



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, December 15, 2020

5:40 p.m.

Council Chambers, Municipal Office
3131 Old Perth Road

Pages

A. CALL TO ORDER

B. CONSIDERATION OF A CLOSED SESSION

Recommended Motion:

THAT Council enter into an in camera session at X:XX p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)).

B.1. HR Matter

Personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)).

C. RISE AND REPORT

D. O CANADA

E. MOMENT OF SILENT MEDITATION

F. ATTENDANCE

G. MAYOR'S ANNUAL ADDRESS

G.1. Years of Service Recognition

G.2. Presentation to Karen Kane, Daycare Director (Retired)

H. APPROVAL OF AGENDA

I. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

J. APPROVAL OF MINUTES

Recommended Motion:

THAT the minutes dated December 1, 2020 be approved.

K. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

None

4 - 8

L. PUBLIC MEETINGS

- | | | |
|-------------|---|----------------|
| L.1. | Official Plan Amendment 27 and Z-18-20 - Orchard View (Houchaimi Holdings Inc) | 9 - 35 |
| L.2. | Stop Up and Close Request - Portion of Old Perth Road Allowance | 36 - 47 |

M. COMMITTEE OF THE WHOLE REPORT

- | | | |
|-------------|--|----------------|
| M.1. | 2021 Budget | 48 - 51 |
| | Recommended Motion:
THAT Council approve the 2021 budget. | |

- | | | |
|-------------|---|----------------|
| M.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) | 52 - 64 |
| | Deferred from December 1, 2020 Council meeting | |

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

- | | | |
|-------------|---|----------------|
| M.3. | Committee of the Whole Report - December 1, 2020 | 65 - 67 |
| | Recommended Motion:
THAT Council approve the Committee of the Whole motions from the December 1, 2020 meeting. | |

- a. Consent Items (Committee Minutes and Reports)**
- b. Mississippi River Power Corporation Selection Committee Minutes - November 12, 2020**
- c. Emergency Management By-law**
- d. Opportunities under the Local Improvement Act for Broadband**
- e. Joint Cost Sharing Recreation Committee Appointment – Councillor Guerard**
- f. Amendment to the Recruitment, Selection and Hiring Policy**
- g. Vacation Usage Amendment to Employee Benefits Bylaw**
- h. Mississippi Mills Youth Centre Lease Renewal**
- i. Joint Cost Sharing Recreation Agreement with Beckwith and Carleton Place Status**

- j. Information List #14-20 Item #10 - Howick Township Resolution
re: Tile Drain Loans

N. BY-LAWS

Recommended Motion:

THAT By-laws 20-114 and 20-120 be read, passed, signed and sealed in Open Council.

N.1. By-law 20-114 ZBLA - Carss St. (Ortt)

68 - 69

N.2. By-law 20-120 Emergency Management By-law

70 - 112

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW

Q. ADJOURNMENT

Recommended Motion:

THAT the meeting be adjourned at x:xx p.m.



The Corporation of the Municipality of Mississippi Mills

Council Meeting

MINUTES

December 1, 2020

5:45 p.m.

Council Chambers, Municipal Office

3131 Old Perth Road

PRESENT: Mayor Lowry
Deputy Mayor Minnille
Councillor Dalgity
Councillor Maydan
Councillor Holmes
Councillor Guerard
Councillor Ferguson

Staff Present Ken Kelly, CAO
Cynthia Moyle, Acting Clerk
Jennifer Russell, Deputy Clerk

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 5:46 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No 462-20

Moved by Councillor Ferguson

Seconded by Councillor Guerard

THAT Council enter into an in camera session at 5:46 p.m. regarding personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)).

CARRIED

B.1 HR Matter

C. RISE AND REPORT

C.1 HR Matter

Staff direction was provided in camera.

D. O CANADA

Council stood for the playing of O Canada.

E. MOMENT OF SILENT MEDITATION

Council observed a moment of silent meditation.

F. ATTENDANCE

The Clerk announced attendance.

G. APPROVAL OF AGENDA

Resolution No 463-20

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

H. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

I. APPROVAL OF MINUTES

Resolution No 464-20

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT the minutes dated November 17, 2020, be approved as presented.

CARRIED

J. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

None

K. PUBLIC MEETINGS

None

L. COMMITTEE OF THE WHOLE REPORT

Resolution No 465-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Council approve the following Committee of the Whole motions, L.2 - L.12, from the November 17, 2020 meeting.

CARRIED

L.2 Library Board Minutes - September 23, 2020

L.3 Heritage Advisory Committee Minutes - September 30, 2020

L.4 Parks and Recreation Advisory Committee Minutes - October 27, 2020

L.5 Official Plan Amendment 22 - Project Update

L.6 Fire Truck Conversion Update

L.7 2020 Interim Financial Report 9 on Covid 19

L.8 Expropriation of Lands along the Unopened Portion of Menzie Street

L.9 Councillor Holmes and Councillor Guerard's Motion re: Farm 911 - The Emily Project

L.10 Info List Item #4 - Illicit Cannabis Operations

L.11 Info List Item #9 - New Vice President at AGHFM and CPDMH

L.12 Info List Item #10 - Updating the Conservation Authorities Act

L.1 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 466-20

Moved by Councillor Holmes

Seconded by Councillor Guerard

THAT item L.1 Zoning By-law Amendment Application Z-17-20 Plan 6262 MS PT Lots 7 and 8; RP 27R10569 Part 2, Carss St. Almonte (Ortt) be deferred to the December 15, 2020 meeting.

CARRIED

M. BY-LAWS

M.1 By-law 20-114 ZBLA - Carss St. (Ortt)

Resolution No 468-20

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT By-law 20-114 ZBLA - Carss St. (Ortt) be deferred to the December 15, 2020 meeting.

CARRIED

M.2 By-law 20-118 Part Lot Control Block 32 Plan 27M-17 (Irwin)

Resolution No 467-20

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT By-law 20-118 be taken as read, passed, signed and sealed in Open Council.

CARRIED

N. ANNOUNCEMENTS AND INVITATIONS

Congratulations to Wayne Lockhart on your retirement as a barber!

O. CONFIRMATORY BY-LAW

Resolution No 469-20

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT By-law 20-119 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 1st day of December 2020, be read, passed, signed and sealed in Open Council this 1st day of December, 2020.

CARRIED

P. ADJOURNMENT

Resolution No 470-20

Moved by Councillor Dalgity

Seconded by Councillor Holmes

THAT the meeting be adjourned at 6:08 p.m.

CARRIED

Christa Lowry, MAYOR

Cynthia Moyle, ACTING CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BACKGROUND REPORT

DATE: December 15th, 2020

TO: Council

FROM: Marc Rivet, MCIP, RPP, Consultant Planner

**SUBJECT: BACKGROUND REPORT – OFFICIAL PLAN AND ZONING BY-LAW
AMENDMENT OPA 27 and Z-18-20
Part of the East 1/2, Lot 14 on Concession 10 Plan
Almonte Ward, Municipality of Mississippi Mills**

KNOWN AS: Orchard View by the Mississippi Seniors Complex – Phase 2 (PIN: Part of 05090-0308)

OWNER: Houchaimi Holdings Inc. (Agent: McIntosh Perry)

PURPOSE AND EFFECT

The purpose and effect of this memorandum is to provide background on the proposed development and required amendments to permit the “Orchard View by the Mississippi Seniors Complex - Phase 2”. Figures 4 and 5 displayed in this report show the proposed Amendments however no recommendations are made at this time.

The subject property is located on the southeast corner of the Settlement Area for Almonte Ward (See **Figure 1**) adjacent the “Orchard View by the Mississippi Seniors Complex – Phase 1”.

The purpose and effect of the Community Official Plan (COP) Amendment is a site-specific amendment to change the land use designation of the subject property from “Industrial” to “Residential – Community Facility” in order for an aging-in-place complex consisting of a retirement home, freestanding adult bungalow townhouses and semi-detached units to be permitted on approximately 3.41 hectares (ha) of land.

The purpose and effect of the Zoning By-law Amendment application is to change the zoning of the (proposed) subject property from “Development” (D) Zone to “Community Facility Subzone Exception X” (I-X) Zone to require a minimum 10.0 m side yard abutting the employment and future industrial zones; to permit “semi-detached” and “townhouse” dwellings; a minimum separation of 3.0 m between dwellings; that the private road over the unopened ROW be considered as a public road for zoning purposes; and, that Section 8.13 of the Zoning By-Law shall not apply.



Figure 1: Subject Property

DESCRIPTION OF SUBJECT PROPERTY

The subject property represents an area of approximately 3.41 ha, with frontage on Industrial Drive (via a private driveway extension). The lands are adjacent employment lands as well as “Orchard View by the Mississippi Seniors Complex - Phase 1”. Most of the abutting lands are owned by Houchaimi Holdings Inc.

The land uses surrounding the Subject Property include (project north):

- To the north: Business Park (light industrial uses);
- To the south: rural / agricultural lands under same ownership (vacant);
- To the east: Vacant development lands (future industrial under same ownership); and,
- To the west: “Orchard View by the Mississippi Seniors Complex - Phase 1”

KEY PLAN

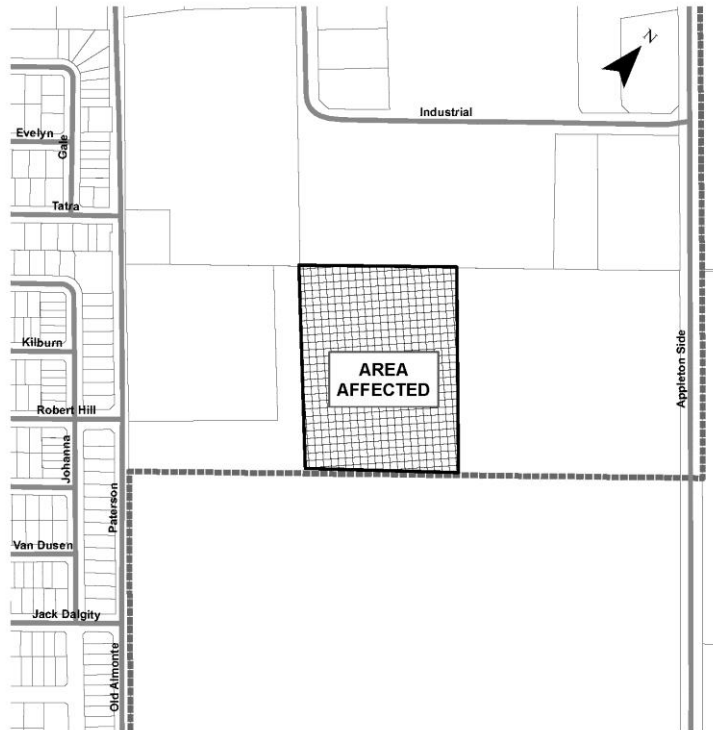


Figure 2: Area Affected

DESCRIPTION OF PROPOSED DEVELOPMENT

The development consists of an aging-in-place complex consisting of a retirement home and freestanding adult bungalow townhouse units on approximately 3.41 hectares (ha) of land.

In support of the proposed development, the applicant has submitted:

- Cover Letter, Application Forms, Planning Rationale
- Plan of Survey
- Traffic Study
- Geotechnical Report
- Servicing Brief
- Stormwater Management Report
- Site Plan
- Retirement Home Market Demand Study

Proposed Site Plan and Elevations have been included in Appendix.

The Market Demand Study concluded the proposed development will provide a much-needed aging-in-place complex. The concept includes a four-storey retirement home with approximately 48 units for seniors with associated amenity spaces and approximately 48 freestanding adult bungalow townhouse units that will ring the Subject Property along a new private roadway, like the successful layout of Phase 1. Vehicular access will be from a private driveway via Industrial Drive over an unopened right of way. This private driveway will be subject to an agreement with the municipality at time of Site Plan Control.

Phase 1 of the Orchard View Complex is currently designated “Residential – Community Facility” as per Schedule ‘A’ of the COP. The applicant is therefore intending to seek the same land use designation for Phase 2 lands.

Per the Ministry of Environment (MOE) D-6 Guidelines, appropriate separation distances and buffers will be incorporated into the Site-Specific Zoning By-law Amendment and Site Plan Control Agreement to ensure the proposed uses would not adversely affect the overall viability of the adjacent employment area or be in conflict with these. The D-6 guidelines recommend minimum separation distances from Class I, Class II industrial uses. With the proposed development’s 10 metre side yard setbacks and a future setback on adjacent lands, the recommended minimum separation distance of 20 metres from Class I Industrial Uses in the area will be achieved. Additional mitigation measures will be required at time of Site Plan Control review for abutting uses (note the

SERVICING & INFRASTRUCTURE

The development is to be fully serviced by municipal water and sanitary services as part of the build out of Phase 2. A site servicing study has been submitted to demonstrate that existing or planned infrastructure and public service facilities are available to accommodate the proposed use.

The municipal servicing and infrastructure demands are not anticipated to change as a result of the application and demand needs have been evaluated through a Servicing Report.

PROPOSED AMENDMENTS

The applicant requires the Site-Specific Official Plan Amendment in order to permit the development of an aging-in-place complex consisting of a retirement home, semi-detached dwellings and freestanding adult bungalow townhouse units on approximately 3.41 hectares (ha) of land.

The applicant further requires a Zoning By-Law Amendment to rezone the subject lands from “Development (D) Zone” to “Community Facility Subzone Exception (I-X)” and permit the following:

- a minimum 10.0 m side yard abutting the employment and future industrial zones;

- to permit “semi-detached” and “townhouse” dwellings;
- a minimum separation of 3.0 m between dwellings
- that the private road over the unopened ROW be considered as a public road for zoning purposes and that Section 8.13 of the Zoning By-Law shall not apply.

This Site-Specific Official Plan Amendment No. 27 and Zoning By-Law Amendment (Z-18-20) are being reviewed concurrently with applications for Site Plan Control and consent to create easement(s) and a new lot. The applicant has submitted all materials for review.

PROVINCIAL POLICY STATEMENT (PPS) 2020

The PPS 2020 is issued under the authority of Section 3 of the Planning Act. According to the PPS, the vision for Ontario’s land use planning system is to carefully manage land to ensure appropriate development to satisfy current and future needs.

In reviewing the proposed development, Staff have considered PPS policies that relate to providing an affordable and market based range of housing, including types, for older persons and long-term care homes (Policy 1.1.1b); providing an appropriate mix of employment uses that are compatible with each other and that integrate well with a mix of other uses in order to meet housing policies (Policy 1.3.1); and preserving employment areas, including considerations for land use compatibility, appropriate transitions between areas, and long-term employment objectives (Policy 1.3.2). Development of Phase 2 of the Orchard View by the Mississippi Complex in conjunction with the existing Phase 1 portion is consistent with the Provincial Policy Statement 2020 (PPS) and can be considered an employment generator for the settlement area. The transition of Mississippi Mills’ aging population from their house through the rental townhouses and retirement home.

