



Municipality of Mississippi Mills

COMMUNITY & ECONOMIC DEVELOPMENT
ADVISORY COMMITTEE AGENDA

Tuesday, December 15, 2020

8:00 a.m.

Council Chambers, Municipal Office
3131 Old Perth Road

	Pages
A. CALL TO ORDER	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated November 17, 2020 be approved as presented.	2 - 5
E. DELEGATIONS AND PRESENTATIONS	
F. REPORTS	
F.1. Bicentennial Information Report and Committee Terms of Reference	6 - 20
G. BUSINESS ARISING OUT OF MINUTES	
G.1. Film Policy Criteria	21 - 24
G.2. Christmas 2020 - Verbal Update	
H. ROUND TABLE	
I. INFORMATION AND CORRESPONDENCE	
J. OTHER / NEW BUSINESS	
K. MEETING ANNOUNCEMENTS	
L. ADJOURNMENT Recommended Motion: THAT the meeting be adjourned at XX:XX	



**The Corporation of the Municipality of Mississippi Mills
Community & Economic Development Advisory Committee Meeting**

MINUTES

November 17, 2020

8:00 a.m.

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

Committee Present: Councillor Guerard
Councillor Ferguson
Scott McLellan
Ron MacMeekin (left 9:15am)
Mary Rozenberg (remote)
Greg Smith (remote)
Noreen Young
Dawn McGeachy

Committee Absent: Deputy Mayor Minnille

Staff Present: Tiffany MacLaren- Community, Economic & Cultural Coordinator
Bonnie Ostrom- Recording Secretary/Administrative Assistant
Dawn McDonald- Administrative Assistant

A. CALL TO ORDER

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

C. APPROVAL OF AGENDA

Moved by Councillor Ferguson

Seconded by Ron MacMeekin

THAT the November 17, 2020 C&EDC agenda be accepted as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Councillor Guerard

Seconded by Ron MacMeekin

THAT the Committee approves the minutes dated January 20, 2020 and February 25, 2020.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

F. REPORTS

F.1 Resignation & Appointments

The committee thanked Sanjeev Sivarulrasa, Helen Antebi and Vic Bode for all their contributions to the Community & Economic Development Committee. New members Noreen Young and Dawn McGeachy were introduced to the committee. Council appointed Councillor Ferguson as a committee member until a Pakenham representative is found.

F.2 Filming in Mississippi Mills

A working group started research on the film policy and formulated a survey. Committee members and staff will continue working on the policy and have a draft by next meeting. All committee members were asked to submit any comments in the next week.

More movies have been filmed in town in recent months with no road closures. The film companies have very strict Covid-19 guidelines and are providing a list of attendees and insurance documents.

F.3 Christmas 2020

Due to Covid-19 pandemic Light Up the Night and the Santa Claus parades have been cancelled for 2020. Christmas in Mississippi Mills will take on a new look for this season. Check out the various activities the municipality has planned: Christmas decorating contest, Santa Claus Coming to Town, Community Videos from the Heart, Reaching out to the Community, Put your money where your Heart is this season, How to support local charities this season.

The last movie crew left a bunch of Christmas trees at the old Ultramar lot. The Light Up the Night committee decided to set them up and decorated them with a reminder to join them for Light Up the Night 2021!

F.4 Strategic Plan

Council has been working on the Municipal Strategic Plan. The plan is available on the website. There will be some action items for this committee with regards to economic development. An economic development and branding plan was proposed in the Strategic Plan. Due to financial implications Council will be making a decision during the 2021 Budget deliberations to proceed with the ED Plan in 2021 or defer to 2022.

G. BUSINESS ARISING OUT OF MINUTES

G.1 Riverwalk Update

Work has been moving forward on the new Riverwalk staircase. Due to Covid-19 there have been some delays, but the installation will be completed this fall. A grand opening will take place sometime in the spring. New benches have been purchased and will be installed in the spring.

H. ROUND TABLE

The Community, Economic & Cultural Coordinator instructed the committee members on how to access the council calendar and videos on the website. A review was conducted on how to navigate the new website, identifying: the new tourism section (visitor guide), community profile, build and invest information, and subscribe to the newsletter. Committee members were encouraged to give feedback on the website content.

