



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Immediately Following Council

Tuesday, January 12, 2021

Council Chambers, Municipal Office

3131 Old Perth Road

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated December 15, 2020 be approved.	4 - 10
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and committee minutes be received.	
E.1. Committee of Adjustment Meeting Minutes - November 18, 2020	11 - 14
E.2. Library Board Minutes - November 19, 2020	15 - 16
E.3. Mississippi River Power Corporation Selection Committee Minutes - November 26, 2020	17 - 18
E.4. Parks and Recreation Committee Minutes - December 1, 2020	19 - 26

F. STAFF REPORTS

Roads and Public Works

- F.1. Developers Request – Bakers Quarry Subdivision** 27 - 29

Recommended Motion:

THAT Committee of the Whole recommend Council permit the use of the vacant municipal lands on the North side of the unopened road allowance known as Lansdowne Street and authorize staff to enter into an agreement with the developer for this purpose.

Building and Planning

- F.2. Safe Property By-law** 30 - 47

Recommended Motion:

THAT Committee of the Whole recommends to Council the Safe Property By-law be adopted as presented.

Finance and Administration

- F.3. 2021 Municipal Grants** 48 - 59

Recommended Motion:

THAT Committee of the Whole recommend Council approve the following 2021 municipal grants:

North Lanark Agricultural Society	\$1,000.00
Royal Canadian Legion Pipe Band	\$3,000.00
Mississippi Lakes Association	\$500.00
Almonte Celfest	\$1,500.00
Pakenham Civitan Club	\$1,500.00
Mississippi Madawaska Land Trust	<u>\$1,500.00</u>
Total	\$9,000.00

- F.4. 2021 Municipal Insurance** 60 - 63

Recommended Motion:

THAT Committee of the Whole recommends that Council fund the 2021 additional insurance premium of \$39,752 first from savings realized in the 2021 budget for the 2021 municipal grant program and then from reserves;

AND THAT the Municipality's insurance broker be invited to attend a future Council meeting to provide an update;

AND THAT the Treasurer be directed to issue an RFP for municipal insurance in 2021 for coverage effective January 1, 2022.

- F.5. Appointment to Carleton Place's Parks and Recreation Committee** 64 - 70
Recommended Motion:
THAT the Committee of the Whole recommends to Council to appoint Councillor Dalgity to the Carleton Place Parks and Recreation Committee for the remaining term of Council.
- G. NOTICE OF MOTION**
None
- H. INFORMATION ITEMS**
- H.1. Mayor's Report**
None
- H.2. County Councillor's Report**
None
- H.3. Mississippi Valley Conservation Authority Report**
None
- H.4. Information List #01-21** 71 - 87
Recommended Motion:
THAT the information list #01-21 be received for information.
- H.5. Meeting Calendar (January)** 88
- I. OTHER/NEW BUSINESS**
- I.1. Joint Cost Sharing Committee Meeting Report** 89 - 91
Recommended Motion:
THAT the Joint Cost Sharing Committee Minutes Report be received for information.
- J. PENDING LIST** 92 - 93
- K. ADJOURNMENT**
Recommended Motion:
THAT the meeting be adjourned at X:XX p.m.



The Corporation of the Municipality of Mississippi Mills
Committee of the Whole Meeting
MINUTES

December 15, 2020
Immediately Following Council
Council Chambers, Municipal Office
3131 Old Perth Road

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

Staff Present: Ken Kelly, CAO
Cynthia Moyle, Acting Clerk
Jennifer Russell, Deputy Clerk
Rhonda Whitmarsh, Treasurer
Chad Brown, Fire Chief
Maggie Yet, Planner I
Tiffany MacLaren, Community and Culture Coordinator
Cory Smith, A/Director of Roads and Public Works
Christine Row, Chief Librarian

A. CALL TO ORDER (immediately following Council)

Councillor Dalgity called the meeting to order at 8:21 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Resolution No CW213-20
Moved by Mayor Lowry
Seconded by Councillor Maydan

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW214-20
Moved by Councillor Ferguson
Seconded by Mayor Lowry

THAT the minutes dated November 24 and December 1, 2020 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW215-20
Moved by Mayor Lowry
Seconded by Councillor Holmes

THAT the following consent reports and committee minutes be received.

CARRIED

E.1 Mississippi River Power Corp. Minutes - October 6, 2020

E.2 Heritage Committee Minutes - October 29 and November 25, 2020

F. STAFF REPORTS

Building and Planning

F.1 Official Plan Amendment 22 - Urban Settlement Area Boundary

Marc Rivet, Planning Consultant with JL Richards, provided a summary of the Official Plan Amendment 22 - Urban Settlement Area Boundary.

Resolution No CW216-20
Moved by Councillor Ferguson
Seconded by Councillor Maydan

THAT Council direct Staff to proceed with an Open House in early-January and a Public Meeting on January 26, 2021 for the Official Plan Amendment (OPA) No. 22.

CARRIED

F.2 Lifting 0.3m Reserve - Mill Run Phase 5

Resolution No CW217-20

Moved by Councillor Guerard

Seconded by Mayor Lowry

THAT the Committee of the Whole recommend Council lift the 0.3m (1ft) reserve to open Phase 5 of the Mill Run Subdivision, described as Blocks 22 on Plan 27M-91, Parts 1 and 2 on Plan 27R-11430, Almonte Ward.

CARRIED

F.3 Stop Up and Close Request - Portion of Old Perth Road Allowance

ACTION: Staff to develop a Stop Up and Close policy.

Resolution No CW218-20

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council declare the portion of the Old Perth Road Allowance identified in Attachment A to be surplus to the needs of the Municipality.

DEFEATED

Library

F.4 Amendment to the Development Charges Background Study - Almonte Branch Expansion

Resolution No CW219-20

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT Committee of the Whole recommends that Council include two sensitivity options for the Almonte Branch Library expansion in the Development Charges background study amendment as follows:

- Option 1 - 10,000 square feet
- Option 2 - 7,500 square feet

CARRIED

Resolution No CW220-20

Moved by Councillor Ferguson

Seconded by Councillor Guerard

THAT the Committee of the Whole extends the meeting length by one hour.

CARRIED

Roads and Public Works

F.5 2020 Wild Parsnip Program

Resolution No CW221-20

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Committee of the Whole accept the Environmental Compliance Coordinator's 2020 Wild Parsnip Program report for information purposes.

CARRIED

Recreation and Culture

F.6 Mississippi Mills Bicentennial Planning Committee

Resolution No CW222-20

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

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

CARRIED

Finance and Administration

F.7 By-law Services Contract Extension

Resolution No CW223-20

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT Committee of the Whole recommends to Council to authorize the Chief Administrative Officer to negotiate an extension to a maximum of twelve (12) months with Municipal Law Enforcement Services (MLES) to provide the following Bylaw Enforcement Services to the Municipality: animal control; parking enforcement; bylaw enforcement;

AND THAT the Mayor and Clerk be authorized to execute any required contractual agreements to grant the extension;

AND THAT staff report back to Council by March 31, 2021 with a comparison of contracted services to development of an internal service.

CARRIED

F.8 Planning Related Legal Matters Update

Resolution No CW224-20

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council accept the staff report "Planning Related Legal Matters Update" for information.

CARRIED

G. NOTICE OF MOTION

Councillor Guerard Motion

G.1 Joint Recreation Cost Sharing Agreement - Report on Quarterly Invoices

Resolution No CW225-20

Moved by Councillor Guerard

Seconded by Councillor Maydan

THAT the Committee of the Whole requests the Treasurer to report on the Joint Recreation Cost Sharing Agreement quarterly invoices from to the Town of Carleton Place prior to payment.

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report

The Mayor provided a highlight of her report including the Provincial meeting with heads of Council re: Vaccine Strategy, Community & Economic Development, Christmas Re-imagined.

H.2 County Councillor's Report

Deputy Mayor Minnille provided an overview of the County Council report including budget approval and a request to province to prioritize child care in recovery.

H.3 Mississippi Valley Conservation Authority Report

None

H.4 Information List #15-20

Resolution No CW226-20

Moved by Mayor Lowry

Seconded by Councillor Maydan

THAT the information list #15-20 be received for information;
AND THAT item #11 - Lanark County Interval House and Community Support re: Partnership Request for Mosaic Project be pulled for further consideration.

CARRIED

H.5 Meeting Calendar (December/January)

CEDC meeting changed to the 21st of January at 8am

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW227-20

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 10:02 p.m.

CARRIED

Cynthia Moyle, ACTING CLERK,
Recording Secretary



**The Corporation of the Municipality of Mississippi Mills
Committee of Adjustment and Property Standards Meeting
MINUTES**

**November 18, 2020
5:30 p.m.
Council Chambers, Municipal Office
3131 Old Perth Road**

Committee Present: Stacey Blair
Connie Bielby
Patricia McCann-MacMillan

Staff Present: Maggie Yet, Planner I

A. CALL TO ORDER

The meeting was called to order at 5:34p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None.

C. APPROVAL OF AGENDA

Moved by Stacey Blair

Seconded by Connie Bielby

D. APPROVAL OF MINUTES

Moved by Connie Bielby

Seconded by Stacey Blair

E. HEARINGS

E.1 Application A-13-20

The Chair opened the floor to comments. The Planner noted that prior to the meeting, the Chair had noted the report stated there were no environmental and natural features present and questioned if there was a floodplain and stable slope hazard onsite. The Planner responded that the Mississippi Valley Conservation Authority had been circulated a copy of the application for review and comment, however, no comments were received regarding the subject application. The Planner further noted that the property abuts the floodplain although the structure would not be located within the delineation of the floodplain. The Planner noted that if the Committee is concerned regarding the floodplain and slope hazard that the Committee could include that the applicant obtain all necessary approvals and permits from MVCA as a condition of approval. The Planner further noted that as the property is within MVCA's regulation area that the applicant would be required to obtain an MVCA permit, should it be required, whether or not the Committee required it as a condition of approval and that the Building Department is not able to issue a permit for the change of use if applicable law is not met.

The Planner additionally provided comments from the Fire Chief verbally to the Committee which were received following the finalization of the staff report and agenda. Comments from the Fire Chief stated no concerns for the application.

S Blair stated she was satisfied with requirement to obtain necessary permits. C Bielby stated that the Health Unit and MVCA should be part of conditions. The Chair confirmed with the Planner no additional fixtures were to be added on site. The Chair commented that given her concerns regarding the unstable slope and flood plain, the Chair supported the condition that the applicant obtain MVCA approval and permits if required.

The Committee came to an agreement to include as a condition of approval that the applicant obtain all required MVCA approval and permits for the proposed expansion.

Committee passed the following motion:

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the land legally described as Plan 779, Part Block D, Part Mackenzie St/Mill St, being Part 1 on RP 27R9235 and Parts 6 & 7 on RP 27R9384, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 4839 Kinburn Side Road, to permit the expansion of a legal non-conforming secondary dwelling unit within the

Highway Commercial (C3) Zone from 73.5m² (791.5ft²) to 136.0m² (1,464.4ft²), subject to the following conditions:

1. That the Minor Variance are approved based on the plans submitted;
2. That the Owner obtain all required building permits and approvals for the secondary dwelling unit;
3. That the Owner obtain all required permits from the Leeds, Grenville & Lanark District Health Unit; and
4. That the Owner obtain approval and all required permits from the Mississippi Valley Conservation Authority (MVCA).

Moved by Stacey Blair

Seconded by Connie Bielby

CARRIED

E.2 Application A-14-20

The Chair opened the floor to comments. The Planner provided comments from the Fire Chief, noting no comments were raised in the review of the application. The Planner noted that prior to the meeting, the Chair had noted the report did not make reference to the Heritage Conservation District and requested a review of the proposal against the COP's heritage resource policies. The Planner responded that the building is a designated heritage building and within the Heritage Conservation District. The Planner provided a review of the applicable heritage policies within the COP verbally, including sections 4.3, 4.3.3.3 and 4.3.4.3.1. The Planner stated that the proposal would be limited to internal changes, no external changes are proposed and would not impact the heritage character or value of the District. The Planner noted that the Committee could include as a condition of approval that the applicant consult with the Heritage Committee.

S Blair noted she had no concerns with application. S Blair stated that she is familiar with the location and supportive of the application as it will add more residential units to the downtown core. S Blair further noted that the proposal would result only in interior changes and should not impact any heritage values of the property. S Blair stated she does not support the inclusion of condition to consult the Heritage Committee.

The Committee discussed with the Planner heritage concerns around the proposal and the scope and role of the Heritage Committee. The

Committee concluded not to include the proposed condition to require the applicant consult with the Heritage Committee as the proposed works are limited to an internal change of use and no exterior features were to be impacted, nor the heritage character or value of the subject property.

Following the discussion, the Committee took to a vote the following motion:

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the lands legally described as Plan 6262, McIntosh Section, Lots E & F, Almonte Ward, Municipality of Mississippi Mills, municipally known as 77 Little Bridge Street, to permit the conversion of a ground floor commercial unit to a residential apartment dwelling unit in the C2 Zone with a maximum residential density of 3 units, subject to the following conditions:

- 1. That the Minor Variance are approved based on the plans submitted;
- 2. That no changes to the exterior of the building are required for the proposed residential dwelling unit unless otherwise required by the Ontario Building Code, and
- 3. That the Owners obtain all required building permits and approvals for the change of use.

Moved by Stacey Blair

Seconded by Connie Bielby

CARRIED

F. OTHER / NEW BUSINESS

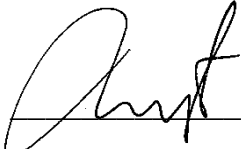
None.

G. MEETING ANNOUNCEMENTS

None.

H. ADJOURNMENT

THAT the meeting be adjourned at 6:00 p.m.



Maggie Yet, Recording Secretary

CARRIED

MISSISSIPPI MILLS PUBLIC LIBRARY
BOARD
MINUTES
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on November 19, 2020 at 3 p.m. online through Zoom.

1. CALL TO ORDER

The meeting was called to order at 3:07 p.m.

2. ATTENDANCE:

PRESENT:

Cathy Peacock, Chair
Leanne Czerwinski, Acting Chair
Councillor Jan Maydan
Barbara Button
Micheline Boucher
Jeff Fraser
Marie Traversy
Warren Thorngate
Christine Row, staff
Jill McCubbin, staff & Almonte Space Needs Committee
Mary Lou Souter, Almonte Space Needs Committee
Margo Hay-Goodings, staff
Jim Mountain, Big Thinking

ABSENT:

3. APPROVAL OF AGENDA

Resolution No. 56-20

Moved by M. Traversy

Seconded by W. Thorngate

THAT the agenda be approved as amended with the addition of correspondence from SOLS regarding COVID-19 Safety Plans and a complimentary email from a patron regarding our Technology Assistant.

CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST

[None]

5. DELEGATIONS/PRESENTATIONS
Big Thinking –Almonte Space Needs Assessment

Jim Mountain presented the Almonte Space Needs findings and Space Needs Committee recommendations. Library Board members will send their preferences to C. Peacock by the end of the day on Friday, November 20 after receiving the presentation and costing information.

6. CONSENT ITEMS
- a) Approval of minutes from October 28, 2020
 - b) Correspondence - None
 - c) Reports- CEO Report
 - d) Incidents- None
 - e) Financials- October 31, 2020

Resolution No. 57-20
Moved by J. Fraser
Seconded by L. Czerwinski

THAT the MMPLB accepts the consent items and approves the October 28, 2020 minutes as amended.

CARRIED

7. FOR DISCUSSION/DECISION

- a) Closed meeting
[None]

8. OTHER/NEW BUSINESS

- a) Cost Sharing Agreement update
[None]
- b) Friends of the Library update
The Friends book sale has been postponed due to COVID-19 restrictions. The Friends are opening a bank account and transferring their money into this account.
- c) HR Committee update
The Committee has received Board members input for the CEO evaluation. The evaluation report will be presented to the CEO next week.

9. NEXT MEETING
Thursday, December 17 at 3 p.m.

10. ADJOURNMENT

Resolution No. 58 -20
Moved by J. Fraser
Seconded by L. Czerwinski

THAT the meeting be adjourned at 4:55 p.m.

CARRIED

The Municipality of Mississippi Mills

**MISSISSIPPI RIVER POWER CORPORATION
MEMBER SELECTION COMMITTEE
SUMMARY**

A meeting of the Mississippi River Power Corporation Member Selection Committee for the Municipality of Mississippi Mills was held on **Thursday, November 26th, 2020 at 8:45 a.m.** in Council Chambers of the Town Municipal Offices.

PRESENT:

Committee: Councillor Denzil Ferguson
Councillor Cynthia Guerard
Councillor Jan Maydan
Adrian Foster, Director
Lyman Gardiner, Director

Staff: Ken Kelly, CAO
Scott Newton, General Manager, MRPC

Others: None

ABSENT:

Committee: None

Staff: None

- A.** The meeting was called to order by Adrian Foster at 8:45 a.m as all members were present.

Moved by Mr. Lyman Gardiner

Seconded by Councillor Guerard

THAT the agenda as circulated and presented for the meeting of November 26, 2020 be adopted with no amendments.

CARRIED

Moved by Councillor Guerard

Seconded by Councillor Ferguson

THAT the meeting summary of November 12, 2020 be adopted with the corrections noted by the Board members.

CARRIED

- B. Process – interviews of candidates and questions.**

Discussion of advertising media – to include Metroland cover valley and Renfrew if possible, Radio, social forums of the Municipality, Ottawa Citizen and the Institute of Corporate Directors.

Consensus on the wording of the advertisement.

Goal to have recommendation for two preferred candidates for the February 2, 2021 Council meeting.

The full committee will review all responses received. Municipality will scan and email all responses that it receives to each Selection Committee Member and the Municipality will compile and print a package for each member to pick up at their convenience.

Evaluation Form based on the weighted criteria to be used by each Selection Committee Member to rank each candidate. Each Selection Committee Member to select their top 5 candidates so that we can create a short list.

Once Selection Committee decides on the candidates to be interviewed the candidates will be invited. The proposed timing of interviews will be during the week of January 11 – 22, 2020. We will tentatively target the afternoon of Thursday, January 14, 2020 for interviews.

Selection Committee will meet January 6, 2020 at 8:30 am for short list decision. Select three to five candidates to interview.

Ken Kelly to consolidate and propose a list of questions for the Board to consider to be circulated by Dec 3rd, 2020. Send out the existing q's, Hospital Board questions and then a consolidated list. Morning of Dec 10 to finalize list of questions.

The interview – suggestion to have one person ask all questions. To be further discussed and also focus questions and time on the weighted criteria.

Consensus on these steps for the process.

C. STAGGERED PROCESS FOR BOARD MEMBERS

Some discussion. Small Board and impacts of term and people leaving at the same time.

MRPC Board to make recommendations to Council on any changes.

F. ADJOURNMENT

**Moved by Councillor Ferguson
Seconded by Councillor Maydan
THAT the meeting be adjourned at 10:19 a.m.**

CARRIED

Next meeting to be 8:30 -10:00 am, December 10, 2020 in Council Chambers



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

MINUTES

December 1, 2020

3:45 p.m.

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

Committee Present: Councillor Dalgity
Christine Andersen
Lyn Button
Scott Newton
Terry Ainsworth
Victoria James-Lafleur

Committee Absent: Councillor Guerard
Sherryl Smith
Vicki Lowe

Staff Present: Calvin Murphy, Recreation Manager
Dawn McDonald
Bonnie Ostrom

A. CALL TO ORDER

Chair, Scott Newton, called the meeting to order at 3:48 p.m.

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

None were declared.

C. APPROVAL OF AGENDA

Moved by Councillor Dalgity

Seconded by Christine Andersen

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Lyn Button

Seconded by Victoria James-Lafleur

THAT the minutes dated October 27, 2020 be approved as presented.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Laurel Cook, Off-Leash Dog Park

Laurel Cook presented a summary of the information compiled by her exploratory research group on Off Leash Dog Parks and distributed a handout on site options. She answered questions from the Committee pertaining to park usage, documented guidelines and municipal risk/liability.

Moved by Terry Ainsworth

Seconded by Councillor Dalgity

THAT the delegation by Laurel Cook re: off-leash dog park be received by the Committee.

Calvin Murphy, Recreation Manager, advised the Committee that the next step would be to obtain public consultation as per the direction of Council given at the August 25, 2020 Committee of the Whole meeting.

Laurel Cook confirmed that her group would be interested in being part of this next step.

Action: Public Consultation - Off Leash Dog Park to be added to the agenda for the January 26, 2021 Parks and Recreation Advisory Committee meeting.

CARRIED

F. REPORTS

None

G. BUSINESS ARISING OUT OF MINUTES

G.1 Committee Members' Areas of Interest (verbal)

Each committee member spoke briefly on their areas of interest and expertise. Advancing the use of parks and facilities as well as enhancing recreational programming were identified by all members.

The Recreation Manager shared with the Committee the process for advancing items through Council and confirmed that a review of recreation programs has already been endorsed by Council.

Moved by Councillor Dalgity

Seconded by Christine Andersen

THAT a working group be established to review recreation programs and report back to the Parks and Recreation Advisory Committee;

AND THAT Victoria James-Lafleur, Lyn Button and Christine Anderson be appointed as members of the working group with the first meeting to held in January 2021.

CARRIED

H. ROUND TABLE

1. Budget - The Committee of the Whole passed the draft 2021 budget at a special meeting on November 24, 2020. The budget will be brought forward to Council for final approval on December 15th.
2. Program Directory - In the past, Mississippi Mills published an information guide which was distributed to new residents through the Welcome Wagon. With the discontinuation of this service, due to COVID-19, the main source of information is now the new Mississippi Mills municipal website. It was suggested, that in addition to the website, this information could also be included in the new home owners package, available through the Municipal office, and that consideration also be given to providing this to new home builders.
3. Outdoor Rink - The boards are up for the outdoor rink at the Augusta Street Park. With assistance from the Public Works department, the Parks and Recreation department, the Fire department and community volunteers there will be an outdoor rink in Almonte again this year.
4. Indoor Walking Group - The Walking Group is up and running at the Almonte Curling Club. Numbers are expected to increase as the weather gets colder.

I. **INFORMATION AND CORRESPONDENCE**

None

J. **OTHER / NEW BUSINESS**

None

K. **MEETING ANNOUNCEMENTS**

Next Meeting: Tuesday, January 26, 2021 @ 3:45 p.m.

L. **ADJOURNMENT**

Moved by Councillor Dalgity

Seconded by Lyn Button

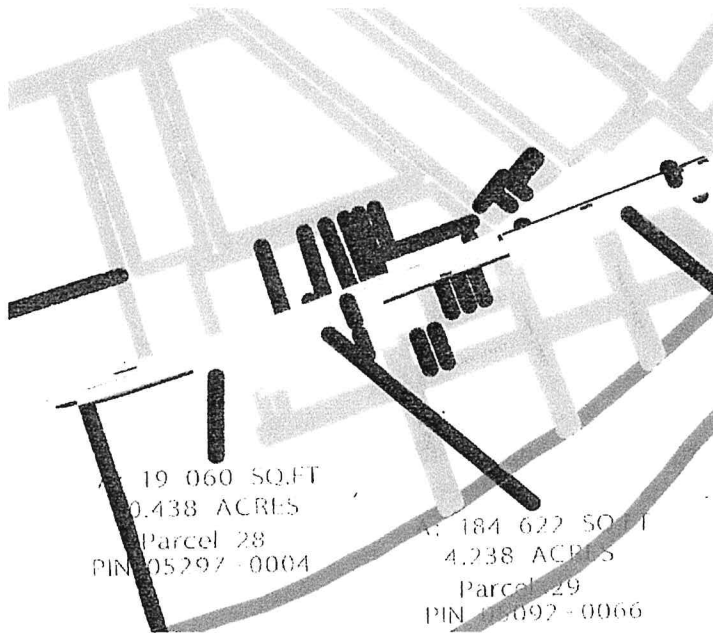
THAT the December 1, 2020 Parks and Recreation Advisory Committee meeting be adjourned at 4:43 p.m.

CARRIED

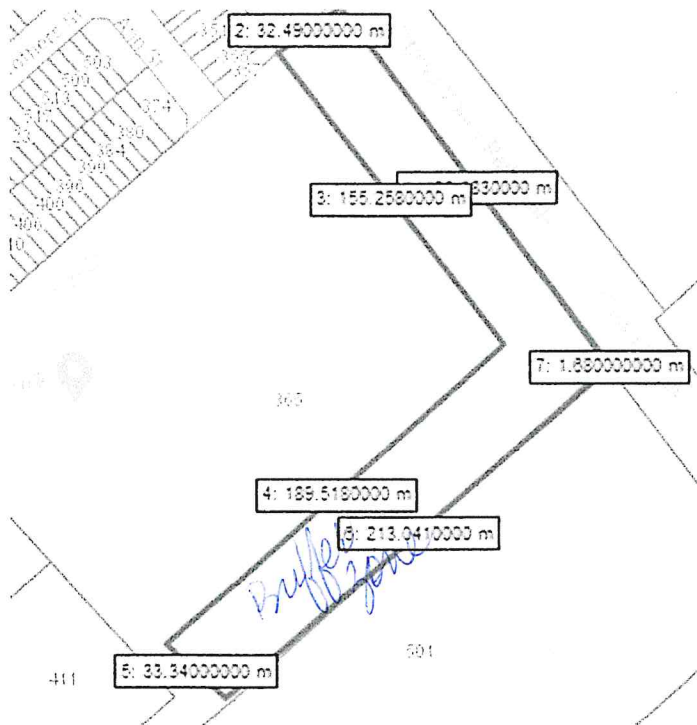
Dawn McDonald, Recording
Secretary

Site Options

- 1. Multiple neighbourhood parks – Two or three neighbourhood parks in locations such as Gemmill Park, Snedden- Casey and Riverfront Estates.
- 2. Community park consisting of OVRT property combined with two fenced areas (one for large dogs and one for small dogs). This area on the OVRT is where the train sidetracks were located. The area is 4.6 acres. The perimeter of where the dog park area would be located measures 552.31.

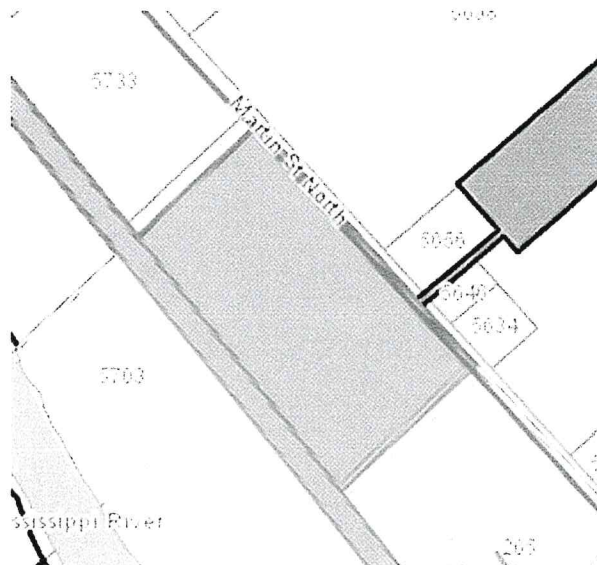


The Snedden Casey fenced areas would be as follows:



The OVRT side track would remain forested with trails created within the off leash area. Owners would have to leash their dogs on the OVRT trail if they were transiting from the Snedden-Casey fenced areas to the off leash trails in the OVRT

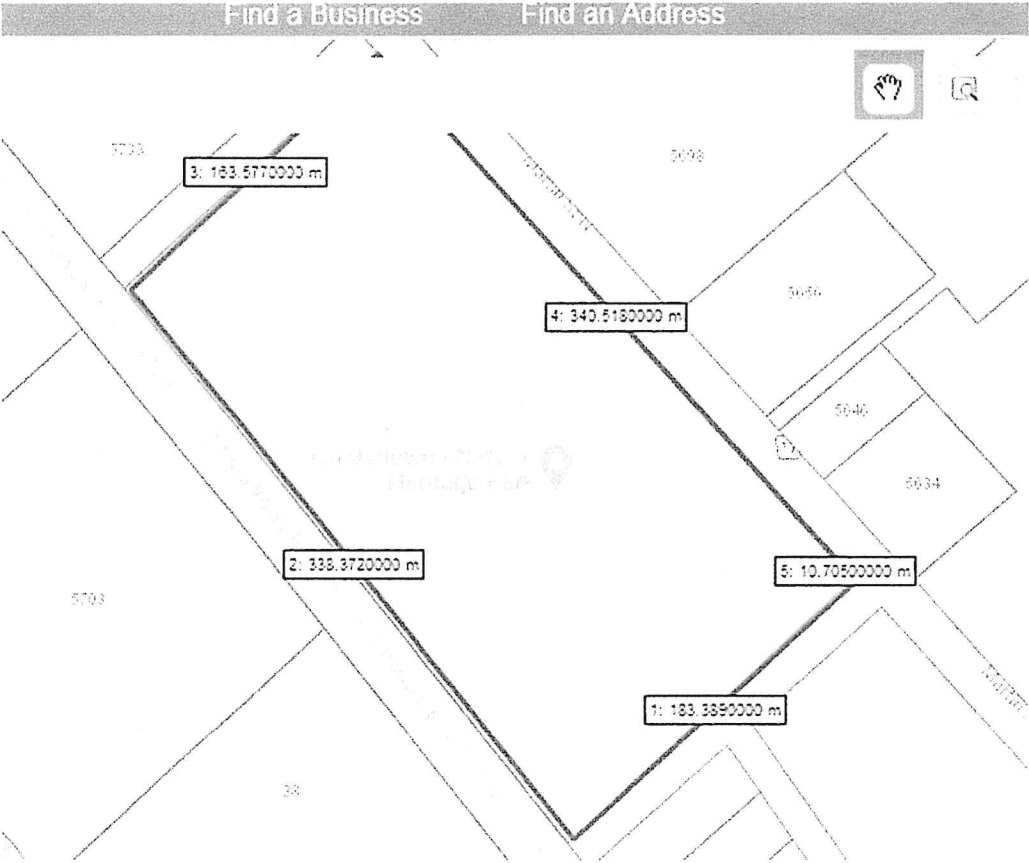
3. Regional Park - Landsdowne Natural Heritage Park/Martin St N.



