities.

Clean Yards By-Laws are authorized for use by the *Municipal Act* and allow for prompt and efficient solutions to minor exterior yard infractions by enabling the use of "Short Form Tickets". It provides for quick action and solutions for minor infractions without the need or additional cost to administer formal orders of compliance.

A "Part 1 Fine" (ticket) may be issued for non-compliance. If this issuance does not solicit response, this by-law also provides the authority to the Municipality to rectify the violation at the expense of the property owner.

This by-law does not preclude the Municipality from submitting a Part III information to the Justice of the Peace for a SUMMONS to appear in court to answer to a charge.

## **SUMMARY:**

Approval of the proposed Clean Yards By-Law will allow the Municipality's by-law enforcement officers to respond to complaints in urban lands and resolve situations in a timely manner.

Council should consider that a passive level of pro-active enforcement be considered with this by-law. James McBain, By-law Enforcement, and I have many decades of experience in by-law and property standards. We have found that neighbours generally do not want to report their neighbours for contraventions of by-laws. This will avoid property owners having to have an intervention with their neighbour that could result in poor relationships or a build-up of resentment. Residents who do not want to be identified can call us to report problems.

This differs from the approach that was presented to Council in earlier August in the form of a Municipal By-law Enforcement Policy that would require a person to have presented the complaint to the neighbor before bylaw enforcement would have taken action. The proposed Municipal By-law Enforcement Policy is very harsh, inflexible and will cause greater animosity among neighbours. That policy approach will not be pursued and under the Clean Yards Bylaw the bylaw officers will be able to be pro-active and act without complaints.

If this Clean Yards By-law is approved there would be no need for a by-law enforcement policy to deal with by-law complaints. The Parking By-law requires no complaints, the Property Standards By-law is under the building code and requires no complaints, the Use and Care of Roads By-law does not require a complaint for action.

Under the approach authorized by the Clean Yards Bylaw the officers can proactively notify property owners of issues. One approach could be to use business cards that have contact info on one side and the reason for the visit on the other. These are currently used by the building inspectors. The Enforcement officers would check mark the appropriate issue to be addressed by the property owner such as grass/weeds too long, garbage on property, etc... with direction to call the officer for more details.

This will be a pre-emptive approach in hopes that issues identified early get addressed before they become a neighbourhood issue.

More education through website, newspaper ads, participation at events like the fire prevention officers would also increase awareness. The goal in this approach is education and early intervention versus fines to achieve compliance.

We further recommend that we do not make any changes to the current Property Standards By-Law. This by-law can be used to address issues not covered by the Clean Yards By-Law in the rural area and/or where appropriate in the urban lands.

Respectfully submitted by,



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Daniel J. Prest  
Chief Building Official

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James McBain  
MLES By-Law Enforcement

Approved for the agenda by,



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Ken Kelly  
Chief Administrative Officer

ATTACHMENTS:

1. By-law
2. Notice
3. Set Fines Short Form Wording



**CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**BY-LAW NO. 20-XX**

Being a by-Law respecting the cleaning up of yards and vacant lots in the Municipality of Mississippi Mills.

**WHEREAS** Clauses 5 and 6 of Section 11(2), and Sections 127, 128 and 131 of the *Municipal Act 2001*, S.O. 2001, c. 25, as amended, authorizes municipalities to pass by-laws for requiring the cleaning and clearing of yards, for prohibiting the depositing of refuse on private and public lands; and for prohibiting automotive wrecking yards; and

**WHEREAS** Section 127 of the *Municipal Act 2001*, S.O. 2001, c.25, as amended, permits a municipality to pass by-laws requiring an owner or occupant of land to clean and clear the land, not including buildings, or to clear refuse or debris from the land, not including buildings, and for regulating when and how such matters shall be done, for prohibiting the disposal of refuse or debris on land without the consent of the owner or occupant of land and for defining "refuse"; and

**WHEREAS** Section 446 of the *Municipal Act 2001*, S.O. 2001, c. 25, permits a municipality to enact a by-law to require that a matter or thing be done by a person, and in default the matter or thing may be done by the municipality at the person's expense, and further that the costs of doing so may be added to the tax rolls and collected in the same manner as taxes; and,

**WHEREAS** it is deemed desirable to enact this by-law to extend the useful life of individual properties, to enhance the quality of communities and neighborhoods, and to ensure the continued enjoyment of property for residents and property owners in the Municipality.

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

**1.    Application**

This by-law shall apply to all urban lands within the Municipality of Mississippi Mills which are used for residential, commercial, industrial and institutional purposes.

**2.    Definitions:**

*"agricultural occupation"* means activities associated with farming practices as defined by OMAFRA including maple syrup operations, firewood lots, organic market gardens.

*"boulevard"* means the area between the right-of-way limit and the curb. Also referred to as "road edge" in this document. See also "inner boulevard" and "outer boulevard".

*"clean yard notice"* means a notice as set out in Appendix "A" of this By-law.

*"corporation"* means the Corporation of the Municipality of Mississippi Mills.

*"debris"* see 'refuse'

*"derby car"* means a motor vehicle designed or intended to be used in a Demolition Derby.

*"inner boulevard"* means that portion of the road edge between the curb and the sidewalk.

*"Municipality"* means the Corporation of the Municipality of Mississippi Mills.

*"nuisance plant"* means an organic type of plant that may commonly be considered to be a nuisance type plant.

*"occupant"* means a person who is in physical possession of premises or, a person who has responsibility for and control over the condition of premises or, the activities there carried on, or control over persons allowed to enter the premises, even if there is more than one occupant of the same premises.

*"owner"* means the registered owner of the property.

*"officer"* means a person appointed by the Municipality as a by-law enforcement officer/property standards officer to enforce the lawful By-Laws approved by the Council of the Corporation of Mississippi Mills.

*"property"* means a building or structure or part of a building or structure and includes the lands and premises appurtenant thereto and, all mobile homes, portable-structures, fences and erections thereon whether heretofore or hereafter erected and includes vacant property, private and/or public property.

*"refuse"/ "debris"* means any article, thing or matter that has been cast aside or discarded or abandoned, whether of any value or not, or that has been used up in whole or in part, or expended, or worn out in whole or in part; without restricting the generality of the foregoing, refuse or debris may also include the following general examples

- a) garbage, garbage bags, rubbish, junk or litter;
- b) accumulations or piles of grass clippings, tree and garden cuttings, brush and leaves which are not part of a horticultural or composting process;
- c) used containers such as cardboard boxes, glassware, bottles, plastic containers, metal barrels and tin cans;
- d) discarded paper, paper products, cardboard, clothing;
- e) unused, discarded or inoperable household or commercial items, examples may include appliances, furniture, plumbing fixtures, machinery parts, pipes, water or fuel tanks;
- f) any unused, abandoned, dismantled or inoperative equipment;
- g) any wrecked, dismantled, discarded vehicles, inoperable motor vehicles, automotive parts or accessories, mechanical parts, un-mounted or mounted tires and rims, accessories or adjuncts to any vehicle.
- h) Any all-terrain vehicle, motor home, motorized snow vehicle, motorized recreational vehicle or camper, traction engine, farm or lawn tractor, road-building machine or a vehicle drawn, propelled or driven by any kind of power, including horse power or manpower, boat, watercraft or trailer or part thereof, which is in a wrecked, discarded, dismantled, inoperative or abandoned condition unless it is necessary for the operation of a business lawfully situated on the property; and
- i) broken concrete or asphalt pavement or other unused or unusable building materials;

- j) damaged, discarded, unused or stored materials resulting from or as part of construction, alteration, right-of-way or demolition of any building or structure, or old or decayed lumber;
- k) any waste materials, feces, objects or conditions that may create a health, fire or accident hazard or are unsightly;
- l) dilapidated, collapsed or partially constructed structures which are not currently under construction or repair;
- m) dead, diseased, decayed or damaged trees or brush not intended for heating purposes but does not include neatly stacked firewood in a rear or side yard.

*"registered mail"* means an item delivered to and/or notified to the recipient by Canada Post of an item required to be picked up and signed for to acknowledge receipt of same

*"repair"* means the provision of such facilities and the making of additions or alterations or the taking of such action as in restoring, renovating or mending as may be required so that the property shall conform to the standards as established in this by-law.

*"right-of-way"* means property that is owned by another but where another person or property owner has a right to cross.

*"road allowance"* means the corridor of land owned by a municipality within which a finished road surface may or may not be located. This also includes the road pavement or other surfaces and/or boulevards on either side including drainage ditches.

*"stagnant"* means water that is untreated or having no current or flow, often having an unpleasant smell and appearance, can become a breeding location for insects, or pose a hazard to health as a consequence of its condition.

*"urban lands"* means land situated within the geographical boundaries of the Ward of Almonte, the Hamlets of Clayton, Blakeney, Pakenham and Appleton, whose boundaries are identified in the Municipality's Zoning By-law and within all registered plans of subdivision

*"vehicle"* means the following, examples are: automobile, motorcycle, motor assisted bicycle, traction engine, farm tractor or farm machinery, road building machine, construction vehicle, bulldozer, backhoe, excavator, grader, asphalt spreader, earth mover, compactor, crane, lift, skid steer, generator, welder or other vehicle, motorized snow vehicle, off road vehicle, trailer, boat, bicycle, or any vehicle drawn, propelled or driven by any kind of power, including but not limited to mechanical power, muscular power or wind power.

*"yard"* in urban lands, means the land around or adjoining to the whole or any part of a residential, commercial, industrial or institutional property and used or capable of being used in connection with the property; and for estate lots, it generally refers to the lawn portion of a property.

### **3. Scope**

This By-law includes all properties within the Urban Lands of the Municipality of Mississippi Mills.

#### 4. General Standards

- a) Every *owner*, tenant or *occupant* of *property* shall maintain said *property* to be clean and free from *refuse* and/or *debris*;
- b) Every *owner*, tenant or *occupant* of *property* shall keep the vegetation on the *property* maintained so that its height is maintained not to exceed a maximum of approximately 15 cm (6 inches) but does not include edible crops and, to be free from any overgrowth of plants deemed objectionable such as, but not exclusive to the following: dandelions, ragweed, thistles, burdocks, wild parsnip and/or any other plants that may commonly be described as a *nuisance plant*. Any noxious weeds must be controlled and or removed from the *property* as required by the Provincial “Weed Control Act”;
- c) Grass or improved surfaces adjacent to a private *property*, within the “*road allowance*”, between the private *property* and the road curb line and/or road edge of pavement referred to as the inner or outer boulevard shall be maintained in a state of good *repair* as set out in this by-law by the *owner*, tenant or *occupant* of the adjacent private *property*, and kept in a clean, clear and safe condition. *Property* located in the following zones, as designated in the Comprehensive Zoning By-law as amended, shall be exempt from the above provision: Agricultural (A), Rural (RU), Environmental Protection (EP), Environmental Hazard (EH) unless developed, Open Space (OS), Parks & Recreation (PR), Development lands (D) and any exception zones to these zones;
- d) Every *owner*, tenant or *occupant* of *property* shall keep hedges, shrubs and trees adjacent to a public sidewalk, walkway, to be cut and trimmed so as not to encroach onto the sidewalk, walkway, roadway to allow safe, unhindered passage by pedestrians or *vehicles*;
- e) No person shall throw, place or deposit, or permit any person to throw, place or deposit, any *refuse*, *debris* or aggregate / organic material as herein defined on any *property* within the Municipality without the written consent of the *property owner*, and, only then in accordance with this by-law;
- f) Every *owner*, tenant or *occupant* shall keep their *property* free and clear of infestations of injurious insects, termites, rodents, vermin or attract other pests including wildlife but, does not include attracting birds and bees;
- g) No unused, inoperative, unlicensed, uninsured motor *vehicles*, *derby cars*, vehicle parts, other inoperative or derelict equipment or machinery shall be stored on the *property* unless, the subject item(s) are stored in a side or rear yard and, that the subject item(s) are screened from view from any street and/or, from any other residential *property* and/or, the subject item(s) are, stored out of sight in an enclosed structure. One motor vehicle undergoing restoration may be stored outside under a cover designed for motor *vehicles* (*no loose tarps*);
- h) No *owner*, tenant or *occupant* of land shall keep the following, a swimming pool, hot tub, wading pool or artificial pond, unless it is maintained in good working condition and, free of stagnant water;
- i) No *owner* or *occupant* shall permit water discharge from roofs, land, sumps, buildings, or pool drainage onto a neighbouring *property*. Water shall not be discharged on to public

*property* such as a sidewalk, a roadway/highway or into the municipal sewer system without written approval from the municipality;

j) No person shall allow a bin to be loaded above the height of the top of the container.

## 5. **Liability**

Pursuant to Section 448 of the *Municipal Act 2001, S.O. 2001, C. 25*, as amended, no proceeding for damages or otherwise shall be commenced against a member of Council or an *officer*, employee or agent of the municipality or a person acting under the instructions of the *officer*, employee or agent for any act done in good faith in the performance or intended performance of a duty or authority under this by-law for any alleged neglect or default in the performance in good faith of the duty or authority.

## 6. **Right of Entry**

Pursuant to Section 435 and 436 of the *Municipal Act 2001, S.O. 2001, c.25*, as amended, an *officer* may enter upon *property*, at any reasonable time, for the purpose of carrying out inspections of or on such *property* to determine whether the provisions of this by-law are being complied with. In accordance with the provisions of Section 426(1) of the *Municipal Act 2001, S.O. 2001, c.25*, as amended, no person shall hinder, interfere with, or otherwise obstruct, either directly or indirectly, an *officer* in the lawful exercise or their power or duty under this by-law.

## 7. **Administration and Enforcement**

- a) When any *property* is not maintained to the requirements of this by-law, the *officer* will notify the *property owner*, *occupant*, or other person responsible for the maintenance of the property by issuing a *Clean Yard Notice* directing that the *property* be brought into compliance with the provisions of the by-law within a specified period, but not less than 24 (twenty-four) hours from the date of issue of the *Clean Yard Notice*.
- b) The *Clean Yard Notice* shall be delivered to the property owner, occupant, or other person responsible for the maintenance of the property, by *Registered Mail*, to the last known address of the *owner as shown on the tax* assessment rolls of the municipality, or *delivered personally*, or *sent electronically*, or issued *verbally* by phone, to the *owner* or *occupant* and/or a person responsible for the *property*.
- c) Where the property owner is served and refuses to or fails to comply with the *Clean Yard Notice* the officer may initiate corrective actions to bring the *property* into compliance with the provisions of this by-law. The costs associated with the work done to bring the *property* into compliance may be recovered by adding the costs to the tax roll and collecting them in the same manner as taxes, pursuant to Section 446(3) of the *Municipal Act 2001, S.O. 2001, C.25*, as amended. The Municipality has the option to apply an administration fee in accordance with the Fees and Charges By-law.
- d) Where a *Clean Yard Notice* has been served on the *occupant*, pursuant to Section 7.1), and, the requirements of the Clean Yard Notice have not been complied with, the officer will notify the *property owner* of the violation and, if requested, provide the property owner with a copy of the Clean Yard Notice served on the *occupant*. If the

property owner and the occupant refuses or fails to comply with the Clean Yard Notice then the provisions of section 7 b) shall apply.