Councillor Ferguson suggested committee members review the Council agenda for tonight with regards to the Official Plan Amendment 22 (OPA22) growth for Almonte until 2037. The rural growth OPA22 review will take place February 2021.

Lanark County Food Bank has an Adult Christmas Stocking project. Donations can be dropped off at Textile Traditions on Mill St before December 10th.

Owner Kelly Church at Textile Traditions is organizing letters to military members who are not able to come home for Christmas. Cards and letters are to be dropped off at the store before November 30th.

Valley Heritage Radio has donated \$20,000.00 towards the Renfrew/Lanark County food banks this holiday season.

A new AED has been installed at the Heritage Court (outside Acanthus).

Volunteer, Laurel Cook has completed a mural at the Clayton Community Centre.

The revitalization of the murals project will be reviewed in the new year.

Discussion on 2021 Visitor Guide to be discussed at the next meeting.

I. INFORMATION AND CORRESPONDENCE

J. OTHER / NEW BUSINESS

J.1 Business Outreach

Due to Covid-19 we have not been able to host our quarterly Business breakfasts and would like to consider virtual networking and education opportunities. Committee members are to think about options/ideas to bring to the next meeting. Networking and supporting businesses remain a priority we need to find other ways to communicate. Staff initiated a newsletter in April 2020 to share information on Covid-19 regulations and government assistance programs with our business community.

Newsletters will continue as regulations change and programs develop.

K. MEETING ANNOUNCEMENTS

Next meeting December 15 at 8:00am Council Chambers

L. ADJOURNMENT

Moved by Councillor Guerard

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 9:20 a.m.

CARRIED

Bonnie Ostrom
Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 15, 2020
TO: Community & Economic Development Committee
FROM: Tiffany MacLaren, Community Economic & Cultural Coordinator
SUBJECT: **Mississippi Mills Bicentennial Information Report**

RECOMMENDATION:

THAT the Mississippi Mills C&EDC Committee receive for information the Bicentennial Report and Committee Terms of Reference that will be presented at the December 15th Committee of the Whole meeting.

BACKGROUND:

Council has previously determined that the 200th Anniversary of the settlement of Mississippi Mills will happen in 2023. Staff developed a draft Terms of Reference for a planning committee and related working groups.

DISCUSSION:

C&EDC committee members may have some interest and/or involvement in the planning of Mississippi Mills Bicentennial celebrations. The attached report has been provided for information. Staff will continue to provide updates moving forward pending Council's decisions.

The attached report and committee Terms of Reference will be presented to Council at the December 15th Committee of the Whole meeting.

SUMMARY:

C&EDC committee members may have some interest and/or involvement in the planning of Mississippi Mills Bicentennial celebrations. The attached report has been provided for information purposes only. Staff will provide updates moving forward.

Respectfully submitted by,

A handwritten signature in black ink that reads "Tiffany MacLaren". The signature is written in a cursive, flowing style.

Tiffany MacLaren,
Community Economic & Cultural Coordinator

ATTACHMENTS:

Mississippi Mills Bicentennial Planning Committee.pdf

Mississippi Mills Bicentennial Planning Committee Terms of Reference.pdf

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 15, 2020

TO: Committee of the Whole

FROM: Tiffany MacLaren, Community Economic & Cultural Coordinator

SUBJECT: Mississippi Mills Bicentennial Planning Committee

RECOMMENDATION:

THAT Committee of the Whole approve the committee terms of reference for the Mississippi Mills Bicentennial Advisory Committee and Working Groups.

BACKGROUND:

Council has designated 2023 as the 200th Anniversary of Mississippi Mills. To mark this important milestone staff recommends a yearlong celebration with a variety of events and initiatives spread across the Municipality.

Mississippi Mills was formed as a result of the amalgamation of the Townships of Ramsay, The Town of Almonte, The Village of Pakenham and Pakenham Township. There have been many dates discussed however 1823 is the year that saw European settlers living in all wards of Mississippi Mills. Ramsay Township completed their surveying in 1821, Pakenham settlers started to move into the area in 1823 and Almonte was originally settled as Shipman Mills in 1823.

In addition, since Mississippi amalgamated in 1998, 2023 will mark the 25th Anniversary of our Municipality.