LANARK COUNTY SUSTAINABLE COMMUNITIES OFFICIAL PLAN (COUNTY SCOP)

As per Schedule ‘A’ of the County SCOP, the Subject Property is designated in the Settlement Area designation. In the Settlement Areas, mixed-use development is encouraged as an efficient development pattern that optimizes the use of existing resources, public service facilities and infrastructure (Policy 2.3.1.5).

As per Policy 2.6.1.5 of the County SCOP s, the primary objective for the Settlement Area is *“to provide for mixed use communities with appropriate commercial, institutional and employment.”*

As per the Lanark County Sustainable Communities Official Plan, the Subject Property is designated in the Settlement Area of Mississippi Mills which is intended to encourage mixed-use developments. The proposal makes efficient use of land, resources, infrastructure and public service facilities.

As per *Planning Act* requirements, the upper tier municipality is the approval authority for local Official Plan Amendments. If approved by the Council of the Municipality of

Mississippi Mills, the proposed Official Plan Amendment No. 27 will be reviewed and decided upon by Lanark County.

MUNICIPALITY OF MISSISSIPPI MILLS' COMMUNITY OFFICIAL PLAN (COP)

As per Schedule 'A' of the COP the subject lands are currently designated "Industrial" (employment) and are proposed to be designated "Residential – Community Facility" (See **Figure 4**).

As previously mentioned, Phase 1 of the Orchard View Complex is currently designated "Residential – Community Facility" as per Schedule 'A' of the COP. The applicant is therefore intending to seek the same land use designation for Phase 2 lands.

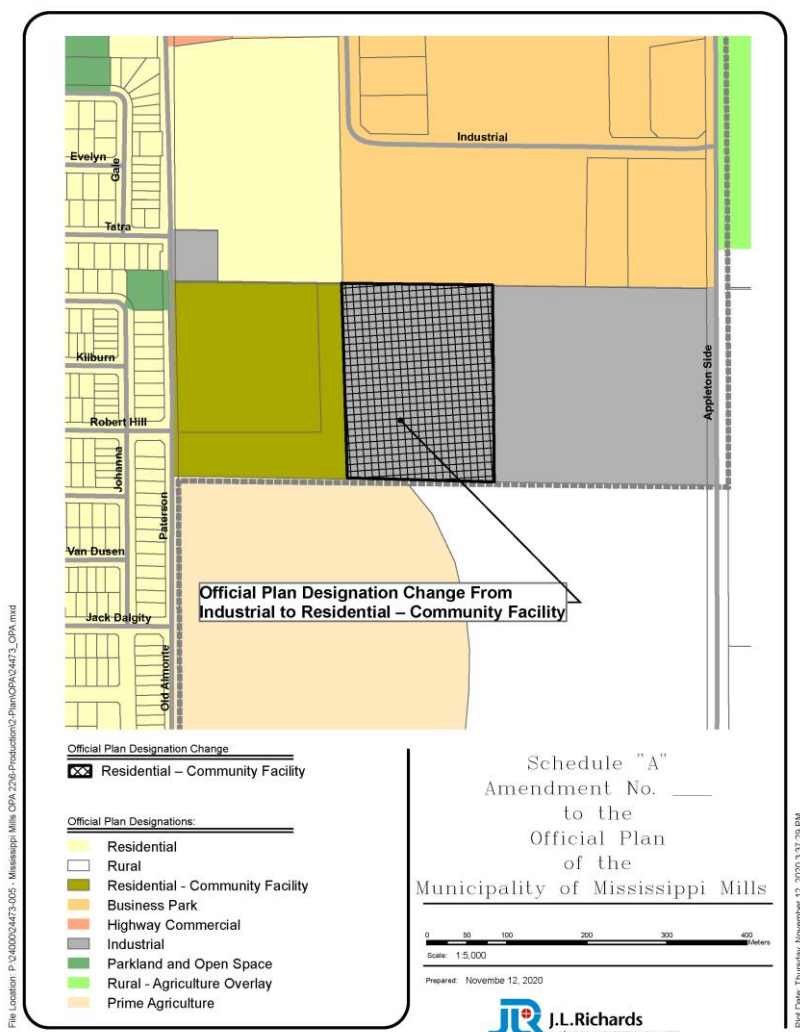


Figure 3: Proposed Change in Land Use Designation

The lands are currently designated "Industrial". Although Policy 3.7.5 of the COP identifies industrial development as an important component of the Municipality's economic base, Staff find that the proposal to change the designation to "Residential –

Community Facility” would still meet the Municipality’s long-term economic and employment goals and objectives (Policy 4.4.1.2). The adjacent lands (Phase 1) are currently designated “Residential – Community Facility” which we also find to be appropriate for the Phase 2 lands.

The proposed long-term care facility would meet the objectives to generate employment (Policy 4.4.1.2) in the area at the same time as promoting better housing options for seniors. In other words, the proposed development would result in minimal loss of employment opportunities.

Considering the proposed change in Land Use Designation, the policies that apply to the “Residential – Community Facility” designation were closely considered:

Policy 3.6.2:

On lands designated “Residential – Community Facility” the permitted uses shall be limited to identified uses in Section 4.7, Community Facilities of this Plan.

Policy 4.7:

The wide range of community facilities located in Mississippi Mills help define the community's role as a regional service centre. Not only do these facilities draw people into the Town because of their various functions, they also provide a large number and wide range of employment opportunities. Within Mississippi Mills, community facilities are generally concentrated in the Almonte Ward, the village of Pakenham and the villages of Clayton and Appleton.

The community facilities shall include uses associated with health, welfare and education purposes, such as hospitals, schools, public libraries, places of worship, youth centres, daycare facilities, association halls, art exhibits and cultural facilities and other similar places of assembly, funeral homes, arenas and similar public recreational facilities, government offices, police or fire stations, public utilities and related uses and activities. These uses shall be permitted within the Residential, Commercial and Industrial designations. Such uses should be located in Almonte, the village of Pakenham and the villages of Clayton, Appleton and Blakeney. Such uses should generally not be located on rural lands.

Policy 4.7.1:

1. The Town shall encourage community facilities to be designed and located so as to allow for the shared/multiple use of the facility.

2. New community facilities shall satisfy the following:

- (i) the proposal is of a scale and design which is compatible with surrounding uses and able to function as a focal point for the neighbourhood or community;*
- (ii) the anticipated level of vehicular and pedestrian traffic does not have significant negative impacts;*

- (iii) the site area is adequate to accommodate buildings, future expansions, off-street parking, amenity areas and landscaping;*
- (iv) the proposed site is located within close proximity to necessary support facilities; and,*
- (v) the proposed site is strategically located in order to minimize travel time for the existing and anticipated service area population.*

3. Adequate buffer space, planting or fencing shall be established between community facility land uses and adjacent land uses when required.

4. Adequate off-street parking facilities shall be provided and generally located to the rear and side of the principal building. Developers proposing parking in the front yard must demonstrate that no other feasible option exists for accommodating the needed parking.

A comprehensive review had been completed in 2017 as part of the Five-Year Review of the Mississippi Mills Community Official Plan in support of OPA 21. The analysis concluded that there was approximately a 7 hectare over supply of employment lands. Although not considered employment lands, the conversion of this 3.41-hectare area for the proposed Orchard View complex will generate employment.

The proposed development is a logical extension to the “Orchard View by the Mississippi Seniors Complex - Phase 1” and will provide a much-needed aging-in-place complex. Matters of compatibility can be addressed through the site-specific zoning exception and site plan control. Furthermore, existing or planned infrastructure and public service facilities are available to accommodate the proposed use.

The proposed development appears to conform to the general intent of the COP, including the policies specific to the “Residential – Community Facility”.

MUNICIPALITY OF MISSISSIPPI MILLS’ ZONING BY-LAW #11-83

The lands are currently zoned as Development (D). The current zoning would not allow for the proposed development.

As such, the Zoning By-Law Amendment proposes to rezone the lands shown on **Figure 5** to “Community Facility, Subzone X (I-X)”. The Phase 1 lands are currently zoned I-3 and I-4.

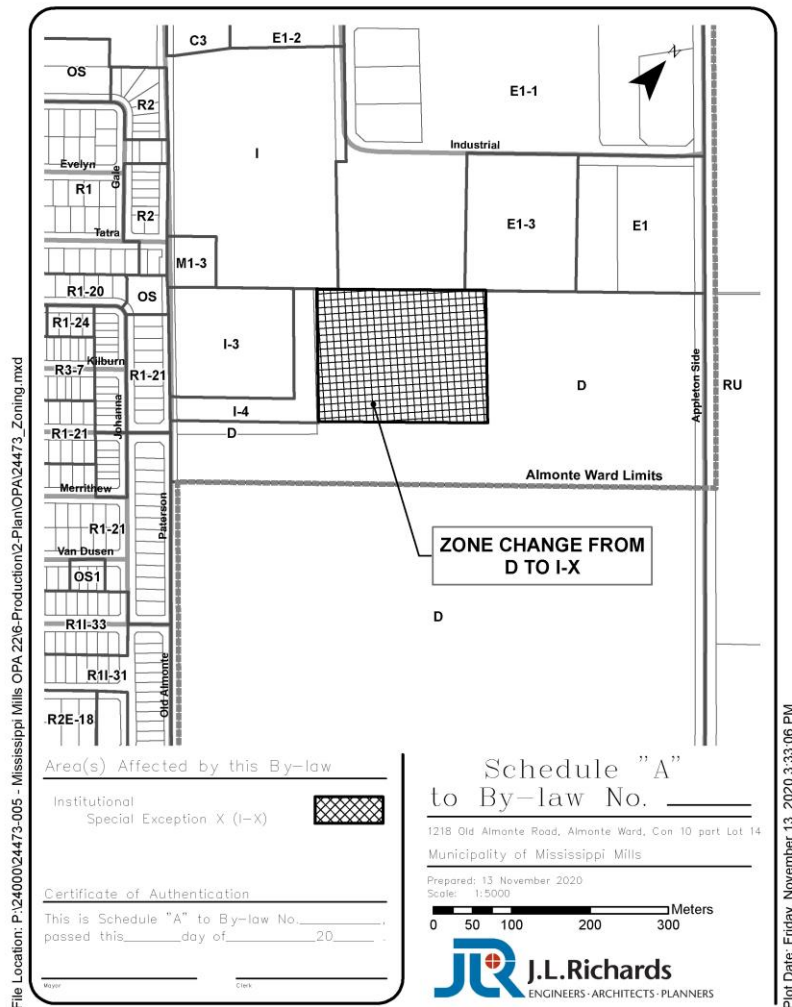


Figure 4: Proposed zoning amendment

As per Section 32 of the Zoning By-Law, the purpose of the Community Facility (I) Zone is to:

- (1) permit a range of community uses, institutional accommodation and emergency service uses to locate in areas designated as Residential, Commercial and Industrial in the Community Official Plan;
- (2) community facilities should be located in the Town of Almonte, the Village of Pakenham and the Villages of Clayton, Appleton and Blakeney; and
- (3) minimize the impact of these institutional uses located in close proximity to residential uses by ensuring that such uses are of a scale and intensity that is compatible with neighbourhood character.

Section 32.1 permits the following uses subject to the following:

- (a) *the provisions of subsection 32.2 (1)*
 - (b) *a maximum of 10 residents is permitted in a group home; and*
 - (c) *a maximum of 3 ancillary rooming units are permitted within a place of worship.*
- *community centre*
 - *day nursery*
 - *emergency service*
 - *funeral establishment*
 - *group home*
 - *hospital*
 - *library*
 - *municipal service centre*
 - *museum*
 - *one dwelling unit ancillary to a permitted use*
 - *park*
 - *place of assembly*
 - *place of worship and ancillary rooming units*
 - *post office*
 - *recreational and athletic facility*
 - *residential care facility*
 - **retirement home**
 - *retirement home, converted*
 - *rooming house*
 - *rooming house, converted*
 - *school*
 - *sports arena*
 - *training centre limited to job instruction / training with a school*

The uses proposed within Phase 2 include a retirement home and freestanding adult bungalow townhouse units. Aside from the proposed retirement home, the semi-detached and townhouse units are not permitted by the zone. Although semi-detached units are not currently contemplated, the Owner has requested this use to permit flexibility in the site layout. These will need to be permitted by way of the proposed zoning exception. **Figure 5** shows the zone provisions of the 'I' Zone.

Table 1 – Zone Provisions of the Community Facility (I) Zone (Section 32.2)

Provisions	Zoning Requirement (Municipal Water and Sewer)
Lot Area, Minimum (m ²)	Nil
Lot Frontage, Minimum (m)	Nil
Front Yard, Minimum (m)	6
Rear Yard, Minimum (m)	7.5
Side Yard, Minimum (m)	5
Exterior Side Yard, Minimum (m)	6
Landscaped Open Space	10% (a)
Building Height, Maximum	14

- (a) The minimum required Landscaped Open Space shall include a solid fence a minimum of 1.5 m (4.9 ft) in height constructed of wood, metal or equivalent material along any lot line that abuts a lot in a Residential or Open Space Zone.

The applicant's development proposal conforms to all the provisions of Section 32.2 of the Zoning By-Law. A 10 metre side yard setback will be implemented in accordance with MOE D-6 guidelines as explained earlier in this background report.

The applicant is also seeking exemption from Section 8.13(1) (One Dwelling Per Lot) of the zoning, which prescribes a "one dwelling per lot" provision as follows:

Except where specifically permitted by this By-law, not more than one dwelling shall be located on a lot. Notwithstanding, apartment dwellings are permitted to have more than one building granted all other provisions of this by-law are met [By-law #18-77].

The property will be accessed from a private driveway over an unopened road allowance. An agreement will need to be entered into with the municipality to permit this. As the lot will not front on an open public road, an exception is also proposed for this.

Therefore, a Zoning By-Law Amendment is required to rezone the subject lands from "Development (D) Zone" to "Community Facility Subzone Exception (1-X)" and permit the following:

- a minimum 10.0 m side yard abutting the employment and future industrial zones;
- to permit "semi-detached" and "townhouse" dwellings;
- a minimum separation of 3.0 m between dwellings
- that the private road over the unopened ROW be considered as a public road for zoning purposes and that Section 8.13 of the Zoning By-Law shall not apply.

PUBLIC COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act. The Planning Act prescribes that notice be placed on site and mailed to all property owners within 120m of the subject lands. Appendix C contains the public comments received as of December 7, 2020. Comments received after that time are noted and read at the public meeting.