- e) Where a *Clean Yard Notice* has been issued under section 7 a) or 7 c) the *Clean Yard Notice* will remain in full effect for a period of six (6) months from the date of issue or until rescinded, in writing, by a Property Standards Officer

## **8. Power of the Corporation to Repair**

- a) If the owner or occupant of a property, having been served with the Clean Yards Notice, fails to comply with the notice or to take required action the Municipality may take remedial action cause the property to be repaired or brought into compliance with the by-law.
- b) For the purposes of Subsection 8a) employees or agents of the Municipality may enter the property at any reasonable time without a warrant in order to correct the violations stated in the Clean Yards Notice.
- c) The Municipality will not be liable to compensate an owner, occupant or any other person having an interest in the property by reason of any action performed by or on behalf of the Municipality enforcing the provisions of this By-Law.
- d) The Municipality shall establish a lien on the land for the amount spent in connection with the repairs or remedial action taken under Subsection 8a), and the amount shall be deemed to be municipal real property taxes and may be added by the Municipal Treasurer to the collector's roll and collected in the same manner and with the same priorities as municipal real property taxes as provided for in the Municipal Act 446 (3)

## **9. Penalty**

- a) Any person who contravenes any provision of this by-law is guilty of an offence, and upon conviction is liable to the penalties as provided for in the *Provincial Offences Act*, R.S.O. 1990, c.P.33 as amended.
- b) A person who is convicted of an offence under this by-law is liable, for each day or part of a day that the offence continues, to a minimum fine of \$200.00 and a maximum fine of \$10,000.00 and the total of all the daily fines for the offence is not limited to \$100,000.00, as provided for in subsection 429(3)2 of the Municipal Act, 2001, S.O 2001, c.25, as amended.

## **10. Validity**

- a) Should a court of competent jurisdiction declare a part or whole of any provisions of this by-law to be invalid or of no force and effect, the provision or part is deemed severable from this by-law. It is the intention of Council that the remainder survives and be applied and enforced in accordance with its terms to the extent possible under the law to protect the public by ensuring a minimum standard for maintenance of yards is maintained.

- b) Where a provision of this by-law conflicts with the provisions of another by-law, Act or Regulation in force within the Municipality, the provisions that establish the higher standards to protect the health and safety of persons shall prevail.

**11. Enactment**

This by-law shall come into full force and effect on the day of its passing and shall be known as; "The Clean Yards By-law".

**BY-LAW READ**, passed, signed and sealed in Open Council this XX<sup>th</sup> day of \_\_\_\_\_, 2020.

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

\_\_\_\_\_  
Cynthia Moyle, Acting Clerk



CORPORATION OF MISSISSIPPI MILLS  
CLEAN YARDS NOTICE

NAME: \_\_\_\_\_  
Owner / Occupant - Last Name First Name

ADDRESS: \_\_\_\_\_ On.

Tel #: \_\_\_\_\_

D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE: \_\_\_\_\_ 20\_\_ Time: \_\_\_\_\_ AM /PM

LOCATION: \_\_\_\_\_ Mississippi Mills,  
ONTARIO

An inspection of the Location noted above at the date and time indicated revealed that certain violation(s) of the Mississippi Mills Clean Yards By-law # 20-XX exist.  
As the owner, tenant or occupier of the location you are required to correct the violation(s) indicated below within the specified time period.  
See Reverse for details concerning the violations indicated. For information concerning this Notice contact By-law Services at: (613) 809-7048 or e-mail: [bylaw.mles@gmail.com](mailto:bylaw.mles@gmail.com)

BY-LAW # 20-XX SECTION 4 GENERAL STANDARDS	X	
Fail to Maintain Property - Refuse		4 a)
Permit Overgrowth of Grass / Weeds		4 b)
Fail to Maintain Adjacent Property		4 c)
Fail to Maintain Hedge –Shrubs – Tree(s)		4 d)
Littering		4 e)
Permit Pest Infestation or animal feces		4 f)
Prohibited Storage		4 g)
Pool / Hot Tub / Pond – Not Maintained		4 h)
Permit Prohibited Water Discharge		4 i)
Commercial Waste Bin / Dumpster – Overloaded		4 j)

You are directed to bring the property into compliance with the by-law by; \_\_\_\_\_ 20\_\_ (Min.24 Hrs.)

REQUIRED ACTION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Failure to comply with this Notice may result in a charge under the by-law and upon conviction a fine of \$240.00. In addition, corrective action will be taken by the municipality and the costs associated with correcting the violations will be assigned to the property tax account.

Served by: \_\_\_\_\_

Time: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/20\_\_

BY-LAW #20-XX SECTION 4  
GENERAL STANDARDS

- a) Every owner, tenant or occupant of property shall maintain said property clean and free from refuse and or debris.
- b) Every owner, tenant or occupant of property shall keep the vegetation on the property maintained so that its height is maintained not to exceed a maximum of approximately 15 cm (6 inches) but does not include edible crops and, to be free from any overgrowth of plants deemed objectionable such as, but not exclusive to the following: dandelions, ragweed, thistles, burdocks, wild parsnip and/or any other plants that may commonly be described as a nuisance plant. Any noxious weeds must be controlled and or removed from the property as required by the Provincial "Weed Control Act".
- c) Grass or improved surfaces adjacent to a private property, within the road allowance, between the private property and the road curb line or road edge of pavement referred to as the inner or outer boulevard shall be maintained in a state of good repair as set out in this by-law by the owner, tenant or occupant of the private property, and kept in a clean, clear and safe condition. Property located in the following zones, as designated in the Comprehensive Zoning Bylaw as amended, shall be exempt from the above provision: Agricultural (A), Rural (R), Environmental Protection (EP), Environmental Hazard (EH) unless developed, Open Space (OS), Parks & Recreation (PR), Development lands (D) and any exception zones to these zones.
- d) Every owner, tenant or occupant of property shall keep hedges, shrubs and trees adjacent to a public sidewalk, walkway or roadway cut and trimmed so as not to encroach into the sidewalk and to allow safe, unhindered passage by pedestrians or vehicles.
- e) No person shall throw, place or deposit, or permit any person to throw, place or deposit, any refuse, debris or aggregate / organic material as herein defined on any property within the Municipality without the written consent of the property owner, and only then in accordance with this by-law.
- f) Every owner, tenant or occupant shall keep their property free and clear of infestations of injurious insects, termites, rodents, vermin and not attract other pests including wildlife but, does not include attracting birds and bees.
- g) No unused, inoperative, unlicensed, uninsured motor vehicles, Derby Cars, vehicle parts, or other inoperative or derelict equipment or machinery shall be stored on the property unless the subject item(s) are stored in a side or rear yard and the subject item(s) are screened from view from any street and or from any other residential property and or the subject item(s) are stored out of sight in an enclosed structure. One motor vehicle undergoing restoration may be stored outside under a cover designed for motor vehicles- no loose tarps.
- h) No owner, tenant or occupant of land shall keep the following; a swimming pool, hot tub, wading pool or artificial pond unless it is maintained in good working condition and free of stagnant water.
- i) No owner or occupant shall permit water discharge from roofs, land, sumps, buildings or pool drainage onto a neighbouring property. Water shall not be discharged on to public property such as a sidewalk, roadway/highway or into the municipal sewer system without written approval from the municipality.

NOTE: This Order will remain in effect six months from the date of issue.

The subject property will be monitored and remedial action will be taken, without further Notice, any time the property is not considered to meet the standard as set out in this by-law.



**MISSISSIPPI MILLS**  
**CLEAN YARDS BY-LAW NO. 20-XX**  
**PART 1 PROVINCIAL OFFENCES ACT**

<b>Item</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Section Creating Offence</b>	<b>Column 3 Set Fine</b>
<b>1</b>	<b>Fail to Maintain Property - Refuse</b>	<b>Section 4 a)</b>	<b>\$200.</b>
<b>2</b>	<b>Allow Overgrowth – Grass / Weeds</b>	<b>Section 4 b)</b>	<b>\$200.</b>
<b>3</b>	<b>Fail to maintain Adjacent Property</b>	<b>Section 4 c)</b>	<b>\$200.</b>
<b>4</b>	<b>Fail to Maintain hedge / shrub / tree</b>	<b>Section 4 d)</b>	<b>\$200.</b>
<b>5</b>	<b>Littering</b>	<b>Section 4 e)</b>	<b>\$200.</b>
<b>6</b>	<b>Permit Pest Infestation or Animal Feces</b>	<b>Section 4 f)</b>	<b>\$200.</b>
<b>7</b>	<b>Prohibited Storage</b>	<b>Section 4 g)</b>	<b>\$200.</b>
<b>8</b>	<b>Pool / Hot Tub / Pond - Not Maintained</b>	<b>Section 4 h)</b>	<b>\$200.</b>
<b>9</b>	<b>Permit Prohibited Water Discharge</b>	<b>Section 4 i)</b>	<b>\$200.</b>
<b>10</b>	<b>Commercial Waste Bin / Dumpster over-loaded</b>	<b>Section 4 j)</b>	<b>\$200.</b>

**\* Note: The general penalty provision for the offences indicated above is Section 9 of By-law No. 20-XX, a certified copy of which has been filed.**

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 17, 2020  
**TO:** Council  
**FROM:** Cory Smith, A/Director of Roads & Public Works  
**SUBJECT:** Fire Truck Conversion Update

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### **RECOMMENDATIONS:**

**THAT Committee of the Whole receive the “Fire Truck Conversion Update” report for information.**

### **BACKGROUND:**

Public Works acquired a tanker truck from the Almonte Fire Department and has been systematically converting the truck into a plow truck. This has included removing the tank, shortening the frame, removing all fire related equipment, bodywork and repainting of the unit. The dump body tender was recently awarded to Tenco Inc. and the final tender to obtain all running gear and complete all installations for the conversion was awarded to Gincor Industries.

See attachment 1, previous report from April 7, 2020, for further details.

### **DISCUSSION:**

Council Requested an update on the progress of the work. Upon review with the Public Works Mechanic, he has been in communication with Gincor and completed an on-site review of the materials Gincor will be installing on the truck. The works remain scheduled to be completed in January 2021, with a guaranteed delivery date of February 1, 2021. This is consistent with information provided to Council in April of 2020. It should be noted that once delivered, it will require a Mechanical Safety Certification. This will be completed immediately. The Public Works Mechanic has assured me that there is no major works required on the truck to pass safety and that turn-around on a safety would be quick. The Truck would be placed into active service no later than February 14, 2021.

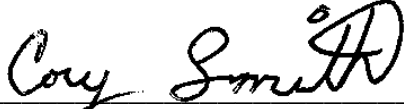
### **FINANCIAL IMPLICATIONS:**

There is no anticipated deviation from the approved budget for these works.

**SUMMARY:**

The project remains on schedule and is anticipated to be within budget.

Respectfully Submitted

A handwritten signature in black ink, appearing to read "Cory Smith", written over a horizontal line.

Cory Smith  
A/Director of Public Works

Approved by

A handwritten signature in black ink, appearing to read "Ken Kelly", written over a horizontal line.

Ken Kelly  
CAO

**ATTACHMENTS:**

1. Staff Report for Fire Truck Conversion Running Gear – April 7, 2020

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 7, 2020  
**TO:** Committee of the Whole  
**FROM:** Guy Bourgon, P.Eng., Director of Roads and Public Works  
**SUBJECT:** Fire Truck Conversion Running Gear Tender

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### RECOMMENDATION:

**THAT Committee of the Whole recommend Council direct staff to award the contract for Tender # 20-04 2019/2020 All Running Gear and Complete Install of Supplied All Season Dump Body/Spreader and Assembling Unit Complete to GINCOR Industries in the amount of \$88,931.00 plus HST as detailed in the report by the Director of Roads and Public Works dated March 17<sup>th</sup>, 2020, with the additional funding coming from reserves.**

### BACKGROUND:

Public Works acquired a tanker truck from the Almonte Fire Department and has been systematically converting the truck into a plow truck. This has included removing the tank, shortening the frame, removing all fire related equipment, bodywork and repainting of the unit. The dump body tender was recently awarded to Tenco Inc. The current tender (20-04) is the final tender to obtain all running gear and complete all installations to complete the conversion.

### DISCUSSION:

The tender package for Tender # 20-04 2019/2020 All Running Gear and Complete Install of Supplied All Season Dump Body/Spreader and Assembling Unit Complete was released by the Municipality on February 10, 2020, and subsequently closed on February 27, 2020 at 1:30pm. The advertisements were posted in the Canadian Gazette and on our website. A total of 2 tender submissions were received at the time of closing. Results were as follows:

COMPANY	Total Price
GINCOR Industries	\$88,931.00 plus HST
Viking-Cives Limited	\$91,931.00 plus HST

The above tender submissions were reviewed for accuracy and completeness. Based on the review, staff are presently recommending that GINCOR Industries be awarded

the contract. GINCOR is a reputable supplier of running gear with considerable experience in this field. The Municipality of Mississippi Mills has previously worked successfully with GINCOR on similar installations in our fleet.

#### **FINANCIAL IMPLICATIONS:**

\$205,000.00 was carried in the 2020 Capital Budget for the Fire Truck Conversion under account 2-301-0301-0461. The expenses/revenues to date and the outstanding balance are identified in the table below:

<b>Item</b>	<b>Amount (incl. net HST)</b>
Frame Shortening	\$2,453.71
Painting	\$12,873.66
Universal Supply Group (parts)	\$693.08
Dump Body	\$43,554.40
Plow Equipment	\$90,496.19
<b>Subtotal</b>	<b>\$150,071.04</b>
<b>Internal Transfer to Fire Department</b>	<b>\$78,000.00</b>
Revenue from Sale of Tank	(\$4,000.00)
<b>Total</b>	<b>\$224,071.04</b>
<b>Budget</b>	<b>\$205,000.00</b>
<b>Shortfall</b>	<b>\$19,071.04</b>

The Treasurer has confirmed that the shortfall amount can be paid out of reserves, which is the same funding source as the original budget. Although the conversion cost was somewhat higher than expected, the conversion of the fire truck remains more economical than the purchase of a new plow truck.

#### **SUMMARY:**

Staff is recommending that Tender # 20-04 2019/2020 All Running Gear and Complete Install of Supplied All Season Dump Body/Spreader and Assembling Unit Complete be awarded to GINCOR Industries in the amount of \$88,931.00 plus HST in order to complete the conversion of the fire truck to a plow truck, with the additional funding coming from reserves.

Respectfully submitted,

Reviewed by,



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



Ken Kelly, CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** November 17, 2020  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh  
**SUBJECT:** 2020 Interim Financial Report 9 on Covid 19

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### RECOMMENDATION:

**THAT Committee of the Whole accept the Treasurer's interim report on the financial implications of Covid 19 dated November 17, 2020 as information.**

### BACKGROUND:

Effective March 16, 2020, municipal facilities were closed to the public due to Covid 19. Subsequent to that, Council has received many reports and updates on the financial implications for the Municipality due to the pandemic.

The Province of Ontario has now entered stage 3 of re-opening and all municipal facilities are now back open to the public and must follow public health guidelines with regard to social distancing, wearing of masks in public, cleaning protocols, etc.

### DISCUSSION:

During the closure period, there was a loss of revenue particularly for daycare and recreation. Now that these facilities have re-opened, this loss in revenue is expected to continue, although to a lesser degree. This is because of the limitations the Province has imposed in terms of activities and capacity. Daycare is allowed to accept children at full capacity however enrolment continues to be lower than capacity. Recreation has limits on allowable indoor activities, contact sports, etc.

#### Daycare:

The Daycare re-opened on July 6<sup>th</sup> and Staff were recalled a few days prior to re-opening to get prepared, to clean and to receive training. **Refer to Table 1** for an analysis of the finances of the Daycare from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. Note that the Daycare has an estimated deficit to October 31st of \$108,882.

The Municipality was informed in September that it would be receiving \$138,500 through the Province of Ontario's Social Services Relief Fund for the Daycare. The funding is intended to cover revenue losses, PPE, cleaning costs, etc. as a result of Covid 19 from September 1, 2020 to March 31, 2021. On October 22, 2020 the Municipality received \$85,807.79 for the submission it made for September 2020 revenue losses and Covid costs. It is expected that the remaining funding of \$52,692.21 will be used up based on the October submission meaning that no other funding will be available under this program unless a new funding allocation is announced.

This funding provides additional relief to the Municipality and is helping to reduce the deficit the Daycare is experiencing resulting from Covid 19.