During this Bicentennial year (2023) it is also important we also honour our regions earliest settlers the first nations people. Efforts should be made to ensure the appropriate recognition is planned parallel to the 200th celebrations.

Council directed staff to bring back recommendations for Mississippi Mills Bicentennial Celebrations in the year 2023 including planning committee structure & next steps. In addition, staff to investigate funding opportunities and budgeting.

DISCUSSION:

Council has designated 2023 as the 200th Anniversary of Mississippi Mills. To mark this important milestone staff recommends a yearlong celebration with a variety of events

and initiatives spread across the Municipality.

A yearlong celebration will require advance planning and budgeting. It will be important that residents from all wards are included and that a variety of people contribute to the plans. For this reason, staff is recommending a working advisory committee made up of Council, staff and members of the public. This advisory committee would bring updates to Council on a regular basis, to report back to Mississippi Mills Municipal Committee of the Whole with updates on a regular basis: bimonthly for 2021, monthly for 2022 and more frequently closer to the events as required. There would also be 6 subcommittee working groups who would report up through the main committee.

The Mississippi Mills Bicentennial Planning Committee is a working advisory committee of Council with the mandate to plan, organize and execute a municipal wide celebration to honour the founding of Mississippi Mills. Mississippi Mills is a diverse municipality with long history and strong agricultural and cultural roots; the committee will work to ensure celebration represents the community's diversity, is inclusive and accessible to all. Members of the **MMBPC** would each be expected to each act as chairperson for one of more working groups in relation to the Bicentennial celebrations. Each chairperson would then be required to report back to the **MMBPC** at each meeting on the progress of their working group.

The **Celebrating Agriculture Bicentennial Working Group** is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee. Mississippi Mills has deep agricultural roots and a strong farming community to this day. Including and honouring our producers and products will be an important part of the Municipality's 200th celebrations.

The **Celebrating Arts and Culture Bicentennial Working Group (ACBWG)** is a working subcommittee of the Mississippi Mills Bicentennial Planning Committee. Mississippi Mills has deep cultural roots and a vibrant arts community. Bicentennial celebrations should honour, celebrate and promote Mississippi Mills artists through music, theater, and visual arts.

The Museums and Heritage Bicentennial Working Group (MHBWG) will ensure historic information is accurate and all milestones are celebrated appropriately. Mississippi Mills has four distinct Museums, located at three campuses. Each museum represents a facet of the Municipality's history and heritage and will be represented on this working group.

The Celebrating Almonte Bicentennial Working Group (CABWG) is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee.

The CABWG will champion activities and initiatives during the Bicentennial year celebrating and taking place in the town of Almonte.

The Celebrating Pakenham Bicentennial Working Group (CPBWG) is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee. The CPBWG will champion activities and initiatives during the Bicentennial year celebrating and taking place in Pakenham Village and the former Pakenham Township area.

The Celebrating Ramsay Bicentennial Working Group (CRBWG) is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee. The CRBWG will champion activities and initiatives during the Bicentennial year celebrating both rural Ramsay and the settlement areas of Appleton, Blakeney and Clayton.

FINANCIAL IMPLICATIONS:

There would be no immediate financial implications to forming the committee. Committee and working groups would report up with budgets before making financial commitments. Funding for 2023 celebrations would be accounted for during 2022 and 2023 Budget planning.

Committee may want to consider hiring a dedicated staff for 18 months leading up to and including 2023. This position would be planned in the 2022 budget and could be covered by a grant.

Heritage Canada Funding has funding available for non-recurring events that mark the 100th anniversary or greater, in increments of 25 years (e.g., 125th, 150th); of a significant local historical event or personality.

Community Anniversaries – Building Communities Through Arts and Heritage

Funding includes capital projects up to a maximum amount of \$25,000 (such as community art projects, restoration of objects, community history books, statues, and murals). Successful projects may receive up to 100 per cent of eligible expenses to a maximum of \$200,000 for events that:

- present the work of local artists, artisans and heritage performers or specialists.
- actively involve members of the local community; and
- are intended for and accessible to the general public.

Application deadline

Deadline to apply is April 30 for events that will occur during the next calendar year. We would need to be ready to apply before April 30th 2022.