CIRCULATION COMMENTS:

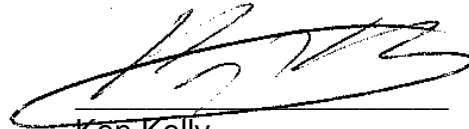
The applications are also being circulated to municipal staff and the list of prescribed bodies and persons in accordance with the Planning Act.

A staff report analyzing the merits of the application will be prepared following the public meeting in order to fully consider all public comments received.

All of which is respectfully submitted,



Marc Rivet, MCIP, RPP
Planning Consultant



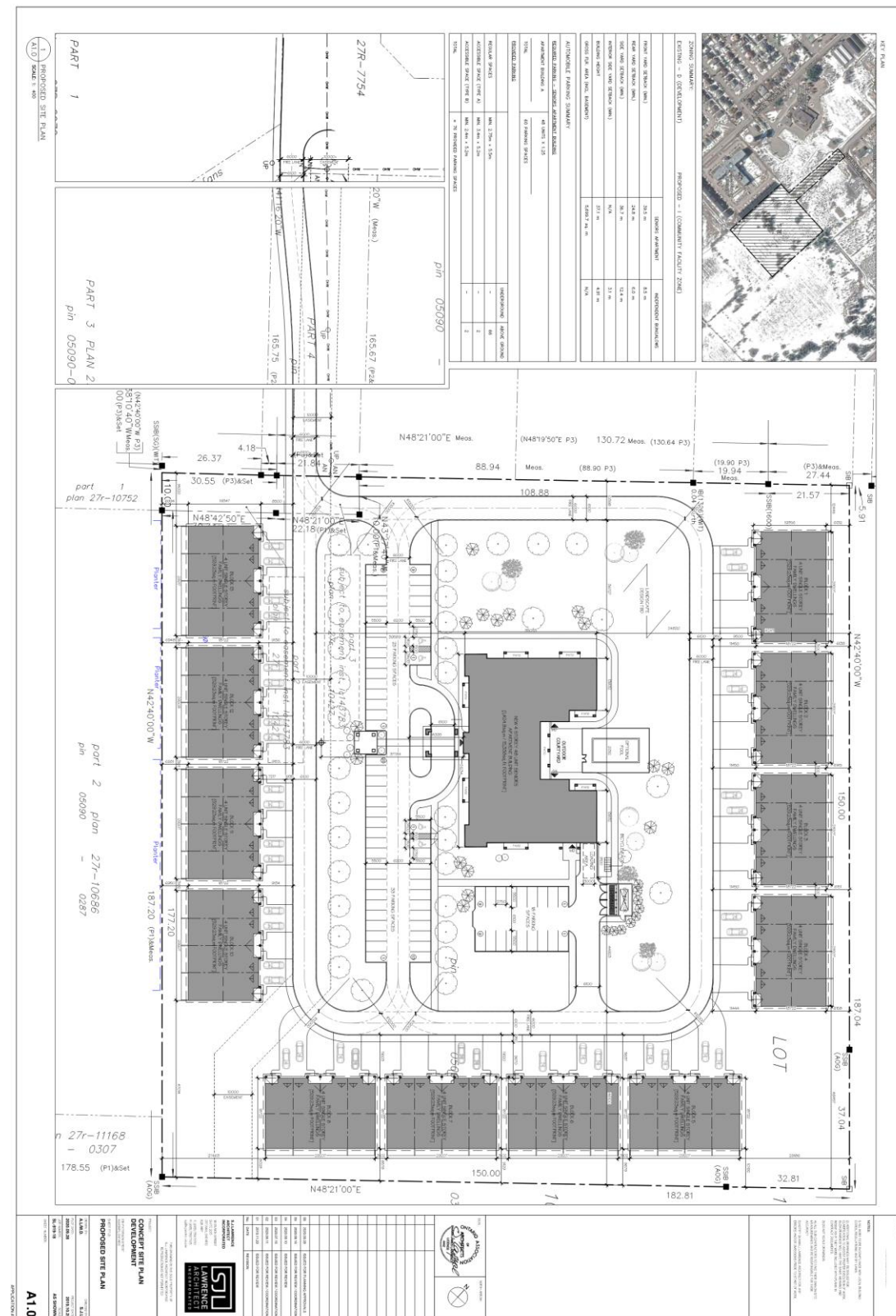
Ken Kelly
Chief Administrative Officer

Attachments:

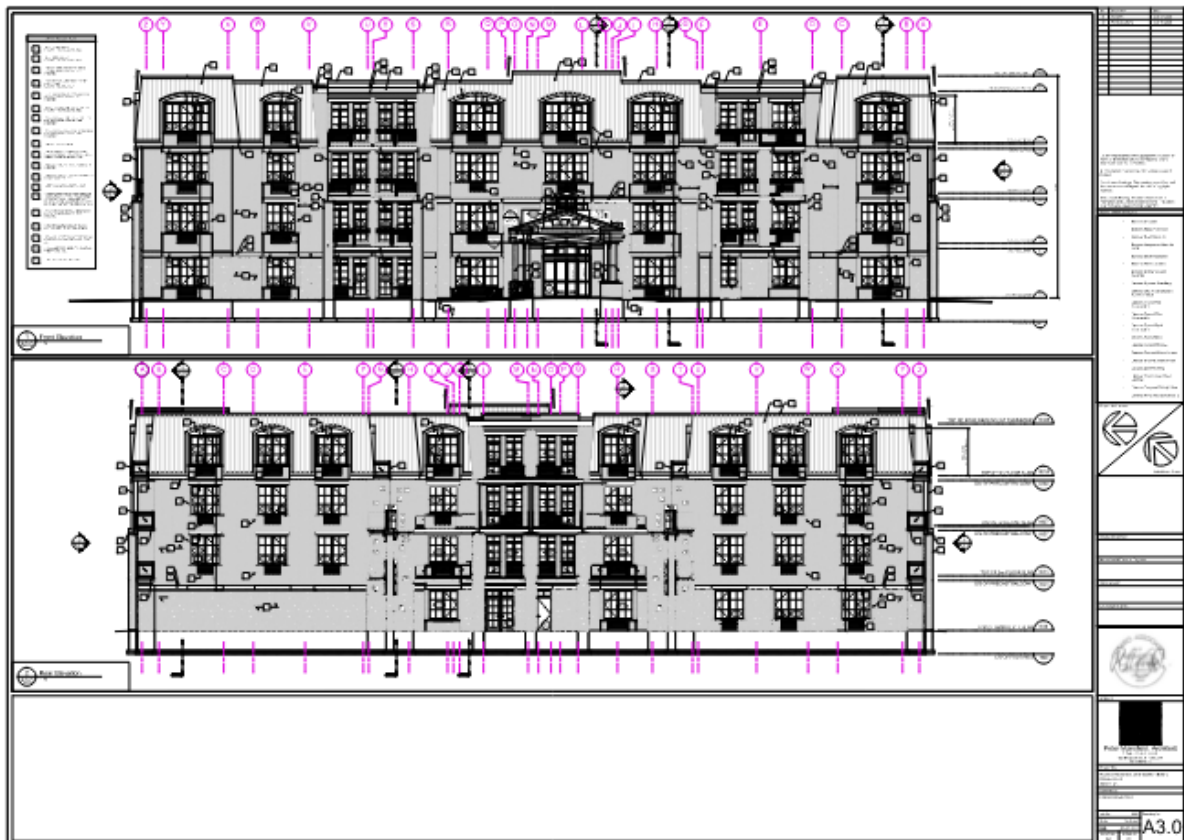
Appendix A – Proposed Site Plan

Appendix B1-B2 – Proposed Elevations

Appendix C – Public Comments Received



Appendix B1 – Proposed Elevations (Retirement Home)



Appendix B2 – Proposed Elevations (Bungalow Townhouses)



From: [Tracy Julian](#)
To: [Maggie Yet](#)
Subject: Zoning By-law Amendment Z-18-20
Date: December 4, 2020 7:51:53 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Could you please provide more information on what this new development would include. How many new units and what type of units?

Thank you, Tracy Julian

From: [S. Law](#)
To: [Maggie Yet](#)
Subject: Notice of Complete Application and Public Meeting
Date: November 21, 2020 10:10:54 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Maggie,

I received notice in the mail of the proposed zoning changes near the Orchard View Development. I have read the materials provided. My concern with the proposal is that there is no mention of improving Paterson Street. Currently Paterson has parking in front of Orchard View. The space allocated on the road does not seem to be sufficient as it frequently causes traffic flow problems. Lines should be placed on the road for traffic and parking. There is frequent honking and anger due to the poor development of the street and/or poor driving. I live on Johanna and hear the problems it causes. I also drive on the road and people need to squeeze in between parked cars to allow on coming traffic through. I fear with further development, the problems will only increase.

Until the traffic/parking issue on Paterson Dr is resolved i cannot support the change in zoning. Can you please advise if the issue is being addressed by council and if not, how do i submit a formal request to deny the change in zoning?

Thank you,
Susan Law
43 Johanna St.

Sent from my iPad

From: [Susan Law](#)
To: [Marc Rivet](#)
Cc: [Maggie Yet](#)
Subject: Re: Notice of Complete Application and Public Meeting
Date: December 2, 2020 10:27:58 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you very much for your response. It does address my concerns. I see no issues with the amendment to the zoning for the area.

Kind regards,
Susan

Sent from my iPhone

On Dec 2, 2020, at 10:23 AM, Marc Rivet <[REDACTED]> wrote:

Good morning Ms. Law,

My name is Marc Rivet and am assisting the planning department with this file. Although the current application is for an Official Plan Amendment and Zoning By-law, the Site Plan should answer your questions / concerns. The project known as Orchard View Estates Phase II but will only be accessed via Industrial Drive via a +/- 160 m long private driveway built to meet Building and Fire Code requirements. There will not be a connection through Orchard View Estates Phase 1 (to Paterson Street). Phase II will have its own driveway and parking.

Trusting this answers your concerns.

<image001.jpg>

Regards.
Marc

-----Original Message-----

From: S. Law [REDACTED]
Sent: November 21, 2020 10:11 PM
To: Maggie Yet <myet@mississippimills.ca>
Subject: Notice of Complete Application and Public Meeting

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Maggie,

I received notice in the mail of the proposed zoning changes near the Orchard View Development. I have read the materials provided. My concern with the proposal is that there is no mention of improving Paterson Street. Currently Paterson has parking in front of Orchard View. The space allocated on the road does not seem to be sufficient as it

frequently causes traffic flow problems. Lines should be placed on the road for traffic and parking. There is frequent honking and anger due to the poor development of the street and/or poor driving. I live on Johanna and hear the problems it causes. I also drive on the road and people need to squeeze in between parked cars to allow on coming traffic through. I fear with further development, the problems will only increase.

Until the traffic/parking issue on Paterson Dr is resolved i cannot support the change in zoning. Can you please advise if the issue is being addressed by council and if not, how do i submit a formal request to deny the change in zoning?

Thank you,
Susan Law
43 Johanna St.

Sent from my iPad

Marc Rivet, RPP, MCIP
Associate
Senior Planner

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1



[<0.png>](#)

*J.L. Richards & Associates Limited is proactively doing our part to protect the wellbeing of our staff and communities while improving our communication technology. **We are pleased to announce that we have implemented direct phone lines for all of our staff, allowing you to connect with us regardless of whether we are working remotely or in the office.** We are dedicated to delivering quality services to you through value and commitment, as always. Please reach out to us if you have any questions about your project.*

<A1.0 Site Plan - OVMS sept 28 2020.pdf>

From: [Ann LeBlanc](#)
To: [Maggie Yet](#)
Subject: request for information
Date: December 4, 2020 10:04:25 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attention: Maggie Yet

Hi,

I read the "Notice of Complete Application and Public Meeting - 219 Paterson Street (Zoning)" and would like any additional information you have that you are permitted to share with the public. I live in Riverfront Estates and since this proposal is close to my house I would like as much information as possible.

This is the information on the notice...

ADDITIONAL INFORMATION including a copy of the proposed Zoning By-law Amendment

ZONING BY-LAW #11-83

MUNICIPALITY OF MISSISSIPPI MILLS NOTICE OF COMPLETE APPLICATION AND PUBLIC MEETING PURSUANT TO SECTIONS 34 THE PLANNING ACT R.S.O. 1990, CHAPTER P.13.

Thank you for your assistance.

Ann LeBlanc
727 Maurice Stead Street
Almonte

From: [Ann LeBlanc](#)
To: [Marc Rivet](#)
Cc: [Maggie Yet](#); [Malcolm Graham](#)
Subject: Re: FW: request for information
Date: December 7, 2020 12:29:19 PM
Attachments: [0.png](#)

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Thank you very much for the information.

It is nice to see the increase in housing for seniors (I will be one someday soon... yikes)... The existing Orchardview Residence is beautiful, so I can only imagine that the next one will be just as attractive.

We fully support the rezoning application.

Ann LeBlanc & Malcolm Graham

On Mon, Dec 7, 2020 at 10:21 AM Marc Rivet <[REDACTED]> wrote:

Good morning Ms. LeBlanc,

My name is Marc Rivet and am assisting the planning department with this file.

The current application is for an Official Plan Amendment and Zoning By-law. A Site Plan control application will follow after the use and provisions have been established. The project is known as Orchard View Estates Phase II but will only be accessed via Industrial Drive via a +/- 160 m long private driveway built to meet Building and Fire Code requirements. There will not be a connection through Orchard View Estates Phase 1 (to Paterson Street). The development will have its own driveway and parking.

The OPA 27 and Zoning By-law Amendment report includes details on the proposal. Retirement home is proposed to be 4 storeys in height (48 units) and bungalow townhomes (48 units). I believe the plan is to start construction Spring-Summer 2021 (should all approvals and agreements be in place) – length is dependant on phasing / demand. Once we start the Site Plan review process we could look into this with developer.

Maggie – could you forward the Background Report / copy of OPA 27?

Trusting this answers your concerns.

Regards.

Marc



Marc Rivet, RPP, MCIP
Associate
Senior Planner

J.L. Richards & Associates Limited
700 - 1565 Carling Avenue, Ottawa, ON K1Z 8R1



**J.L. Richards
& Associates Limited**
ENGINEERS • ARCHITECTS • PLANNERS



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any questions about your project.

From: Ann LeBlanc <[REDACTED]>
Sent: December 4, 2020 10:04 AM
To: Maggie Yet <myet@mississippimills.ca>
Subject: request for information

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Attention: Maggie Yet

Hi,

I read the "Notice of Complete Application and Public Meeting - 219 Paterson Street (Zoning)" and would like any additional information you have that you are permitted to share with the public. I live in Riverfront Estates and since this proposal is close to my house I would like as much information as possible.