### **Recreation:**

**Refer to Table 2** for the financial analysis of the Recreation and Curling Departments from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. The combined surplus for Recreation and Curling to October 31<sup>st</sup> is \$41,453. The surplus is a result of cancelled events over the summer months resulting the avoidance of expenses that would otherwise be incurred. Municipal grant allocations are provided monthly to the department to address expenditures as per the 2020 budget. The ice season of 2020/2021 has now started with strong bookings for practices at both arenas.

### **Almonte Old Town Hall Auditorium**

The total revenue for the Almonte Old Town Hall from January 1, 2020 to October 31, 2020 is \$28,012 and was \$46,623 in 2019. The facility continues to have limited bookings due to restrictions on indoor gatherings.

### **Library:**

**Refer to Table 3** for the financial analysis of the Library from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. The surplus for the library to October 31<sup>st</sup> is \$81,259. Municipal grants are allocated monthly to address expenditures per the 2020 budget. Temporary staff layoffs, reduced spending during the closure period and the early receipt of household grants have contributed to the surplus in this department.

### **Building Department:**

**Refer to Table 4** for the financial analysis of the Building Department from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. Building activity remains high therefore the Department is operating with a surplus of \$319,183 to October 31<sup>st</sup>.

## **Water and Sewer**

**Refer to Table 4** for the financial analysis of the Water and Sewer Department from January 1, 2020 to October 31, 2020 with comparative information for the same period in 2019. The department has a surplus at October 31<sup>st</sup> of \$1,036,492. The surplus is significant at this time as no capital works have been completed to date and debt payments on the WWTP only occur twice per year. The next debt payment is in November 2020.

## **Taxation and other sources of Revenue:**

Other sources of revenue such as taxation waste management, and miscellaneous sources of revenue, at this time, are being billed when expected. At the Council meeting held on May 5, 2020, Council approved the 2020 tax rate by-law and amended the penalty section to waive penalties on the 2020 final tax billing until December 31, 2020 to provide some relief to residents experiencing financial difficulties.

The Province has confirmed in writing that the school board taxation remittances will be deferred by 90 days so the payment due on September 30<sup>th</sup> will now be due on December 30<sup>th</sup>. This will free up cash for the municipality following the final tax billing as we will have additional time to pay the school boards.

## **Grants:**

The Municipality has been advised by the Ministry of Municipal Affairs that \$361,000 in Covid 19 related funding will flow to the Municipality in September 2020. At the time of writing this report, this funding has not yet been received. This funding is intended to cover expenditures already incurred in 2020 as a result of Covid 19 such as additional cleaning, by-law enforcement, signage, personal protective equipment, etc. Funding is also intended to address revenue losses. The Municipality has lost revenues because of closures and capacity constraints after re-opening for Daycare, Recreation and the Almonte Old Town Hall. In addition, the Municipality has received notice that dividends will not be received in 2020 from Ottawa River Power Corporation and Ottawa River Energy Solutions as a result of Covid 19 totaling \$68,800. If there are any funds remaining at the end of 2020, they will be placed into reserves and carried into 2021 to offset similar Covid related expenditures and continued revenue losses.

The Municipality will be required to provide an accounting to the Province as to how this funding has been applied in 2020 to support Covid 19 related costs and pressures.

On October 20, 2020, Council authorized the Treasurer to apply for Phase 2 Covid 19 funding through the Province of Ontario. This funding is intended to address continued ongoing Covid 19 costs and revenue losses into 2021. That application was completed and submitted by the deadline of October 30, 2020. The results of the application should be known prior to year end.



### **Penalties and Interest on the final tax instalment:**

Penalties and interest on the 2020 final tax billing will be forgone until the end of the year. It is difficult to determine at this time what the resulting revenue loss may be, however, monthly penalty and interest resulting from the final tax billing in 2019 was approximately \$9,100. If a similar amount would be incurred in 2020, then the resulting revenue loss would be \$45,500 (\$9,100 X 5 months).

### **Interest Income:**

The Municipality earns interest monthly on its operating bank account. Prior to Covid 19 the Municipality was earning monthly interest of approximately \$12,000 or 1.9%. In May 2020 interest earned dropped to \$4,500 or .7%. In October, the amount has decreased further to \$3,670.93

The Municipality has also invested in two high interest savings accounts. From January-March 2020 interest was being earned at 2.415% or \$10,000 per month on average. In October, the amount is \$9,841.76

### **Supplementary Taxation:**

As a result of social distancing measures, office closures, etc., the Assessment Office is having difficulty assessing new development for inclusion in supplementary assessment changes to be provided to Municipalities in order to complete supplementary tax billings. The Assessment Office is continuing to work with Municipal building departments to determine alternate methods of assessing new developments.

In October, the Municipality issued supplemental tax billings based on information supplied by the Assessment Office resulting in additional taxation for the Municipality of \$119,456. There is one final supplemental run in November 2020 as the Assessment Office is trying to catch up on some of their delayed work prior to the end of the year. The supplemental run in November does not usually occur.

### **FINANCIAL IMPACT:**

**Tables 1 to 4** provide financial impacts for the Daycare, Recreation Department, Library, Building Department and Water and Sewer.

At October 31<sup>st</sup>, the Municipality has cash in the bank of \$7.95 million and investments total \$12.94 million. **Combined the total of cash and investments is \$20.89 million.**

As of October 31, 2020 the amount of the 2020 tax billing, including the supplementary taxes issued in October still to be paid, is 7.97% and in 2019 at the same time was 9.46%. At this time there doesn't seem to be any issues with residents not paying their

taxes on time as there is actually a decrease in the amount outstanding when compared to 2019.


Water arrears at October 31, 2020 are 20.26% and 21.92% at October 31, 2019 a decrease of 1.66%. The next due date is not until December 10, 2020. Again, there appears to be no issues with residents not paying their water billings on time.

It is not expected that the Municipality would need to utilize all available cash and investments to meet its obligations moving forward in the year however the cash flow situation will continue to be monitored and reported to Council.

### **SUMMARY:**


The purpose of this report is to provide information to Council with regard to Covid 19 implications and to highlight any financial concerns as a result of previous closures and restricted activities that are ongoing.

Respectfully submitted by:



Rhonda Whitmarsh,  
Treasurer

Reviewed by:



Ken Kelly,  
CAO

<b>Table 1</b>					
<b>Daycare Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<b>2020 Budget</b>	<b>YTD 2020</b>	<b>Bal Remaining YTD</b>	<b>Bal Remaining %</b>	<b>2019 YTD</b>
<b>DAYCARE</b>					
<b>REVENUE</b>					
Fees & Service Charges	\$2,514,081.00	\$1,208,101.00	\$1,305,980.00	51.95%	1,648,256.00
Municipal Grant	\$29,921.00	\$24,750.00	\$5,171.00	17.28%	6,464.00
<b>TOTAL REVENUE</b>	<b>\$2,544,002.00</b>	<b>\$1,232,851.00</b>	<b>\$1,311,151.00</b>	<b>51.54%</b>	<b>1,654,720.00</b>
<b>EXPENDITURES</b>					
Salaries & Benefits	2,273,907.00	1,219,980.00	\$1,053,927.00	46.35%	1,442,460.00
Supplies	172,750.00	67,547.00	\$105,203.00	60.90%	87,493.00
Service/Rent	97,345.00	54,206.00	\$43,139.00	44.32%	33,287.00
<b>Total Daycare Expenses</b>	<b>2,544,002.00</b>	<b>1,341,733.00</b>	<b>1,202,269.00</b>	<b>47.26%</b>	<b>1,563,240.00</b>
<b>Net Daycare Fund</b>	<b>0.00</b>	<b>(108,882.00)</b>	<b>108,882.00</b>	<b>0.00%</b>	<b>91,480.00</b>
<b>Reserves:</b>					
Balance at Dec 31/19		674,957.61			
2020 budget amounts		(203,686.00)			
<b>Remaining balance</b>		<b>471,271.61</b>	Reserves available for use if required		
<b>Other Financial Information</b>					
<b>Proportion of Revenues in 2020 budget</b>					
Full Fee Revenue	69%				
County Grants	24%				
Municipal Contribution	2%				
Reserves and Development Charges	4%				
Other revenue	1%				
	100%				
<b>Proportion of Costs in 2020 budget</b>					
Salaries and Benefits	89%	*Average monthly salary and benefit costs are \$154,000			
Travel and Training	.5%				
Food and Programming	7%				
General Operating	1%				
Maintenance and Repairs	1%				
Utilities	1%				
Insurance	.5%				
Capital	1%				
	100%				
*14 Full time, 10 supply/Part time, 1 cleaner					

Table 2					
Recreation and Curling Revenues and Expenditures January 1, 2020 To October 31, 2020					
with comparisons with the same period in 2019					
	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
RECREATION FUND					
REVENUE					
Federal Gov't Grants	\$300.00	\$300.00	\$0.00	0.00%	\$300.00
Municipal Grants	1,309,995.00	1,091,663.00	\$218,332.00	16.67%	980,006.00
Fees & Service Charges	512,321.00	221,661.00	\$290,660.00	56.73%	315,368.00
Total Revenue	1,822,616.00	1,313,624.00	508,992.00	27.93%	1,295,674.00
EXPENDITURES					
SALARIES & BENEFITS					
Salaries-Recreation Management	188,098.00	147,070.00	\$41,028.00	21.81%	128,620.00
Other Payroll Expenses-F/T	211,272.00	162,500.00	\$48,772.00	23.08%	158,867.00
Other Payroll Expenses-P/T	24,900.00	12,402.00	\$12,498.00	50.19%	15,029.00
Total Expense	424,270.00	321,972.00	102,298.00	24.11%	302,516.00
GENERAL EXPENSES					
General Rec. Expenses	400,616.00	268,108.00	\$132,508.00	33.08%	213,900.00
Total General Expenses	400,616.00	268,108.00	132,508.00	33.08%	213,900.00
Almonte Arena Expenses	279,596.00	178,288.00	\$101,308.00	36.23%	176,484.00
SCC Arena Expenses	216,946.00	126,852.00	\$90,094.00	41.53%	146,025.00
Sports Fields & Parks	199,852.00	148,014.00	\$51,838.00	25.94%	166,859.00
Vehicles & Equipment	26,750.00	24,667.00	\$2,083.00	7.79%	20,196.00
Programs	24,025.00	15,366.00	\$8,659.00	36.04%	24,486.00
Events	59,100.00	3,362.00	\$55,738.00	94.31%	39,695.00
Other Recreation	172,609.00	157,815.00	\$14,794.00	8.57%	139,526.00
Total Expense	978,878.00	654,364.00	324,514.00	33.15%	713,271.00
Total Recreation Expense	1,803,764.00	1,244,444.00	559,320.00	31.01%	1,229,687.00
Net Recreation Fund	18,852.00	69,180.00	(50,328.00)	0.00%	65,987.00
	2020 Budget	YTD 2020	Bal Remaining YTD	Bal Remaining %	2019 YTD
CURLING FUND					
REVENUE					
Beverage Sales	\$37,000.00	\$24,093.00	\$12,907.00	34.88%	\$29,814.00
Food Sales	0.00	0.00	\$0.00	0.00%	0.00
Curling Lounge Rental	2,500.00	0.00	\$2,500.00	100.00%	828.00
Curling Surface Rental	500.00	0.00	\$500.00	100.00%	3,962.00
Curling Surface Bar Proceeds	0.00	0.00	\$0.00	0.00%	0.00
Curling Ice Rental-Curling Club	33,544.00	16,997.00	\$16,547.00	49.33%	21,718.00
Curling Advertising	0.00	0.00	\$0.00	0.00%	0.00
Total Revenue	73,544.00	41,090.00	32,454.00	44.13%	56,322.00
EXPENDITURES					
Insurance	6,346.00	5,764.00	\$582.00	9.17%	6,044.00
Utilities	36,300.00	29,759.00	\$6,541.00	18.02%	30,191.00
Misc. Expense	100.00	0.00	\$100.00	100.00%	116.00
Ice Rental Lounge Maint.	14,000.00	10,130.00	\$3,870.00	27.64%	12,984.00
Ice Rental Locker Maint.	2,200.00	2,754.00	(\$554.00)	(25.18%)	3,043.00
Ice Rental Surface Maint.	3,800.00	1,635.00	\$2,165.00	56.97%	2,583.00
Equipment Maintenance- Ice Plant	4,500.00	1,044.00	\$3,456.00	76.80%	5,217.00
Equipment Maintenance-Ice Scraper	0.00	0.00	\$0.00	#DIV/0!	0.00
Curling Bar	25,150.00	17,731.00	\$7,419.00	29.50%	19,911.00
Total Expense	92,396.00	68,817.00	23,579.00	25.52%	80,089.00
Net Curling Fund	(18,852.00)	(27,727.00)	8,875.00	(47.08%)	(23,767.00)

<b>Table 3</b>					
<b>Library Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<b>2020 Budget</b>	<b>YTD 2020</b>	<b>Bal Remaining YTD</b>	<b>Bal Remaining %</b>	<b>2019 YTD</b>
<b>REVENUE</b>					
Federal Gov't Grants	\$0.00	\$0.00	\$0.00	0.00%	\$3,920.00
Provincial Gov't Grants	31,848.00	32,898.00	(\$1,050.00)	(3.30%)	1,670.00
Municipal Grants	669,244.00	528,203.00	\$141,041.00	21.07%	527,985.00
Fees & Service Charges	18,150.00	7,978.00	\$10,172.00	56.04%	18,974.00
<b>Total Revenue</b>	<b>719,242.00</b>	<b>569,079.00</b>	<b>150,163.00</b>	<b>20.88%</b>	<b>552,549.00</b>
<b>EXPENDITURES</b>					
Salaries & Benefits-Almonte	433,543.00	283,059.00	\$150,484.00	34.71%	316,724.00
Salaries & Benefits-Pakenham	69,522.00	39,736.00	\$29,786.00	42.84%	68,982.00
Administration-Almonte	27,960.00	17,234.00	\$10,726.00	38.36%	20,920.00
Administration-Pakenham	13,400.00	8,238.00	\$5,162.00	38.52%	11,898.00
Materials & Supplies-Almonte	48,150.00	33,406.00	\$14,744.00	30.62%	34,803.00
Materials & Supplies-Pakenham	19,633.00	14,332.00	\$5,301.00	27.00%	15,029.00
Building Operations-Almonte	22,300.00	15,084.00	\$7,216.00	32.36%	16,325.00
Building Operations-Pakenham	24,760.00	16,530.00	\$8,230.00	33.24%	17,014.00
Other Expenditures	59,974.00	60,201.00	(\$227.00)	(0.38%)	57,555.00
<b>Total Library Expenses</b>	<b>719,242.00</b>	<b>487,820.00</b>	<b>231,422.00</b>	<b>32.18%</b>	<b>559,250.00</b>
<b>Net Library Fund</b>	<b>0.00</b>	<b>81,259.00</b>	<b>(81,259.00)</b>	<b>0.00%</b>	<b>(6,701.00)</b>
	=====	=====	=====	=====	=====

<b>Table 4</b>					
<b>Building Department Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
<b>BUILDING DEPARTMENT</b>					
Building Dept. Revenues	469,900.00	636,161.00	(\$166,261.00)	(35.38%)	479,014.00
Building Dept. Expenses	469,900.00	316,978.00	\$152,922.00	32.54%	324,205.00
<b>Net Building Dept.</b>	<b>0.00</b>	<b>319,183.00</b>	<b>(319,183.00)</b>	<b>0.00%</b>	<b>154,809.00</b>

<b>Water and Sewer Revenues and Expenditures January 1, 2020 To October 31, 2020</b>					
<b>with comparisons with the same period in 2019</b>					
	<i>2020 Budget</i>	<i>YTD 2020</i>	<i>Bal Remaining YTD</i>	<i>Bal Remaining %</i>	<i>2019 YTD</i>
<b>WATER &amp; SEWER</b>					
Water & Sewer Revenues	3,757,388.00	3,204,650.00	\$552,738.00	14.71%	3,227,359.00
Water & Sewer Expenses	3,757,388.00	2,168,158.00	\$1,589,230.00	42.30%	2,274,557.00
<b>Net Water &amp; Sewer</b>	<b>0.00</b>	<b>1,036,492.00</b>	<b>(1,036,492.00)</b>	<b>0.00%</b>	<b>952,802.00</b>

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

## **STAFF REPORT**

**DATE:** November 17, 2020

**TO:** Committee of the Whole

**FROM:** Ken T. Kelly, Chief Administrative Officer

**SUBJECT:** Expropriation of lands along the Unopened portion of Menzie Street

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### **RECOMMENDATION:**

**THAT** Committee of the Whole recommend that Council adopt a bylaw to delegate authority to the CAO to apply for expropriation of lands PIN 050940042, PIN 050940045 and PIN 050940046 known as lots 1,2,3,4,15,16,17 and 18 of McLean Section of Plan 6262 in the Municipality of Mississippi Mills, Lanark County;

**AND THAT** Committee of the Whole recommend that Council receive the attached application for approval to expropriate the lands PIN 050940042, PIN 050940045 and PIN 050940046 known as lots 1,2,3,4,15,16,17 and 18 of McLean Section of Plan 6262 in the Municipality of Mississippi Mills, Lanark County;

**AND THAT** Committee of the Whole recommend that Council approve \$40,000-\$50,000 for professional fee expenses related to the expropriation of PIN 050940042, PIN 050940045 and PIN 050940046 known as lots 1,2,3,4,15,16,17 and 18 of McLean Section of Plan 6262 in the Municipality of Mississippi Mills, Lanark County to be funded from reserves in 2020 and repaid back to reserves from the proceeds from the sale of land.