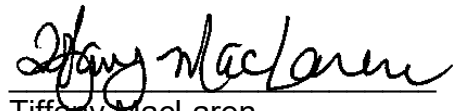
SUMMARY:

Council has designated 2023 as the 200th Anniversary of Mississippi Mills. A yearlong celebration will require advance planning and budgeting. It will be important that residents from all wards are included and that a variety of people contribute to the plans.

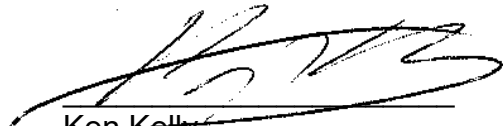
Staff recommends that Committee of the Whole approve the attached committee terms of reference for the Mississippi Mills Bicentennial Advisory Committee and Working Groups.

Respectfully submitted by,

Reviewed by:



Tiffany MacLaren,
Community Economic & Cultural Coordinator



Ken Kelly,
CAO

ATTACHMENTS:

1. Mississippi Mills Bicentennial Planning Committee and Working Group Terms of Reference



Mississippi Mills Bicentennial Planning Committee (MMBPC)

1.0 Mission Statement

Mississippi Mills was formed as a result of the amalgamation of the Townships of Ramsay, The Town of Almonte, The Village of Pakenham and Pakenham Township. Settlement dates range from 1821 to 1823. 1823 is the year that saw European settlers living in all wards of the Municipality. At this time it is equally important to honour our regions earliest settlers; the Indigenous people. Efforts should be made to ensure the appropriate recognition is planned parallel to the 200th celebrations. 2023 events and initiative must all include recognition, and respect of our regions Indigenous people.

The Mississippi Mills Bicentennial Planning Committee is a working advisory committee of Council with the mandate to plan, organize and execute a municipal wide celebration to honour the founding of Mississippi Mills. Mississippi Mills is a diverse municipality with long history and strong agricultural and cultural roots; the committee will work to ensure celebration represents the community's diversity, is inclusive and accessible to all.

2.0 General

Role of Committee Members:

- a. To identify opportunities for commemorative initiatives; monuments; events and activities.
- b. To identify and apply for funding opportunities including government funding along with other partnership opportunities to minimize cost the Municipality.
- c. To foster partnerships and collaborations with complementary organizations, including service clubs, heritage organizations, the agricultural community, and the business community.
- d. to recruit community members to sit on any working subcommittees that may be established by the Planning Committee in the future;
- e. to provide a centralized and coordinated management system for planning purposes.
- f. to report back to Mississippi Mills Municipal Committee of the Whole with updates on a regular basis. Bimonthly for 2021, Monthly for 2022 and more frequently closer to the events.
- g. to develop a work plan and multi-year budget, identifying necessary resources.
- h. Are expected to each act as chairperson for one of more working groups in relation to the Bicentennial celebrations.

- i. Are required to report back to the MMBPC at each meeting on the progress of their working group.
- j. Must ensure respect and acknowledgement is paid to the regions first settlers the Indigenous people.
- k. Members shall follow Municipal policies and procedures and comply with applicable legislation and shall act in accordance with the Municipal Conflict of Interest Act.
- l. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - Mayor (ex-officio)
 - 2 Council members
 - 1 member of the Municipal Heritage Committee
 - 1 Member of the Municipal Recreation Committee
 - 1 Member of the Community & Economic Development Committee
 - 1 Member at large
 - Community Economic & Cultural Coordinator
 - Recreation Manager
 - Staff support
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. Council appointments to be reassigned pending results of the 2022 election.
- d. The term of office for committee members shall be until February 1st 2024
- e. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- f. The Mississippi Mills Bicentennial Planning Committee shall meet a minimum of ten (10) times per year in 2021.
- g. Meeting frequency for The Mississippi Mills Bicentennial Planning Committee will increase closer to 2023 and as needed during the Bicentennial year.
- h. The Mississippi Mills Bicentennial Planning Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.

4.0 Committee Support

The Community Economic & Culture Coordinator and Recreation Manager are designated as the staff resources. Due to the level of support required the Recreation and Cultural Administrative Assistance may both be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

APPENDIX I

Celebrating Agriculture Bicentennial Working Group Guidelines (CABWG)

The **Celebrating Agriculture Bicentennial Working Group** is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee. Mississippi Mills has deep agricultural roots and a strong farming community to this day. Including and honouring our producers and products will be an important part of the Municipality's 200th celebrations.