This area is 15.5 acres and was transferred to the Town of Almonte in 1884/09/02 for the price of \$2. It is believed that it was donated by the Tosh family to be used in perpetuity as parkland. At some point,

the Town designated the area as Landsdowne Natural Heritage Park although we have been unable to determine when or the rationale behind this decision. Lacking funding and reason, the municipality has made no investment in this park and it is barely utilized.

The Official Plan land use designation of this area is as Parkland, not as a Natural Heritage Area. IAW the OP, parklands are valued as natural areas and passive areas for leisure and nature appreciation. Also IAW the OP, given the size of the area, it should provide specialized facilities for a wide segment of the population. The use of the area as an off-leash dog park in the proposed design configuration would fall within the guidelines of the OP and allow leisure activities and nature appreciation.



The perimeter of the entire area measures in total 1037.4m.



As can be seen from the above satellite picture, there are several open areas in the southeast corner that could be developed into fenced separate open spaces for small dogs, large dogs and mixed use and parking. Trails throughout the remainder of the park would be established.

This project would be ideal to meet all objectives of a regional off-leash park to serve all of Mississippi Mills and if implemented, it is anticipated that it would become quite an attraction. It is in keeping with the MM economic plan wherein people visit MM, enjoy what they see and then are incentivised to move to the area.

4. Conversion of other municipal lands

5. Purchase of private property

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 12, 2021
TO: Committee of the Whole
FROM: Cory Smith, C.Tech. A/Director of Public Works
SUBJECT: Developers Request – Bakers Quarry Subdivision

RECOMMENDATIONS:

THAT Committee of the Whole recommend Council permit the use of the vacant municipal lands on the North side of the unopened road allowance known as Lansdowne Street and authorize staff to enter into an agreement with the developer for this purpose.

BACKGROUND:

On December 12, 2019 McIntosh Perry on behalf of the proponent Stephen Brathwaite submitted an application for the development of lands known as Bakers Quarry to the Lanark County Planning Department. On January 20, 2020, the Lanark County Planning Department deemed the application complete and the application was then circulated to Mississippi Mills and other stakeholders for review and comment. The Bakers Quarry lands are bounded by Martin St North, Carss Street, the unopened road allowance of Mitcheson Street and the unopened road allowance know as Lansdowne Street. The application was circulated to appropriate stakeholders including Mississippi Mills.

DISCUSSION:

The conceptual plan for developing the Bakers Quarry Property requires the proponent to construct the extension of the Unopened portions of the Mitcheson Street road allowance. As this road allowance will terminate at a dead end, the proponent is required to construct a turning circle at the end of the extension of Mitcheson Street. The turning circle is required until such time as the unopened road allowance known as Lansdowne Street is constructed. There are no immediate plans to open Lansdowne Street at this time. In the latest submission from the proponent, they have requested to complete the extension of Mitcheson all the way to the unopened road allowance at Lansdowne Street. The proponent has also requested that the Municipality consider allowing portions of the required turning circle to be constructed on the Vacant Municipal Lands on the other side of the unopened road allowance for Lansdowne Street. In order for the proponent to be permitted to construct portions of the turning circle on the vacant Municipal Lands, Council would need to approve the use of these

lands for that purpose. As such the proponent has requested that staff bring this request forward to council for their consideration. A copy of the concept plan has been attached to this report to provide visual clarification of the request. The Public Works Department and the Parks and Recreation department have reviewed this request and neither department has an objection to the request at this time.

OPTIONS:

1. Council could approve the use of the vacant municipal lands for the purposes of the turning circle.
2. Council could reject the use of the vacant municipal lands for the purposes of the turning circle and require the proponent to construct the turning circle on their own lands.

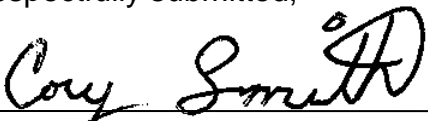
FINANCIAL IMPLICATIONS:

There are no financial implications for the Municipality. All costs would be assigned to the proponent, including any planning related costs, registration of easements, engineering costs and construction costs.

SUMMARY:

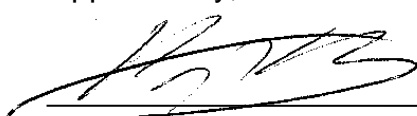
The proponent has requested the use of the vacant municipal lands for the purposes of constructing the required turning circle. All costs associated with this activity will be assigned to the proponent. Municipal Staff would require permission from council to enter into an agreement to permit this use until such time as the unopened road allowance known as Lansdowne Street is constructed and the turning circle is no longer required.

Respectfully submitted,

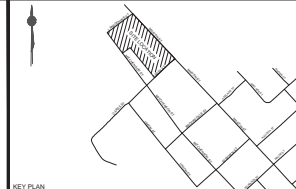


Cory Smith
A/Director of Roads and Public Works

Approved by,



Ken Kelly
CAO



KEY PLAN

LEGEND

- PROPERTY BOUNDARY
- EX ASPHALT
- EX GRAVEL
- EX FENCE
- LOT CORNER GRADE
- EX GRADE
- PROPOSED SWALE
- PROPOSED SPOT GRADE
- PROPOSED SWALE GRADE
- PROPOSED OVERLAND FLOW DIRECTION
- EXISTING SANITARY MANHOLE
- EXISTING FIRE HYDRANT
- EXISTING WATER VALVE
- EXISTING HYDRO POLE
- EXISTING HYDRO
- EXISTING UTILITIES
- PROPOSED BUILDING OUTLINE
- PROPOSED DRIVEWAY

SCALE 1:500

BENCHMARK NO.	DESCRIPTION	ELEVATION
BUM1	SPIKE IN FACE OF BELL & HYDRO POLE (SEE PLAN)	144.53m
BUM2	SPIKE IN FACE OF BELL & HYDRO POLE (SEE PLAN)	145.36m

No.	Revision/Issue	Date
2	REVISED	NOV/30/2020
1	REVISED OPTIONS	MAY.14.2020
0	ISSUED FOR DISCUSSION	MAY.01.2020

Check and verify all dimensions before proceeding with the work. Do not scale drawings.

MCINTOSH PERRY
 1-3329 Gardiners Road Kingston, ON K7P 0L8
 Tel: 613-542-3788 Fax: 613-542-7583
 www.mcintoshperry.com

Stamp:	Stamp:
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Client:
CARSS STREET PROPERTIES INC.
 P.O. BOX 142
 ALMONTE, ONTARIO K0A 1A0

Project:
BAKER'S QUARRY

TOWN OF ALMONTE ONTARIO
 Drawing Title:
MITCHESON STREET CULDESAC

Scale: 1:500	Project Number: PP-18-9551-00
Drawn by: SH	Drawing Number: CDS
Checked By: AD	
Designed By: SH	



PLANNING (UNAPPROVED) REMAINS THE PROPERTY OF THE CLIENT. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES. THE CLIENT IS RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AUTHORITIES.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 12, 2020
TO: Committee of the Whole
FROM: Dan Prest, Chief Building Official
SUBJECT: **Safe Property By-law**

RECOMMENDATION:

THAT Committee of the Whole recommends to Council the Safe Property By-law be adopted as presented.

BACKGROUND:

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

On November 17, 2020 staff tabled a report at Committee of the Whole with regards to the adoption of an urban focused property standards by-law - Clean Yards By-law. The report was deferred, and Council members asked for additional information.

Staff recommended that a more efficient and succinct method for regulating and enforcing compliance of non-structural property standards complaints would be through the adoption of a companion By-Law to the 'Property Standards By-Law' called the 'Safe Property By-law'.

The 'Safe Property By-Law' mirrors the 'Property Standards By-Law' but uses the *Municipal Act* for enforcement and will simplify the administrative steps of the process.

The 'Safe Property By-Law' is authorized for use by the *Municipal Act* and allows for a prompt and efficient approach to minor exterior yard infractions by enabling the use of an 'educational visit/phone call/business card' then followed up by a 'Notice to Comply' and, if there is noncompliance, a 'Short Form Ticket' will be issued.

DISCUSSION:


The previous report described the rationale for the proposed by-law. To reiterate the purpose of the by-law is to reduce the administrative process that is required in order to address a problem using the current Property Standards by-law of Mississippi Mills. The Property Standards by-law applies to the entire municipality – both urban and rural. The Property Standards by-law will still apply to the urban lands after the adoption of the Safe Properties Bylaw as well but there will be a choice of enforcement mechanism. Many of the issues that are generally dealt with through the Property Standards by-law are focused on the urban portion of the municipality – grass too long, garbage on property, etc... These issues are often repeat issues.

Under the current Property Standards By-law the process involves the receipt of a complaint, by-law officer visiting the property, investigation of issue, and the issuance of a report that is in the form of an order. The order to comply is a Part III Order.

The Safe Property By-law can be initiated by a complaint or be proactive, by-law officer visiting the property, investigation of issue, and the issuance of a request to comply or ticket. The Ticket is a Part I short form ticket.

The administrative process is the main difference between the Safe Property and the Property Standards by-laws.

Table 1 – Comparison of Administrative Processes

	Safe Property	Property Standards
	Investigation on site	Investigation on site
1	Issue Notice	
2	Issue Ticket	Report in the form of an Order
3		Registered Mail Sent - staff trip to Post Office
4		Wait 6 days for receipt
5		14 days for right of appeal
6		Schedule Committee of Adjustment
7		Order to comply issued
8		Ticket and fine
9	Right of Appeal to Court	Right of Appeal to Court

This process can take approximately 6 weeks in order to address very minor property standards issues. The Safe Properties By-law authorizes a simpler process in order to issue a ticket/fine and reduce the timeline to achieve compliance.

There was discussion of the authority to enter onto property. The authority to enter onto property is contained in both the *Municipal Act* and the *Building Code Act*. The relevant section of the *Municipal Act* is below:

Powers of Entry

Power of entry re inspection

436.(1) A municipality has the power to pass by-laws providing that the municipality may enter on land at any reasonable time for the purpose of carrying out an inspection to determine whether the following are being complied with:

1. A by-law of the municipality passed under this Act.
2. A direction or order of the municipality made under this Act or made under a by-law of the municipality passed under this Act.
3. A condition of a licence issued under a by-law of the municipality passed under this Act.
4. An order made under section 431. 2006, c. 32, Sched. A, s. 184.

There are authorities in several existing by-laws of the Municipality of Mississippi Mills with regards to the authority of staff to enter onto property. For example:

- Comprehensive Zoning By-law 11-83;
- Property Standards By-law -03-35;
- Regulate the Use of Sewers By-Law 18-92; and
- Water Use By-law 02-102 free access to all parts of a building served with water.

To clarify the point of the by-law is to deal with minor property issues and it does not create additional rights of entry for by-law enforcement staff. The following wording has been added to the proposed Safe Property By-law, Section 6 Right of Entry to clarify this aspect:

An employee of the Corporation shall not enter any room or place actually used as a dwelling without requesting and obtaining the consent of the occupier, first having informed the occupier that the right of entry may be refused and entry made only under the authority of a search warrant.

In circumstances where the issue is within a structure this would provide for consent of the occupant of the dwelling before proceeding to investigate but it is not intended that a by-law officer could be denied enter onto land to investigate exterior issues in the exercise of their duties.

Council should consider that a passive level of pro-active enforcement be considered with this By-Law. James McBain and I have many decades of experience in By-law and Property Standards. We have found that neighbours generally do not want to report their neighbours for contraventions of by-laws. Removing this as a requirement will avoid property owners having to confront their neighbour that could result in poor relationships and/or a build-up of resentment. Residents call us to report problems but do not want to be identified.

As a method of implementing the pro-active enforcement we suggest that officers carry business cards similar to building inspectors where front of card has officer name and contact info and the back of bylaw cards has this:

Date / Time

Grass/Weeds getting long - please cut _____

Garbage on lawn - please remove _____

Please call re: grass, garbage etc. _____

Thank you for your cooperation

The officer would leave a business card with the appropriate item checked off so that property owner has a record of the visit and is aware of the issue to be remedied.

OPTIONS:

Option 1:
Adopt the by-law as drafted.

Option 2:
Adopt the By-law with amendments to the fine structure to increase or decrease the fines for each infraction as Council sees appropriate.

Option 3:
Continue to use the Property Standards By-law and recognize that issues will take longer to resolve.

FINANCIAL IMPLICATIONS:

It is anticipated that this new process will reduce staff time and some minor administrative costs. There are no additional costs to implement this new process.

SUMMARY:

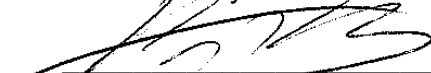
The current administrative process that is required in the Property Standards By-law is cumbersome and extends the timeline to implement a ticket/fine penalty to approximately 6 weeks. The new process contained in the Safe Property By-law would reduce the administrative process and allow the by-law officer to issue a ticket with a corresponding fine. Staff recommend that Council adopt the Safe Property By-law for implementation in the urban portion of the Municipality.