### **BACKGROUND:**

The Municipality has been reviewing the lands that it owns for the purposes of reducing the amount of land under management, as means to generate revenue and promote development.

During this review we have identified a number of parcels that are in close proximity to one another along the unopened road allowance for Menzie Street between Adelaide St and Augusta St. The map in Figure 1 below depicts the area as well as the parcels that are owned and not owned by the Municipality. There are three parcels with the following Property Identification Numbers and size:

- PIN 050940042 – 28,029 sq ft or .643 of an acre
- PIN 050940045 – 6,189 sq ft or .142 of an acre

- PIN 050940046 – 18,287 sq ft or .42 of an acre

Combined these parcels have a total acreage of about 1.475 of an acre.

**Figure 1 – Map of land parcels**



The Municipality believes that lands identified in Figure 1 as Title/Ownership unclear are owned by deceased persons. Efforts have been made to identify ownership and we believe that the owners are deceased and interest in the properties has not been transferred. The location of these lots adjacent to properties owned by the Municipality makes them important to the future development potential of the site.

## DISCUSSION:

The consolidation of land into parcels that will allow the land to be developed in an efficient and low-cost manner is supported by the Province. As a large block with ready access to municipal servicing this rectangular block would have a high potential interest within the development community. The clearest path to address the unclear title/ownership of these parcels of land is for the Municipality to proceed with an expropriation of the land. The complete process is outlined below:

1. An expropriation is initiated by an application to expropriate made by the “expropriating authority” to the “approving authority”.
2. The municipal corporation is the “expropriating authority”; Council is the “approving authority.” What this means is that in essence the Municipality must seek approval from itself.



- (a) Council must pass a resolution instructing the Corporation of the Municipality of Mississippi Mills to proceed with an expropriation, and authorize the Chief Administrative Officer to execute all notices and documents necessary to complete the expropriation;
  - (b) An application to expropriate must be prepared by the Corporation and filed with Council.
- 3. Once the application has been filed with Council, Notice of an Application to Expropriate must be served on each registered owner of the property. All owners are deceased. The Notice of Application must also be published for 3 consecutive weeks in a local newspaper.
- 4. In order to publish the notices a plan of expropriation prepared by a surveyor must be prepared.
- 5. If the expropriation is approved by Council (after the 30 day notice period), the expropriating authority (i.e. the municipal corporation) must register an expropriation survey plan on title to the property within 3 months of Council's decision.
- 6. Registration of the expropriation plan immediately vests title and ownership to the property in the municipality.

#### Determining Value and Compensation Payable

- 7. An owner whose property is expropriated is entitled to compensation. The Act recognizes the following types of compensation, which may or may not be payable depending on the circumstances:
  - (a) The market value of the land, including interest;
  - (b) Damages attributable to disturbance to the owner;
  - (c) Damages for injurious affection;
  - (d) Any special difficulties incurred by the owner to relocate; and
  - (e) Costs.
- 8. Market value reflects the amount that the land might be expected to realize if sold in the open market by a willing seller to a willing buyer. This figure is determined using the services of a qualified appraiser.

9. In determining market value, the Act prohibits any account being taken of the special use or development for which the land is being expropriated. Therefore, if you intend to package the land up for a development, this is not something that the appraiser can consider in market value – it is the value only of the land as it sits.
10. This situation is unique in that there is no registered owner or estate that the Municipality can pay.
11. The Act provides that where the value is less than \$1,000, the expropriating authority can pay the compensation into court. If the appraiser finds that the value of any of the three parcels is greater than \$1,000, the Municipality can make an application to the court to allow it to pay the value into court to satisfy the requirements of the Act.
12. If through this process a legitimate heir comes forward, the money paid into court would be available if they can satisfy the Court that they have a right to compensation.

The benefit of the expropriation process is that the title to the lands will vest with the Municipality and if there are any heirs or interests that arise later they will be addressed through the legal process or the LPAT.

#### **FINANCIAL IMPLICATIONS:**

The cost to the Municipality will include:

1. survey and registration of the plan of expropriation,
2. appraisal for the three parcels of land,
3. payment into court of the appraised value, and
4. legal fees for the expropriation.

The estimated cost of the above items is \$40,000-\$50,000.00. These expenses are expected to be incurred in 2020. It is recommended that the expenses be funded from reserves and then repaid back to reserves from the proceeds of the sale of land.

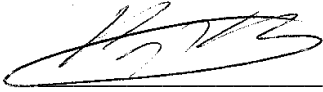
It is estimated that the addition of the three parcels will contribute to the value of the entire set of Municipality owned lands in this area and also result in development that will have higher taxation value.

#### **SUMMARY:**

The Municipality intends to sell surplus lands abutting these three parcels of land that have no ownership. As a consolidated parcel of land this area will have a higher value and more options for development. The expropriation process provides a mechanism to address the interests of anyone that comes forward to claim an interest and still allow the overall process to move forward. The cost is estimated at between \$40,000-

\$50,000 and the value of the parcel is estimated to be higher than the cost of the process. The potential for this parcel to be developed in the near future is high given the demand for new housing and the recent completion of housing developments in the immediate vicinity.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'Ken Kelly', is written over a horizontal line.

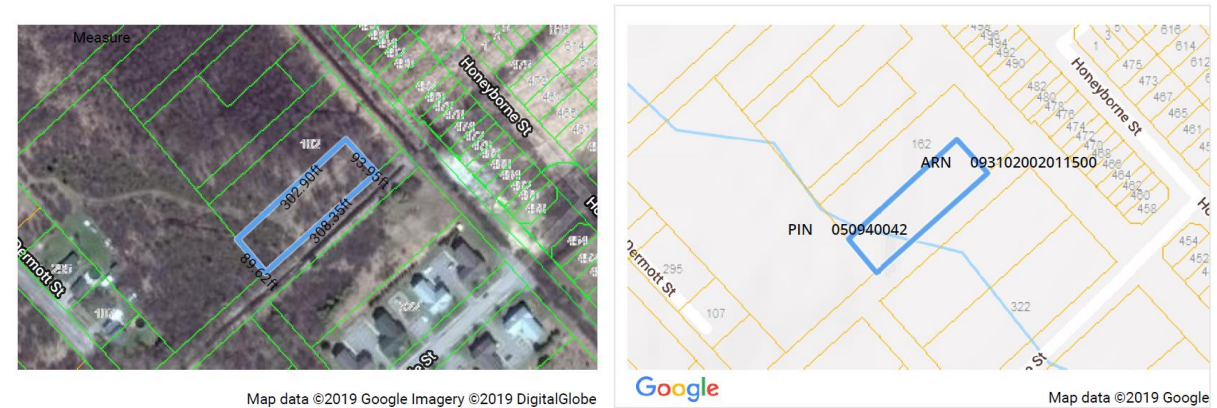
Ken Kelly, CAO

ATTACHMENTS:

1. Appendix A – Parcel Identification Numbers and information
2. Bylaw to Delegate Authority to CAO to proceed with process
3. Application to Expropriate

Appendix A – Parcel Identification Numbers and information

PIN 050940042  
Site & Structure



Lot Size

Area: 28,029.20 ft<sup>2</sup> (0.643 ac)      Perimeter: 793.96 ft

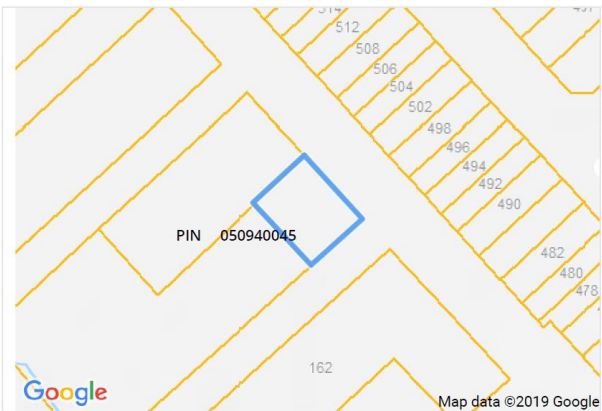
PIN 050940046  
Site & Structure



Lot Size

Area: 18,287.87 ft<sup>2</sup> (0.420 ac)      Perimeter: 590.55 ft

PIN 050940045  
Site & Structure



Lot Size

Area: 6,189.24 ft<sup>2</sup> (0.142 ac)      Perimeter: 314.96 ft

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-xxx

A BY-LAW TO DELEGATE AUTHORITY

NOW THEREFORE BE IT RESOLVED THAT:

1. **We direct the Chief Administrative Officer to make an application for approval to expropriate and we delegate to the Chief Administrative Officer the authority to issue a Notice of Intent to Expropriate on behalf of the Corporation of the Municipality of Mississippi Mills the following lands located in the Municipality of Mississippi Mills, County of Lanark (the “Lands”):**
  - (a) **LT 15 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS more particularly described as Part 3 on the draft Expropriation Plan attached as Appendix 1 hereto (the “Lands”);**
  - (b) **LT 16 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 17 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 18 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS more particularly described as Part 2 on the draft Expropriation Plan attached as Appendix 1 hereto (the “Lands”); and**
  - (c) **LT 1 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 2 SEC MCLEAN PL 6262 LANARK RAMSAY; LT 3 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 4 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS more particularly described as Part 1 on the draft Expropriation Plan attached as Appendix 1 hereto (the “Lands”).**
2. This By-law shall come into force and take effect on the day it is passed.

READ AND FINALLY PASSED on the \_\_\_\_ day of \_\_\_\_\_, 2020.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

Per:

\_\_\_\_\_  
Christa Lowry - Mayor

\_\_\_\_\_  
Cynthia Moyle – Acting Clerk

***EXPROPRIATIONS ACT***  
**RSO 1990, Chapter E.26**

***APPLICATION FOR APPROVAL TO EXPROPRIATE LAND***

**TO:** The Council of The Corporation of the Municipality of Mississippi Mills  
(the “Approving Authority”)  
3131 Old Perth Rd Box 400  
Almonte, ON K0A 1A0

**IN THE MATTER OF** the proposed expropriation by The Corporation of the Municipality of Mississippi Mills (the “Expropriating Authority”) of lands legally described as:

- **LT 15 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS;**
- **LT 16 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 17 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 18 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS; and**
- **LT 1 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 2 SEC MCLEAN PL 6262 LANARK RAMSAY; LT 3 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 4 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS**

**FOR THE PURPOSE OF** consolidating future development lands in the Municipality of Mississippi Mills;

**APPLICATIONS ARE HEREBY MADE** for approval to expropriate the following lands located in the Municipality of Mississippi Mills, Lanark County:

- (a) LT 15 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS more particularly described as Part 3 on the draft Expropriation Plan attached as Appendix 1 hereto (the “Lands”);
- (b) LT 16 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 17 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 18 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS more particularly described as Part 2 on the draft Expropriation Plan attached as Appendix 1 hereto (the “Lands”); and
- (c) LT 1 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 2 SEC MCLEAN PL 6262 LANARK RAMSAY; LT 3 SEC MCLEAN PL 6262 LANARK N RAMSAY; LT 4 SEC MCLEAN PL 6262 LANARK N RAMSAY; MUNICIPALITY OF MISSISSIPPI MILLS more particularly described as Part 1 on the draft Expropriation Plan attached as Appendix 1 hereto (the “Lands”);

**DATED** at Almonte, Ontario this \_\_\_\_\_ day of \_\_\_\_\_, 2020

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

Per:

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Cynthia Moyle – Acting Clerk  
I have authority to bind the Corporation



# OFFICE OF THE MAYOR

Mayor Christa Lowry



## Mayor's Report November 17, 2020

### Virtual Halloween Contest

To help families celebrate Halloween safely this year we ran two great contests for all ages to participate in without leaving their home. The contests included the Virtual Halloween Costume Contest and the Virtual Pumpkin Carving Contest. All prizes support local Mississippi Mills businesses or featured our museums. We received over 70 entries to the costume and pumpkin carving contests. Contest submissions can be seen on the municipal website here: [www.mississippimills.ca/en/explore-and-play/mississippi-mills-halloween-fun.aspx](http://www.mississippimills.ca/en/explore-and-play/mississippi-mills-halloween-fun.aspx)

I would like to send a big thank you to all those who participated. There were so many great costumes and creative pumpkin carvings! By submitting your photos for the contest, you also made Halloween a lot more fun for those who are not participating in traditional ways this year. I put together a short video to share the costumes and pumpkins with the residents of Orchard View, Country Haven and Fairview Manor. The video can be seen here: <https://youtu.be/g8UQ4YP69ko>

### Happy Birthday Dr. James Naismith

November 6, 2020 was Dr. James Naismith's 159<sup>th</sup> Birthday! For his birthday week, I encouraged residents to take the #NaismithBirthdayChallenge: grab a basketball and shoot some hoops at school, at home or check out the improved Court at Gemmill park or at the Clayton Community Centre. Residents take a quick video of their best shot, share the video on social media using the hashtag [#NaismithBirthdayChallenge](https://twitter.com/NaismithBirthdayChallenge) and then tag friends to challenge them. Naismith Birthday stickers have been distributed to all elementary school kids in Mississippi Mills to encourage them to take advantage of the great weather and make Dr. Naismith proud!

<https://youtu.be/WTXyKJddiNE>

### Mississippi Valley Textile Museum: 2020 Winner of the National Trust for Canada Ecclesiastical Insurance Cornerstone Award

Congratulations to the Mississippi Valley Textile Museum for being a recipient of the "Resilient Places Award" from the National Trust for Canada and Ecclesiastical Insurance! The Ecclesiastical Insurance Cornerstone Awards brings national attention to exemplary projects and places that contribute to quality of life and sense of place, illustrating the viability of heritage buildings and sites for traditional or new uses. The award celebrates owners and organizations using historic places or landscapes in ways that illustrate extraordinary resilience, significance, and benefit to a community over a sustained period of time, with a successful track record of 10 years or more. Notably, Stephen Braithwaite and the Almonte Heritage Redevelopment Group were granted the same National Trust for Canada award in 2019.