General Objectives:

- Provide recommendations on commemorative events and activities honouring the agricultural and food community.
- Take on the planning and execution of events once approved by the MMBPC.
- Consider awareness raising initiatives to celebrate the local agriculture community in keeping with the overall objectives and priorities of the MMBPC and the Municipality.
- Report back to MMBPC with progress updates in writing.
- Foster partnerships and collaborations with complementary organizations, including service clubs, heritage organizations, the agricultural community, and the business community.
- Recruit volunteers and community members needed to achieve the working groups goals.

Membership:

- Core Working Group Membership should be between 5-8 members.
- The working group should be comprised of Mississippi Mills residents representing the various sectors of the agricultural and food community.
- 1 member of the MMBPC will be act as chair and liaison between the working group and MMBPC.
- The term of office for working group members shall be until February 1st 2024
- If a working group member resigns their position, the working group can deem to replace if required and provide an update to MMBPC.

APPENDIX II

Celebrating Arts and Culture Bicentennial Working Group Guidelines

The **Celebrating Arts and Culture Bicentennial Working Group (ACBWG)** is a working subcommittee of the Mississippi Mills Bicentennial Planning Committee. Mississippi Mills has deep cultural roots and a vibrant arts community. Bicentennial celebrations should honour, celebrate and promote Mississippi Mills artists through music, theater, and visual arts.

General Objectives:

- To provide recommendations on commemorative events and activities celebrating the Mississippi Mills Arts and Cultural community.
- Consider legacy initiatives to celebrate Mississippi Mills Bicentennial in keeping with the overall objectives and priorities of the MMBPC and the Municipality.
- With the support of Recreations and Culture Department staff organize and execution events and initiatives once approved by the MMBPC.
- Report back to MMBPC with progress updates in writing.
- Foster partnerships and collaborations with complementary organizations, including service clubs, heritage organizations, the agricultural community, and the business community.
- Recruit volunteers and community members needed to achieve the working groups goals.

Membership:

- Working Group Membership should be between 5-8 members.
- The working group should be comprised of Mississippi Mills residents representing the various sectors of the arts and cultural community.
- Membership should include members from all Municipal Wards
- 1 member of the MMBPC will be act as chair and liaison between the working group and MMBPC.
- The term of office for working group members shall be until February 1st 2024
- If a working group member resigns their position, the working group can deem to replace if required and provide an update to MMBPC.

APPENDIX III

Museum and Heritage Bicentennial Working Group (MHBWG)

Mississippi Mills was formed as a result of the amalgamation of the Townships of Ramsay, The Town of Almonte, The Village of Pakenham and Pakenham Township. Settlement dates range from 1821 to 1823. 1823 is the year that saw European settlers living in all wards of the Municipality. **The Museums and Heritage Bicentennial Working Group(MHBWG)** will ensure historic information is accurate and all milestones are celebrated appropriately. Mississippi Mills has four distinct Museums, located at three campuses. Each museum represents a facet of the Municipality's history and heritage and will be represented on this working group.

General Objectives:

- Work together to develop a calendar of museum exhibits and events to be held throughout 2023 Mississippi Mills Bicentennial year.
- Provide information, history, and resources to the MMBPC and working groups to aid in the planning of events and activities.
- Assist with the implementation of programs as requested by the MMBPC.
- Report back to MMBPC with progress updates in writing.
- Foster partnerships and collaborations with complementary organizations, including service clubs, heritage organizations, the agricultural community, and the business community.
- Recruit volunteers and community members needed to achieve the working groups goals.

Membership:

- Core Working Group Membership should include one representative from each museum campus.
- The working group should be comprised of Mississippi Mills residents representing each ward.
- 1 member of the MMBPC will be act as chair and liaison between the working group and MMBPC.
- The term of office for working group members shall be until February 1st 2024
- If a working group member resigns their position, the working group can deem to replace if required and provide an update to MMBPC.