Respectfully submitted by,



Dan Prest,
Chief Building Official

Reviewed by:



Ken T. Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Comparison of Safe Property By-law to Property Standards By-law
2. Safe Property By-law 20-XXXX
3. Notice under the Safe Property By-law
4. Safe Property By-law Set Fines and Short Form Wording
5. Proof of Business Card – Notice of Issue

PROPOSED SAFE PROPERTY BY-LAW

MMills PROPERTY STANDARDS BY-LAW 03-35

<p>a) Every owner, tenant or occupant of property shall maintain said property to be clean and free from refuse and/or debris;</p>	<p>4 a)</p>	<p>2.1.1 All urban lands shall be kept clean and free from rubbish and debris and from objects or conditions such as holes that might create a health, fire or accident hazard, including dilapidated buildings, structures or vegetation such as trees which may be hazardous to the health, safety and welfare of the inhabitants.</p> <p>2.2.1 Every yard, including vacant lots, shall be kept clean and free from: (1) rubbish or debris and objects or conditions that may create a health, fire, or accident hazard;</p>
<p>a) Every <i>owner, tenant or occupant of property</i> shall keep the vegetation on the property maintained so that its height is maintained not to exceed a maximum of approximately 15 cm (6 inches) but does not include edible crops and, to be free from any overgrowth of plants deemed objectionable such as, but not exclusive to the following: dandelions, ragweed, thistles, burdocks, wild parsnip and/or any other plants that may commonly be described as a <i>nuisance plant</i>. Any noxious weeds must be controlled and or removed from the <i>property</i> as required</p>	<p>4 b)</p>	<p>2.2.4 Grass and plants shall be tended and maintained, except on lands in current crop production, pasture land, town land designated as open space and reforested land. Heavy growth and noxious weeds, as defined by the Weed control Act, shall be controlled. Notwithstanding the aforementioned, a naturalized garden that is tended and maintained shall be permitted within this by-law.</p>
<p>c) Grass or improved surfaces adjacent to a private property, within the “road allowance”, between the private property and the road curb line and/or road edge of pavement referred to as the inner or outer boulevard shall be maintained in a state of good repair as set out in this by-law by the owner, tenant or occupant of the adjacent private property, and kept in a clean, clear and safe condition. Property located in the following zones, as designated in the Comprehensive Zoning By-law as amended, shall be exempt from the above provision: Agricultural (A), Rural (RU), Environmental Protection (EP), Environmental Hazard (EH) unless developed, Open Space (OS), Parks & Recreation (PR), Development lands (D) and any exception zones to these zones;</p>	<p>4 c)</p>	<p>2.2.5 Grass and plants shall be tended and maintained, except on lands in current crop production, pasture land, town land designated as open space and reforested land. Heavy growth and noxious weeds, as defined by the Weed control Act, shall be controlled. Notwithstanding the aforementioned, a naturalized garden that is tended and maintained shall be permitted within this by-law.</p>
<p>d) Every owner, tenant or occupant of property shall keep hedges, shrubs and trees adjacent to a public sidewalk, walkway, neighbouring properties to be cut and trimmed so as not to encroach onto the sidewalk, walkway, roadway and neighbouring properties to allow safe, unhindered passage by pedestrians or vehicles;</p>	<p>4 d)</p>	<p>2.2.1 No person shall plant, grow, maintain, or permit on his/her property any hedge, shrub, plant, or tree where: 1) its location creates a public safety hazard. 2) it affects the safety of vehicular traffic or pedestrian traffic. 3) overhangs or encroaches upon any sidewalk or pavement or traveled portion of any street or highway posing a safety risk to pedestrians and motorists; or 4) it is located in a site triangle with a height higher than 0.8 metres (2.62 ft)</p>

<p>e) No person shall throw, place or deposit, or permit any person to throw, place or deposit, any refuse, debris or aggregate / organic material as herein defined on any property within the Municipality without the written consent of the property owner, and, only then in accordance with this by-law;</p>	<p>4 e)</p>	<p>2.1.1 All urban lands shall be kept clean and free from rubbish and debris and from objects or conditions such as holes that might create a health, fire or accident hazard, 2.2.4. The owner of a residential property shall maintain the residential property or part thereof and land which he/she occupies or controls, in a clean, sanitary and safe condition and shall dispose of garbage and debris in accordance with the Town of Mississippi Mills' Garbage By-law</p>
<p>f) Every owner, tenant or occupant shall keep their property free and clear of infestations of injurious insects, termites, rodents, vermin or attract other pests including wildlife but, does not include attracting birds and bees;</p>	<p>4 f)</p>	<p>2.2.1 (4) injurious insects, termites, rodents, vermin or other pests; and (5) dead, decayed or damaged trees that poses a safety hazard.</p>
<p>g) No unused, inoperative, unlicensed, uninsured motor vehicles, derby cars, vehicle parts, other inoperative or derelict equipment or machinery shall be stored on the property unless, the subject item(s) are stored in a side or rear yard and, that the subject item(s) are screened from view from any street and/or, from any other residential property and/or, the subject item(s) are, stored out of sight in an enclosed structure. One motor vehicle undergoing restoration may be stored outside under a cover designed for motor vehicles (no loose tarps);</p>	<p>4 g)</p>	<p>(3) wrecked, dismantled, discarded or abandoned machinery, vehicles, trailers or boats unless it is necessary for the operation of a business enterprise lawfully situated on the property; No derelict vehicle, scrap and/or junk material including, without limiting its generality, wrecked, dismantled, unused, unlicensed or non-restorable vehicles, trailers, machinery, tools, tires, appliances, equipment or any part thereof shall be parked, stored, moored or left on lands or water front property unenclosed except in an establishment licensed or permitted to conduct and operate such a business, and only then under circumstances that prevent unsafe or unsightly conditions.</p>
<p>d) No <i>owner, tenant or occupant</i> of land shall keep the following, a swimming pool, hot tub, wading pool or artificial pond, unless it is maintained in good working condition and, free of stagnant water, algae, scum, discolored water and would not meet pool condition standards for swimming or hot tub use.</p>	<p>4 h)</p>	<p>19-41 POOL BY-LAW 19-41 1. Water in a pool shall be maintained and not become stagnant, and any stagnant water in a pool shall be fully restored to an acceptable standard or be removed.</p>
<p>i) No owner or occupant shall permit water discharge from roofs, land, sumps, buildings, or pool drainage onto a neighbouring property. Water shall not be discharged on to public property such as a sidewalk, a roadway/highway or into the municipal sewer system without written approval from the municipality, this does not apply to natural slopes, engineered swales directing water to catch basins;</p>	<p>4 i)</p>	<p>Storm water shall be drained from the yard so as to prevent recurrent or excessive ponding or the entrance of water into a basement or cellar. No roof or sump pump drainage shall be directly discharged onto sidewalks, stairs, neighbouring property, and roadways or into a sanitary sewer system unless the municipality authorizes approval. All air conditioners located in buildings shall be equipped with proper devices for the prevention of condensation drainage upon public sidewalks or neighbouring properties.</p>
<p>j) No person shall allow a bin to be loaded above the recommended height or over the top of the container;</p>	<p>4 j)</p>	

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 20-XX

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

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

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

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

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

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

1. Application

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

2. Definitions:

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

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

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

"debris" see 'refuse'.

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

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

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

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

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

"owner" means the registered owner of the property.

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

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

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

- a) garbage, garbage bags, rubbish, junk or litter;
- b) accumulations or piles of grass clippings, tree and garden cuttings, brush and leaves which are not part of a horticultural or composting process;
- c) used containers such as cardboard boxes, glassware, bottles, plastic containers, metal barrels and tin cans;
- d) discarded paper, paper products, cardboard, clothing;
- e) unused, discarded or inoperable household or commercial items, examples may include appliances, furniture, plumbing fixtures, machinery parts, pipes, water or fuel tanks;
- f) any unused, abandoned, dismantled or inoperative equipment;

- g) any wrecked, dismantled, discarded vehicles, inoperable motor vehicles, automotive parts or accessories, mechanical parts, un-mounted or mounted tires and rims, accessories, or adjuncts to any vehicle;
- h) and all-terrain vehicle, motor home, motorized snow vehicle, motorized recreational vehicle or camper, traction engine, farm or lawn tractor, road-building machine or a vehicle drawn, propelled or driven by any kind of power, including horse power or manpower, boat, watercraft or trailer or part thereof, which is in a wrecked, discarded, dismantled, inoperative or abandoned condition unless it is necessary for the operation of a business lawfully situated on the property;
- i) broken concrete or asphalt pavement or other unused or unusable building materials;
- j) damaged, discarded, unused or stored materials resulting from or as part of construction, alteration, right-of-way or demolition of any building or structure, or old or decayed lumber;
- k) any waste materials, feces, objects or conditions that may create a health, fire or accident hazard or are unsightly;
- l) dilapidated, collapsed or partially constructed structures which are not currently under construction or repair; and
- m) dead, diseased, decayed, or damaged trees or brush not intended for heating purposes but does not include neatly stacked firewood in a rear or side yard.

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

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

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

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

“safe property notice” means a notice as set out in Appendix "A" of this By-law.

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

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

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

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

3. **Scope**

This By-law includes all Property within the Municipality of Mississippi Mills but does not mean to prevent a farm operation or practice meeting the definition of "agricultural operation" and "normal farm practice" under the *Farming and Food Production Protection Act*, 1998, SO 1998, c.1 as amended from carrying out a normal farm practice as provided for and defined under that Act and/or provisions described under OMAFRA.

4. **General Standards**

a) Every *owner, tenant or occupant of property* shall maintain said *property* to be clean and free from *refuse* and/or *debris*.

b) Every *owner, tenant or occupant of property* shall keep the vegetation on the *property* maintained so that its height is maintained not to exceed a maximum of approximately 15 cm (6 inches) but does not include edible crops and, to be free from any overgrowth of plants deemed objectionable such as, but not exclusive to the following: dandelions, ragweed, thistles, burdocks, wild parsnip and/or any other plants that may commonly be described as a *nuisance plant*. Any noxious weeds must be controlled and or removed from the *property* as required by the Provincial "Weed Control Act".

c) Grass or improved surfaces adjacent to a private *property*, within the "*road allowance*", between the private *property* and the road curb line and/or road edge of pavement referred to as the inner or outer boulevard shall be maintained in a state of good *repair* as set out in this by-law by the *owner, tenant or occupant* of the adjacent private *property*, and kept in a clean, clear and safe condition. *Property* located in the following zones, as designated in the Comprehensive Zoning By-law as amended, shall be exempt from the above provision: Agricultural (A), Rural (RU), Environmental Protection (EP), Environmental Hazard (EH) unless developed, Open Space (OS), Parks & Recreation (PR), Development lands (D) and any exception zones to these zones.

d) Every *owner, tenant or occupant of property* shall keep hedges, shrubs and trees adjacent to a public sidewalk, walkway, neighbouring property to be cut and

trimmed so as not to encroach onto the sidewalk, walkway, roadway and neighbouring property to allow safe, unhindered passage by pedestrians or *vehicles*.

e) No person shall throw, place or deposit, or permit any person to throw, place or deposit, any *refuse, debris or aggregate / organic material* as herein defined on any *property* within the Municipality without the written consent of the *property owner*, and, only then in accordance with this by-law.

f) Every *owner, tenant or occupant* shall keep their *property* free and clear of infestations of injurious insects, termites, rodents, vermin or attract other pests including wildlife but does not include attracting birds and bees.

g) No unused, inoperative, unlicensed, uninsured motor *vehicles, derby cars, vehicle parts, other inoperative or derelict equipment or machinery* shall be stored on the *property* unless, the subject item(s) are stored in a side or rear yard and, that the subject item(s) are screened from view from any street and/or, from any other residential *property* and/or, the subject item(s) are, stored out of sight in an enclosed structure. One motor vehicle undergoing restoration may be stored outside under a cover designed for motor *vehicles (no loose tarps)*.

h) No *owner, tenant or occupant* of land shall keep the following, a swimming pool, hot tub, wading pool or artificial pond, unless it is maintained in good working condition and, free of stagnant water, algae, scum, discolored water and would not meet pool condition standards for swimming or hot tub use.

i) No *owner or occupant* shall permit water discharge from roofs, land, sumps, buildings, or pool drainage onto a neighbouring *property*. Water shall not be discharged on to public *property* such as a sidewalk, a roadway/highway or into the municipal sewer system without written approval from the municipality, this does not apply to natural slopes, engineered swales directing water to catch basins.

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

5. Liability

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

6. Right of Entry

Pursuant to Section 435 and 436 of the *Municipal Act 2001, S.O. 2001, c.25*, as amended, an *officer* may enter upon *property*, at any reasonable time, for the

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

An employee of the Corporation shall not enter any room or place actually used as a dwelling without requesting and obtaining the consent of the occupier, first having informed the occupier that the right of entry may be refused and entry made only under the authority of a search warrant.

7. Administration and Enforcement

a) When any property is not maintained to the requirements of this by-law, the *officer* will notify the *property owner, occupant*, or other person responsible for the maintenance of the property by attending the property to speak with the owner/occupant, leaving a business card and advising of the concerns. Any questions regarding who complained will always be answered with 'I was driving by and noticed the property did not meet the Safe Property By-Law and stopped by.'

b) When any *property*, after being advised about the concerns by the above, and that the property does not maintain the requirements of this by-law, the *officer* will notify the *property owner, occupant*, or other person responsible for the maintenance of the property and if it fails to comply with the *Safe Property By-Law* and that the *property* has not been brought into compliance with the provisions of the by-law within a specified period, but not less than 24 (twenty-four) hours from the date of the notification;

c) The *Safe Property Notice* shall then be delivered to the property owner, occupant, or other person responsible for the maintenance of the property, by *Registered Mail*, to the last known address of the *owner as shown on the tax assessment rolls* of the municipality, or *delivered personally*, or *sent electronically*, or issued *verbally* by phone, to the *owner* or *occupant* and/or a person responsible for the *property*.

d) Where the property owner/occupant is served and refuses to or fails to comply with the '*Safe Property Notice*' the officer may initiate corrective actions to bring the *property* into compliance with the provisions of this by-law. The costs associated with the work done to bring the *property* into compliance may be recovered by adding the costs to the tax roll and collecting them in the same manner as taxes, pursuant to Section 446(3) of the *Municipal Act 2001, S.O. 2001, C.25*, as amended. The Municipality may apply an administration fee in accordance with the Fees and Charges Bylaw.

e) Where a 'Safe Property Notice' has been served on the *occupant*, pursuant to section 7 a), and, the requirements of the Safe Property notice have not been complied with, the officer will notify the *property owner* of the violation and, if requested, provide the property owner with a copy of the Safe Property Notice served on the *occupant*. If the property owner and/or the occupant refuses or fails to comply with the Safe Property Notice then the provisions of section 7 b) shall apply.

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

8. Power of the Corporation to Repair

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

9. Penalty

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

10. Validity

- a) Should a court of competent jurisdiction declare a part or whole of any provisions of this by-law to be invalid or of no force and effect, the provision or part is deemed severable from this by-law. It is the intention of Council that the remainder survives and be applied and enforced in accordance with its terms to the extent possible under the law to protect the public by ensuring a minimum standard for maintenance of yards is maintained.
- b) Where a provision of this by-law conflicts with the provisions of another by-law, Act or Regulation in force within the Municipality, the provisions that establish the higher standards to protect the health and safety of persons shall prevail.

11. Enactment

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

BY-LAW read, passed, signed, and sealed in Open Council this XXth day of _____, 2020.