From the National Trust for Canada Press Release:

*Located in the annex of the former Rosamond Woolen Company (built in 1867), the Mississippi Valley Textile Museum has been part of the community for over 35 years. A National Historic Site, this industrial museum combines traditional textile displays with activities and events focusing on the region's heritage, culture, and role of the textile industry.*

*The museum – which pioneered the first proclamation of pride month in the municipality of Mississippi Mills in 2020 – prides itself on having open door, safe space policies for community members of all ages. They also have a longstanding partnership with the local college, providing student training opportunities.*

*Through the years, the museum has evolved and adapted to make the site more inclusive to visitors, and to ensure that it is well maintained for future generations*

**Rural Ontario Municipal Association Board of Directors Meeting: November 13, 2020**

A summary report will be included on the December 1, 2020 Committee of the Whole agenda.



Christa Lowry  
Mayor of Mississippi Mills

Jeanne Harfield  
The Town of Mississippi Mills  
3131 Old Perth Rd Box 400, Almonte, ON K0A 1A0

October 29, 2020

Dear Ms. Harfield,

As a member of the Authority, please find below highlights from the October 21 Board of Directors meeting of the Mississippi Valley Conservation Authority for distribution to Council. Complete minutes for the meeting will be circulated following their approval by the Board at the next meeting.

### **Watershed Conditions & Outlook**

Water Resources Technologist Jennifer North provided an update on conditions across the watershed: The annual fall drawdown is underway. Winter target levels are normally reached before freeze up but are dependent on how much rainfall the watershed receives over the fall season. Average seasonal conditions (average temperatures and precipitation) are expected over the next few months.

### **Carp River Conservation Area**

An agreement has been signed between MVCA and the City of Ottawa for the Carp River site in Kanata. It can officially be referred to as the Carp River Conservation Area. The site features paved walking paths, wet meadows, a habitat pond and native trees and shrubs. Immediate plans for the site include signage and the launch of an interactive, educational app in early 2021. For more information visit <https://mvc.on.ca/conservation-areas/carp-river/>.

### **Stimulus Projects**

The Board approved seeking stimulus funding for the following projects:

- Shabomeka Lake Dam Reconstruction
- LiDAR and Flood Risk Analysis – Upper Mississippi River
- Mill of Kintail (MOK) Centralized Parking Lot
- Gatehouse Access and Security System

### **Watershed Plan Goals & Objectives**

MVCA is drafting a Watershed Plan for the Mississippi River. Work began in 2019 with the establishment of a Public Advisory Committee and the drafting of four Backgrounders that summarize key facts, trends, and challenges facing the watershed. The Board approved eight goals and

supporting objectives that will be included in a Discussion Paper to be released to the public in early 2021. The Discussion Paper will summarize key issues and identify a range of actions that might be undertaken by MVCA or other organizations in the watershed. <https://mvc.on.ca/about-your-ca/current-initiatives/mississippi-river-watershed-plan/>

### **Environmental Compliance Approval**

Changes are forthcoming to Ontario's environmental approval process for municipal sewage works (including stormwater). The province will be implementing a Consolidated Linear Infrastructure Permissions Approach that will consolidate and modify current approval processes, with implications for both municipalities and conservation authorities. Specifically, changes will require the review of existing municipal policies, the development of criteria, and updates to the CA-County Memorandum of Understanding (MOU). MVCA can assist municipalities in meeting required monitoring and reporting requirements.

### **2021 Fees and Budget**

The Board approved the 2021 fee schedule which includes an increase for the site fee at Morris Island Conservation Area from \$3 to \$6 per vehicle. An annual pass can be purchased for \$46 plus HST.

The Board also directed staff to develop the 2021 budget in accordance with the following parameters, which are in line with those set by the City of Ottawa, the Authority's largest funder:

1. An assumed growth in tax assessment of 1.5%.
2. A municipal levy increase of 2.0% to the operating budget.
3. A municipal levy increase of 2.5% to the capital budget.
4. Potential debt financing of capital works on assets with lifecycles greater than 25 years.

## INFORMATION LIST #13-20

### November 17, 2020

The following is a list of information items received up until November 12, 2020

Item #	Date	Originator	Subject	Page #
1	Oct 9	Loyalist Township	Resolution re: Funding for Community Groups and Service Clubs Affected by the Pandemic	78
2	Oct 19	Town of Grimsby	Resolution re: Proposed Regulation under the Ontario Heritage Act (Bill 108)	80
3	Oct 22	LAS	LAS Natural Gas Program – 2018-19 Period Reserve Fund Rebate and Updated Agreement	94
4	Oct 26	Norfolk County	Resolution re: Illicit Cannabis Operations	95
5	Oct 28	City of Belleville	Resolution re: Accessibility for Ontarians with Disabilities Act – Web-site Support New Business	102
6	Oct 29	Lanark County	Letter to Minister Clark re: UCPR Innovative Food Hub Project for Eastern Ontario	104
7	Oct 29	Ministry of Finance	2021 Ontario Municipal Partnership Fund (OMPF) Allocations	105
8	Nov 2	Upper Canada District School Board	Media Release re: UCDSB Recognizes Treaties Recognition Week	107
9	Nov 2	Almonte General Hospital and Fairview Manor / Carleton Place & District Memorial Hospital	Media Release re: New Vice President Focused on Collaboration	108
10	Nov 5	Ministry of the Environment, Conservation and Parks	Updating the <i>Conservation Authorities Act</i>	110
11	Nov 9	Township of Amaranth	Resolution re: Changes to Bill 218 (Supporting Recovery and Municipal Elections Act 2020)	111
12	Nov 12	Township of East Garafraxa	Resolution re: Assessment Methodologies for Aggregate Resource Properties	113

October 9, 2020

The Right Honourable Justin Trudeau  
Prime Minister of Canada  
Email: [justin.trudeau@parl.gc.ca](mailto:justin.trudeau@parl.gc.ca)

The Honourable Doug Ford  
Premier of Ontario  
Email: [premier@ontario.ca](mailto:premier@ontario.ca)

**Re: Funding for community groups and service clubs affected by pandemic**

Please be advised that at the Regular Meeting of Council on September 28, 2020, the Council of Loyalist Township passed the following resolution:

**Resolution No. 2020.35.16**

**Moved by: Deputy Mayor Hegadorn**

**Seconded by: Councillor Porter**

“Whereas, the world health organization characterized covid-19 as a pandemic on March 11, 2020

And whereas, travel restrictions were put in place March 21st, 2020 with emergency orders being established under the quarantine act

And whereas, the province of Ontario entered a state of emergency on March 17, 2020

And whereas Loyalist Township declared a state of emergency on March 26, 2020

And whereas the Kingston, Frontenac, Lennox and Addington Public Health Unit have enacted orders under Section 22 of the Ontario Health Protection and Promotion Act, 1990

And whereas the above noted state of emergencies and orders restricted the ability for charities, community groups and service clubs to raise or acquire funds through conventional methods

And whereas these charities, community groups and service clubs provide vital resources and support critical to community members

And whereas these charities, community groups and service clubs' partner with municipal governments reducing the financial pressures on the government while enhancing the lives of residents

Therefore be it resolved that Loyalist Township council requests confirmation from the governments of Ontario and Canada that funding will be available for these local smaller charities, community groups and service clubs.

AND FURTHER THAT a copy of this resolution be circulated to the Right Honourable Prime Minister of Canada; the Honourable Premier of Ontario; MP Derek Sloan, Hastings - Lennox and Addington ; the Honourable Daryl Kramp, MPP Hasting-Lennox and Addington; the Association of Municipalities Ontario; Rural Ontario Municipalities Association and all Municipalities within the Province of Ontario".

Regards,

A handwritten signature in cursive script that reads "B Teeple".

Brandi Teeple  
Deputy Clerk  
Loyalist Township

cc. MP Derek Sloan- Hastings-Lennox and Addington  
MPP Daryl Kramp- Hastings- Lennox and Addington  
Association of Municipalities Ontario  
Rural Ontario Municipalities Association  
All Ontario Municipalities

**Report To: Committee of the Whole****Meeting Date: October 19, 2020****Subject: Proposed Regulation under the Ontario Heritage Act  
(Bill 108)****Recommendation(s)**

1. That the Report PA20-22 dated October 19, 2020, be received and
2. That the report be endorsed and submitted to the Province, along with the following motion, as the Town of Grimsby's comments to the Environmental Registry.

WHEREAS Royal Assent has been granted to Bill 108 entitled 'More Homes, More Choice Act, 2019' on June 6, 2019; and,

WHEREAS Schedule 11 of Bill 108 contains amendments to the Ontario Heritage Act which require appeals under the Ontario Heritage Act to be heard by the Local Planning Appeal Tribunal not the Conservation Review Board; and,

WHEREAS the Conservation Review Board is an adjudicative tribunal that, through the mandate provided by the Ontario Heritage Act, considers a number of matters such as:

- The proposed designation of a property as having cultural heritage value or interest;
- Applications for the repeal of a By-law on a specific property;
- Applications related to the alteration of a property covered by a By-law; and,
- Matters related to archaeological licensing. AND,

WHEREAS Schedule 11 of Bill 108 will come into effect on a date to be proclaimed by the Lieutenant Governor; and,

WHEREAS the Local Planning Appeal Tribunal are not experts in heritage matters unlike members of the Conservation Review Board; and,

WHEREAS the Local Planning Appeal Tribunal decisions are binding decisions unlike the Conservation Review Board non-binding recommendations; and,



WHEREAS the Ontario Heritage Act provides a means for municipalities to protect and preserve the cultural heritage value or interest of the municipality for generations to come; and,

WHEREAS the Conservation Review Board currently provides reports to municipal council's setting out its findings of fact, and its recommendations so that a final decision can be rendered by municipalities about what is valuable in their community;

WHEREAS the Town of Grimsby remains committed to the preservation and protection of property of cultural heritage value or interest;

NOW THEREFORE BE IT RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to remove the powers provided to the Local Planning Appeal Tribunal, retaining authority for hearing certain appeals by the Conservation Review Board; and,

BE IT FURTHER RESOLVED THAT the Town of Grimsby strongly recommends that Schedule 11 of Bill 108 be amended to return the authority for final decisions to municipal council's as the elected representative of the communities wherein the property and its features of cultural heritage value exist; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Honourable Doug Ford, Premier of Ontario, Lisa McLeod the Minister of Heritage, Sport, Tourism and Culture Industries, Andrea Horwath, MPP and Leader of the Official Opposition and the Ontario NDP Party, MPP Steven Del Duca Leader of the Ontario Liberal Party, Mike Schreiner MPP and Leader of the Green Party of Ontario, Sam Oosterhoff MPP Niagara West; and,

BE IT FURTHER RESOLVED THAT a copy of this motion be sent to the Association of Municipalities of Ontario (AMO), all MPP's in the Province of Ontario, the Niagara Region and all Municipalities in Ontario for their consideration."

We strongly recommend that the Ontario government consider amendments to Bill 108 to return the final authority to municipal Council's to determine what is of cultural heritage value or interest in their communities with the benefits of the expert and professional advice provided by the Conservation Review Board.

## Purpose

To provide staff with direction to provide comments to the Environmental Registry on the proposed changes to the Ontario Heritage Act (Bill 108). As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.

## Background

### Updates to the Ontario Heritage Act (Bill 108)

In November 2018, the Province introduced a consultation document: "Increasing Housing Supply in Ontario." On May 2, 2019, the Minister of Municipal Affairs and Housing introduced "More Homes, More Choice: Ontario's Housing Supply Action Plan" and the supporting Bill 108 – the proposed More Homes, More Choice Act. The Province stated that the objective of these initiatives is to ensure more housing choices/supply and address housing affordability. The Ontario Heritage Act was one of 13 provincial statutes impacted by Bill 108.

At that time, the proposed regulations for the OHA were unknown but the Ministry of Tourism, Culture and Sport indicated that regulations were to be released "later this year" after consultation and would be posted for comment. At that time, the changes to the OHA were expected to be proclaimed and in full force and effect for July 1, 2020. Later this date was changed to January 1, 2021. The proposed regulations were released for public comment on September 21, 2020, being partially delayed by the COVID-19 pandemic. The changes to the OHA are still anticipated to be proclaimed on January 1, 2021. Comments on the proposed regulations are due to the Environmental Registry by November 5, 2020. Communication from the Ministry of Tourism, Culture and Sport indicates that 'Updates to the existing Ontario Heritage Tool Kit, which will support implementation of the amendments and proposed regulation, are forthcoming. Drafts of the revised guides will be made available for public comment later this fall.' Staff will share this information with the Grimsby Heritage Advisory Committee and Council as it becomes available.

## Analysis/Comments

The Environmental Registry posting includes the proposed regulations and a summary of the proposed regulations for the following:

1. Principles that a municipal council shall consider when making decisions under specific parts of the OHA.
2. Mandatory content for designation by-laws.
3. Events which would trigger the new 90-day timeline for issuing a notice of intention to designate and exceptions to when the timeline would apply.
4. Exceptions to the new 120-day timeline to pass a designation by-law after a notice of intention to designate has been issued.
5. Minimum requirements for complete applications for alteration or demolition of heritage properties.
6. Steps that must be taken when council has consented to the demolition or removal of a building or structure, or a heritage attribute.
7. Information and material to be provided to Local Planning Appeal Tribunal (LPAT) when there is an appeal of a municipal decision to help ensure that it has all relevant information necessary to make an appropriate decision.
8. Housekeeping amendments related to amending a designation by-law and an owner's reapplication for the repeal of a designation by-law.
9. Transition provisions.

Many of the proposed regulations are procedural and provide clarity on the new processes that were including in Bill 108. The summary of the proposals is as follows:

### Regulatory Proposals

#### *1. Principles to guide municipal decision making*

*The amendments to the Ontario Heritage Act give authority to prescribe principles that a municipal council shall consider when making decisions under prescribed provisions of Parts IV and V of the Act. The proposed principles relate to the purpose of the Ontario Heritage Act and are intended to help decision-*

*makers better understand what to focus on when making decisions under the Act.*

The proposed principles are consistent with Ontario's policy framework for cultural heritage conservation. The proposed principles provide context for a municipality to follow when making decisions about designated heritage properties, including the minimization of adverse impacts to the cultural heritage value of a property or district. They also require the municipality to consider the views of all interested persons and communities. The new principles will be used in conjunction with Ontario Regulation 9/06, for which no changes have been proposed at this time. While staff already use many similar principles to guide the review process, it is noted that many of the principles use 'should' rather than 'shall' in reference to the principles. The most problematic is the principle that "property that is determined to be of cultural heritage value or interest should be protected and conserved for all generations". Using 'should' rather than 'shall' contradicts the Provincial Policy Statement 2020, which states "Significant built heritage resources and significant cultural heritage landscapes shall be conserved". Staff would prefer consistency in the language in these two provincial policies and recommend that the language from the PPS 2020 be adopted as a principle for the Ontario Heritage Act.

An additional recommendation would be that the definition of 'adaptive reuse' included in this section be revised from "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the heritage attributes of the property" to "the alteration of a property of cultural heritage value or interest to fit new uses or circumstances while retaining the cultural heritage value or interest and the heritage attributes of the property".

## *2. Mandatory content for designation by-laws*

*The Ontario Heritage Act amendments provide a regulatory authority to prescribe mandatory content for designation by-laws. The goal is to achieve greater consistency across municipalities and to provide improved clarity for property owners through designation by-laws including:*

- Identifying the property for the purposes of locating it and providing an understanding of its layout and components;*
- Establishing minimum requirements for the statement of cultural heritage value or interest; and*
- Setting standards for describing heritage attributes.*

From staff's perspective, the most significant changes to the requirements for a

designation by-law are:

- The requirement to include a map or image of the area. This has not typically been done in the past due to the preferences of the Land Registry Office; however, from a staff perspective, this would not be difficult or onerous.
- The description of the heritage attributes must be 'brief' and also explain how each attribute contributes to the cultural heritage value or interest of the property. Staff note that the requirement for explanations may make the description less brief, but are generally supportive of this requirement as it may help clarify both the heritage attributes and the cultural heritage value of the property. However, this requirement will likely increase the amount of staff time required to draft designation by-laws.
- The by-law may list any features of the property that are not heritage attributes. Including a formal list of non-heritage attributes within the by-law could provide clarity to both the property owner and the Town of Grimsby.