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ADDITIONAL INFORMATION including a copy of the proposed Zoning By-law Amendment

ZONING BY-LAW #11-83

MUNICIPALITY OF MISSISSIPPI MILLS NOTICE OF COMPLETE
APPLICATION AND PUBLIC MEETING PURSUANT TO SECTIONS 34
THE PLANNING ACT R.S.O. 1990, CHAPTER P.13.

Thank you for your assistance.

Ann LeBlanc

727 Maurice Stead Street

Almonte

From: [d.merrithew](#)
To: [Maggie Yet](#)
Subject: OPA 27
Date: November 27, 2020 12:45:17 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

RE: OPA 27

Thank you for the notice "A Proposed Amendment to MM Community Official Plan" - An Aging-in-Place complex : retirement home, freestanding adult bungalow townhouse and semi-detached units. (Orchardview?).

The Amendment is vague, therefore these questions may be premature:

How many stories tall will the "retirement home" be and how many units?
How many freestanding adult bungalow townhouses (# units/dwellings)
How many semi-detached units/dwellings.

Important: Will the developer plan for sufficient off-street parking for both residents and Visitors to the complex.

When (what date/year) will development / construction begin, and
When (date/year) will the project be complete?

Debbie Merrithew
78 Johanna Street
Almonte ON
[REDACTED]

From: [W & B Munro](#)
To: [Maggie Yet](#)
Subject: OPA 27
Date: November 26, 2020 10:24:09 AM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning

We live at 95 Johanna Street, Almonte. Our residence backs onto Patterson Street across from Orchard View on the Mississippi.

We have questions/concerns concerning the proposed OPA 27.

- 1/ Is this amendment an extension to the existing Orchard View facility?
- 2/ What allowances are made for Resident/visitor parking?

Our concern is the parking issue. Currently, visitors park on Patterson Street, which is narrow and very busy. There are two schools in the area, there is heavy construction traffic to the new home construction site. This traffic will only increase as construction takes place as proposed.

When there are events at Orchard View, visitors end up parking well beyond Robert Hill onto the Old Almonte Road.

Also, traffic speed is an issue. As people leave the stop sign on Patterson, they go into launch mode and are travelling well beyond the posted speed limit, in both directions!

These do not present a safe environment for vehicle or pedestrian traffic. There has already been one collision at the Robert Hill/Patterson Street intersection.

We need the developer to allocate sufficient ON SITE parking for this site!

Thank you

Brenda and Wayne Munro



December 8, 2020

Council of Mississippi Mills
Municipal Office
3131 Old Perth Road, P.O. Box 400,
Almonte, Ontario
K0A 1A0

Dear Councillors,

Re: Orchard View Estates Phase 2

McIntosh Perry has been retained by Houchaimi Holdings Inc. to pursue Planning Act approval of Phase 2 of the Orchard View Estates retirement home development. The development proposal requires Official Plan Amendment, Zoning By-law Amendment, Site Plan Control, and Consent applications.

The proposed retirement home use includes a four-storey 48-unit apartment dwelling and a total of 48 townhouse units enclosing the perimeter of the site. From staffing and operations/administrative standpoints, the proposed development will be integrated with the existing Orchard View retirement home complex on the adjacent lands to the west.

The Project Team and our Clients have been working collaboratively with Municipal Staff since our initial discussions in December of 2019, and these discussions have been positive and constructive.

We are looking forward to receiving comments from Council, Staff, and interested members of the public.

Should you have any questions or require any further information, please do not hesitate to contact the undersigned.

McIntosh Perry Consulting Engineers Ltd.

Prepared By:



Vithulan Vivekanandan, MES Pl.

Junior Planner

T: 613.714.5926

E: v.vivekanandan@mcintoshperry.com

u:\ottawa\01 project - proposals\2020 jobs\cco\cco-20-0034 houchaimi - orchard view - industrial dr\to others\2020.12.08 - letter to council dec 8 2020\orchard view_phase 2_letter to council.docx

Municipality of Mississippi Mills

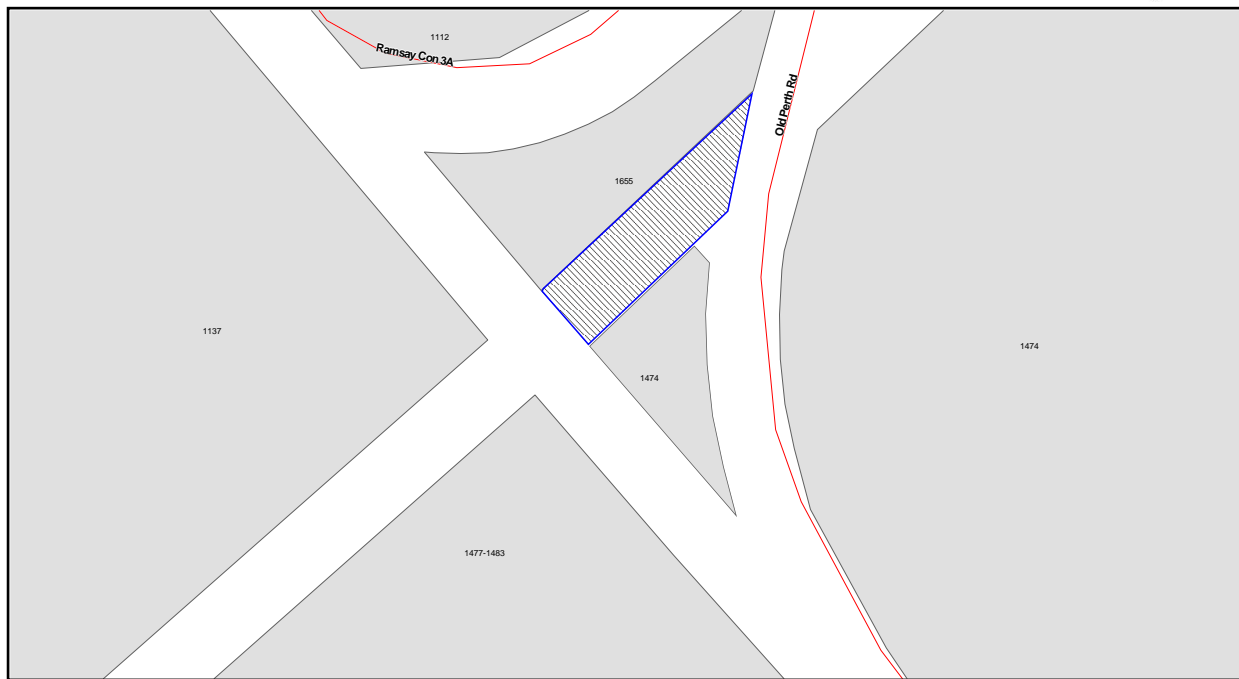
PUBLIC NOTICE

TAKE NOTICE that the Council of the Municipality of Mississippi Mills proposes to enact Bylaws in accordance with Section 34 of the Municipal Act, 2001 to stop-up and close the following described highways or parts of highways:

Unopened Road Allowance known as: Portion of Old Perth Road allowance between Lots 10 & 11, Concession 3, Ramsay Ward, Municipality of Mississippi Mills



Surplus Lands for Stop-Up and Disposition



The proposed Bylaw will come before the said Council for consideration at its regular meeting at the Municipal Office, located at 3131 Old Perth Road, RR2, Almonte, Ontario on the 15th day of December, 2020 at the hour of 6:00 o'clock p.m. and at that time, the Council will hear comments from persons who claim that this/her land will be prejudicially affected and who applies to be heard. Comments on the proposal may be directed to the undersigned planner between 8:30 a.m. and 4:30 p.m. Monday to Friday.

DATED AT THE MUNICIPALITY OF MISSISSIPPI MILLS THIS 24TH DAY OF NOVEMBER, 2020

Maggie Yet, Planner 1
613-256-2064 ext. 206
myet@mississippimills.ca

Beautiful Eastern Association of Snowmobile Trails

P.O. Box 8, Stittsville, Ontario
K2S 1A2

Website: www.thebeast.ca

E-mail: info@thebeast.ca



December 7, 2020

Maggie Yet
Mississippi Mills Planner

**Re: Unopened road allowance known as: Portion of Old Perth Road
allowance between lots 10 and 11, Concession 3, Ramsay Ward,
Municipality of Mississippi Mills.**

Dear Maggie:

Thank you for reaching out and making our snowmobile club aware of this.

One of our main connecting trails, BEAST 306. This trail is a critical north south connector from Mississippi Lake to Clayton Lake and has been in existence for over 40 years. This trail uses the unopened road allowance that continues from Miller Road east until it meets Concession 3. At this intersection of 2 road allowances our trail transitions across a bridge onto private property owned by the Deschamp family. They have been long time supporters of our club. A small portion of this bridge resides on the property in question. Two of our volunteers were inspecting the bridge this past weekend and noticed the orange paint on the bridge.

As you can appreciate the BEAST snowmobile club would not be in favour of this sale due to the uncertainty of the “next landowner” and his/her acceptance of our trail on their property. We would prefer it remain a public road allowance.

Respectfully,

Ian Edwards
BEAST President

From: [Nick de Boer](#)
To: [Maggie Yet](#)
Subject: Road Closure
Date: December 9, 2020 2:19:38 PM

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Maggie,

Please send me the following information on the area of the proposed road closure on Old Perth Road.

- 1) What will the resulting area of 1655 plus 1474 plus the road closure equal? (The resulting lot size)
- 2) What is the minimum lot size for a rural building lot?
- 3) A map showing the creek/stream that flows at or near the Concession 3 road allowance and the landscape contours.
- 4) What are the setback restrictions from the creek and the road?

Thank you
Nick de Boer

From: [Ronald Deschamps](#)
To: [Maggie Yet](#)
Subject: Re: Lot 10&11 Ramsay ward Road Allowance
Date: December 8, 2020 3:58:18 PM

Sent from my iPhone

> On Dec 8, 2020, at 3:57 PM, Ronald Deschamps <[REDACTED]> wrote:

>

> Good afternoon. My name is Ron Deschamps and I am writing to you to oppose the sale of the road allowance at the above mentioned address to a developer. My mother Patricia Deschamps owns the land on one side of the road allowance. I grew up in Mississippi Mills and considered myself lucky to have 100 acres to play and explore on. I may not have had Winnie the Pooh or rabbit but I did have a dog named Duke and together we had many adventures, built forts and caught frogs in the streams. As I grew up I used the property as a member of the snowmobile club and was lucky enough to spend many days travelling on it. As a teenager I used the property to drive my ATV on and dirt bikes. I have also brought my children up on the property and instilled them with a sense of adventure and a respect for nature. I too live in Mississippi Mills and am shocked and appalled that this sale is even happening. If the sale goes through it will make my mother's property value decrease. I strongly recommend that if the land is to be sold my mother has the right to purchase it. Have we not lost enough of our values land to developers.

> Thank you for your consideration. I hope you el make the best decision for all of the parties involved. Kindly confirm receipt of this email.

>

> Ron Deschamps

>

> Sent from my iPhone

Tammy Kleiboer

1112 Ramsay Concession 3A, Almonte, ON, K0A 1A0

[REDACTED]

[REDACTED]

Thursday, December 3, 2020

Maggie Yet

Planner 1

Municipality of Mississippi Mills

3131 Old Perth Road, Almonte, ON, K0A 1A0

Dear Ms. Yet,

I am writing this letter as a follow up to our telephone conversation on Friday, November 27th, 2020, as per your request. As stated during that conversation, our family is very displeased with the information shared within the public notice. This not only impacts me personally, but also my mother, Patricia Lynne Deschamps, who resides at 1655 Old Perth Road. We are very upset to learn of the proposal that the Council of the Municipality of Mississippi Mills proposes to enact Bylaws in accordance with Section 34 of the Municipal Act, 2001, to stop-up and close the following described highways or parts of highways:

Unopened Road Allowance known as: Portion of Old Perth Road allowance between Lots 10 & 11, Concession 3, Ramsay Ward, Municipality of Mississippi Mills.

During our conversation, you responded to my question regarding why this has come about. Your response was that a local developer is interested in purchasing the land listed within the public notice. As a resident of this area with my family for almost fifty years, the thought of losing this road allowance to a local developer is extremely disheartening. We continue to maintain the land owned by my mother adjacent to the road allowance, enjoy the nature trail with family, and allow access to the BEAST snowmobile club for winter recreation. It would be an absolute shame to lose the road allowance to a developer! We are saddened to think of the possibility that the land could be sold. If the stop-up and disposition occurs, our family is extremely interested in the purchase of the land (road allowance) as it has sentimental value to us. We have sought legal counsel who will also be in correspondence with you.

In closing, this area of Mississippi Mills which has been my home for as long as I can remember, is extremely special to me and my family. Our father, Bob Deschamps, purchased the land many years ago to raise his family and enjoy the richness of the land. I know he would be proud that we will do whatever we can to preserve this land from local developers.

Thank you for your time and understanding.

Sincerely,

Tammy Kleiboer

Municipality of Mississippi Mills
Maggie Yet, Planner 1
613-256-2064 ext. 206
myet@mississippimills.ca

Hello Ms. Yet and Council,

I recently learned of the township's desire to stop-up an unopened road allowance that abuts my property at 1137 Ramsay Concession 3A.

We moved here recently, from a 55 acre property in Cedar Hill where we enjoyed 12 years of peace and privacy. We moved to this 45 acre property along the beautiful Wolf Grove creek, surrounded for the most part by other large properties. We were attracted by the scenery, the ecological value of the area (including the provincially significant Wolf Grove Wetland Complex), and the privacy.

You can imagine how upsetting it is that in the 18 months that we have lived here, through severances and minor variances, the town has approved 4 houses within 250m of ours. These developments include narrow lots with shared driveways, two dwelling units on a single lot and other non-standard elements for rural development.

The municipality is now considering the sale of an unopened road allowance in order to squish a fifth house onto a tiny lot adjacent to my side yard. This would again require bending the rules, to reduce setbacks. Moreover, markings along Old Perth Rd. suggest that further development plans might be underway. A once beautiful area of forest and wetlands is being converted into a neighborhood with the character of an estate lot subdivision.

We feel that we are under attack by development that we were not anticipating, and are now evaluating whether we wish to remain at this house. Beyond our personal feelings, there are many objective reasons why my wife and I believe that this proposal to sell the unopened road allowance is inconsistent with the municipality's Official Plan and other local policies and priorities. Four are outlined below:

1. Development of such a small lot is clearly inconsistent with Official Plan goals for the RU zone:

Maintaining the "rural character" within the RU zone is a priority of the Official Plan. The Zoning Bylaw prescribes a minimum lot area for the RU zone of 1 ha (2.5 ac). While I recognize that existing lots are exempt from this, the minimum was established in order to maintain this rural character. The lot currently owned by Mr. Jackson is unusable because of its very small size (0.08ha/0.19ac). Even in combination with the municipality's road allowance, the lot would

be tiny at 0.19ha/0.47 acres. This size is clearly well below the 2.5 ac defined in the Official Plan as the minimum size required to maintain the character of rural areas.