Mayor Christa Lowry

Clerk



MUNICIPALITY OF MISSISSIPPI MILLS
SAFE PROPERTY NOTICE

NAME: _____
Owner / Occupant - Last Name First Name

ADDRESS: _____

PO BOX _____ P/C: _____ Prov. _____

Email: _____

D.O.B: ____ / ____ / ____ Phone: _____

DATE: _____ Time: _____ AM / PM

LOCATION: _____
Mississippi Mills, ONTARIO

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

Table with 3 columns: BY-LAW # GENERAL STANDARDS, X, and violation codes (4 a) through 4 j). Row 1: Fail to Maintain Property - Refuse (4 a) with X in the middle column.

You are directed to bring the property into compliance with the by-law by: _____ 20____ (Min.24 Hrs.)

REQUIRED ACTION: _____

Failure to comply with this Notice may result in a charge under the by-law and upon conviction a fine of \$200.00 plus court charges. In addition, corrective action may be taken by the Municipality and the costs associated with correcting the violations will be assigned to the property tax account.

Served by: _____

Time: _____ Date: ____ / ____ / 20____

BY-LAW # 20-XX SECTION 4
GENERAL STANDARDS

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

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

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

MISSISSIPPI MILLS
SAFE PROPERTY BY-LAW NO. 20-XXX
PART 1 PROVINCIAL OFFENCES ACT

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

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

**Corporation of the Municipality of
MISSISSIPPI MILLS**



www.mississippimills.ca

DANIEL J. PREST, CMMII
 Chief Building Official
 By-law Enforcement

3131 Old Perth Road
 P.O. Box 400
 Almonte, ON K0A 1A0
 Tel: 613-256-2064 ext 260
 Fax: 613-256-4887
cbo@mississippimills.ca

Please Call

Please Attend to:

Grass / Weeds

Garbage

Vehicle on Grass

Vehicle Unlicensed

Dog Feces

Thank You

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

STAFF REPORT

DATE: January 12, 2021
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: 2021 Municipal Grants

RECOMMENDATION:

THAT Council approve the following 2021 municipal grants:

Applicant	Recommended Funding for 2021
North Lanark Agricultural Society	\$1,000.00
Royal Canadian Legion Pipe Band	\$3,000.00
Mississippi Lakes Association	\$500.00
Almonte Celfest	\$1,500.00
Pakenham Civitan Club	\$1,500.00
Mississippi Madawaska Land Trust	\$1,500.00
Total	\$9,000.00

BACKGROUND:

Each year funds are allocated in the budget for grants to community groups and various organizations under the municipal grant program (policy included as attachment 1). The 2021 draft budget includes \$33,150.00 for this program. The municipal grant submissions for 2021 were due on November 30, 2020.

Due to the Covid 19 pandemic, many organizations were unable to host their planned events in 2020. Council passed the following resolution on September 1, 2020 to support those organizations:

Resolution No 338-20

Moved by Councillor Holmes

Seconded by Deputy Mayor Minnille

THAT Council support Option 2-Organizations that received 2020 municipal grant allocations for events that have been postponed due to Covid 19 can retain their 2020 grant to offset the costs of the event when it proceeds.

On September 2, 2020 letters were sent to several organizations that received funding in 2020, requesting that financial information be provided to the Municipality by November 30, 2020 to determine how much of their 2020 municipal grant remains to be carried into 2021. The letter also advised that unspent funds from 2020 may be deducted from 2021 municipal grant requests and that if the event was not proceeding in 2021, the funds would need to be returned to the Municipality.

With the ongoing pandemic, it is unclear at this time if events that were postponed in 2020 will be able to proceed in 2021.

DISCUSSION:

Attachment 2 provides details on the 2021 municipal grant applications including the recommended funding and the rationale for the allocation. The total amount recommended for distribution to the organizations is \$9,000.00.

Per attachment 2, there were a total of 14 organizations included in the municipal grant analysis;

- 4 applications were not considered for a municipal grant as they do not meet the program eligibility.
- 2 organizations that would normally apply for a municipal grant did not do so as their unspent 2020 allocations are being used for their event in 2021.
- 2 organizations applied for a municipal grant in 2021 but it was determined that they had unspent funds to carry forward into 2021
- 6 organization were deemed to be eligible for grants in 2021 based on their submitted applications.

FINANCIAL IMPLICATIONS:

There are no further financial implications resulting from this report as the 2021 budget includes \$33,150.00 for this program. Any surplus funds not distributed in 2021 will be set aside in reserves to offset future municipal grant applications or used to address other funding requests that may arise during 2021.

SUMMARY:

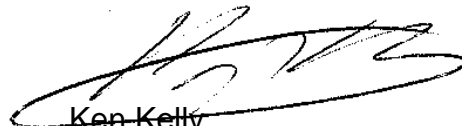
The 2021 municipal grant allocations are being recommended for Council's consideration.

Respectfully submitted,



Rhonda Whitmarsh,
Treasurer

Reviewed by,



Ken Kelly,
Chief Administrative Officer

Attachments:

1. Municipal Grant Policy
2. Analysis of 2021 Municipal Grants

Attachment 1

CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

POLICY ON MUNICIPAL GRANTS

A. OBJECTIVE

The Municipality of Mississippi Mills recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through its municipal grant program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

B. PURPOSE

The Municipal Grant Policy has been established by Council to provide guidelines to organizations within Mississippi Mills who are seeking modest financial assistance with the following:

1. One time start-up funding for a new community event or festival.
2. Sponsorship funding for established community events or festivals.
3. Funding towards partnerships between the Municipality and Organizations
4. Funding to maintain and/or operate private structures or property that are used to the benefit of the community as a whole.
5. Funding to support federal and provincial government grant application requirements.

C CRITERIA

1. ELIGIBILITY TO APPLY FOR A MUNICIPAL GRANT

Council will review applications for municipal grants after considering the following eligibility criteria:

- a. A not for profit organization that meets the criteria established in Chapter 4 "Eligibility Requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario. See Sections 2.1.0 -2.1.5 and Sections 2.3.0 – 2.3.1 attached. A registered charity meets these criteria.
- b. Is located in the Municipality of Mississippi Mills

- c. Provides without discrimination a recreation, cultural or community service to a significant proportion of Municipality citizens that the Municipality does not otherwise provide.
- d. Has demonstrated revenue-generating capability to sustain the service or event on its own.
- e. Requires municipal funding participation to support a federal or provincial grant application.
- f. Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.

2. **GRANTS / CONDITIONAL GRANTS**

Organizations that receive any funding are required to acknowledge the support of the municipality through the use of the municipal web site and tag line on any promotion material for the event, service, activity, etc.

The use of the municipal logo, web site and tag line must be in accordance with the Municipal Sponsorship Guidelines

- a. Start-up funds for a new community event or festival.
 - *Start-up funds may be provided, on a ONE TIME basis only, to assist in the initial costs for providing the community with a new community event or festival.*
- b. Sponsorship funds for established community events or festivals.
 - *Sponsorship funds may be given to organizations provided that Council acknowledges that the municipality is obtaining an economic benefit for funds given.*
 - *Depending on the monetary success of the event, Council may determine that the sponsorship funding or portion thereof be repaid or be carried forward to a subsequent year.*
- c. Funding may be provided to organizations that provide a service or engage in a community festival in partnership with the Municipality.
- d. Funding may be provided to maintain and/or operate private structures or properties that are used for the benefit of the community.
 - *Funding may be provided to organizations to offset operating costs such as taxes and insurance for private structures and properties if Council acknowledges that those facilities are used for the benefit of the community.*
- e. Funding to support Federal or Provincial Government grant application requirements.

- *Funding may be provided to assist organizations in obtaining defined Federal or Provincial Government grants when these government bodies require that the municipality participate in the funding of an event or festival and where Council deems that the purpose of the event or festival provides an economic benefit to the community.*

3. **WHAT/WHO IS NOT ELIGIBLE FOR MUNICIPAL GRANTS OR SPONSORSHIPS**

Council will **not** consider the following grant requests:

- a. Social assistance services that are provided by other government agencies or not for profit organizations.
- b. Travel expenses for members of an organization.
- c. Uniforms
- d. Play structures that are to be constructed on non-municipal property.
- e. Rental Fee Waivers
- f. Sponsorship of athletic endeavours (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- g. Individuals
- h. For-profit organizations
- i. Organizations with political affiliations
- j. Organizations serving as funding sources for others, e.g. Services clubs unless they are applying for funding for community festivals (per Resolution 7-15)
- k. Faith organizations where services/activities include the promotion and/or required adherence to a faith.
- l. Hospitals, clinic-based services or medical treatment programs.
- m. Fundraising Events.
- n. School boards, primary and secondary schools, post secondary institutions.
- o. Programs with legislated mandates of other governments.
- p. Provincial/national organizations unless a local chapter exists to service the residents of Mississippi Mills.
- q. Organizations receiving greater than 50% funding from senior levels of government.
- r. Organizations that conduct the majority of their activities outside the Municipality.
- s. Costs for major capital equipment/renovations and financing of deficits.
- t. Any grant requests from organizations that do not submit the required reporting information for a previous year's grant in accordance with Section C of this policy.
- u. Incorporation costs or Director's Liability insurance costs
- v. Museums

4. **FUNDING LIMITS**

Council at its discretion shall establish an annual budget for this program. Grant funding to any one (1) organization or event in any one year will be capped at a maximum cash value of **\$5,000.00**. Council has the discretion to increase this

maximum for an extraordinary, one of a kind project, need or circumstance which may be considered and only if the annual budget allows.

5. **APPLICATION PROCESS**

It is the responsibility of applicants to submit a complete application with clear and sufficient information. It should be noted that the grant program is competitive and applicants should submit the best application possible. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

- a. Prior to considering any request for a grant or sponsorship, Council shall require the following from the organization:
 - *a completed Municipal Grant Application Form detailing the proposed commitment from the Municipality.*
 - *financial statements which shall include an income statement and a balance sheet from the previous event or fiscal year (and the most up to date available month end financial statements in the year of application)*
 - *a detailed budget for the upcoming fiscal year or event*
 - *information pertaining to the evaluation criteria and expected outcomes*
 - *The applicant will provide one (1) copy of the application form and supporting documents to the Municipality. An electronic copy is acceptable.*
- b. The Municipality reserves the right to request supplementary information in support of the application.
- c. Requests for Municipal Grant funding shall be received by the Municipality no later than November 30th of each calendar year.
- d. If the above information is not submitted by the November 30th deadline, applications will be returned and not considered by Council.

6. **CONSIDERATION**

- a. Applications for grant or sponsorship funding will be considered during the Municipality's annual budget deliberations.
- b. Actual funding amounts allocated for municipal grants or sponsorships will be based upon available funding.
- c. Previous year's funding allocations will not be considered and each application will be reviewed on its own merit.
- d. There shall be no duplication of funding to any organization in any fiscal year
- e. Unless otherwise approved by Council no grant or sponsorship funding will be paid until such time as the annual budget has been approved.
- f. Grant or sponsorship funding allocated to an organization will be used first to clear any amounts owing to the Municipality. The balance of funds, if any, will then be forwarded to the organization.

- g. Any municipal grant or sponsorship funding that has not been spent, in the year that it is received, shall be returned to the municipality
- h. A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.

C REPORTING

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide, a written report in the form attached hereto as Schedule 'A'. If it is determined that funds were reallocated to another project/event other than what was submitted with the municipal grant application, the Municipality may at its discretion, disqualify an organization from any future funding under this program.

Note: Any organizations that do not submit a report will not be considered for funding in the future.

Approved by Council: June 23, 2008 and amended February 10, 2009, March 7, 2011, January 13, 2015 and October 6, 2015

**Municipality of Mississippi Mills
2021 Municipal Grant Analysis**

Name of Organization	2021 Request	2020 Grant	2019 Grant	Planned use of funds	Years in Existence	# of Members	# of attendees/participants	Target Population	2021 Budget	Balance of Investments (other than operating funds)	2020 Profit/Loss	Anticipated Outcomes	Recommended funding for 2021	2021 Grant Allocation and reasons for support
North Lanark Agricultural Society	5,000	5,000	5,000	Upgrades to the grounds, improve lighting/electrical and complete small repairs	162	40	Fair did not proceed in 2020 due to Covid 19. Generally 3,500 attendees	All age groups	99,200	None	NLAS- Profit of 455, Fair Profit of 116	Improve security on the grounds and to buildings. Improve efficiency and safety	1,000	Attracts visitors to the community and provides entertainment, education and various events for all age groups to participate in. 2020 funding was used to secure contracts for vendors and midway for 2021. Recommended funding is to support electrical upgrades
Mississippi Mills We All Belong	2,500	N/A	N/A	Provide ways for citizens to share tolerance, acceptance and celebrate diversity by creating a website and creating a human library	6 months	12	not measured	All age groups	2,500	None	N/A	Goal is to bridge the gap between people and groups in the Community to assist with acquiring knowledge and understanding so all can celebrate diversity and difference	0	Does not meet the eligibility requirements-would be considered a social service.
Royal Canadian Legion Pipe Band	5,000	3,000	N/A	To purchase teaching materials and performance materials for band members	2	51	Goal is to recruit and train novice members of all ages through mentorship so that they become experienced pipers who will in turn mentor others. Performances will attract audiences to the Community	All ages and abilities	35,110	None	Profit of 12,136	Promote traditional Scottish music and heritage. Celebrate this heritage in the community through various activities and events. Partner with other organizations. Develop musicians and provide mentorship	3,000	Provides entertainment at various community events for all age groups. Has partnered with other organizations for support. Promotes the local culture of Mississippi Mills. In 2020 moved to an online platform for practices and provided socially distanced performances in the community.
Neighbourhood Tomato Community Garden	3,300	-	560	Upgrade Augusta Park Community garden	10	150	Goal is to revamp the Augusta St. Community Garden to keep it a viable resource and positive experience for gardeners, the community including donations to the food bank	All ages and abilities	3,300	None	Not provided but deferred revenue of 1,257	Provides a benefit to those who visit, live near the park. Supports the local food bank and partners with other organizations within the community	0	The group has not spent all the funding received in the past. The 2021 request is for work in a municipal park. Request is forwarded to the Recreation Department for consideration.
Almonte in Concert	5,000	1,750	1,750	Expenses related to 2021/2022 concert series. No events planned yet due to Covid 19 restrictions. May move to virtual concerts	41	9	815 paid attendees for 2020/2021 season	All age groups	Not provided due to limited ability to plan resulting from Covid 19 restrictions	2,660	Profit of 8,037	Continue to enrich the cultural, social, economic brand of the Community. Attract visitors to Mississippi Mills	0	Promotes Canadian and International artists and provides a cultural contribution that is available to all residents of MM. Balance of 2020/2021 events cancelled due to Covid 19. Unclear as to what events will look like in 2021/2022. Funds provided in 2020 are to be carried over and used in 2021 once performances resume