*3. 90-day timeline to issue a Notice of Intention to Designate Amendments to the Ontario Heritage Act establish a new 90-day timeline for issuing a notice of intention to designate (NOID) when the property is subject to prescribed events. It also allows for exceptions to this restriction to be prescribed.*

*The new timeline is intended to encourage discussions about potential designations with development proponents at an early stage to avoid designation decisions being made late in the land use planning process. The ministry has proposed three triggers which would place this restriction on council's ability to issue a NOID. These are applications submitted to the municipality for either an official plan amendment, a zoning by-law amendment or a plan of subdivision.*

*The proposed regulation also provides exceptions to when the 90-day timeline applies. The ministry is proposing the following categories of exceptions.*

- Mutual agreement – Where an extension of, or exemption from, the 90-day restriction on issuing a NOID is mutually agreed to by the municipality and the property owner who made the application under *the Planning Act*.
- Administrative restrictions – Where municipal council or heritage committee are limited in their ability to reasonably fulfill the statutory requirements for issuing a NOID within the original 90-day timeframe. This would apply in cases of a declared emergency or where a municipal heritage committee would be unable to provide its recommendations to council. The timeframe would be extended by 90 days.
- New and relevant information – Where new and relevant information could have an impact on the potential cultural heritage value or interest of the

property is revealed and needs further investigation. Council would be able to extend the timeframe through a council resolution. In the case of new and relevant information council would have 180 days from the date of the council resolution to ensure there is sufficient time for further information gathering and analysis to inform council's decision.

Expiration of restriction – The 90-day restriction on council's ability to issue a NOID would not remain on the property indefinitely and would no longer apply when the application that originally triggered the 90-day timeframe is finally disposed of under the Planning Act.

The proposed regulation also provides notification requirements related to the exceptions to the 90-day timeframe restriction.

Overall, the regulations provide required clarity to the proposed new timelines. Staff are pleased that one of the exemptions to the new regulated timelines is through mutual agreement, as many developers in Grimsby have demonstrated their willingness to work with staff and Council to work towards heritage conservation goals through the planning process.

The exemption for 'new and relevant' materials is useful to ensure that all parties have all of the information needed to make a decision. To this end, the regulations also provide a definition of 'new and relevant' to be applied in this context.

The termination period for the 90-day timelines is limited to the lifespan of the specific planning application. This will ensure that properties are not prohibited from heritage conservation indefinitely.

However, staff have several concerns in regards to these proposed regulations. First, the 90 day timeline will not provide enough time for the town to request and review a peer review of a Heritage Impact Assessment, should the town feel that review is necessary. Staff recommend that the 90 day timeline be increased, or that an additional exemption be included that provides municipalities more time to address requirements for peer review. Likewise, the substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

Staff also note that these new timelines will require significant changes to internal processes in order to accommodate the regulations, which in turn will take a significant amount of staff time to coordinate between Heritage Planning staff, and Planning staff.

*4. 120-day timeline to pass a designation by-law Amendments to the Ontario Heritage Act establish a new requirement for designation by-laws to be passed within 120 days of issuing a Notice of Intention to Designate (NOID). It also*



*allows for exceptions to be prescribed. The ministry is proposing the following categories for exceptions.*

- *Mutual agreement - Where an extension of, or exemption from, the requirement to pass a by-law within 120 days of issuing a NOID is mutually agreed to by the municipality and the property owner.*
- *Administrative restrictions – Where municipal council is limited in its ability to reasonably fulfill the statutory requirements for passing a designation bylaw within the original 120-day timeframe. This would apply in cases of a declared emergency.*
- *New and relevant information – Where new and relevant information that could have an impact on the potential cultural heritage value or interest of the property is revealed and needs further investigation.*
- *Council would be able to extend the timeframe through a council resolution to ensure there is enough time for further information gathering and analysis to inform its decision.*
- *Council would have an additional 180 days from the date of the council resolution to pass the bylaw.*

*Exceptions allowing for the extension of the 120-day timeframe for passing a by-law must occur prior to the expiry of the initial 120 days. The proposed regulation includes notification requirements related to the exceptions to the 120-day timeframe.*

Similar to the exemptions for the 90-day designation notice timeline, the proposed exemptions to pass a designation by-law, especially through mutual agreement, are generally considered helpful. The practice of passing a by-law soon after the objection period has expired (or an appeal has been resolved), is already undertaken in Grimsby for most designations. However, staff would note that implementing these regulations will require staff time to accomplish.

#### *5. 60-day timeline to confirm complete applications, alteration or demolition and contents of complete applications*

*Amendments to the Ontario Heritage Act establish a new timeline of 60 days for the municipality to respond to a property owner about the completeness of their application for alteration of, or demolition or removal affecting, a designate heritage property. It also provides a regulatory authority for the Province to set out minimum requirements for complete applications. The purpose of these provincial minimum standards is to ensure transparency so that property owners are aware of what information is required when making an application. The*

*details of what is proposed in regulation reflect current municipal best practices. The proposed regulation also enables municipalities to build on the provincial minimum requirements for complete applications as a way of providing additional flexibility to address specific municipal contexts and practices. Where municipalities choose to add additional requirements, the proposed regulation requires them to use one of the following official instruments: municipal by-law, council resolution or official plan policy. The proposed regulation establishes that the 60-day timeline for determining if the application is complete and has commenced starts when an application is served on the municipality. It further proposes that applications may now be served through a municipality's electronic system, in addition to email, mail or in person.*

The introduction of a timeline to confirm a complete application for heritage issues is new, but is not unwelcome as it will provide clarity for the property owner and the town. The list of submission requirement set out in the regulations is similar to the requirements that the town already requires; however, a more thorough review of any proposed materials should be undertaken and a report brought forward to Council to confirm Grimsby's list of required submissions and be adopted by municipal by-law as required by the regulation. The ability for the town to set its own additional requirements (through due process) is important to ensure that the town's heritage conservation goals are met.

However, staff note that the requirements for a complete application are only applied to subsections 33 (2) and 34 (2) of the *Ontario Heritage Act*, meaning that there are no requirements for a complete application for properties designated under Part V as part of heritage conservation districts. Staff recommend that the requirements for complete application also be applied to district properties.

*6. Prescribed steps following council's consent to a demolition or removal under s. 34.3*

*Amendments to the Ontario Heritage Act provide that municipal council consent is required for the demolition or removal of any heritage attributes, in addition to the demolition or removal of a building or structure. This is because removal or demolition of a heritage attribute that is not a building or structure, such as a landscape element that has cultural heritage value, could also impact the cultural heritage value or interest of a property.*

*Prior to the amendments, where council approved a demolition or removal under s. 34, the Act required council to repeal the designation by-law. However, in cases where only certain heritage attributes have been removed or demolished, or where the demolition or removal was of a structure or building that did not have cultural heritage value or interest, the property might still retain cultural*



*heritage value or interest. In these cases, repeal of the by-law would not be appropriate.*

*The proposed regulation provides municipalities with improved flexibility by requiring council to first determine the impact, if any, of the demolition or removal on the cultural heritage value or interest of the property and the corresponding description of heritage attributes. Based on the determination council makes, it is required to take the appropriate administrative action, which ranges from issuing a notice that no changes to the by-law are required, to amending the by-law as appropriate, to repealing the by-law. Council's determination and the required administrative actions that follow are not appealable to LPAT.*

*The proposed regulation provides that, where council has agreed to the removal of a building or structure from a designated property to be relocated to a new property, council may follow an abbreviated process for designating the receiving property. The proposed regulation provides a series of administrative steps to support the designation by-law. Council's determination that the new property has cultural heritage value or interest and the subsequent designation by-law made under this proposed regulation would not be appealable to LPAT.*

The requirement to issue notice for demolition of any heritage attributes of a property was a concern, however, the clarification that a repealing by-law may not be required for every demolition is helpful. Following the demolition or removal, if the cultural heritage value or interest and heritage attributes do not need amending, the only notice requirement is to the Ontario Heritage Trust, who are already required to receive notice of all decisions regarding alterations, demolitions, removals and relocations.

However, staff would note that the wording of the regulation is slightly confusing: "After the demolition or removal of a building, structure or heritage attribute on the property is complete, the council of the municipality shall, in consultation with the municipal heritage committee established under section 28 of the Act, if one has been established, make one of the following determinations.." Staff are unclear on if this means that removal of any building, even one that is not a heritage attribute (i.e. a modern garden shed), requires Council approval.

*7. Information to be provided to LPAT upon an appeal with the exception of decisions made under section 34.3 as described above, all final municipal decisions related to designation, amendment and repeal, as well as alteration of a heritage property under the Act will now be appealable to LPAT, in addition to decisions related to demolition and Heritage Conservation Districts, which were already appealable to LPAT. The decisions of LPAT are binding. Preliminary objections to designation matters will now be made to the municipality, before the final decision is made. Prior to the amendments, appeals of designation-related notices or appeals of alteration decisions were made to the Conservation Review Board, whose decisions were not binding.*

*A regulatory authority was added to ensure that appropriate information and materials related to designations, alteration and demolition decisions are forwarded to the LPAT to inform appeals. The proposed regulation outlines which materials and information must be forwarded for every LPAT appeal process in the Act by the clerk within 15 calendar days of the municipality's decision.*

The two-tier process of objection to the municipality, followed by appeal to the LPAT, is a noted concern as this new process will create delays for property owners, staff, the Grimsby Heritage Advisory Committee and Council. The updated regulation does not change this; it provides a list of the materials and information required for LPAT appeals.

#### *8. Housekeeping amendments*

*Amendments to the Act included regulatory authority to address a few housekeeping matters through regulation. Previously, where a municipality proposed to make substantial amendments to an existing designation by-law it stated that the designation process in section 29 applied with necessary modifications. The proposed regulation clearly sets out the modified process, including revised language that is more appropriate for an amending by-law. The proposed regulation also makes it clear that there is no 90-day restriction on issuing a notice of proposed amendment to a by-law and provides that council has 365 days from issuing the notice of proposed amendment to pass the final amending by-law and that this timeframe can only be extended through mutual agreement.*

*The proposed regulation also outlines restrictions on a property owner's ability to reapply for repeal of a designation by-law where the application was unsuccessful, unless council consents otherwise. The one-year restriction on an owner's reapplication maintains what had been included in the Act prior to the amendments.*

The ability to amend a heritage designation by-law is improved through the regulations that provide clarity to the stated process. Staff support this regulation as it will make it easier to update old designation by-laws as required, as well as make amendments to by-laws that require updating to remove listed heritage attributes as per the new regulation.

#### *9. Transition*

*Section 71 of the Ontario Heritage Act establishes a regulation-making authority for transitional matters to facilitate the implementation of the amendments, including to deal with any problems or issues arising as a result of amendments. The proposed transition rules provide clarity on matters that are already in progress at the time the amendments come into force.*

#### *General Transition Rule*

*All processes that commenced on a date prior to proclamation would follow the process and requirements set out in the Act as it read the day before proclamation. The proposed regulation sets out the specific triggers for determining if a process had commenced.*

### *Exceptions*

*Outstanding notices of intention to designate. Where council has published a notice of intention to designate but has not yet withdrawn the notice or passed the by-law at the time of proclamation, the municipality will have 365 days from proclamation to pass the by-law, otherwise the notice will be deemed withdrawn. Where a notice of intention to designate has been referred to the Conservation Review Board, the 365 days would be paused until the Board either issues its report or until the objection has been withdrawn, whichever occurs earlier.*

### *90-Day restriction on issuing a NOID*

*The 90-day restriction on council's ability to issue a NOID would only apply where all notices of complete application have been issued by the municipality in relation to a prescribed Planning Act application, on or after proclamation.*

### *Prescribed steps following council's consent to demolition or removal (s.34.3)*

*The ministry is proposing that the prescribed steps would apply following consent to an application by the municipality or by order of the Tribunal, where at the time of proclamation council had not already repealed the by-law under s. 34.3.*

Staff would note that the transitions proposed will place increased demand on staff time and resources in order to prepare for the January 1, 2021 implementation deadline. As this has not been accounted or planned for, staff would recommend that the proclamation deadline be pushed to July 1, 2021 to allow municipalities more time to prepare, especially in consideration of the COVID-19 pandemic, which has already created additional stress on staff resources.

### *Regulatory Impact Assessment*

*The objective of the proposed regulation is to improve provincial direction on how to use the Ontario Heritage Act, provide clearer rules and tools for decision making, and support consistency in the appeals process. Direct compliance costs and administrative burdens associated with the proposed regulations are unknown at this time. New rules and tools set out in the proposed regulations are expected to result in faster development approvals.*

*There are anticipated social and environmental benefits as the proposed regulation seeks to achieve greater consistency to protecting and managing heritage property across the province.*

Overall, staff support many of the proposed regulation changes, as they provide greater clarity for the new processes created through Bill 108. Some of the concerns identified

by the town in their comments on Bill 108 remain, such as all appeals being moved to the Local Planning Appeal Tribunal (LPAT) from the Conservation Review Board (CRB).

The proposed regulations appear to be consistent with the objectives of Provincial policy and the OHA to conserve significant cultural heritage resources. However, many of the town's existing processes will need to be adjusted to conform to the proposed regulation changes. Staff would recommend to the Province that more time be provided to municipalities to accommodate the new regulations, especially given that the COVID-19 pandemic is in the second wave and also because the revised Ontario Heritage Took Kit has not been provided for draft comment and review. Additionally, staff resources will need to be evaluated in light of the current volume of heritage alteration applications to ensure the delivery of heritage reports and notices occur within the specified timelines. The substantially reduced time limit for planning decisions in Bill 108, especially in regards to decisions for zoning by-law amendments, will create challenges for staff where heritage properties are involved in a planning application.

The Province has noted that the direct compliance costs and administrative burdens are unknown at this time. Staff would suggest that the cost and burden on already stressed municipalities operating in an ongoing pandemic would be significant.

## Strategic Priorities

This report addresses the corporate strategic goal to: Protect, preserve and enhancing Grimsby's distinct heritage and culture

## Financial Impact

There are no direct financial implications arising from the recommendations in this report. However, the proposed regulation changes will have undetermined financial impacts for the town.

## Public Input

Members of the public may provide comments on Bill 108's proposed changes through the related postings on the Environmental Registry of Ontario (ERO) website.

## Conclusion

As the impetus for the new proposed regulations is Bill 108, *The More Homes, More Choices Act*, staff remain concerned that the Province's stated objective to increase housing supply should not come at the expense of the Town of Grimsby's irreplaceable cultural heritage resources, as the purpose of the *Ontario Heritage Act* being to protect and conserve heritage properties.

Prepared by,



Name: Bianca Verrecchia

Title: Assistant Heritage Planner

Submitted by,



Name: Antonietta Minichillo

Title: Director of Planning, Building & Bylaw



October 22, 2020

Mayor Christa Lowry  
Municipality of Mississippi Mills  
3131 Old Perth Rd., P.O. Box 400,  
Almonte, ON K0A 1A0

Dear Mayor Lowry:

**RE: LAS Natural Gas Program – 2018-19 Period Reserve Fund Rebate and Updated Agreement**

LAS is pleased to announce a rebate to all LAS Natural Gas Program members. The amount being rebated back to your municipality is **\$1,356.44**.

This amount represents your municipality's share of the \$750 million reserve fund surplus being returned to members enrolled in the LAS Natural Gas Program during the 2018-2019 program year (November 1, 2018 - October 31, 2019). The rebate is based on actual consumption data and is being shared proportionately amongst all program members.

In addition to the rebate, LAS has updated the Agency Agreement (Legal) for the program. The original contract had not been updated in 15 years and was quite general. The new agreement provides greater detail on the program, LAS' responsibilities and fees, better protecting both our members and LAS. It does not change the way the program operates, and **our fees remain the same**.