APPENDIX IV

Celebrating Almonte Bicentennial Working Group

Mississippi Mills was formed as a result of the amalgamation of the Townships of Ramsay, The Town of Almonte, The Village of Pakenham and Pakenham Township. Settlement dates range from 1821 to 1823. 1823 is the year that saw European settlers living in all wards of the Municipality. Celebrations will be spread across the Municipality.

The Celebrating Almonte Bicentennial Working Group (CABWG) is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee. The CABWG will champion activities and initiatives during the Bicentennial year celebrating and taking place in the town of Almonte.

General Objectives:

- Provide recommendations on commemorative events and activities taking place in the Town of Almonte
- With the support of Recreations and Culture Department staff take on the planning and execution of events and initiatives once approved by the MMBPC.
- Liaise with the MHBWG and the CACBWG where collaborations can occur.
- Report back to MMBPC with progress updates in writing.
- Foster partnerships and collaborations with complementary organizations, including service clubs, heritage organizations, the agricultural community, and the business community.
- Recruit volunteers and community members needed to achieve the working groups goals.

Membership:

- Working Group Membership should be between 5-8 members.
- The working group should be comprised of Mississippi Mills residents from the ward of Almonte.
- 1 member of the MMBPC will be act as chair and liaison between the working group and MMBPC.
- The term of office for working group members shall be until February 1st 2024
- If a working group member resigns their position, the working group can deem to replace if required and provide an update to MMBPC.

APPENDIX V

Celebrating Pakenham Bicentennial Working Group Guidelines

Mississippi Mills was formed as a result of the amalgamation of the Townships of Ramsay, The Town of Almonte, The Village of Pakenham and Pakenham Township. Settlement dates range from 1821 to 1823. 1823 is the year that saw European settlers living in all wards of the Municipality. Celebrations will be spread across the Municipality.

The Celebrating Pakenham Bicentennial Working Group (CPBWG) is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee. The CPBWG will champion activities and initiatives during the Bicentennial year celebrating and taking place in Pakenham Village and the former Pakenham Township area.

General Objectives:

- Provide recommendations on commemorative events and activities taking place in Pakenham.
- With the support of Recreations and Culture Department staff take on the planning and execution of events and initiatives once approved by the MMBPC.
- Liaise with the MHBWG and the CACBWG where collaborations can occur.
- Report back to MMBPC with progress updates in writing.
- Foster partnerships and collaborations with complementary organizations, including service clubs, heritage organizations, the agricultural community, and the business community.
- Recruit volunteers and community members needed to achieve the working groups goals.

Membership:

- Working Group Membership should be between 5-8 members.
- The working group should be comprised of Mississippi Mills residents from the town of Pakenham and the rural area around Pakenham.
- 1 member of the MMBPC will be act as chair and liaison between the working group and MMBPC.
- The term of office for working group members shall be until February 1st 2024
- If a working group member resigns their position, the working group can deem to replace if required and provide an update to MMBP

APPENDIX VI

Celebrating Ramsay Working Group Guidelines

Mississippi Mills was formed as a result of the amalgamation of the Townships of Ramsay, The Town of Almonte, The Village of Pakenham and Pakenham Township. Settlement dates range from 1821 to 1823. 1823 is the year that saw European settlers living in all wards of the Municipality. Celebrations will be spread across the Municipality.

The Celebrating Almonte Bicentennial Working Group (CRBWG) is a working subcommittee to the Mississippi Mills Bicentennial Planning Committee. The CRBWG will champion activities and initiatives during the Bicentennial year celebrating both rural Ramsay and the settlement areas of Appleton, Blakeney and Clayton.

General Objectives:

- Provide recommendations on commemorative events and activities taking place in the Town of Almonte
- With the support of Recreations and Culture Department staff take on the planning and execution of events and initiatives once approved by the MMBPC.
- Liaise with the MHBWG and the CACBWG where collaborations can occur.
- Report back to MMBPC with progress updates in writing.
- Foster partnerships and collaborations with complementary organizations, including service clubs, heritage organizations, the agricultural community, and the business community.