					Years in	# of	# of	Target	2021	Balance	2020	Anticipated	Recommended	2021 Grant Allocation
Name of Organization	2021 Request	2020 Grant	2019 Grant	Planned use of funds	Existence	Members	attendees/participants	Population	Budget	of Investments (other than operating funds)	Profit/Loss	Outcomes	funding for 2021	and reasons for support
Mississippi Lakes Association	500	500	N/A	Awareness and protection of Mississippi Lake and its ecosystems, navigational hazards, bouy maintenance and replacement, etc.	76	600	1,200	All age groups	14,420	None	Proift of 3,367	Improve Mississippi Lake water quality, improve boater safety and improve awareness of ecological and economic issues affecting the region	500	The Group provides a service not provided by any other organization in the Community to protect the waterways and the residents of Mississippi Mills who live around Mississippi Lake.
Almonte Celtfest	5,000	2,500	2,500	2021 Festival Costs including increased programming, parade for 25th anniversary celebrations. Use funding to leverage other funding opportunities at Provincial and Federal levels	24	11	2020 event was held online due to Covid 19 restrictions. Approx. 4,000 participants. Historical attendance is approx. 10,000	All age groups	60,000	12,243	Loss of \$15,095 however this includes funding paid to performers in 2020 that are deferred to 2021	Continue to attract visitors to the community and promote MM as a place to live, work and enjoy	1,500	Provides a cultural contribution to MM and attracts visitors to the community. The festival is available for all residents to enjoy. Provides volunteers to set up and take down the stage for MM's Canada Day activities. In 2020 the online event include a contest featuring local goods to support and promote local businesses. Funding in 2021 should be limited to the carry over of 2020 funds however 2021 is the 25th anniversary so additional funding is recommended to support this milestone event
North Lanark Highland Games	N/A	2,500	2,500	Publicity and promotional materials			No event in 2020	All age groups	64,400	15,369	No event in 2020 due to Covid 19- Profit of 2,119 (unspent 2020 funding)	Continue to celebrate and promote the Scottish heritage of MM and the surrounding region. Promote tourism and attract visitors to the community and increase awareness of what is available in MM.	0	Attracts a large number of visitors to MM. Provides a cultural contribution as well as economic benefits and publicity to the municipality. The event is available to all residents to enjoy. No application submitted for 2021-using unspent funding from 2020
Almonte Lawn Bowling Club	4,130	N/A	N/A	Purchase of portable bocce ball courts and replacement equipment	109	50-70	70-90	Youth to Seniors	4,130	Not provided	Not provided	Increase awareness, increase membership at the club	0	Does not meet program eligibility. This facility is owned by the Municipality. Application to be forwarded to the Recreation Department for consideration
Pakenham Civitan Club	1,500	1,500	1,500	2021 Frost Festival	16	30	1,000	All age groups	3,525	None	Profit of 5,020 (Pak Civitan)	Enjoy and celebrate winter and continue a long standing tradition in Pakenham	1,500	Continues to provide the community with a long standing festival. Available to all residents of MM and all age groups. If Covid restrictions cancel the 2021 event the funds will be returned to the Municipality

Name of Organization	2021 Request	2020 Grant	2019 Grant	Planned use of funds	Years in Existence	# of Members	# of attendees/participants	Target Population	2021 Budget	Balance of Investments (other than operating funds)	2020 Profit/Loss	Anticipated Outcomes	Recommended funding for 2021	2021 Grant Allocation and reasons for support
Naismith Men's Sheds	3,000	N/A	N/A	Liability insurance, heat for workshop, repair tools, website and pamphlet, communication tools	2	60	unable to determine-60 members but indirectly to others through community projects	Mainly seniors (male) but indirectly to other ages	3,762	Not provided	Loss of 6,020	Provide a social circle for men and a lifeline to men in crisis. Create a space to meet, make friends, socialize and support each other. Provide woodworking projects in the community. Volunteer in the Community	0	Does not meet program eligibility. Providing a social service. Benefit is mostly restricted to members. Grants also do not cover liability insurance requests
Rural Fetal Alcohol Spectrum Disorder (FASD) Support Network	5,000	N/A	N/A	Marketing to increase profile through social media/website, advertising and conversation	1	386	386-target is youth and young adults	Various ages of membership	26,000	None	Loss of 6,770	Increase in mental health supports for youth, young adults and caregivers for people with disabilities. Goal is to change attitudes regarding the potential people with disabilities possess.	0	Does not meet program eligibility. Providing a social service.
Old Home Week	N/A	2,500	N/A	Arena and hall rentals, ball diamond rentals, hire bands and provide a family barbeque	unknown	unknown	2020 event was postponed due to Covid 19 restrictions	All age groups	9,700	Event has been supported entirely by volunteers. No financial information available	No financial information available as was previously supported by volunteers	To provide an event that brings together family and friends in the community	0	Provides various attractions and entertainment for families in the community. Open to all age groups. Has partnered with other organizations for support. 2020 funding will be carried forward into 2021
Mississippi Madawaska Land Trust	4,420	N/A	N/A	Maintain and improve High Lonesome Nature Preserve. Install signs, realign the trail and create a new trail guide	7	260	number of visitors not provided	All age groups	4,420	None	Profit of 1,333 (9 months)	To provide an improved trail network and enhance visitor experience. To increase the number of visitors to the property as well as the website	1,500	This trail is located within the Community and is available to all to enjoy. It promotes outdoor activities and attracts visitors to the area.
											TOTAL		9,000	

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 12, 2021
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: 2021 Municipal Insurance

RECOMMENDATION:

THAT Committee of the Whole recommends that Council fund the 2021 additional insurance premium of \$39,752 first from savings realized in the 2021 budget for the 2021 municipal grant program and then from reserves;

AND THAT the Municipality's insurance broker be invited to attend a future Council meeting to provide an update;

AND THAT the Treasurer be directed to issue an RFP for municipal insurance in 2021 for coverage effective January 1, 2022.

BACKGROUND:

Since 2012, the Municipality's insurance broker has been Halpenny insurance. The last RFP for insurance was issued in 2017 effective January 1, 2018.

From July 2005 (1/2 year) to 2011 the Municipality's insurance was with the Ontario Municipal Insurance Exchange (OMEX) which is no longer operating. Prior to that the Municipality's insurance was with Jardine Lloyd Thompson.

Annual insurance premiums are determined based on a number of factors such as, but no limited to, claims history, market conditions, number of employees, amount of coverage required, deductible limits, value of property and assets, etc.

Premiums since 2006 (Jan 1 to Dec 31) are as follows:

Year	Premium	Year	Premium
2006	\$149,513.04	2014	\$160,555.20
2007	\$162,779.36	2015	\$165,275.12
2008	\$174,000.00	2016	\$179,971.20
2009	\$182,950.92	2017	\$173,939.60

2010	\$227,620.00	2018	\$136,715.84
2011	\$270,040.28	2019	\$146,814.44
2012	\$159,114.60	2020	\$140,725.40
2013	\$153,837.24		

DISCUSSION:

In October 2020 the renewal process was started for insurance coverage for 2021. At that time, there was no indication that there would be an increase above 4-5%.

Halpenny provided notice of the renewal premium to the Municipality on December 21, 2020 indicating that the increase was \$45,577 over 2020 making the 2021 premium \$186,302.40. The notice was delivered late in 2020 because Halpenny was having difficulty securing insurance in the market. The 2021 budget had already been approved by the time notice was received and included an increase of \$5,825 for an unbudgeted difference of \$39,752.

Upon receipt of the renewal notice, the Municipality’s insurance broker was immediately contacted to obtain an explanation of this significant unexpected increase. The comments are as follows:

“The overall premium increase is \$45,577. which is a result of increased assets, claims experience and market conditions.

We had been receiving renewal terms with moderate increases during the earlier part of the year; however as market condition continues to deteriorate, rates and deductibles have increased significantly over the past couple of months which are being driven due to restrictions to Insurers reinsurance capacity and risk appetite.

Unfortunately, we are now coming off a long soft market where we had more insurers and lower rates. As industry wide losses accumulated over the last several years, some unprofitable insurers pulled out of the market. The remaining companies are forced to increase their rates in order to cover all their claims and to regain profitability. We have entered what is known as a “hard market” in insurance, which may consist of increased premiums, reduced coverage, and fewer risks that insurers are able to write various class of business. A hard market is caused by a number of contributing factors that include falling investment rates, increases in claims and larger global losses. There are many factors impacting premiums such as higher award settlements; accelerating future care costs; claim Inflations – this is running between 6% to 8% annually and the growing litigious society.”

A follow up telephone conversation provided additional information:

- The insurance market is experiencing a period of turmoil-if coverage can be obtained it should be secured

- The market is responding to claims for floods, tornadoes and other catastrophic losses
- Claims related to Covid 19 (if any) have not hit the market yet but may impact future rates
- The Municipality has had some recent claims i.e. plow truck payout of \$323,084.90 contributing to the premium increase
- The broker did not anticipate this rate increase as recent renewals for other clients had modest increases but the market has exploded in the last couple of months. Because Halpenny was not expecting such large increases in the Municipality's premium, they could not provide advance notice to the Municipality for budget inclusion
- Issuing an RFP in 2020 for 2021 coverage would not likely have yielded different results as all insurance providers are subject to similar market conditions
- The substantial rate increases are not unique to Mississippi Mills but affect all clients and all sectors-Mississippi Mills increase is mid range to what is being observed for other clients.

Because the Municipality was notified at a late date as to the premium increase, there was no time to issue an RFP as the Municipality's insurance coverage expires on December 31, 2020 and coverage is needed again on January 1, 2021. It is doubtful however that an RFP would yield different results. Funding of the additional premium over the amounts included in the 2021 budget needs to be determined.

OPTIONS:

- 1) Use funds allocated in the 2021 budget for municipal grants that will not be distributed to partially offset the insurance premium with the remainder to come from reserves. The report on municipal grants is being discussed by Council on January 12, 2021. That report suggests that unallocated funds included in the 2021 budget for the municipal grant program of approximately \$24,150 should be placed into reserves but could be reallocated to address the insurance premium budget shortfall. The remaining insurance premium increase of \$15,602 could then be funded from reserves.
- 2) Fund the entire 2021 insurance premium shortfall of \$39,752 from reserves
- 3) Leave the entire 2021 insurance premium shortfall of \$39,752 unfunded at this time with funding to come from any 2021 year end surplus if available, and if not, from reserves.

FINANCIAL IMPLICATIONS:

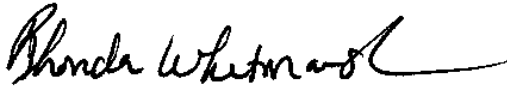
The financial implications are discussed above. It is recommended that Option 1 be approved to fund the 2021 insurance premium budget shortfall of \$39,752.

SUMMARY:

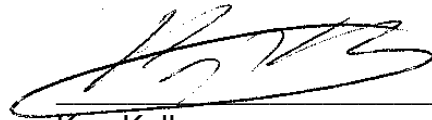
The Municipality's insurance premium for 2021 is significantly higher than the estimate included in the 2021 approved budget. It is recommended that the budget shortfall of \$39,752 be funded first from unallocated 2021 municipal grant funding and then from reserves. In addition, it is recommended that the Municipality's insurance broker be invited to a future Council meeting to provide further information on the premium increase and that an RFP for insurance coverage be issued in 2021 to take effect January 1, 2022.

Respectfully submitted by,

Reviewed by:



Rhonda Whitmarsh,
Treasurer



Ken Kelly,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 12, 2021
TO: Committee of the Whole
FROM: Cynthia Moyle, Acting Clerk
SUBJECT: **Appointment to Carleton Place's Parks and Recreation Committee**

STAFF RECOMMENDATION:

THAT the Committee of the Whole recommends to Council to appoint Councillor Dalgity to the Carleton Place Parks and Recreation Committee for the remaining term of Council.

BACKGROUND:

As a follow up from the Joint Cost Sharing Recreation Agreement with Beckwith & Carleton Place Status Report dated December 1, 2020, Mississippi Mills Council may appoint a member of Council to the Carleton Place Parks and Recreation Committee.

DISCUSSION:

The first decision point to accept the Town of Carleton Places' offer to appoint a Mississippi Mills Councillor to the Carleton Place Parks and Recreation Committee.

If the Committee of Whole accepts the offer, the next decision is to make the appointment.

There are two (2) options for making the appointment which are as follows:

- Option 1 - Appointment made by the Striking Committee – this delays the appointment to another meeting.
- Option 2 - Appoint a member of Council from the Mississippi Mills Parks and Recreation Advisory Committee. Councillor Dalgity and Councillor Guerard have been both appointed to this Committee.

FINANCIAL IMPLICATIONS:

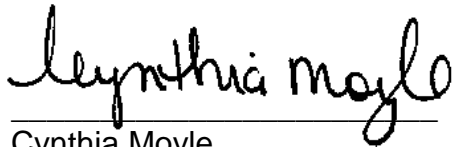
N.A.

SUMMARY:

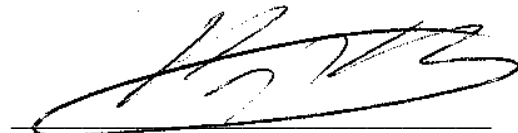
Staff recommends appointing Councillor Dalgity to the Carleton Place Parks and Recreation Committee as Mississippi Mills representative. Councillor Dalgity currently serves as Chair of the Mississippi Mills' Parks and Recreation Advisory Committee. Councillor Guerard will be starting a new role as Chair of Committee of the Whole in the new year. Appointing Councillor Dalgity distributes the Council workload more evenly.

Respectfully submitted by,

Reviewed by:



Cynthia Moyle,
Acting Clerk



Ken Kelly,
Chief Administrative Officer

Parks and Recreation Committee Terms of Reference

A. Purpose

While it is the legislative mandate of Council to make the final decision on all matters that affect the Town, the purpose of an Advisory Committee/Board is to:

1. Provide recommendations, advice and information to Council on those specialized matters which relate to the purpose of the Advisory Committee/Board;
2. facilitate public input to Council on programs and ideas approved by Council; and
3. to assist in enhancing the quality of life of the community, in keeping with Council's Strategic Plan principles;
4. conduct themselves in keeping with the policies set by Council pertaining to Advisory Committees/Boards, and also in keeping with the Town's Procedural By-law.

B. Roles and Responsibilities

The Parks and Recreation Committee has the responsibility for the planning and operating of all Town buildings, parks and trails owned by the Town including the arena, pool, sports fields, tennis courts, community centres and other facilities and programs related to physical and cultural activities. In addition, the committee has the responsibility for the administration of any contracts or cost sharing agreements entered into by the Town and are assigned to the committee by Council.