A copy of this letter, the updated agreement, and the cheque for your municipality have been sent to the designated LAS program contact (see CC below). This contact person will be responsible for finalizing the updated agreement for the program.

We look forward to your continued involvement in this valuable program. Should you have any questions please contact Eleonore Schneider, LAS Program Manager at ext. 320 or at [eschneider@amo.on.ca](mailto:eschneider@amo.on.ca).

Sincerely,

A handwritten signature in black ink, appearing to read "Judy Dezell". The signature is fluid and cursive, with the first name "Judy" and last name "Dezell" clearly distinguishable.

Judy Dezell  
Director

CC: Rhonda Whitmarsh, Treasurer





## Norfolk County Office of the Mayor

October 26, 2020

The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2

Health Canada  
Address Locator 0900C2  
Ottawa, Ontario  
K1A 0K9

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Toronto ON M7A 1A1

Ontario Provincial Police  
General Headquarters  
Lincoln M. Alexander Queen's Park Building  
777 Memorial Avenue  
Orillia, ON  
L3V 7V3

Dear Right Honourable Prime Minister Trudeau and Premier Ford,

**Re: Illicit Cannabis Operations**

At their meeting of October 20, 2020 Norfolk County Council approved Resolution No. 6 of the Council-In-Committee meeting of October 13, 2020 which reads as follows:

**Res. 6**

WHEREAS illicit cannabis grow operations are a significant issue in many municipalities in Ontario;

AND WHEREAS there are often significant negative impacts from illicit cannabis operations upon surrounding communities and residents;

AND WHEREAS the intent of legalizing cannabis was to eliminate the 'black market' not allow it to expand with relative impunity;

AND WHEREAS Norfolk County estimates that there are approximately 70 cannabis operations in our municipality;

THEREFORE BE IT RESOLVED,

THAT the Mayor issue a letter to the Prime Minister of Canada, Premier of Ontario, Health Canada and the Ontario Provincial Police;

AND THAT Norfolk County Council request that solutions to the current crisis which may include but are not limited to; better regulation and tracking of the prescription of cannabis in Canada by doctors, increased regulatory and enforcement presence by Health Canada, increased OPP resources, increased funding to municipalities to deal with complaints and By-Law issues generated by illicit cannabis grow operations;

AND FURTHER THAT a copy of the submission by Debbie France be attached to the Mayor's letter.

Your attention to this important issue is appreciated.

Yours Truly,



Mayor Kristal Chopp  
Norfolk County

cc. Toby Barrett- MPP Haldimand-Norfolk  
Diane Finley – MP Haldimand-Norfolk  
All Ontario Municipalities



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**Note:** The list of links in this document is a small representation of information mostly connected to news articles that show there are significant issues connected to Marijuana Cultivation in Agricultural areas throughout the Province of Ontario. We encourage anyone viewing this document to search and reach out in their municipality to discover how the issues are unfolding in the Municipality they call home. Further investigation is likely to uncover similar issues in areas throughout the Province of Ontario and across the Country. We expect that further investigation is likely to uncover other elected officials who have been actively trying to find solutions for the constituents they were elected to serve. We encourage anyone viewing this information to connect with the author of the letter that accompanies this list or they can email their contact information and concerns to [debbiefrance@live.ca](mailto:debbiefrance@live.ca) and a representative of this group will reply to help address their concerns.

## Cannabis Articles

### 1) *General knowledge*

**Article:** Gaping hole in pot legislation is hitting Norfolk hard (Ontario Farmer Jan 24, 2020)  
(Perhaps best article to understand entire issue)

<https://www.ontariofarmer.com/features/gaping-hole-in-pot-legislation-is-hitting-norfolk-hard/>

**Article:** Change is in the wind (Ontario Planners June 1, 2018)  
(Outlines challenges for Municipalities from a planning perspective)

<https://ontarioplanners.ca/blog/planning-exchange/june-2018/change-is-in-the-wind>

## Submission Debbie France

### Cannabis Reference Material

**Article:** Stench among concerns as Bradford council hears about cannabis cultivation in Holland Marsh (Barrie Today Jun 14, 2020)

(Outlines common complaints amongst those living nearby grow ops)

<https://www.barrietoday.com/local-news/bradford-council-hears-from-public-about-cannabis-cultivation-in-holland-marsh-2433271>

**Article:** County council concerned by marijuana licences (Belleville Intelligencer June 25, 2020)

<https://www.intelligencer.ca/news/local-news/county-council-concerned-by-marijuana-licences>

## ***2) Cannabis land use reports***

**Article:** Final Land Use Study on Cannabis Production in The Town of Pelham

(Explains potential issues between Municipal By-laws & Farm & Food Protection Act relating to Cannabis) Review sections... 3.1, 3.2, 3.3, 3.5, 3.7 to understand potential issues

<https://pelham-pub.escribemeetings.com/filestream.ashx?DocumentId=21743>

## ***3) Municipalities not permitting Cannabis grow ops on agricultural lands***

**Article:** Brighton sets limits on where cannabis production facilities can locate (Northumberland news Apr 9, 2019)

<https://www.northumberlandnews.com/news-story/9274359-brighton-sets-limits-on-where-cannabis-production-facilities-can-locate/>

**Article:** Prime agricultural land no place for cannabis, Oro-Medonte coalition says (Simcoe May 31, 2020)

<https://www.simcoe.com/news-story/10001301-prime-agricultural-land-no-place-for-cannabis-oro-medonte-coalition-says/>

## ***4) Municipal Panel & Roundtable Discussion with Local & Provincial Law Enforcement***

**Article:** East Gwillimbury Cannabis Production Facilities Panel Discussion OPP & YRP discuss organized crime's active involvement in Cannabis production and the risks that it poses to residents (YouTube video)

<https://youtu.be/Oisv7MEIV14>

**Article:** Hastings-Lennox & Addington Roundtable on Illicit Cannabis Operations – Fed MP Derek Sloan

<https://www.facebook.com/watch/?v=3216967588368948&extid=jTObBPn7swAbfxrz>

## ***5) Police Intervention - Police shut down massive illegal cannabis operation, seize more than 100k plants*** (CBC News Aug 21, 2020)

**Article:** <https://www.cbc.ca/news/canada/hamilton/project-woolwich-cannabis-niagara-1.5695691>

## ***6) Police Intervention - Cannabis production allegedly fueling synthetic drug production labs (Project Moon)***

**Article:** More than \$45m in drugs and cash seized as twin drug gangs dismantled in York Region  
(CP24 Aug 8, 2019)

<https://www.cp24.com/news/more-than-45m-in-drugs-and-cash-seized-as-twin-drug-gangs-dismantled-in-york-region-1.4541063>

## ***7) Police Intervention – raids involving production exceeding limits***

### ***St. Catharines***

**Article:** Niagara police bust \$34m illegal cannabis operation (Global News July 1, 2020)

<https://globalnews.ca/news/7128873/niagara-illegal-cannabis-grow-op/>

### ***King Township***

**Article:** Police seize \$4.7m in illegal drugs after search of former Joe's Garden property in King  
(York Region Oct 7, 2019)

<https://www.yorkregion.com/news-story/9633352-police-seize-4-7m-in-illegal-drugs-after-search-of-former-joe-s-garden-property-in-king/>

**Article:** 8 charged after \$400k worth of 'excess cannabis' found on King Township grow-op  
(CBC News Oct 2, 2018)

<https://www.cbc.ca/news/canada/toronto/eight-charged-marijuana-trafficking-cannabis-farms-york-region-1.4847114>

**Article:** Police bust marijuana grow op in King Township worth \$6.5m, seize 4,000 plants  
(CTV News Aug 3, 2018)

<https://toronto.ctvnews.ca/police-bust-marijuana-grow-op-in-king-township-worth-6-5m-seize-4-000-plants-1.4039863>

### ***Stouffville***

**Article:** Police bust cannabis grow op in excess of licence limits near Aurora  
(YorkRegion Jan 29, 2019)

<https://www.yorkregion.com/news-story/9148816-police-bust-cannabis-grow-op-in-excess-of-licence-limits-near-aurora/>

## ***8) Police Intervention - Cannabis busts at US/Canada border***

**Article:** Canadian resident arrested in relation to massive cannabis bust at U.S. border  
(Global News June 16, 2020)

<https://globalnews.ca/news/7070697/canadian-involved-significant-drug-seizure-u-s-border/>

**Cannabis Reference Material**

***9) Federal MP's mentioned in articles who are actively requesting Health Canada to solve Cannabis issue***

**Article:** MP Finley brings the issue of unlicensed large-scale marijuana producers to Parliament (Norfolk Today July 27, 2020) - **Fed MP Diane Finley**  
<https://www.norfolktoday.ca/2020/07/27/96986/>

**Article:** Stomp out cannabis criminality: Sloan (Quinte News July 2, 2020) - **Fed MP Derek Sloan**  
<https://www.quintenews.com/2020/07/02/stomp-out-cannabis-criminality-sloan/>

**Article:** 'Stinks like 10000 skunks': Tottenham residents want more potent restrictions for medical-marijuana growers (Simcoe Feb 11, 2020) - **Fed MP Terry Dowdall**  
<https://www.simcoe.com/news-story/9844540--stinks-like-10-000-skunks-tottenham-residents-want-more-potent-restrictions-for-medical-marijuana-growers/>

***10) Municipal guide to Cannabis legislation (by FCM)***

<https://fcm.ca/en/resources/municipal-guide-cannabis-legalization>

***11) The final report of the task force on Cannabis legalization and regulation***

<https://hoban.law/2017/01/the-final-report-of-the-task-force-on-cannabis-legalization-and-regulation/>

***12) Municipalities who have refused requests for exceptions to bylaws***

**Article:** Marijuana setback relief denied (Simcoe Reformer May 29, 2019)  
<https://www.simcoereformer.ca/news/local-news/marijuana-setback-relief-denied>

**Article:** Council officially denies the marijuana micro-cultivation facility (NewTecTimes March 6, 2020)  
<http://newtectimes.com/?p=24388>

***13) Court cases - Bylaw/Zoning violations***

**Article:** Cannabis producer pleads guilty to violating bylaw (Simcoe Reformer Feb 20, 2020)  
<https://www.simcoereformer.ca/news/local-news/cannabis-producer-enters-guilty-plea>

**Article:** East Gwillimbury takes medical marijuana facility to court (York Region Aug 12, 2020)  
<https://www.yorkregion.com/news-story/10134439-east-gwillimbury-takes-medical-marijuana-facility-to-court/>

## ***14) Nuisance bylaw amendment - Cannabis odour***

**Article:** Council enacts nuisance by-law addressing cannabis odour concerns

(Bradford Today Jun 19, 2020)

<https://www.bradfordtoday.ca/local-news/council-enacts-nuisance-by-law-addressing-cannabis-odour-concerns-2441245>

**Article:** Hamilton targets large-scale personal grow operations with nuisance bylaw amendment

(Global News Apr 23, 2020)

<https://globalnews.ca/news/6857506/city-of-hamilton-nuisance-bylaw-amendments-personal-grow-operations-cannabis/>

**Article:** Nuisance bylaw to deal with cannabis odour coming soon to Lincoln

(Niagara This Week Aug 3, 2020)

<https://www.niagarathisweek.com/news-story/10128119-nuisance-bylaw-to-deal-with-cannabis-odour-coming-soon-to-lincoln/>

**Article:** Pelham gives stamp of approval on odour bylaw to deal with cannabis operations

(Niagara This Week Mar 27, 2020)

<https://www.niagarathisweek.com/news-story/9918340-pelham-gives-stamp-of-approval-on-odour-bylaw-to-deal-with-cannabis-operations/>

**Article:** Niagara area town buys \$5,000 device to measure weed smell after repeated complaints from residents (Timmins Today Jul 7, 2020)

<https://www.timminstoday.com/around-ontario/ontario-niagara-area-town-buys-5000-device-to-measure-weed-smell-after-repeated-complaints-from-residents-2545977>

## ***15) Municipalities that have requested assistance from Province***

**Article:** Council supports request for more control over cannabis production in municipalities

(Bradford Today May 22, 2020)

<https://www.bradfordtoday.ca/local-news/council-supports-request-for-more-control-over-cannabis-production-in-municipalities-2366228>



## City of Belleville

CORPORATE SERVICES DEPARTMENT  
TELEPHONE 613-968-6481  
FAX 613-967-3206

169 FRONT STREET  
BELLEVILLE, ONTARIO  
K8N 2Y8

October 28, 2020

The Honourable Doug Ford  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**RE: Accessibility for Ontarians with Disabilities Act – Web-site Support  
New Business  
10, Belleville City Council Meeting, October 26, 2020**

This is to advise you that at the Council Meeting of October 26, 2020, the following resolution was approved.

“WHEREAS Section 14(4) of O. Reg 191/11 under the Accessibility for Ontarians with Disabilities Act requires designated public sector organizations to conform to WCAG 2.0 Level AA by January 1, 2021; and

WHEREAS the City remains committed to the provision of accessible goods and services; and

WHEREAS the City provides accommodations to meet any stated accessibility need, where possible; and

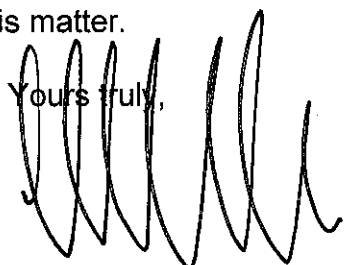
WHEREAS the declared pandemic, COVID-19, has impacted the finances and other resources of the City; and

WHEREAS the Accessibility for Ontarians with Disabilities Act contemplates the need to consider technical or economic considerations in the implementation of Accessibility Standards;

BE IT THEREFORE RESOLVED THAT the Corporation of the City of Belleville requests that the Province of Ontario consider providing funding support and training resources to municipalities to meet these compliance standards; and

THAT this resolution be forwarded to the Premier of the Province of Ontario, Prince Edward-Hastings M.P.P., Todd Smith, Hastings – Lennox & Addington M.P.P., Daryl Kramp, the Association of Municipalities of Ontario and all municipalities within the Province of Ontario.”

Thank you for your attention to this matter.

Yours truly,  


Matt MacDonald  
Director of Corporate Services/City Clerk

MMacD/nh

Pc: AMO

Todd Smith, MPP Prince Edward-Hastings  
Daryl Kramp, MPP Hastings – Lennox & Addington  
Councillor Thompson, City of Belleville  
Ontario Municipalities

October 29, 2020

Ministry of Municipal Affairs and Housing  
Hon. Steve Clark  
17th Floor, 777 Bay St.  
Toronto, ON M5G 2E5  
via email [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)

Dear Minister Clark,

**Re: UCPR Innovative Food Hub Project for Eastern Ontario**

On behalf of the Council of the Corporation of the County of Lanark, please consider this letter as an endorsement for the United Counties of Prescott and Russell's (UCPR) proposal for the creation of an innovative food hub, serving Eastern Ontario.

On October 28, 2020, Lanark County Council passed motion #CP-2020-73, in coordination with the Lanark County Agricultural Advisory Working Group, in favor of the development which will surely enhance food security in our region, during these uncertain and unprecedented times.

In Eastern Ontario and nationally, we have come to realize with the current pandemic that there is increasing uncertainty with respect to food security and a desire from our constituents to be more food self-sufficient. We feel that this innovative business model would help to ease these uncertainties by getting groceries on the shelves of local stores, as well as create jobs locally at the proposed facility, and ultimately, result in a very positive social and economic impact in our communities.

With the number of federal and provincial programs available to potentially help fund this facility, we ask that you please consider this as a tremendous opportunity to respond to the challenges faced by local producers and as a great economic driver for our region.