2. These road allowances are used extensively for recreational purposes

Official Plan 4.6.4.5, 2. States that: “The Town shall retain ownership of all unopened road allowances unless it is clearly demonstrated that there is no use for the road allowance for roadways, pedestrians, cycling or recreation trail or walkways, utility corridors, public access to waterways, recreational vehicle trails or any other possible future public use.”

These road allowances are heavily used in winter as an OFSC snowmobile trail. The current trail travels along my property boundary to the intersection of the road allowances, and then crosses Wolf Grove creek over my neighbour’s private land to reach the corner of Old Perth Rd and Conc. 3A. Should their private land become inaccessible, the trail could reach Old Perth Rd through the Road Allowance being considered for sale. The only other route, travelling NW and crossing the creek twice, would be extremely dangerous because of the (already dangerous) blind corner on Conc. 3A.

Mississippi Mills has the honour of hosting a stretch of the Great Trail of Canada (formerly the TransCanada Trail), along Old Perth Rd. Old Perth Rd. is also considered a municipal “Heritage Road” because of its scenic beauty. This road is used heavily by cyclists and pedestrians, many of whom stop near Wolf Grove Creek to take in the views. Cyclists often stop for lunch on the corner of Old Perth Rd. and 3A, or (unknowingly) cross the private land to stand near the bridge. We and other local inhabitants, walk and ski these road allowances regularly throughout the year, and in summer, bring our dogs to swim in the creek or catch minnows with our children. This is not the place to sell off tiny slivers of public land to facilitate rural sprawl.

3. Even if the lot was sold, the resultant development would cause further environmental and zoning-bylaw concerns

Mr Jackson’s current lot has a maximum depth of approximately 41m, and the municipality’s road allowance has a depth of 67m. A substantial portion of this already narrow depth is taken up by creek and cliff. It would be impossible to build on Mr. Jackson’s existing lot without violating the 9m minimum road setback, or the 30m creek setback. It would be challenging, and perhaps impossible, to achieve the minimum setbacks even in the widest portion of the municipal land. Permitting a reduction in the setback from the creek, and building a septic system perched atop the cliff of fractured rock is a sure recipe for leaching into the creek. The town has the ability to avoid these negative outcomes entirely, by retaining ownership of the road allowance.

4. The density of development being imposed on local residents threatens traditional rural land uses

In the RU zone, the official plan seeks to “protect rural resources, traditional land uses, and environmental features”. By permitting development at these densities, the municipality is unknowingly eroding our ability to carry out normal rural activities, such as keeping chickens or other livestock and having outdoor wood furnaces. For example, the two dwelling units approved to the north of my lot means that I will not be permitted to have an outdoor wood furnace in my preferred location, despite that my house is plumbed and ready for one. Similarly, these houses will be too close the house adjacent to them to have a wood furnace. The lot you are proposing to sell is 100m away from a current outdoor wood furnace, so beyond the 50m limit imposed by Bylaw 01-40, but this example demonstrates the challenges that emerge when you develop at a density that does not meet the minimum thresholds for the RU zone.

I am not against residential development, but want to live in a community that makes strategic decisions to prioritize quality of life. This kind rural sprawl (or as it is less generously called, “dumb growth”) is widely understood to be an inefficient form of development, with negative impacts on the environment and quality of life, and negligible economic benefits in comparison to more strategic forms of growth. Selling municipal land to facilitate this kind of development would be shortsighted and would do nothing to enrich the local economy in the long-term. We sincerely urge council to reject this proposal and retain ownership of the road allowance.

Sincerely,



Paul and Sarah Smith

From: [Maggie Yet](#)
To: ["Paul Smith"](#)
Subject: RE: Opposition to sale of road allowance
Date: December 10, 2020 8:49:36 AM

Hi Paul,

Land sales are not regulated under the Planning Act but per the Municipal Act. Section 270(1)1 of the Municipal Act requires a municipality to adopt and maintain policies for land disposition. Sale of municipal land in Mississippi Mills is per By-law 19-125 Land Sale.

Abutting lands is defined within the land sale by-law as follows:

1(a) "Abutting Land" in the case of the disposal of a closed road or highway, abutting land refers to a property that is immediately to the side of the road or highway, but does not include a property which touches either end of the road or highway. With respect to any other land disposal, abutting land is any real property which touches the Municipality's land parcel.

Given the above definition, 1137 Ramsay Concession 3A would not have been considered as immediately abutting the portion of the road allowance proposed to be closed.

Sincerely,

Maggie Yet

Planner 1

Municipality of Mississippi Mills
3131 Old Perth Road, P.O. Box 400
Almonte, ON, K0A 1A0
P: (613) 256-2064 ext. 206
F: (613) 256-4887



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From: Paul Smith <[REDACTED]>
Sent: December 9, 2020 4:35 PM
To: Maggie Yet <myet@mississippimills.ca>

Subject: Re: Opposition to sale of road allowance

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Maggie,

My address is 1137 Ramsay Concession 3A, and my property abuts these road allowances. Technically, it abuts the road allowance that is perpendicular to this one, but our lots would be touching if not for the road allowances themselves.

The bylaw suggests that only "abutting" landowners should be contacted. Is this proposal not regulated by the Planning Act (zoning change from ?? to RU) and therefore requiring notification within a prescribed zone?

The two Kleiboer families received notices (one abutting landowner, one nearby). I did not.

Paul

On Wed., Dec. 9, 2020, 3:52 p.m. Maggie Yet, <myet@mississippimills.ca> wrote:

Hi Paul,

Can you provide the civic address for the property? I will follow up your inquiry.

The notice was sent out in accordance with the Municipality's Land Sale By-law and Notice By-law. Both are attached for your reference.

Sincerely,

Maggie Yet
Planner 1

Municipality of Mississippi Mills
3131 Old Perth Road, P.O. Box 400
Almonte, ON, K0A 1A0
P: (613) 256-2064 ext. 206
F: (613) 256-4887



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From: Paul Smith <[REDACTED]>
Sent: December 9, 2020 3:42 PM
To: Maggie Yet <myet@mississippimills.ca>
Subject: Re: Opposition to sale of road allowance

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Maggie,

I think I mentioned this in passing, but I've since learned that the appropriate processes might not have been followed with respect to this proposal, so I wanted to register this comment officially.

My property is immediately adjacent to road allowance proposed for sale. I did not receive a notice by mail, and learned of this proposal a week or two ago, when I found the markings in the forest.

I wonder whether other adjacent landowners have been properly notified?

Can you please confirm.

Thanks,
Paul

On Tue., Dec. 8, 2020, 10:23 a.m. Maggie Yet, <myet@mississippimills.ca> wrote:

Hi Paul,

Thank you for your comments. At the next Committee of the Whole meeting, Council will be considering whether or not to deem the proposed portion of the road allowance as surplus. If Council defeats the motion, the issue will be closed. If Council moves forward with the motion, the next step would be to stop up and close the road, followed by sale.

Public comments received in writing up until the night of the meeting will be read aloud for consideration. Given the ongoing COVID situation, the public is discouraged from attending meetings in person. We encourage you participate by watching via the Municipality's livestream of the meeting which is available on the Council Calendar page at the time of the meeting.

The comments you have provided will also be provided to Council in advance of the meeting and appended to the staff report for the proposal.

Please let me know if you have any further questions, comments or concerns.

Sincerely,

Maggie Yet

Planner 1

Municipality of Mississippi Mills
3131 Old Perth Road, P.O. Box 400
Almonte, ON, K0A 1A0
P: (613) 256-2064 ext. 206
F: (613) 256-4887

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From: Paul Smith <[REDACTED]>
Sent: December 7, 2020 9:52 PM
To: Maggie Yet <myet@mississippimills.ca>
Subject: Opposition to sale of road allowance

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Ms. Yet,

Thank you for returning my call and fielding my questions. Attached is a letter that outlines the key aspects (among many) of my opposition to the sale of the road allowance near Old Perth Rd and Conc. 3A.

Can you please clarify the process, in light of covid. Is council voting on this proposal on Dec.15th, and if so are we able to attend the meeting? Is attendance virtual?

Thanks very much,
Paul

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 15, 2020
TO: Council
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: 2021 Budget

RECOMMENDATION:

THAT Council approve the 2021 budget.

BACKGROUND:

On June 16, 2020 Council approved a new timeline and process for the 2021 budget:

Resolution No. 239-20

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT Council approve Option 2-enhanced community engagement, a September target start date, and a December target approval date as the 2021 budget schedule and process.

CARRIED

The process and timelines and that were outlined in the original report and approved by Council have been followed with the exception of the final Council approval date which was scheduled for December 8, 2020. The process included weekly educational pieces and a public budget survey that replaced the historic public meeting.

DISCUSSION:

A series of special Committee of the Whole meetings on the budget were held on September 27th, October 13th, October 15th and November 24th. The shortfall being considered by Council on November 24th was \$3,487,445 before including service delivery and strategic planning items that had previously been considered at a special Council meeting held on October 27th.

The results of the budget deliberations held at the meeting are as follows:

Budget Shortfall	\$3,487,445
Changes to departmental operating budgets	(\$160,074)
Capital budget changes	(\$3,750,680)
Increase in transfers to reserves for future capital	\$531,749
Increase the capital budget for road work	\$108,440
Increase tax revenue as a result of growth (2%)	(\$216,880)
Increase operating budgets for new staffing effective June 1, 2021 (IT, HR, Communications)	\$48,090
Increase operating budgets for office modifications, office equipment, training, etc.	\$74,070
Increase the capital budget for a Transportation Master Plan less applicable development charges	\$15,500
Increase the operating budget for broadband	\$27,125
Increase taxation revenue above growth	(\$164,785)
Revised shortfall	\$0

In addition, Council made the decision to remove the Almonte Downtown Renewal project of \$4,751,760 which also removed the proposed long term financing for this work.

The overall budget is now depicted as:

Mississippi Mills 2021 Budget

Description	Dollars
Municipal Operations & Capital (Total Expenditures)	\$34,102,527
Funding for Municipal Operations & Capital	
■ Municipal Tax Revenue	\$11,879,710
■ Long Term Financing	\$3,718,640
■ Reserves/Development Charges	\$5,508,761
■ User Fees & Other Revenues	\$9,162,928
■ Federal, Provincial, County Grants	\$3,832,488
Total Revenue	\$34,102,527
Current Shortfall	\$0

At the budget meeting held on November 24th, growth was forecasted to be 2%. Growth information has now been received from the Assessment Office and translates to 2.5% overall.

The above chart of changes to the draft budget can be modified as follows:

Budget Shortfall	\$3,487,445
Changes to departmental operating budgets	(\$160,074)
Capital budget changes	(\$3,750,680)
Increase in transfers to reserves for future capital	\$531,749
Increase the capital budget for road work	\$108,440
Increase tax revenue as a result of growth (2.5%)	(\$270,545)
Increase operating budgets for new staffing effective June 1, 2021 (IT, HR, Communications)	\$48,090
Increase operating budgets for office modifications, office equipment, training, etc.	\$74,070
Increase the capital budget for a Transportation Master Plan less applicable development charges	\$15,500
Increase the operating budget for broadband	\$27,125
Increase taxation revenue above growth	(\$111,120)
Revised shortfall	\$0

The resulting tax revenue increase for the Municipality after growth of 2.5%, is 4.02%. It is estimated that the tax increase on the average residential taxpayer is approximately \$74.52 for the year or \$6.21 per month. The increase to the average taxpayer will be slightly higher after adding the County and School Boards at approximately \$99.50 per year or \$8.30 per month. **The overall impact to the average taxpayer including County and School Boards is 2.64%.**

The final tax rates for 2021 will be determined and passed by by-law in the spring of 2021 once Education rates are received from the Province and County tax rates are established. Both the County and Municipal tax rates can't be determined until tax ratios are set by the County which typically happens in March each year. The final tax rate by-law has to be passed prior to final 2021 tax bills being issued which happens in June each year.

Water and Sewer rates are also budgeted to increase by 3.04% or \$31.12 per year for the average user. This equates to \$5.20 for every two month billing, or \$2.60 per month.

Feedback received through the budget survey process did not indicate any specific issues with the levels of spending included in the budget nor have I heard from residents following the budget meeting on November 24th to provide any further comments or concerns.

FINANCIAL IMPLICATIONS:

There are no financial implications as a result of this report.

SUMMARY:

Council and Staff have worked together over the past few months to present a budget that addresses 2021 operating and capital needs while still improving the capital reserve position for future asset replacement. With limited financial resources and competing demands for funds, Council has had to make some difficult decisions to establish the final 2021 budget. No comments have been received from residents or members of Council since the meeting on November 24th therefore, I am recommending that the 2021 budget be approved.

Respectfully submitted by,



Rhonda Whitmarsh,
Treasurer

Reviewed by:



Ken Kelly,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: November 3, 2020

TO: Committee of the Whole

FROM: Tyler Duval, Planning Consultant

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

CIVIC
ADDRESS: n/a

OWNER: David and Rachel Ortt

RECOMMENDATION:

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

BACKGROUND:

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

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

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

The proposal will subsequently be subject to Site Plan Control.

PURPOSE AND EFFECT

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

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

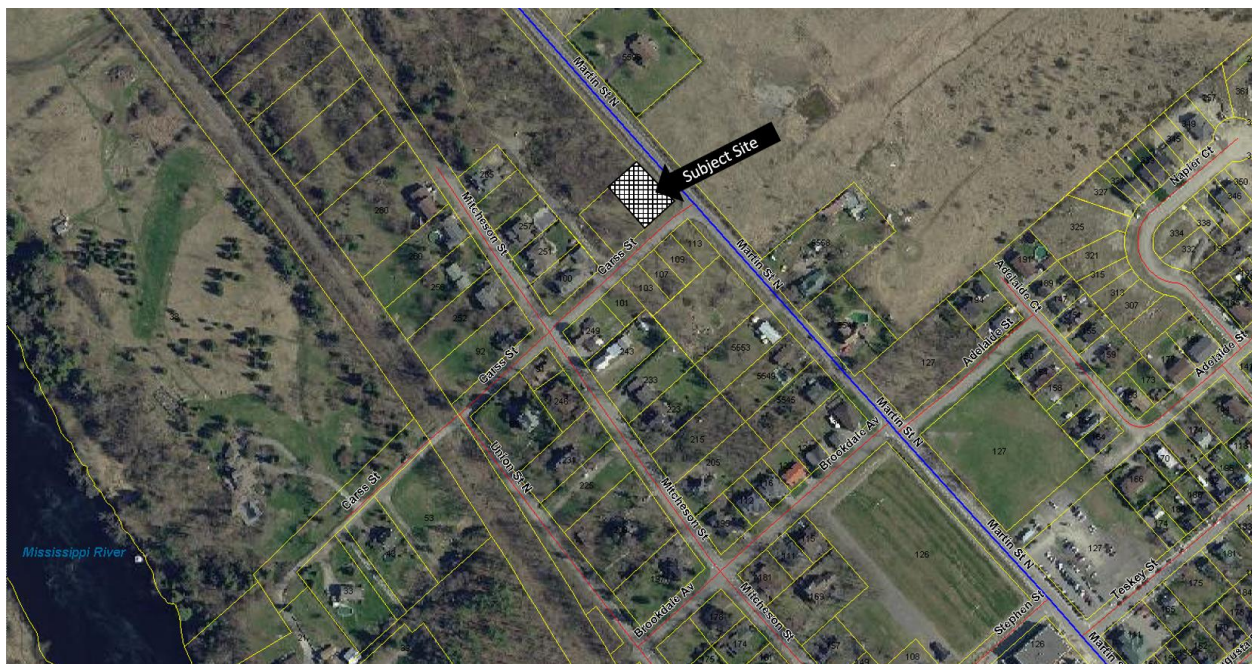
SERVICING & INFRASTRUCTURE

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

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

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

Figure 1 – Context Map



COMMENTS

FROM INTERNAL CIRCULATION

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

CAO: No comments received.