The Arena Staff Fundraising Committee is a sub-committee of the Parks and Recreation Committee. The funds raised by the Arena Staff Fundraising Committee will be used at their discretion to fund items for recreation purposes.

The committee has the authority to establish various sub-committees as required for a specific purpose or event such as Winter Carnival Committee, Canada Day Committee.

Responsibilities:

- i) Maintain and provide quality parks, facilities and programs for use by all sectors of the community;
- ii) Provide support services to community organizations and programs;
- iii) Require user funding for operations, where possible, and attempt to operate only those programs that generate a net income;

- iv) Planning and coordinating recreation, sport and culture interests and opportunities, including commenting at all stages of future recreation development;
- v) Providing direct programs and events where there is no other organization meeting that need;
- vi) Maintain facilities at a high level, through the use a 10-year capital plan to be updated annually;

C. Authority

Authority transfer is restricted to the scope described herein, unless an amendment is explicitly authorized by Council.

The Parks and Recreation Committee:

- 1. Shall not communicate externally on behalf of Council except as related to the scope;
- 2. Shall ensure that all outgoing communications are in accordance with the Town's policies;
- 3. Shall not post independently to social media but rather social media postings shall be forwarded to the Town for distribution by the Town which may be shared by the Committee;
- 4. Shall not authorize any expenditures outside their Council approved budget;
- 5. Shall have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the Parks and Recreation Committee or designate.

D. Reports To

Council through the Committee of the Whole.

E. Composition

- 1. Up to 8 members representing the major users of the Facilities from the Town. Beckwith Township and Mississippi Mills will be entitled to appoint one member to this Committee and up to two (2) non-voting student members.

1. Qualifications

To qualify for membership on an Advisory Committee or Board, applicants must be eligible to vote in the Town of Carleton Place unless otherwise provided for under this section and with the exception of non-voting student members.

Members shall not be an employee of either the Town of Carleton Place or the County of Lanark.

Preference will be given to persons demonstrating knowledge or experience specific to the subject Committee / Board.

The Township of Beckwith Township and the Municipality of Mississippi Mills will each be entitled to appoint one member to this Committee.

2. Appointments to Advisory Committees and Boards

All appointments shall be made through the Striking Committee.

3. Term of Membership

The Term of office for members shall be concurrent with the term of Council, except as otherwise provided by legislation.

4. Absence

Any citizen member who is absent from three (3) consecutive regular meetings without leave of absence or without satisfactory reason shall forthwith cease to be a member and the Recording Secretary/Technical Advisor shall advise the Clerk.

2. Resignation of Citizen Members:

Any member wishing to resign shall provide their resignation in writing to the Chair with a copy to the Clerk.

3. Filling Vacancies:

Vacancies shall be advertised on the Town's website and applications shall be made through the Clerk.

4. Responsible Department:

The Manager of Recreation and Culture shall be responsible for all actions and financial undertakings of the Parks and Recreation Committee.

5. Structure:

- a) Chair
The Chair shall be appointed annually by the Committee/Board members at the first meeting of each year. In the absence of the Chair, an Acting Chair shall be elected at the beginning of the meeting for the term of that meeting.
- b) Committees that choose to have a Vice Chair, may appoint one of their members on an annual basis to this position. The role of Vice Chair will be similar to that of an Acting Chair.
- c) Student Members
Committees that which to do so may have up to two (2) student members. These positions will be non-voting positions. Students must be a minimum of 16 years of age and be actively attending an educational program.
- d) Support Resources
 - (1) Technical Advisor: The Manager of Recreation and Culture and / or their designate shall be the Technical Advisor to the **Parks and Recreation** Committee to ensure compliance with Town policy.
 - (2) Recording Secretary: The Recording Secretary shall be appointed annually by the Committee/Board members at the first meeting each year. A member of the Committee or where applicable, an assigned staff person shall act as the Recording Secretary for the Committee/Board's meetings.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to, the Town of Carleton Place's:
 1. Accountability and Transparency Policy
 2. Procedural By-law
 3. Procurement By-law
 4. Code of Conduct
2. The Committee/Board shall establish an annual meeting schedule and publish same on the Town's website. The schedule shall include at least four (4) regular meetings per year with allowances for summer and Christmas breaks.

3. Unless excluded by legislation, all Committee/Board members eligible to vote, including the Chair, must vote.
4. The Committee/Board may solicit, document and consider public input where appropriate upon approval of Committee of the Whole.
5. Distribute the agenda per the Town's Procedural By-law and send the agenda, with any associated reports attached, to the Clerk, in accordance with timeframes outlined in the Town's Procedural By-law for posting on the Town's website.
6. Distribute the minutes, once approved, to the Clerk, in a timely fashion for posting on the Town's website.
7. Provide the approved minutes, signed by the Chair and Recording Secretary, to the Clerk for the Town's official records. With respect to the last meeting prior to an election, the minutes shall be approved per the Procedural By-law.

G. Quorum

Greater than 50% of the Committee/Board members shall constitute quorum.

INFORMATION LIST #01-2021 January 12, 2021

The following is a list of information items received up until January 6, 2021

Item #	Date	Originator	Subject	Page #
1	Dec 3	Howick Township	Background Info for Agricultural Tile Drainage Installation Act Resolution	72
2	Dec 14	Dufferin County	Resolution re: Aggregate Resource Property Assessments	74
3	Dec 14	The Corporation of the Township of Matachewan	Resolution re: Grant Application Deadline Extension	76
4	Dec 14	Corporation of the Town of Carleton Place	Resolution re: Childcare Funding	78
5	Dec 14	Upper Canada District School Board	Media Release re: UCDSB Renews Commitment to Community Risk Assessment Protocol	80
6	Dec 16	Ministry of Agriculture, Food and Rural Affairs	Letter to Lanark County COA re: Drainage Act	81
7	Dec 21	Town of Kingsville	Letter of Support for Small Businesses	83
8	Dec 21	Honourable Jeff Yurek, Minister of the Environment, Conservation and Parks	Minister's Annual Report on Drinking Water 2020 and 2019-2020 Chief Drinking Water Inspector Annual Report	86



Background Information to the Township of Howick Resolution No. 288-20 Requesting Amendments to the Agricultural Tile Drainage Installation Act

Rational for Proposed Amendments

Over the years, Howick Township staff have received many requests for tile drainage information on farmland. Usually these requests come after a change in ownership of the farm. Some of these drainage systems were installed recently but many are 30 to 40 or more years old. Many were installed by contractors who are no longer in business or who have sold the business and records are not available.

Information is generally available if the tile was installed under the Tile Drain Loan Program because a drainage plan is required to be filed with the municipality. If the tile system was installed on a farm without using the Tile Drain Loan Program, there likely are no records on file at the municipal office.

The other benefits to filing tile drainage plans with the municipality are identified in Section 65 of the Drainage Act.

- 65(1) – Subsequent subdivision of land (severance or subdivision)
- 65(3) – Drainage connection into a drain from lands not assessed to the drain
- 65(4) – Drainage disconnection of assessed lands from a drain
- 65(5) – Connecting to a municipal drain without approval from council

Section 14 of the Act states:

(1) “The Lieutenant Governor in Council may make regulations,

(a) providing for the manner of issuing licences and prescribing their duration, the fees payable therefor and the terms and conditions on which they are issued;

(a.1) exempting classes of persons from the requirement under section 2 to hold a licence, in such circumstances as may be prescribed and subject to such restrictions as may be prescribed;

(b) Repealed: 1994, c. 27, s. 8 (5).

(c) establishing classes of machine operators and prescribing the qualifications for each class and the duties that may be performed by each class;



- (d) providing for courses of instruction and examinations and requiring licence holders or applicants for a licence under this Act to attend such courses and pass such examinations;
- (e) prescribing the facilities and equipment to be provided by persons engaged in the business of installing drainage works;
- (f) prescribing standards and procedures for the installation of drainage works;
- (g) prescribing performance standards for machines used in installing drainage works;
- (h) prescribing forms and providing for their use;
- (i) respecting any matter necessary or advisable to carry out effectively the intent and purpose of this Act. R.S.O. 1990, c. A.14, s. 14; 1994, c. 27, s. 8 (4, 5).”

I believe it would be beneficial if a regulation required the installer, of agricultural drainage, to file a plan of the drainage system with the municipality following completion of the work.

While most of Section 14 deals with contractor, machine and installer licences, I think that Section 14(f) or 14(i) may allow a regulation change. This would be a better solution than an amendment to the Act.

Recommendations:

- Request by municipal resolution that the Ministry of Agriculture, Food and Rural Affairs amend the Tile Drainage Installation Act and/or the regulations, under the Act, that would require tile drainage contractors file all farm tile drainage installation plans in the Municipality where the installation took place
- Send the municipal resolution to:
 - Minister of Agriculture, Food and Rural Affairs
 - Lisa Thompson, MPP Huron Bruce
 - Randy Pettapiece, MPP Perth Wellington
 - Rural Ontario Municipal Association roma@roma.on.ca
 - [OFA](#)
 - [CFFO](#)
 - All Ontario municipalities
 - the Land Improvement Contractors of Ontario (LICO), and
 - the Drainage Superintendents Association of Ontario (DSAO)

Wray Wilson, Drainage Superintendent
Township of Howick
drainage@howick.ca

December 14, 2020

Sent via email to all Ontario Municipal Clerks

Dear Municipal Clerks,

At its meeting held on December 10, 2020, Dufferin County Council approved the following recommendation from the General Government Services Committee:

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

AND WHEREAS Dufferin County Council supports a fair and equitable assessment system for all aggregate resource properties;

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

AND WHEREAS Dufferin County Council has concerns that the revised criteria does not fairly assess the current value of the aggregate resource properties;

NOW THEREFORE BE IT RESOLVED THAT Dufferin County Council does not consider the revised criteria for assessment of aggregate resource properties as a fair method of valuation for these properties;

AND THAT Dufferin County Council believes there is a need to review the current assessment scheme for aggregate resource properties to address the inequity of property values;

AND THAT Dufferin County Council hereby calls upon the Province to work with the Municipal Property Assessment Corporation to address the assessment issue so that aggregate resource properties are assessed for their industrial value;

AND THAT Dufferin County Council direct the Clerk to provide a copy of this motion to the Ministers of Finance; Municipal Affairs and Housing; and Natural Resources and Forestry; and to AMO, ROMA, and all Ontario municipalities and local MPP(s).

Regards,

Michelle Dunne
Deputy Clerk

Cc Minister of Finance
Minister of Municipal Affairs and Housing
Minister of Natural Resources and Forestry
AMO
ROMA
Kyle Seeback, MP
Sylvia Jones, MPP



**THE CORPORATION OF THE
TOWNSHIP OF MATACHEWAN**

December 14, 2020

Honourable Steve Clark
Office of the Minister
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Dear Honourable Clark:

There have been numerous announcements of available grants for municipalities. We acknowledge and are very appreciative of the opportunity to apply for these grants. For small municipalities with few employees, the turn around time for applications is very short and restrictive.

We would like to request that the application deadline on any further grants have a longer turn around time.

A copy of Resolution 2020-257 is attached. Your consideration and support of this resolution would be greatly appreciated.

Sincerely,

A handwritten signature in black ink, appearing to read "Barbara Knauth", written over a large, stylized flourish.

Barbara Knauth
Deputy Clerk Treasurer

Cc: Association of Municipalities of Ontario (A.M.O.)
Federation of Northern Ontario Municipalities (F.O.N.O.M.)
All Municipalities in Ontario

P.O. Box 177, Matachewan, ON P0K 1M0
deputyclerktreasurer@matachewan.ca
www.matachewan.com

Phone: 705-565-2274
Fax: 705-565-2564



THE CORPORATION OF THE TOWNSHIP OF MATACHEWAN
P.O. Box 177, Matachewan, Ontario P0K 1M0

DATE: November 25, 2020

RESOLUTION #: 2020-257

Moved by: *Ms. A. Commando-Dubé*
Seconded by: *Mr. G. Dubé*

WHEREAS we have been getting numerous announcements of available grants; and
WHEREAS we are very appreciative of the opportunity to apply for these grants; however, the turn around time for applications is very short and restrictive for small municipalities with few employees;

NOW THEREFORE we, the Corporation of the Township of Matachewan, send a letter to the Hon. Steve Clarke, Minister of Municipal Affairs and Housing acknowledging the appreciation of the grants but requesting that the application deadline on any further grants have a longer turn around time; and

FURTHER THAT a copy of this resolution be forwarded to A.M.O., F.O.N.O.M. and all municipalities in Ontario.

	COUNCILLOR	YEA	NAY	PID
CARRIED	<input checked="" type="checkbox"/> Ms. A. Commando-Dubé Mayor			
AMENDED	Mr. N. Costello Mayor			
DEFEATED	Mr. G. Dubé Councillor			
TABLED	Ms. S. Ruck Councillor			
	Mr. A. Durand Councillor			

Anne Commando-Dubé

Anne Commando-Dubé
Mayor

Janet Gore

Janet Gore
Clerk

Certified to be a true copy of the original.

[Signature]

Corporation of the Town of Carleton Place

175 Bridge Street, Carleton Place, ON, K7C 2V8, Phone: (613) 257-6200 Fax (613) 257-8170



December 14, 2020

The Honourable Ahmed Hussen
Minister of Families, Children and Social Development
48 Rosemount Avenue
Unit B
York, Ontario
M9N 3B3

VIA EMAIL

Dear Honourable Minister:

At the December 8th, 2020 session of The Town of Carleton Place Council, Resolution 1-132-10 was adopted as follows:

WHEREAS the COVID-19 pandemic has negatively impacted childcare options for nearly every family in our community and has profoundly increased the cost to operate safe childcare forcing childcare spaces or centres to close.

AND WHEREAS Ontario has among the highest average childcare fees of any Canadian province and while costs vary regionally for licensed childcare, families are paying between \$9,000 and \$20,000+ per year for each child and these costs continue to rise steadily which makes passing the associated COVID-19 costs to families not possible;

AND WHEREAS a 2012 study identified that in Ontario, public investment in the early years and childcare has a ripple effect in positive economic benefits resulting in an economic output of \$2.27 for every dollar invested in childcare;

AND WHEREAS the economic recovery of Carleton Place, Lanark County and Ontario is dependent on families having access to safe, reliable, and affordable childcare that incorporates early learning principles;

AND WHEREAS we are committed to working with the provincial government and childcare service managers to deliver positive and affordable options for our families;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Town of Carleton Place request the Government of Ontario:
 - a. prioritize children and childcare as part of its overall post pandemic recovery plan;

- b. develop, adequately fund and release publicly a comprehensive plan that can support facilities through the provision of licensed childcare and early learning education; and
 - c. provide increased funding to childcare providers reflective of COVID-19 operating cost increases to ensure a safe reopening and long-term sustainability for the sector; and
2. this resolution be circulated to all municipalities in Ontario, Randy Hillier MPP, Scott Reid, MP, the Federal Minister of Families, Children and Social Development and the provincial Minister of Education.