Sincerely,  
Yours truly,



Brian Campbell  
Lanark County Warden

Cc: Hon. Randy Hillier, MPP – Lanark-Frontenac-Kingston  
All Lanark County Municipalities





7<sup>th</sup> Floor, Frost Building South  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Telephone: 416-325-0400

7<sup>e</sup> étage, Édifice Frost Sud  
7 Queen's Park Crescent  
Toronto ON M7A 1Y7  
Téléphone: 416-325-0400

October 29, 2020

Dear Head of Council:

I am writing to announce the release of the 2021 Ontario Municipal Partnership Fund (OMPF) allocations.

Last fall, we committed to providing OMPF allocations well in advance of the municipal budget year. Today, we are delivering on that commitment by ensuring municipalities have the information they need to plan their budgets.

Our government recognizes the importance of the OMPF for many of Ontario's communities. We also know that stability is a priority for municipalities, particularly in these uncertain times.

That is why the Premier committed to maintain the overall structure and \$500 million program envelope for the 2021 OMPF, as announced at the Association of Municipalities of Ontario (AMO) conference this past August.

In addition to ensuring stability, I am pleased to advise that maintaining the program envelope will allow for a further \$5 million in support to be targeted to northern and rural municipalities. The Rural Communities Grant will be increased to \$152 million to further support rural municipalities with the highest levels of farmland. The Northern and Rural Fiscal Circumstances Grant will be increased to \$92 million to further support northern and rural municipalities with the most challenging fiscal circumstances.

The 2021 OMPF will also continue to be responsive to changing municipal circumstances through annual data updates and related adjustments.

As in prior years, Transitional Assistance will ensure that the 2021 funding guarantee for municipalities in northern Ontario will be at least 90 per cent of their 2020 OMPF allocation and for municipalities in southern Ontario will be at least 85 per cent of their 2020 OMPF allocation.

Northern and rural municipalities with the most challenging fiscal circumstances will continue to have their guarantee enhanced up to 100 per cent of the prior year's allocation.

.../cont'd

The Ministry of Finance's Provincial-Local Finance Division will be providing your municipal Treasurers and Clerk-Treasurers with further details on the 2021 OMPF. This information and other supporting materials will be posted online at <https://www.fin.gov.on.ca/en/budget/ompf/2021>.

As you know, our government has been reviewing the OMPF in consultation with municipalities, to ensure the program meets the needs of local communities, especially small, northern and rural municipalities. Given the unprecedented circumstances surrounding the COVID-19 pandemic, we will be taking more time for the review. Discussions with municipal partners are expected to resume later this year.

I also wanted to take this opportunity to acknowledge the extraordinary challenges municipalities are facing as a result of the COVID-19 pandemic.

The Ontario government, in partnership with the federal government, is providing up to \$4 billion in one-time assistance to Ontario's 444 municipalities and 110 public transit systems as part of the Safe Restart Agreement. This includes up to \$2 billion to assist municipalities with operating pressures and up to \$2 billion for COVID-19 related financial impacts to municipal transit agencies.

This historic funding commitment will help local governments protect the health and well-being of the people of Ontario, while continuing to deliver critical public services such as public transit and shelters. Together, Ontario will continue down the path of renewal, growth and economic recovery.

We respect our municipal partners and remain committed to listening and working together to improve the quality of life for people across Ontario. By continuing to work closely with municipalities, our government is charting a path to a strong recovery and getting Ontario back on track.

Sincerely,

*Original signed by*

The Honourable Rod Phillips  
Minister of Finance

c: The Honourable Steve Clark, Minister of Municipal Affairs and Housing

**From:** [Cynthia Moyle](#)  
**To:** [Christa Lowry](#); [Rickey Minnille](#); [John Dalgity](#); [Jan Maydan](#); [Bev Holmes](#); [Cynthia Guerard](#)  
**Cc:** [Ken Kelly](#); [Jennifer Russell](#)  
**Subject:** Hospital Media Release  
**Date:** November 2, 2020 1:10:51 PM

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Mayor Lowry and Council:



## MEDIA RELEASE

### NEW VICE PRESIDENT FOCUSED ON COLLABORATION

Jason Hann says the Mississippi River Health Alliance (MRHA) is what attracted him to his new job. He says the focus on patients, residents and local communities is exciting: “It’s a smart idea and there has been some great work done already. Health care is changing, and we need to work together to support patients and residents.”

Jason is the new Integrated Vice President, Patient & Resident Services and Chief Nursing Executive at Almonte General Hospital, Fairview Manor and Carleton Place & District Memorial Hospital. He brings strong clinical expertise, as well as regional and provincial experience, to the organizations.

In the first week, Jason has spent time at both hospitals. “Everyone has been very welcoming,” he notes. “I see the pride in each organization and the collaboration that exists to support the very best care. I’m excited to be part of that.”

Most recently, Jason was Director of Surgery and Ambulatory Services at William Osler Health System in Toronto. Prior to that, he worked at CHEO as Director of Critical Care and Surgical Services. He has also worked at The Ottawa Hospital and the University of Ottawa Heart Institute. Jason was born and raised in Newfoundland where he started his career as a Registered Nurse. He also has a Master of Business Administration degree from Queen’s University.

“We are pleased to welcome Jason to our team,” adds Mary Wilson Trider, President and CEO. “In addition to his leadership skills, Jason has sat on several regional and provincial working groups that have developed programs focused on integrated care and quality improvement. Our teams will benefit from this expertise.”

Welcome Jason!

-30-



Jason Hann

Media Contact:

Jane Adams APR

Communications Lead

Almonte General Hospital – Fairview Manor &

Carleton Place & District Memorial Hospital

613.729.4864

Cynthia Moyle

Acting Clerk

Municipality of Mississippi Mills

[cmoyle@mississippimills.ca](mailto:cmoyle@mississippimills.ca)

613-256-2064 x 226

3131 Old Perth Rd, PO Box 400

Almonte, ON K0A 1A0

Fax (613) 256-4887

Website: [www.mississippimills.ca](http://www.mississippimills.ca)



**From:** Minister, MECP (MECP) <[Minister.MECP@ontario.ca](mailto:Minister.MECP@ontario.ca)>  
**Sent:** November-05-20 6:37 PM  
**Subject:** Updating the Conservation Authorities Act

Good evening:

Following the 2019 amendments to the *Conservation Authorities Act*, my ministry conducted a review of relevant legislation and regulations that govern conservation authorities.

Through a series of engagement sessions and an online survey in late 2019/early 2020, we received feedback from conservation authorities and a diverse group of stakeholders, including the public, municipalities, landowners, the agricultural sector, the development sector, and environmental and conservation organizations.

Our government is now proposing a series of legislative amendments to the *Conservation Authorities Act* and the *Planning Act*, as set out in the [Bill](#), which would:

- Improve consistency and transparency of the programs and services that conservation authorities deliver;
- Provide additional oversight for municipalities and the province; and
- Streamline conservation authority permitting and land use planning reviews to increase accountability, consistency and transparency.

For more information on proposed legislative amendments in support of this initiative, please read our Information Notice on the Environmental Registry of Ontario at [www.ero.ontario.ca/notice/019-2646](http://www.ero.ontario.ca/notice/019-2646).

Later this fall and winter, we will also be proposing a series of regulations and policies to further support the goals of our review of conservation authorities, such as defining mandatory programs and services conservation authorities must provide. We will post the first phase of these regulatory proposals for public feedback in the coming weeks.

There will also be the opportunity for you to participate in a **webinar** with ministry staff from the new Conservation and Source Protection Branch, in the Land and Water Division, which is now responsible for the general oversight of the *Conservation Authorities Act* and conservation authority policy and programs.

Keley Katona, Director of the Conservation and Source Protection Branch, will be in contact with you in the coming days to provide details on the timing and how to participate in the webinar. You can reach Keley at [ca.office@ontario.ca](mailto:ca.office@ontario.ca) if you have any questions.

Thank you again for your input during our review. I look forward to continuing to work with you to ensure that conservation authorities serve the best interests of the people of Ontario.

Sincerely,

Jeff Yurek  
Minister of the Environment, Conservation and Parks



374028 6TH LINE • AMARANTH ON • L9W 0M6

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Honourable Doug Ford, Premier of Ontario  
Premier's Office, Room 281  
Legislative Building, Queen's Park  
Toronto, Ontario M7A 1A1

Honourable Premier Ford,

**Re: Bill 218**

At the regular meeting of Council held November 4, 2020, the following resolution was carried:

Council discussed the Ontario Bill 128, Supporting Recovery and Municipal Elections Act 2020. Provincial Bill 218 was recently introduced to the legislature as Supporting Ontario's Recovery and Municipal Elections Act 2020. As part of this bill, it was proposed to remove the framework for conducting ranked ballot municipal elections for the 2022 election, citing cost as the reason for the change.

This proposed change results in further erosion of local decision-making by repealing the ranked ballot voting system utilized very effectively by London, Ontario in the last municipal election. This is a system that could and perhaps should be adopted by other municipalities around Ontario. It is felt that the system encourages more candidates and improved participation of voters.

Bill 218 also proposed shortening the nomination period of the 2022 municipal election to approximately six weeks.

**Resolution #11**

**Moved by: G. Little – Seconded by: H. Foster**  
**BE IT RESOLVED THAT:**

The Township of Amaranth request the Provincial Government of Ontario rescind the proposed changes regarding ranked ballot voting and the nomination period included as part of bill 218.

Further resolved that a letter regarding this resolution be forwarded to Doug Ford, Premier of Ontario, Sylvia Jones, MPP Dufferin-Peel and Steve Clark,

Minister of Municipal Affairs and Housing. Letter to be copied to AMO and all Ontario Municipalities.

**CARRIED.**

<b>Recorded Vote</b>	<b>Yea</b>	<b>Nay</b>	<b>Absent</b>
<b>Deputy Mayor Chris Gerrits</b>	<b>X</b>		
<b>Councillor Heather Foster</b>	<b>X</b>		
<b>Councillor Gail Little</b>	<b>X</b>		
<b>Mayor Bob Currie</b>	<b>X</b>		

Respectfully submitted,

*Nicole Martin*

Nicole Martin, Dipl. M.A.  
Acting CAO/Clerk

C: Sylvia Jones, MPP Dufferin-Peel  
Steve Clark, Minister of Municipal Affairs and Housing  
A.M.O.  
Ontario Municipalities

**From:** UCDSB Communications Department <communications@ucdsb.on.ca>  
**Sent:** November-02-20 8:43 AM  
**To:** UCDSB Communications Department <communications@ucdsb.on.ca>  
**Subject:** UCDSB Recognizes Treaties Recognition Week

## Media Release

### UCDSB Recognizes Treaties Recognition Week

**November 2, 2020 (Brockville, ON)** – This week, many schools across the [Upper Canada District School Board](#) (UCDSB) will be engaging in learning opportunities surrounding Treaties Recognition Week, which is celebrated annually during the first week of November.

First introduced in 2016, the provincially recognized special recognition week honours and promotes public education and awareness about treaties and treaty relationships. Treaties are legally binding agreements that set out the rights, responsibilities and relationships of Indigenous peoples and the federal and provincial governments. Historically, and from the perspective of Indigenous People, treaties are agreements of peace and friendship.

In total, Ontario is covered by 46 treaties. Much of the land that UCDSB schools operate on is covered by the Crawford's Purchases treaty, which was signed in 1783. "Honouring and recognizing treaty relationships is part of the 94 Calls to Action of the Truth and Reconciliation Commission (TRC) of Canada," says UCDSB Principal of Indigenous Education, Gail Brant-Terry. "This week is an excellent opportunity to show our commitment to reconciliation, enhancing Indigenous education and honouring our collective responsibilities as Treaty people." The UCDSB's Virtual Learning Commons (VLC) put together [Student Life: Treaties Recognition Week](#), a compilation of online learning resources for students, schools and families to access.

"Treaties Recognition Week is a reminder for us to pause and recall our history, and to take the opportunity to discuss it with those around us," adds UCDSB Chair John McAllister. "In the UCDSB, we have been purposeful in strengthening our relationships with the Indigenous community, and a big part of that is taking timely learning opportunities like this and making it part of our daily conversations. Words are important and, so too, are symbols."

-30-

#### For media inquiries, please contact:

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Manager of Communications  
Upper Canada District School Board  
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**TOWNSHIP OF EAST GARAFRAXA**

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Info List 13-20  
Item #12

November 11, 2020

County of Wellington  
Donna Bryce, Clerk  
74 Woolwich Street  
Guelph, ON N1H 3T9  
[donnab@wellington.ca](mailto:donnab@wellington.ca)

Attention: Donna Bryce,

RE: Resolution of Support - Assessment Methodologies for Aggregate Resource Properties

At the October 27, 2020 special electronic meeting of Council, the following resolution was passed:

**Moved by Pinkney, Seconded by Nevills**

**Be it Resolved that:**

WHEREAS previous assessment methodologies for aggregate resource properties valued areas that were used for aggregate resources or gravel pits at industrial land rates on a per acre basis of the total site and such properties were formally classified and taxed as industrial lands; and

WHEREAS *Township of East Garafraxa* Council supports a fair and equitable assessment system for all aggregate resource properties; and

WHEREAS the Municipal Property Assessment Corporation determined, with the participation only of the Ontario Stone, Sand and Gravel Association, revised criteria for assessing aggregate resource properties; and

WHEREAS *Township of East Garafraxa* Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties.

NOW THEREFORE BE IT RESOLVED:

(a) That *Township of East Garafraxa* Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties; and

(b) That *Township of East Garafraxa* Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values; and

(c) That *Township of East Garafraxa* Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value; and

(d) That *Township of East Garafraxa* Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s). **CARRIED.**

Trusting you will find this satisfactory.

Regards,



Susan M. Stone, AMCT  
CAO/Clerk-Treasurer  
Corporation of the  
Township of East Garafraxa

Cc: Honorable Rod Phillips, Minister of Finance [rod.phillips@pc.ola.org](mailto:rod.phillips@pc.ola.org)  
Honorable Steve Clark, Minister of Municipal Affairs and Housing [steve.clark@pc.ola.org](mailto:steve.clark@pc.ola.org)  
Honorable John Yakabuski, Minister of Natural Resources and Forestry [john.yakabuski@pc.ola.org](mailto:john.yakabuski@pc.ola.org)  
Kyle Seeback, Dufferin-Caledon MP [Kyle.Seeback@parl.gc.ca](mailto:Kyle.Seeback@parl.gc.ca)  
Sylvia Jones, Dufferin-Caledon MPP [sylvia.jonesco@pc.ola.org](mailto:sylvia.jonesco@pc.ola.org)  
AMO [amo@amo.on.ca](mailto:amo@amo.on.ca)  
ROMA [roma@roma.on.ca](mailto:roma@roma.on.ca)  
Ontario Municipalities

# 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 CEDC 8am Council 6pm	18 COA 5:30pm	19 Library 3pm	20	21
22	23	24 Sp Budget 1pm Parks and Rec	25 Heritage 3pm	26	27	28
29	30					

# COUNCIL CALENDAR

## December 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Council 6pm	1	3	4	5
6	7	8 Sp Budget 6pm	9	10	11	12
13	14	15 Council 6pm	16	17	18	19
20	21	22	23	24 Christmas Eve Office Closed at 12:00 pm	25 Christmas Day Office Closed	26
27	28 Office Closed	29 Office Closed	30 Office Closed	31 Office Closed		



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**November 17, 2020**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
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	December 1, 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.	December 1, 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	December 1, 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
Funding Options Broadband	Finance	Options for Community Improvement Projects of other	December 1, 2020
MM Public Library Board Space Needs Analysis	Library	Findings of Space Needs Analysis	December 15, 2020

Bicycle Lane Closure Bylaw	Public Works	Annual closure bylaw	December 15, 2020
Mississippi Mills Bicentennial Celebrations	Ec Dev/Culture	Development workplan and budget for 2023 celebrations. Report of Sepcial Ctte Structure	December 15, 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 Adivsory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	Feb / March 2021
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
Film Policy	Ec Dev/Culture	Recommendation from CEDC	Q2 2021
Review of Ctte Structure	Clerks	Standing and Advisories, Interview process staff and Council	Q2 2021