Clerk: No comments received.

CBO: No objections.

Fire Chief: No comments received.

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

Recreation Coordinator: No concerns or objections.

Mayor Lowry: No comments received.

FROM EXTERNAL AGENCY CIRCULATION

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

FROM THE PUBLIC

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

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

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

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

EVALUATION

PROVINCIAL POLICY STATEMENT (PPS), 2020

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

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

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

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

1.1.1 Healthy, liveable and safe communities are sustained by:

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

COMMUNITY OFFICIAL PLAN (COP)

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

3.6.1 Goal and Objectives

It is a goal of this Plan to:

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

The following objectives are designed to implement the goal:

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

Figure 2 – Community Official Plan Designation



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

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

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

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

3.6.2 Residential Permitted Uses

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

3.6.5 Range of Housing Types

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

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

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

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

ZONING BY-LAW #11-83

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

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

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

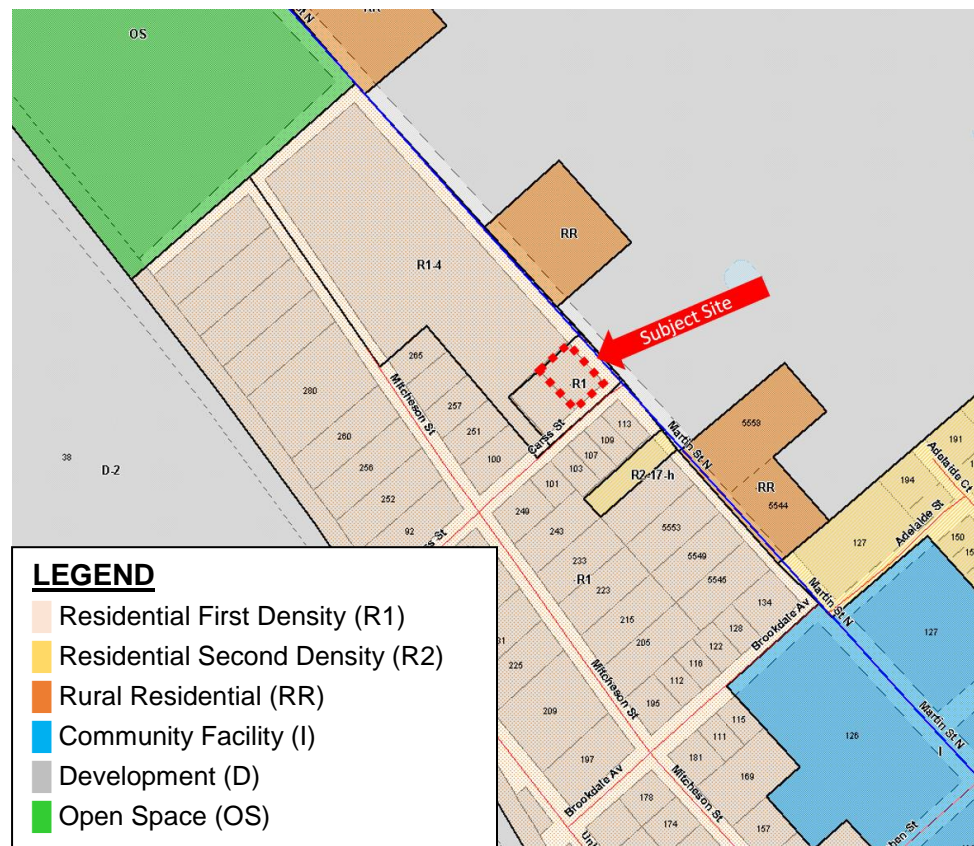
Table 1 – Zone Provisions of the Residential Second Density Zone Subzone D

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

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

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

Figure 3 – Zoning By-law #11-83



SUMMARY:

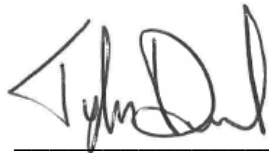
Having reviewed and assessed the proposed Zoning Amendment application, staff are satisfied that the proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the Community Official Plan and satisfies the applicable sections of the Municipal Zoning Bylaw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

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

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

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

All of which is respectfully submitted,



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



Ken Kelly
Chief Administrative Officer

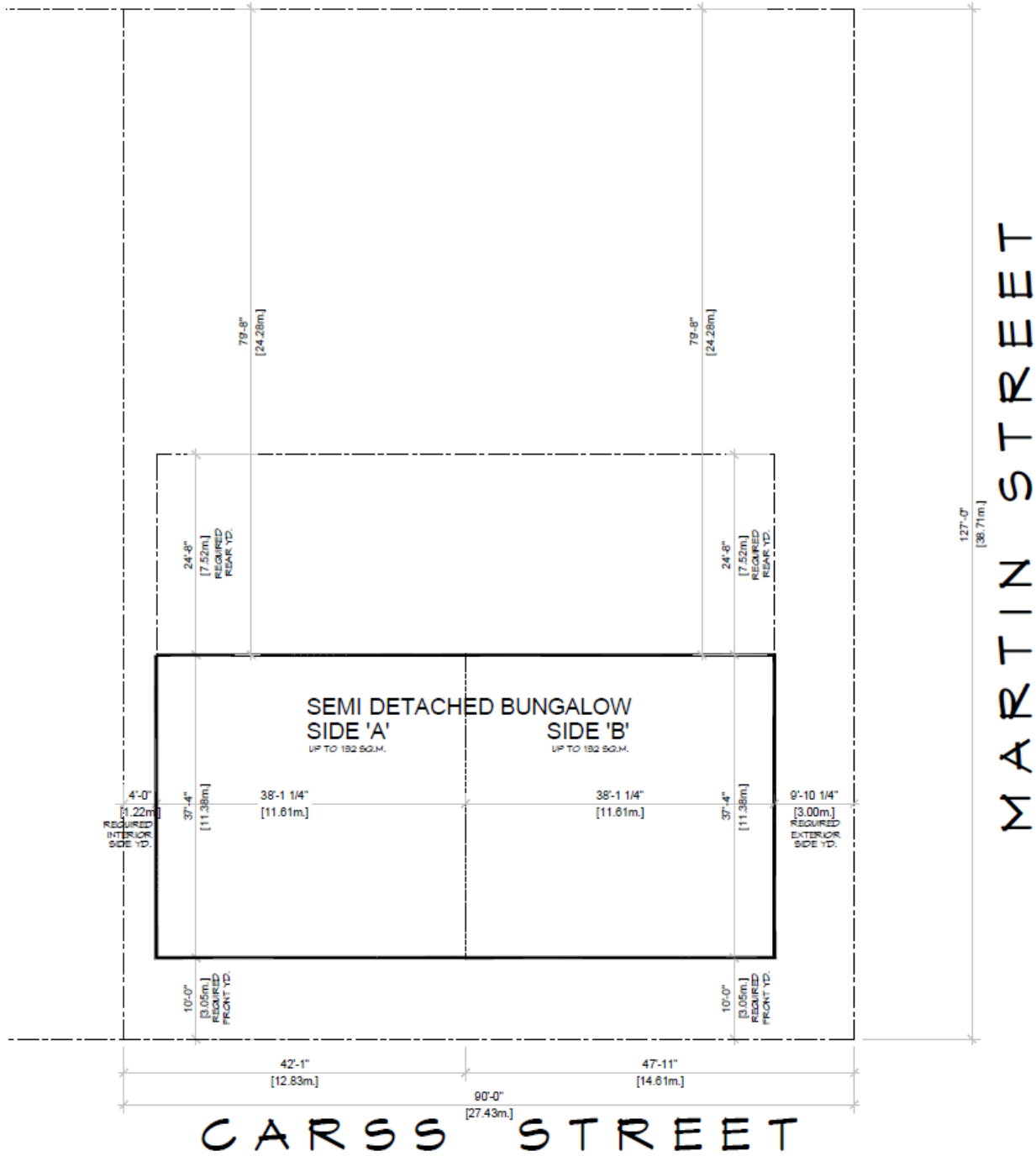
Attachments:

Appendix A – Proposed Site Plan

Appendix B – Public Comments/Questions

Appendix A – Proposed Site Plan

8



Appendix B – Public Comments/Questions

My comments/questions are as follows:

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

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

Thank you
Judith DiFruscio
113 Carss Street, Almonte

Maggie Yet

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

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

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

Tyler Duval M.Pl.

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

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

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

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

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

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

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

There are opportunities for entrepreneurs in large developments.

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

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

Hello,

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

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

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

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

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

Sincerely,

Rachel and Dave Ortt



REPORT OF THE COMMITTEE OF THE WHOLE

December 15, 2020

The following is the Committee of the Whole report from December 1, 2020 meeting.

Consent Reports

a. Consent Reports

Motion No CW198-20

That the following consent reports from the December 1, 2020 Committee of the Whole meeting be received for information:

- Landfill Monitoring Reports - Howie Road, Pakenham, Ramsay
- Drinking Water Quality Management Standards Report - October 1, 2019 to September 30, 2020
- Library Board Minutes - October 28, 2020
- Community Economic and Development Committee Minutes - November 17, 2020
- Committee of Adjustment Minutes - September 23 and October 7, 2020

b. Mississippi River Power Corporation Selection Committee Minutes - November 12, 2020

Motion No CW200-20

THAT the Committee of the Whole recommends Council change the weighting criteria to:

- Governance 20%
- Generation / Utility Experience / Knowledge 20%
- Business Experience / Knowledge 40%
- Personal Capabilities and Knowledge 20%

Staff Reports

Fire Department

C. Emergency Management By-law

Motion No CW201-20

THAT Committee of the Whole recommend Council approve an updated Bylaw entitled "Emergency Management Program and Emergency Response Plan Bylaw".

Finance and Administration**d. Opportunities under the Local Improvement Act for Broadband****Motion No CW203-20**

THAT Committee of the Whole accept the report on Opportunities under the Local Improvement Act for Broadband as information.

e. Joint Cost Sharing Recreation Committee Appointment – Councillor Guerard**Motion No CW204-20**

THAT the Committee of the Whole recommends to Council to appoint Councillor Guerard to the Joint Cost Sharing Recreation Committee.

f. Amendment to the Recruitment, Selection and Hiring Policy**Motion No CW205-20**

THAT the Committee of the Whole recommends to Council to approve the housekeeping amendment to the Recruitment, Selection and Hiring Policy as follows:

i) Council appoint a Hiring Selection Committee for each of the management positions.

g. Vacation Usage Amendment to Employee Benefits Bylaw**Motion No CW206-20**

THAT Committee of the Whole recommend that Council approve an addition to the Employee Benefits Consolidated Bylaw 01-21 section E to direct the following:

“That all unused vacation at year end in excess of five (5) unused days will be paid out at the current salary rate of the employee.”

h. Mississippi Mills Youth Centre Lease Renewal**Motion No CW207-20**

THAT Committee of the Whole recommend that Council direct the Mayor and Acting Clerk to enter into a lease with 1686693 Ontario Inc., Ghadie Investments, for 134 Main Street, Almonte on behalf of the Mississippi

Mills Youth Center.

i. **Joint Cost Sharing Recreation Agreement with Beckwith and Carleton Place Status**

Motion No CW209-20

THAT Committee of the Whole accept the “Joint Cost Sharing Recreation Agreement with Beckwith & Carleton Place Status” report as information.

Motion No CW210-20

THAT Committee of the Whole recommend Council appoints a Council member to the Carleton Place Parks and Recreation Committee for remainder of this term of Council.

Notice of Motion

Verbal notice of motion from Councillor Guerard regarding Joint Cost Sharing Recreation Agreement – Report on Quarterly Invoices.

Information List #14-20

j. **Item #10**

Motion No CW211-20

THAT item #10 - Howick Township Resolution re: Tile Drain Loans, be shared on the municipal website for information.

Submitted by,

Reviewed by,

John Dalgity,
Committee of the Whole Chair

Cynthia Moyle,
Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-114

BEING a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills.

WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills passed Zoning Bylaw 11-83, known as the Zoning By-law, to regulate the development and use of lands within the Municipality;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential First Density (R1)" Zone to "Residential Second Density – Subzone D" (R2D) Zone for the lands identified on the attached Schedule 'A', which are legally known as Plan 6262 MS Pt Lots 7 and 8; RP27R10569 Part 2, Almonte Ward, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **17th day of November, 2020.**

Christa Lowry, Mayor

Cynthia Moyle, Acting Clerk

**Bylaw 20-114
Schedule "A"**

Lands Subject to the Amendment.

PLAN 6262 MS PT LOTS 7 AND 8;RP 27R10569 PART 2, Almonte Ward, Municipality of Mississippi Mills, County of Lanark (PIN 05088-0299)



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-120

BEING a bylaw to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the *Emergency Management and Civil Protection Act*.