Membership:

- Working Group Membership should be between 5-8 members.
- The working group should be comprised of Mississippi Mills residents from Ramsay including each Appleton, Blakeney and Clayton.
- 1 member of the MMBPC will be act as chair and liaison between the working group and MMBPC.
- The term of office for working group members shall be until February 1st 2024
- If a working group member resigns their position, the working group can deem to replace if required and provide an update to MMBPC.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 15, 2020
TO: Community & Economic Development Committee
FROM: Tiffany MacLaren, Community Economic & Cultural Coordinator
SUBJECT: Film Policy for Mississippi Mills

RECOMMENDATION:

THAT the Committee review and comment on the policy criteria as outlined in the attachment to this report and that a draft policy be brought forward to the next C&EDC committee meeting for review.

BACKGROUND:

Given the number of requests received for filming in Mississippi Mills, Council asked that the Community and Economic Development Committee (C&EDC) develop a municipal film policy for Council approval.

DISCUSSION:

C&EDC committee members have had some discussion regarding the development of a Mississippi Mills Film Policy. The attached spreadsheet summarizes the criteria used by five Ontario towns and cities in the writing of their policies. It is suggested that these items be considered in the drafting of our policy.

SUMMARY:

After review and discussion of the various criteria, a policy will be drafted and brought back to the C&EDC committee for final review and forwarding to the Committee of the Whole.

Respectfully submitted by,

A handwritten signature in black ink that reads "Tiffany MacLaren". The signature is written in a cursive, flowing style.

Tiffany MacLaren,
Community Economic & Cultural Coordinator

ATTACHMENTS:

Criteria – Film Policies/Guidelines

Film Policies/Guidelines

Criteria/Location	Kingston	Oakville	Ottawa	Parry Sound	Toronto
Application Process	15 business days	30 calendar days. If Council approval required approval may be delayed. Level of approval varies with project scope	5 business days. More time required for complex requests (highway closure, transit detours, etc. - 10+ days). UAVs - 20 days notice	10 business days. Safety plan required.	on-line film permit application process. 2-5 business days depending on project scope. 48 hours for changes.
Permit	Yes - No fee	Yes	yes - no fee	yes - no fee	yes
Fees	Upfront payment of fees estimate (per fees & charges by-law). May be required to pay staff costs/film liason. Liason conducts on site monitoring.	Application fee non-refundable	parking, park use, late application fee (\$200), etc.		Charge Back
Deposit	\$5,000 - \$10,000	Advance payment of all fees + security deposit	Emergency and site plans may be requested		Security deposit requested where deemed necessary
Policy	City of Kingston Film Policy	Town of Oakville Film Procedure	City of Ottawa Film Guidelines	Town of Parry Sound Film-Guidebook	City of Toronto Filming Guidelines
Indemnification	Yes		yes	yes	
Insurance	\$5M	\$2M	\$2M-\$5M based on scope	\$2M	\$2M

Criteria/Location	Kingston	Oakville	Ottawa	Parry Sound	Toronto
Notification Letter	Production company to advise residents and businesses. Sample letter available. Newspaper ad for large projects.	Letter to residents, businesses, Council re: noise, lighting, # of vehicles, location, etc. (standard notification letter)	letter to residents & businesses 48 hours prior incl. location, date, time, description, contact # . English/French template available.	residents, business - 5 business days. Local sourcing acknowledgement in credits	Notify residences, businesses, BIA 48 hours prior (sample letter available) Web page with helpful info. for home/business owners who enter into a contract with a production company re: deposits, insurance, etc. Staff to notify councillors
- parking		Resident consent required if parking large vehicles >3 days	parking fees, parking by-law enforcement/fee	>5 production vehicles - parking plan required with permit application	
- noise		Blimped generators only. Adhere to noise by-law	by-law fee for noise monitoring		
Restrictions		7am-11pm filming - streets. 8am-11pm - parks. All other times - Council approval	Time range for closure of streets or traffic detours. 7am - 11 pm in residential areas	Timing, noise (generators), lights, parking, washrooms	Filming on residential street no more than 7 days straight. Residential filming 11 am-7 pm
Resident Input	If Town deems appropriate, production company may be required to seek resident/business approval	Resident consent required if parking large vehicles >3 days. Other consent items dependent on project scope.			Filming on residential block no more than 2x/yr unless majority of residents agree. Seek resident objection/approval for guideline exemptions ie. filming 11 pm - 7 am.