WHEREAS under the *Emergency Management and Civil Protection Act*, R.S.O. 1990, c. E.9 and Ontario Regulation 380/04 (the “Act”) every municipality in the province is required to:

- Develop and implement an emergency management program, which shall consist of:
 - an emergency plan;
 - training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the procedures to be followed in emergency response and recovery activities;
 - public education on risks to public safety and on public preparedness for emergencies; and
 - any other elements required by the standards for emergency management set under the Act or by Emergency Management Ontario;
- Designate an employee of the municipality or a member of the Council as its emergency management program coordinator;
- Establish an Emergency Management Program Committee;
- Establish a Municipal Emergency Control Group;
- Establish an Emergency Operations Centre to be used by the Municipal Emergency Control Group in an emergency; and
- Designate an employee of the municipality as its Emergency Information Officer;

AND WHEREAS it is prudent that the emergency management program developed under the Act be in accordance with applicable regulations and best practices;

AND WHEREAS the purpose of such a program is to assist with the protection of public safety, public health, the environment, critical infrastructure and property during an emergency and to promote economic stability and a disaster resilient community;

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

1. THAT the details attached in Schedule A and B forming part of this by-law are hereby adopted.
2. THAT this by-law shall take effect on the date of it's passing.
3. THAT Bylaw 04-63 is hereby repealed.

BY-LAW READ, passed, signed and sealed in open Council this 15th day of December, 2020.

Christa Lowry, Mayor

Cynthia Moyle, Acting Clerk

Schedule A

Municipal Emergency Management Program and Emergency Response Plan By-law Details

DEFINITIONS

Municipal Emergency Management Program: A risk-based program consisting of prescribed elements that may include prevention, mitigation, preparedness, response and recovery activities.

Municipal Emergency Control Group (MECG): A group composed of senior staff and employees of an organization, and others, that may be involved in directing the organization's response to an emergency including, the implementation of its emergency response plans and procedures.

Municipal Emergency Management Program Committee: The Emergency Management Program Committee shall consist of the same members that are identified as the Municipal Emergency Control Group. Members will fulfil the Committee role under the legislation and develop, implement and oversee the continuous improvement of the Emergency Management (EM) Program.

Municipal Emergency Operations Centre (MEOC): A designated and appropriately equipped facility where Municipal Emergency Control Group assemble to manage the response to an emergency or disaster.

Emergency Response Plan (ERP): A plan developed and maintained to direct an organization's external response to an emergency.

Community Emergency Management Coordinator (CEMC): An administrative position designated to coordinate the development, implement and maintain an organization's emergency management program.

Emergency Information Officer (EIO): Responsible for the development and release of approved emergency information to the public.

MUNICIPAL EMERGENCY MANAGEMENT PROGRAM

1. A Municipal Emergency Management Program will be developed and maintained by the Municipal Emergency Control Group. The program will be consistent with the Emergency Management and Civil Protection Act (EMCPA) and Regulations. The program will be developed to include the four core components of an emergency management program: mitigation/prevention, preparedness, response, and recovery.
2. The program shall include:
 - a. Training programs and exercises for employees of the municipality and other persons with respect to the provision of necessary services and the guidelines to be followed in emergency response and recovery activities;

- b. Public education for identified risks to public safety and information that ensures public preparedness for emergencies; and
 - c. Any other elements including standards for emergency management set under the Act, Regulations or by Emergency Management Ontario.
- 3. The Municipal Emergency Management Program shall be consistent with the objectives of protecting public safety, public health, the environment, critical infrastructure and property, and to promote economic stability and a disaster-resilient community.

EMERGENCY RESPONSE PLAN

- 4. The Emergency Response Plan has been developed in accordance with the EMCPA, the Regulations and best practices. The Emergency Response Plan is attached hereto as Schedule B is hereby adopted as the "Plan".
- 5. The Plan shall be reviewed annually by the Municipal Emergency Control Group. The CEMC is authorized to collect and update such administrative changes to the Plan as appropriate. The purpose of the updates is to keep the Plan current and to ensure sections contain the correct personnel, organizational and contact information.
- 6. When an emergency exists or is perceived to exist, but has not yet been declared to exist, the Municipal Emergency Control Group is authorized to take action under the Plan to protect property and the health, safety and welfare of the inhabitants of the Municipality of Mississippi Mills. Decisions to support an emergency may not include all MECG members due to committee assembly. Immediate and timely operational and financial decisions shall be made by available members to ensure municipal response objectives are achieved.

MUNICIPAL EMERGENCY MANAGEMENT PROGRAM COORDINATOR (known as CEMC)

- 7. The Fire Chief is hereby appointed as the primary Emergency Management Program Coordinator, also known as the Community Emergency Management Coordinator (the "CEMC"). CEMC responsibilities include;
 - a. Complete the training that is required by the Chief, Emergency Management Ontario;
 - b. The CEMC is responsible to coordinate the development and implementation of the municipality's Emergency Management Program within the municipality; and
 - c. Report to the municipality's emergency management program committee on his or her work.
- 8. The Deputy Fire Chief is hereby appointed as alternate CEMCs to act in place of the primary CEMC in his/her absence.

MUNICIPAL EMERGENCY CONTROL GROUP

- 9. Municipality of Mississippi Mills shall establish a Municipal Emergency Control Group (MECG).

10. The MCEG will fulfil the role of the Emergency Management Program Committee under the legislation and develop, implement and oversee the continuous improvement of the Emergency Management (EM) Program.
11. The MCEG is responsible for coordinating the material and resources necessary to minimize the effects of an emergency on the community, coordinating the collection and dissemination of emergency information and establishing priorities and strategic direction.
12. The CAO shall lead the MCEG and collect information from the emergency site and committee members as quickly as possible. Operational and financial decisions will include available information, feedback and input from committee members and the emergency site. The CAO, or alternate, shall make final decisions based on the available information and ensure emergency site support while supporting the rest of the municipality.
13. The MCEG will seek support from other Municipal and Support Committee Members when required and seek guidance depending on the nature of the emergency. Not all members or functions will be activated for all emergencies.

MEETINGS

14. The MCEG, or parts thereof, shall hold a minimum of 3 (three) meetings per calendar year.

COMPOSITION

15. The Municipal Emergency Control Group and Program Committee shall consist of the following members:

Municipal Members

- Head of Council (Mayor)
- Deputy Mayor
- Chief Administrative Officer (CAO)
- Clerk
- Director of Roads and Public Works
- Fire Chief
- Treasurer
- Emergency Information Officer
- CEMC

Support Members

- OPP
- Paramedic Services
- County CEMC

- Social Services
 - Health Unit
 - Director of Community Services
 - Ottawa River Power Corporation Almonte Office Manager
 - Almonte Hospital Emergency Coordinator
 - Mississippi Valley Conservation Authority
 - Red Cross Disaster Management Coordinator
 - ARES club member
 - OFMEM Field Officer
16. The CAO is hereby appointed as Chair of the Municipal Emergency Control Group. The Deputy Clerk shall be appointed as the alternate Chair of the MECG. The MECG Chair responsibilities include;
- d. The development and implementation of the municipality's Emergency Management Program.
 - e. Advise the Council on the development and implementation of the municipality's emergency management program.
 - f. Conduct an annual review of the municipality's emergency management program and shall make recommendations to Council for its revision, if necessary.
 - g. Develop any Council or Regulatory Compliance reporting.
17. The Municipal Emergency Control Group shall advise Council on the development and implementation of the Municipal Emergency Management Program. The Committee may make recommendations to Council for changes to the plan. All changes to the emergency plan shall be approved by Council.

MUNICIPAL EMERGENCY OPERATIONS CENTRE (MEOC)

18. A primary Municipal Emergency Operations Centre shall be established for use by the Emergency Control Group in the event of an emergency and for training and preparedness purposes. The MEOC shall be equipped with the appropriate technological and telecommunications systems that ensures effective communications and operational resources to support an emergency. MEOC details are identified in an annex to the Plan.

EMERGENCY INFORMATION OFFICER

19. The Community Economic & Cultural Coordinator is hereby appointed as the Emergency Information Officer for the municipality to act as the primary media and public contact for the municipality in an emergency. The Deputy Clerk or Communications Officer are appointed as the alternate Emergency Information Officer.
20. The Emergency Information Officer shall provide Council with daily updates after each day the MECG has been activated. The information will highlight the emergency status and provide details regarding the actions taken to limit the effects of the emergency in a memo to all Council members.

ADMINISTRATION

21. The Plan shall be made available to the public for inspection and copying at the Administration Office, 3131 Old Perth Road, Almonte, during regular business hours.
22. The Plan, or any amendments to the Plan, shall be submitted to the Chief of Emergency Management Ontario identified in the Act.

SCHEDULE B



3131 Old Perth Road, RR 2
Almonte ON K0A 1A0
Phone: 613-256-2064 Fax 613-256-4887

EMERGENCY RESPONSE PLAN

This plan and other public safety information is available in an accessible format upon request by contacting the Municipal Office.

December 2020

EMERGENCY QUICK REFERENCE GUIDE

- ⇒ Upon the arrival of three or more members, the Municipal Emergency Control Group (MECG) may initiate its function.
- ⇒ Ensure that all community departments have been notified and either activated or placed on standby. Each MECG member is responsible for their own department.
- ⇒ The Mayor must inform the Province of Ontario that the Municipality of Mississippi Mills has declared an emergency, and specify the nature of the emergency situation. The provision of a return contact number is required for communications purposes. The call is made to the Emergency Management Ontario.
- ⇒ Turn to individual responsibilities within the plan. Provide input and assistance as required.
- ⇒ Each member of the MECG will report and respond to immediate needs in accordance with the Operations Cycle format.

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Appendix T

Emergency Preparedness

PART 1

INTRODUCTION

The Emergency Plan for the Municipality of Mississippi Mills has been developed to reflect the health and public safety requirements of our community. The effective use and maintenance of this plan is reliant upon all concerned being aware of its provisions and prepared to fulfill their roles and responsibilities in the event of an emergency. Responsible individuals are expected to participate in emergency training and exercises which will assist them in the fulfillment of their roles accordingly.

The heads of departments and agencies are expected to develop their own internal notification lists, procedures and contingency plans to fulfill their departmental or agency responsibilities.

Together, we work to ensure that our community is prepared to respond to an emergency in the most effective manner possible.

Aim

To protect the health, safety, welfare and property of our citizens, from the effects of a natural, technological or human caused emergency.

Authority

This Plan has been developed and will be implemented in accordance with the Emergency Management and Civil Protection Act, detailed in Appendix “D”, which is the provincial statute under which all emergency management activities are conducted in the Province of Ontario.

By-law No. 20-xx is the local authority for this plan and related activities. The By-law is attached as Appendix “E” of this Emergency Plan.

Freedom of Information and Protection of Privacy Act

Any personal information collected under the authority of this Plan shall be used solely for the purpose of planning, preparing and conducting response to emergencies as defined with the Emergency Management Act and the release of information under this Plan shall be made in conformity with the Municipal Freedom of Information and Protection of Privacy Act.

Plan Maintenance

This Plan was written in 2004 and it is essential that it be kept current and viable by adherence to a maintenance schedule. Responsibility for the plan being kept up to date rests with the Community Emergency Management Coordinator who may delegate tasks accordingly.

The emergency telephone numbers located in Appendix A will be reviewed on an annual basis.

The notification system will be tested annually.

The plan will be exercised once every year as a minimum requirement.

The Control Group and Support Staff shall receive training and participate in an exercise, once every year as a minimum requirement.

The Vital Services located in Appendix B and the Local Services Directory located in Appendix C will be updated annually.

The Community Emergency Management Coordinator will determine the schedule under which the maintenance activities will be performed.

The Community Emergency Management Coordinator may update, correct or amend information contained within the appendices of this emergency plan on an as required basis.

Distribution List

Position/Location	Number of Copies
Mayor	1
Council	10
CAO	1 *
Clerk	1 *
OPP	1
CEMC/Fire Chief	1
EMS / Ambulance	1
Director of Roads & Public Works	1
Medical Officer of Health	1
Director of Social Services	1
Emergency Management Ontario	2
Emergency Operations Centre	14 *
Emergency Information Officer	1
Ottawa River Power Corporation (Utilities)	1
ARES	1
Almonte Hospital Emergency Coordinator	1

(* = complete copy of plan with Annexes)

Emergency Response Plan Amendments

Amendment #	Date of Amendment	Description	Date Entered	Entered By
1	February 25, 2020	Administrative updates (Name and phone numbers)	February 25, 2020	Fire Administrative Assistant
2	December 3, 2020	- Updated in accordance to Bylaw 20-XXX - Updated PIO to EIO - Updated MECG members	December 3, 2020	Fire Administrative Assistant

Part 2

Emergency Operations and Procedures

2.0 MUNICIPAL EMERGENCY CONTROL GROUP (MECG) RESPONSIBILITIES & PROCEDURES

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The MECG ensures the provision of the essential services necessary to minimize the effects of an emergency on the community. The MECG will fulfil the role of the Emergency Management Program Committee under the legislation and develop, implement and oversee continuous improvement of the Emergency Management Plan. The membership for both the committee and control group are the same members.

The MECG is made up of the following members;

Municipal Members

- Head of Council (Mayor)
- Deputy Mayor
- Chief Administrative Officer (CAO)
- Clerk
- Director of Roads and Public Works
- Fire Chief
- Treasurer
- Emergency Information Officer
- CEMC

Support Members

- OPP
- Paramedic Services
- County CEMC
- Social Services
- Health Unit
- Director of Community Services
- Ottawa River Power Corporation Almonte Office Manager
- Almonte Hospital Emergency Coordinator
- Mississippi Valley Conservation Authority
- Red Cross Disaster Management Coordinator
- ARES club member
- OFMEM Field Officer

Depending on the nature of the emergency and once the Incident Commander has been assigned, the MEEG's relationship with the Incident Commander is to offer support with equipment, staff and other resources, as required.

2.1 IMPLEMENTATION:

The emergency plan can be implemented in one of two ways:

- a) Any member of the Municipal Emergency Control Group may request, through the CAO, that the Emergency Plan be implemented.
- b) It is the responsibility of the agency that is first at the scene of an emergency to decide whether the emergency plan should be implemented in consultation with the CAO. If the size or seriousness of the emergency is beyond the capability or responsibility of that agency, then the Emergency Plan will be activated. The Emergency Plan may be implemented in whole, or in part, based on conditions at the site or severity of the situation in consultation with the CAO.

The CAO will immediately notify the Mayor and other members of the MEEG in accordance with the notification lists and procedures located in Appendix A.

2.2 MUNICIPAL EMERGENCY OPERATIONS CENTRE PROCEDURES (MEOC)

It is essential that the **Municipal Emergency Operations Centre (MEOC)** is functional, has good communications and is secure from unnecessary distractions. Only MEEG members and MEOC support staff shall have access to the MEOC. No media are allowed into the MEOC, nor is anyone who has not been authorized by the CAO.

The MEOC has a primary and a secondary location with alternate locations at the MEOCs of other municipalities in Lanark County. During the notification process, location of the MEOC will be given to the members of the MEEG. For example, members will be told that this is activation of the emergency plan and that they should report to the primary MEOC immediately. The primary and secondary locations are geographically separated so that if one or the other is endangered or rendered non-functional as a result of the emergency situation the other should be safe and operational.

Upon receiving notification, the CAO will contact the administrative staff who has been assigned the task of setting up the MEOC. The MEOC will be set up and operational within one hour of activation. The CAO will supervise the set up and ensure operational viability.

Upon arrival at the MEOC, each MECG member/designate will;

- a. Sign in
- b. Check telephone/communications devices.
- c. Open personal log.
- d. Contact his/her own agency and obtain a status report.
- e. Participate in the initial briefing.
- f. Participate in planning initial response/decision making process.
- g. Pass MECG decisions on to member's agencies/areas of responsibility.
- h. Continue participation in the MEOC Operations Cycle.

Upon leaving the MEOC, each MECG member will;

- a. Conduct a hand over with the person relieving them.
- b. Sign out on the location board indicating where they can be reached.

Once the initial response is established, routines are put into place by the CAO. The MECG will function on a system known as an Operations Cycle.

2.3 OPERATIONS CYCLE

An operations cycle is the system used by the MECG to manage overall emergency operations. The MECG members will meet and in turn will report their agency's status to the Mayor and CAO. It is essential that every member, covering each area of responsibility, be heard from during this process. The MECG is a team, and the actions taken by one, or the lack of action by one, may have a significant impact upon operations.

The round table discussion should include problems, questions, resources requests and any other relevant information so that timely informed decisions can be made as a group. A status board and maps will be prominently displayed and kept up to date. Once the meeting is completed, the members should contact their agencies' and pass on any relevant information or directives that come out of the MECG meeting. The frequency of the meetings is determined by the CAO in conjunction with the Mayor, but should reflect the pace of the emergency and occur on a scheduled basis which may be adjusted accordingly.

During the period after the meeting and dissemination of information, members will be in the process of gathering information and preparing for the next scheduled meeting. MECG members use this time to follow up and ensure MECG decisions are being implemented. Each member is responsible for informing their respective agency of the schedule for MECG meetings. No calls are to interrupt the proceedings. All calls must occur prior to or after the formal meetings of the MECG.

2.4 MUNICIPAL EMERGENCY CONTROL GROUP (CCG) – RESPONSIBILITIES & PROCEDURES

The MEECG is responsible for the following:

1. Implementing the Emergency Plan in whole or in part to respond to an impending, potential, or existing emergency.
2. Coordination and direction of community resources used to mitigate the effects of an emergency.
3. Ensuring that the composition of the MEECG is appropriate to mitigate the effects of a given emergency situation, by determining which, if any, ad-hoc members are required.
4. Advising the Mayor regarding requests to obtain assistance from the Province and the Federal Government.
5. Ensuring the provision of essential resources and services to support emergency response activities.
6. Coordination of services provided by outside agencies.
7. Appointing or confirming an Emergency Site Manager.
8. Ensuring that the Emergency Information Officer is kept informed and up-to-date to facilitate the information flow to the media and the public.
10. Coordinating the evacuation of citizens if necessary.
11. Discontinuing utilities or services provided by public or private concerns, i.e. hydro, water, gas, closing businesses.
12. Volunteer recruitment.
13. Establishment of advisory subcommittees to work on specific problem areas related to the emergency, as required.
14. Authorization of expenditures during the emergency; provision for cost accounting and facilitation of cost recovery.
15. Maintenance of an operational log detailing the group's decisions and activities.
16. Deactivating the plan and notifying all of those who had been notified of its activation.
17. Conducting and participating in a debriefing, generating a post-emergency report and implementing recommendations for improvement of the emergency response plan.

2.5 MAYOR / DEPUTY MAYOR / ACTING MAYOR

The Head of Council or designate is responsible for:

- a. Declaration of an Emergency.
- b. Termination of an Emergency.
- c. Notifying the Province of Ontario of the declaration of emergency, and termination of the emergency. (*Contact made through Emergency Management Ontario*)
- d. Ensuring the members of Council are advised of the declaration and termination of an emergency and are kept informed of the emergency operational situation.
- e. Ensuring that the local MP, MPP, the County and neighboring municipalities are advised of the declaration and termination and kept informed of the emergency situation. Phone numbers are located in Appendix A.
- f. Approving all major announcements and media releases prepared by the Emergency Information Officer in conjunction with the CAO & MECG.
- g. Maintaining a personal log.

2.6 CAO

The responsibilities of the CAO (*or alternate*) are:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Coordinating all operations within the Emergency Operations Centre and the scheduling of regular meetings.
- c. Chairing meetings of the Municipal Emergency Control Group.
- d. Advising the Mayor on policies and procedures as appropriate.
- e. Approving, in conjunction with the Mayor, major announcements and media releases prepared by the Emergency Information Officer, in consultation with the MCEG.
- f. Ensuring that a communication link is established between the MCEG and the Emergency Site Manager.
- g. Ensuring a master record of all events and actions taken is maintained (status board).
- h. Calling out additional staff as required.
- i. Maintaining a personal log.

2.7 CEMC

Community Emergency Management Coordinator is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing information, advice and assistance to members of the MEEG on Emergency Management programs and principles.
- c. Providing direction to MEOC support staff as required in support of the Control Group and ensuring proper set-up and operation of the MEOC.
- d. Maintaining the Emergency Response Plan in accordance with requirements of the Emergency Management Act.
- e. In conjunction with the CAO, coordinating a post-emergency debriefing and assisting in the development of a final report to Mayor and Council.
- f. Maintaining a personal log.

2.8 OPP

The Ontario Provincial Police representative is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Establishing and maintaining ongoing communications with the senior police official at the emergency site.
- c. Establishing a site command post with communications to the MEOC.
- d. Establishing the emergency area and providing traffic control to facilitate the movement of emergency vehicles.
- e. Alerting persons in danger by the emergency and coordinating evacuation procedures.
- f. Liaison with Social Services regarding security of reception/evacuation centres.
- g. The protection of life and property and the provision of law and order.
- h. The provision of police services in the MEOC, evacuation centres, morgues and other facilities as required.
- i. Coordinating or providing assistance with rescue, first aid, casualty collection and evacuation, etc.
- j. Notifying the coroner of fatalities.
- k. Liaising with external police agencies, as required.
- l. Providing an Emergency Site Manager if requested to by the MEOC.
- m. Maintaining a personal log.

2.9 FIRE CHIEF

The Fire Chief is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A.
- b. Providing the MCEG with the information and advice on fire fighting and rescue matters.
- c. Establishing an ongoing communications link with the senior fire official at the scene of the emergency.
- d. Initiating Mutual Aid and determining if assistance from other agencies is required.
- e. Determining if additional or specialized equipment is required ie. protective suits, CBRN Team, etc. and making provisions for same
- f. Coordinating or providing assistance with rescue, first aid, casualty collection and evacuation, etc.
- g. Providing an Emergency Site Manager as required.
- h. Maintaining a personal log.

2.10 EMS / AMBULANCE

The EMS/Ambulance representative is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing the MCEG with information and advice on treatment and transport of casualties.
- c. Liaising with the Medical Officer of Health, area hospitals, police and fire officials during an emergency situation.
- d. Alerting all staff using the Provincial Health Emergency Alert System.
- e. Taking charge of casualties within the emergency area and be responsible for triage, lifesaving care and the transport to area hospitals.
- f. Maintaining a personal log.

2.11 PUBLIC WORKS

The Director of Roads & Public Works or alternate is responsible for:

- a. Activating the Emergency Notification System as outlined in Appendix A
- b. Providing the MCEG with information and advice on engineering or public works matters.
- c. Liaising with the senior public works officers from the neighboring community(s) to ensure a coordinated response.
- d. Liaising with outside agencies for the provision of additional equipment and resources as required.
- e. Providing engineering assistance.
- f. Providing advice to MCEG on building and structural integrity issues in conjunction with the Chief Building Official
- g. Constructing, maintaining and repairing public roads.
- h. Assisting with road closures and/or roadblocks.
- i. Maintaining sanitation and a safe supply of potable water as required.
- j. Providing equipment for emergency pumping operations.
- k. Discontinuing any public works service to any consumer as required and restoring these services when appropriate.
- l. Liaising with utilities.
- m. Providing public works vehicles and resources to any other emergency service, as required.
- n. Maintaining liaison with flood control, conservation and environmental agencies and being prepared to take preventative action.
- o. Providing an Emergency Site Manager if required.
- p. Maintaining a personal log.

2.12 MEDICAL OFFICER OF HEALTH

The Medical Officer of Health, or designate, is responsible for:

- a. Activating and deactivating the Health Unit's Emergency Response Plan and Incident Management Group.
- b. Ensuring notification of Department Directors as necessary.
- c. Coordinating key tasks of the Health Unit through the Directors.
- d. Ensuring the implementation of provisions under the Health Protection and Promotion Act including but not limited to making specific recommendations/issuing order regarding, communicable disease control, toxic chemical spills or other environmental hazards, sanitary disposal or human and other waste, pest control, temporary keeping or burial of deceased, public health standards and personal hygiene at evacuation sites and food and water safety.
- e. Participating as a member of the activated Municipal Emergency Control /Operations Centre. Providing advice on public health matter to members of this centre.
- f. Notifying and liaising with the Ontario Ministry of Health and Public Health Branch as applicable that an emergency has been declared and/or that the Health Unit's Emergency Response Plan has been activated.
- g. Delegating responsibilities to other capable individuals.
- h. Notifying neighbouring Public Health Units of the emergency and asking for back-up support if necessary.
- i. Liaising with the emergency control group members, emergency and support services related agencies, departments and volunteer groups and other agencies as required.
- j. Evacuating and relocating of Health Unit Offices as necessary
- k. Ensuring that all media releases and interviews on public health issues are coordinated through the Media Coordinator at the activated Emergency control/Operation Group.
- l. Ensuring that records are kept on orders given, actions taken and results of actions or special investigations undertaken to protect health. Compile a report and submitted to the Municipal Emergency Control/Operation Centre upon termination of the emergency.
- m. Evaluating the effectiveness and efficiency of the execution of the Health Unit's responsibilities.

2.13 DIRECTOR OF SOCIAL SERVICES (COUNTY OF LANARK)

The County of Lanark Director of Social Services or alternate is responsible for;

- a. Responsible for the care, feeding and shelter of evacuees.
- b. Managing reception and evacuation centres.
- c. Liaising with the police regarding the pre-designation of evacuee centres which can be opened on short notice.
- d. Liaising with the Ministry of Health in areas regarding public health in evacuation centres.
- e. Liaising with the public and separate school boards regarding the use of school facilities for reception and evacuation centres.
- f. Liaising with the nursing homes and homes for the aged.
- g. Maintaining a personal log.

2.14 EMERGENCY INFORMATION OFFICER

The Emergency Information Officer is responsible for:

- a. Notifying information centre staff
- b. Ensuring that the Information Centre is set up, staffed and operational.
- c. Preparing initial and subsequent media releases, subject to approval by the Mayor and CAO.
- d. Establishing and maintaining linkages with provincial, county, local or industry media officials as appropriate.
- e. Coordinating interviews and media conferences.
- f. Designating a site media spokesperson as appropriate.
- g. Ensuring set up and staffing of public inquiry lines.
- h. Coordinating public inquiries.
- i. Arrange site tours for members of council, media and other dignitaries
- j. Monitoring news coverage to ensure accuracy.
- k. Maintaining copies of all media releases.
- l. Maintaining a personal log.

2.15 HOSPITAL ADMINISTRATOR

- a. Implementing the hospital emergency plan
- b. Ensuring liaison with the Medical Officer of Health and local ambulance representatives with respect to hospital and medical matters, as required;
- c. Evaluating requests for the provision of medical site teams/medical triage teams;
- d. Ensuring liaison with the Ministry of Health and Long Term Care, as appropriate.

2.16 AMATEUR RADIO (ARES)

The Amateur Radio Emergency Service operators will report to the Community Emergency Management Coordinator and are responsible for activating the emergency notification system of the local amateur radio operators group. All messages are to be written on the Amateur Radio Message Forms and logged.

For Contact Information see Annex A: Emergency Notification Contact Lists

- a. Providing and establishing communications if necessary
- b. Liaising with the Emergency Information Officer

Part 3

EMERGENCY SUPPORT

3.0 ADMINISTRATIVE ASSISTANTS

The Administrative Assistant(s) is/are responsible for:

- a. Assisting the CAO and CEMC, as required
- b. Ensuring all important decisions made and actions taken by the Municipal Emergency Control Group are recorded
- c. Ensuring that maps and status boards are kept up-to-date
- d. Notifying any additional support staff required to assist
- e. Arranging for printing of material, as required
- f. Coordinating the provision of clerical staff to assist in the Emergency Operations Centre, as required
- g. Ensuring identification cards are issued to authorized MEEG members and Support Staff for Access to MEOC
- h. Other duties as assigned by the CAO and /or CEMC

3.1 CANADIAN RED CROSS

- a. Upon receiving notification, activating the local Red Cross Emergency Response Plan.
- b. Providing support to the emergency response.
- c. Providing registration and inquiry services if required.
- d. Assisting St. John Ambulance at first aid stations established at reception centres, on an as-need basis as determined by St. John Ambulance.
- e. Liaising with Regional Red Cross to access additional resources i.e. Emergency Response Team.
- f. Establishing and maintaining contact with the Director of Social Services in the MEOC to co-ordinate activities.

3.2 CLERGY

- a. Providing multi-denominational religious observances.
- b. Establishing visitations to evacuees in evacuation centres on a scheduled basis.
- c. Providing guidance to the MECG regarding matters of a religious nature.
- d. Providing advice regarding care of the deceased in areas which relate to religious observances.
- e. Liaising with the Director of Social Services regarding the use of churches and related facilities for reception and evacuation centres.

3.3 SALVATION ARMY

- a. Upon receiving notification, activating the Salvation Army organization.
- b. Liaising with external Salvation Army resources to provide additional assistance on a needs basis.
- c. Providing emergency resources for the care of evacuees, including bedding, food and clothing.
- d. In conjunction with other clergy, providing for spiritual needs of evacuees.
- e. Establishing contact with the Director of Social Services and supporting the operation as required.

3.4 ST. JOHN AMBULANCE

- a. Upon receiving notification, activating the St. John Ambulance organization.
- b. Establishing contact with the Director of Social Services and support the operation as required.
- c. Establishing first aid posts at reception centres.
- d. Assisting public health nurses at evacuation centres on an as required basis.
- e. Assisting in the evacuation of casualties.
- f. Assisting in the evacuation of home care patients as required.

3.5 BOARDS OF EDUCATION

- a. Providing schools for reception centres.
- b. Providing schools for evacuation centres.
- c. Providing liaison with the Director of Social Services and the MECG.

3.6 LEGAL ADVISOR

- a. Providing legal opinions and advice to the MEEG as required.
- b. Providing legal representation as required.