CARRIED

We look forward to hearing back from you with respect to any opportunities for funding to ensure the long-term sustainability of the childcare services sector.

Sincerely,

Stacey Blair

Town Clerk

sblair@carletonplace.ca

- cc. Federal Minister of Families, Children and Social Development
Provincial Minister of Education
MP Scott Reid
MPP Randy Hillier
All municipalities within the Province of Ontario

From: UCDSB Communications Department <communications@ucdsb.on.ca>
Sent: December-14-20 2:45 PM
To: UCDSB Communications Department <communications@ucdsb.on.ca>
Subject: UCDSB Renews Commitment to Community Risk Assessment Protocol

Media Release

[UCDSB Renews Commitment to Community Risk Assessment Protocol](#)

December 14, 2020 - The [Upper Canada District School Board](#), along with its community partners, held a virtual ceremony on Dec. 11, 2021 and signing of the updated Violence Threat Risk Assessment (VTRA) Protocol. This protocol is a collaborative response to assessing potential violence, aimed at reducing violence and keeping our community safe.

The VTRA protocol is a community threat assessment protocol that supports collaborative planning among schools, community partners, families, children and youth to reduce violence and promotes supportive and preventive plans to reduce acts of violence. The protocol also fosters timely sharing of information about a child or youth who poses a risk for violence towards themselves or others and includes a process that works to anticipate and identify whether an individual is moving on a path towards serious violence before a violent act occurs.

This protocol reflects the work of J. Kevin Cameron, Director of the Canadian Centre for Threat Assessment and Trauma Response.

Cameron joined the Dec. 11 signing and commended the UCDSB and its partners for its commitment to reducing violence and supporting their communities before and during traumatic events.

“The VTRA is the only trauma-informed threat assessment in existence,” he said. Cameron has done widespread VTRA training in Canada and across the United States and gave praise to how Canadian stakeholders have adopted these measures to build and support safer communities.

The current protocol was originally developed on October 2011 with the 2020 updated version including a revision of language and format as well as a renewal of each of the 19 local stakeholders’ commitment.

“This work is a testament to the relationships and collaboration among community stakeholders, with support and guidance from the North American Centre for Threat Assessment and Trauma Response and most especially J. Kevin Cameron,” said UCDSB Chief Psychologist Alison Inglis.

Media inquiries can be directed to:

April Scott-Clarke
Manager of Communications
Upper Canada District School Board
www.ucdsb.on.ca

**Ministry of Agriculture,
Food and Rural Affairs**

Office of the Minister

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**Ministère de l'Agriculture, de
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December 16, 2020

Kurt Greaves
CAO/Deputy-Clerk
County of Lanark
kgreaves@lanarkcounty.ca

Dear Kurt Greaves:

In order to help farm businesses and municipalities save time and money, the Ontario government is posting a discussion paper on a new regulatory proposal to implement recent amendments to the Drainage Act, which received Royal Assent on July 21, 2020, as part of Bill 197, the COVID-19 Economic Recovery Act.

The proposed regulation supports the government's commitment to reduce burden and promote economic development while maintaining effective environmental standards. A discussion paper will be posted on Ontario's Regulatory and Environmental Registry for a 60-day public comment period from December 9 2020 to February 7, 2021 and can be accessed on the Environmental Registry at this website address:
www.ero.ontario.ca/notice/019-2814.

Drainage is critical for supporting agricultural productivity and the production of food. It enables sector growth by delivering economic benefits such as improved crop productivity and flood control, while supporting environmental benefits such as nutrient loss reduction, reduced soil erosion and habitat protection. That is why I encourage you to submit your comments on the proposed regulation and let your perspective on this important matter be known as we finalize this regulation.

My ministry will be hosting webinars for key stakeholders who play an important role or who have an interest in the Drainage Act and the recent changes. The webinars are scheduled for:

- January 7, 10:00-11:30 am: Municipalities/Drainage Industry
- January 8, 10:00-11:30 am: Environmental Groups, Indigenous Communities, Conservation Authorities and the public
- January 12, 2:00-3:30 pm: Municipalities/Drainage Industry
- January 14, 2:00-3:30 pm: Municipalities/Drainage Industry
- January 15, 2:00-3:30 pm: General Farm Organizations



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1 Stone Road West, Guelph (Ontario) N1G 4Y2

To register, please complete the registration form at this website, <https://survey.clicktools.com/app/survey/go.jsp?iv=1yoz6wboh3a0f>, or contact the Agricultural Information Contact Centre (AICC) by email to ag.info.omafra@ontario.ca or you can call 1-877-424-1300.

Although the webinars are targeted to specific audiences, you are welcome to enroll at a time or date that better suits your schedule. Printed copies of the French Discussion Paper are also available from the AICC on request.

I look forward to learning the results of the consultation and your contribution to it.

Sincerely,

A handwritten signature in black ink, appearing to read 'Ernie Hardeman', written over a large, faint circular watermark or background.

Ernie Hardeman
Minister of Agriculture, Food and Rural Affairs

COVID-19 Reminders

- Practise physical distancing – stay 2 metres away from others in public
- Wash your hands – with soap and water thoroughly and often
- Get the facts - www.ontario.ca/page/covid-19-stop-spread



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December 21, 2020

TO:
The Honourable Doug Ford (premier@ontario.ca)
Premier of Ontario

AND TO:
Minister of Health Hon. Christine Elliott (christine.elliott@pc.ola.org)

Board of Health for the Windsor-Essex County Health Unit
Attention: Lee Anne Damphouse, Executive Assistant to the Medical Officer of Health,
CEO, and Board of Health (ldamphouse@wechu.org)

The Windsor-Essex County Health Unit (wahmed@wechu.org)
Attention: Dr. Wajid Ahmed
Medical Officer of Health, Windsor-Essex County Health Unit

Dear Premier:

RE: Letter of Support for Small Businesses

At its Regular Meeting held on December 14, 2020 Kingsville Council passed the following Resolution:

"704-2020
Moved By Councillor Kimberly DeYong
Seconded By Councillor Larry Patterson

Attention: Premier Doug Ford

WHEREAS the health and safety of Ontarians is the number one priority and health is a state of physical, mental and social well-being, not merely the absence of disease;

AND WHEREAS many businesses rely on the holiday season for their financial strength and whereby these businesses have faced unprecedented difficult times throughout 2020 due to the COVID-19 pandemic restrictions;

AND WHEREAS closing our small local businesses during the holiday season means many will not survive and business owners and their employees will lose their livelihoods;

AND WHEREAS the Town of Kingsville's commercial businesses are predominately made up of small independently owned businesses and closing them will force residents to travel out of town into larger crowds increasing their exposure to COVID-19;

AND WHEREAS our small independent businesses have every reason to keep customers safe and are able to ensure limited capacity, customer contact tracing and disinfecting in-between customers and may be able to offer curb-side and delivery.

NOW THEREFORE BE IT RESOLVED that the Town of Kingsville calls upon the Premier of Ontario, Doug Ford, as well as the Ontario cabinet and Health officials, to protect the health of Ontarians and our small businesses by allowing them to remain open to in-store sales and service with limited capacity and increased safety measures;

AND THAT this resolution be forwarded to: All Ontario municipalities; Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli; Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh Sarkaria; Minister of Health Hon. Christine Elliott; Minister of Finance Hon. Rod Phillips; Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo; MPP Taras Natyshak; the Windsor-Essex County Health Unit Board of Health; and the Windsor-Essex County Health Unit Medical Officer of Health Dr. Wajid Ahmed.

CARRIED”

Yours very truly,



Sandra Kitchen, Deputy Clerk-Council Services
Legislative Services Department
skitchen@kingsville.ca

cc:

Taras Natyshak, MPP - Essex
Email: tnatyshak-gp@ndp.on.ca

Minister of Economic Development, Job Creation and Trade Hon. Victor Fedeli
Email vic.fedeli@pc.ola.org

Associate Minister of Small Business and Red Tape Reduction Hon Prabmeet Singh
Sarkaria
Email: prabmeet.sarkaria@pc.ola.org

Minister of Finance Hon. Rod Phillips
Email: rod.phillips@pc.ola.org

Associate Minister of Mental Health and Addictions Hon. Michael A. Tibollo
Email: michael.tibolloCO@pc.ola.org

All Ontario Municipalities

From: Minister, MECP (MECP) <Minister.MECP@ontario.ca>

Sent: December 21, 2020 2:44 PM

Subject: Minister's Annual Report on Drinking Water 2020 and 2019-2020 Chief Drinking Water Inspector Annual Report / Le rapport annuel 2020 du ministre sur l'eau potable et le rapport annuel 2019-2020 de l'inspectrice en chef de l'eau potable

Ontario is taking action through our Made-in-Ontario Environment Plan to protect the province's drinking water and water resources now and for future generations. We are committed to ensuring that our water is safe to drink and that it continues to be among the best protected in the world.

In support of this work, I'm pleased to release [my 2020 annual report](#) on the work Ontario is doing to protect our drinking water and water resources in the province.

The 2019-20 data shows that 99.9 per cent of more than 523,000 test results from municipal residential drinking water systems met Ontario's stringent drinking water quality standards.

Today, the ministry also released the [Chief Drinking Water Inspector's Annual Report](#), which provides an overview of the ministry's progress during 2019-20 and includes in-depth information on the performance of Ontario's drinking water systems and licensed laboratories.

These reports highlight the province's strong drinking water and wastewater monitoring, reporting and enforcement activities and programs and how these actions and those of our partners are effectively safeguarding Ontario's drinking water.

The reports also provide an overview of the Ministry of Environment, Conservation and Parks' COVID-19 pandemic response to ensure the continuity of operations at water and wastewater systems across the province.

Throughout the uncertainty and instability that the COVID-19 pandemic has created, the ministry's top priority has been to protect human health and the environment. We continue to work to help ensure continued access to water services and to clean, safe drinking water for all Ontarians and work collaboratively with other ministries to help address any COVID-19 related challenges. This work will help ensure that water system owners and operators, schools, daycares, businesses, individuals, First Nations and other stakeholders have the supports that they need to play their part in the continued delivery of safe drinking water and water services.

As a province, we have made significant progress over the past year, but we recognize there is more work to be done. That is why we are taking steps to review our current policies and consult on further actions to reduce levels of lead in drinking water. In 2021, we will consult the public on whether and how to adopt Health Canada's updated guideline for lead in drinking water, which reduces the maximum acceptable concentration of lead in drinking water from ten to five micrograms per litre. We will also consult on proposed enhancements to Ontario's already stringent lead protection framework and increasing transparency in lead testing results to keep parents and the public well informed.

Working with our partners, our strong protection framework will continue to help ensure our drinking water is held to Ontario's high safety standards.

Visit ontario.ca to see the supporting [drinking water quality and enforcement data](#).

Sincerely,

Jeff Yurek,
Minister of the Environment, Conservation and Parks



COUNCIL CALENDAR

January 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1 New Year's Day Office Closed	2
3	4	5	6	7	8	9
10	11	12 6 PM Council	13	14	15	16
17	18	19	20	21 8 AM CEDC 3 PM Library	22	23
24	25 ROMA Virtual	26 ROMA Virtual	27	28	29	30
31		3:45 Parks & Rec 6 PM Council				

* CEDC - Community Economic Development Committee

* ROMA - Rural Ontario Municipal Association

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

DATE: January 12, 2021
TO: Committee of the Whole
FROM: Councillor Dalgity
SUBJECT: Joint Cost Sharing Committee Meeting Report

Meeting Date: Dec 7th, 2020

Time: 10 AM

Host: Town of Carleton Place

Location: Scheduled Upper Hall Carleton Place, changed to an online Zoom meeting

Mississippi Mills Attendees: Mayor Lowry, Councillor Guerard, Councillor Dalgity, Calvin Murphy, Recreation Manager

Topic: Draft 2021 Cost Sharing Budget

Agenda: None

Budget documents: distributed to MM Council

Minutes: None

Live recording: None

Summary

Budget documents were distributed to Joint Cost Sharing Committee prior to the meeting, Carleton Place Treasurer took questions pertaining to each section of the budget.

Budget Increases

Source: Budget Documents

Library	% Share	2020 Share	2021 Share	Change	%Change
Beckwith	25.39%	\$120,069.00	\$125,572.00	\$5,503.00	4.6%
Mississippi Mills	12.11%	\$57,268.00	\$59,893.00	\$2,625.00	4.6%
Carleton Place	62.50%	\$295,562.00	\$309,107.00	\$13,545.00	4.6%
Total	100.00%	\$472,899.00	\$494,572.00	\$21,673.00	4.6%

Pool	% Share	2020 Share	2021 Share	Change	%Change
Beckwith	23.57%	\$25,708.00	\$50,749.00	\$25,041.00	97.4%
Mississippi Mills	18.42%	\$28,821.00**	\$39,660.00	\$10,839.00**	37.6**%
Carleton Place	58.01%	\$63,272.00	\$124,902.00	\$61,630.00	97.4%
Total	100.00%	\$109,071.00	\$215,311.00	\$106,240.00	97.4%

Parks & Rec	% Share	2020 Share	2021 Share	Change	%Change
Beckwith	25.39%	\$134,479.00	\$198,360.00	\$63,881.00	48.0%
Mississippi Mills	12.11%	\$61,037.00	\$90,674.00	\$29,637.00	49.0%
Carleton Place	62.50%	\$334,138.00	\$492,218.00	\$158,080.00	47.0%
Total	100.00%	\$529,654.00	\$781,252.00	\$251,598.00	48.0%

Totals	2020 Share	2021 Share	Change	%Change
Beckwith	\$280,256.00	\$374,681.00	\$94,425.00	33.68%
Mississippi Mills	\$147,126.00**	\$190,227.00	\$43,101.00**	29.29**%
Carleton Place	\$692,972.00	\$926,227.00	\$233,255.00	33.66%

** Revised by Mississippi Mills Treasurer

Explanation for increases:

- Due to Covid, users have been down, causing loss of revenue
- Sponsor revenue has also been down
- Minor Capital Reserve increased to 7% for pool & Parks & Rec, 3% for Library
- Discussion regarding closing of the pool due to the lack of users, Carleton Place responded it will cost \$300k to maintain it closed.

History of Mississippi Mills Actuals from 2016

Source: Mississippi Mills 2021 Budget

	Approved 2021	2020	2019	2018	2017	2016
Mississippi Mills	\$154,330.00	\$150,058.00	\$133,794.50	\$122,236.50	\$112,959.50	\$104,650.50

- 2021 proposed allocation is \$190,227 an increase over the 2021 approved budget of \$35,897.



Municipality of Mississippi Mills
PENDING LIST
January 12, 2021

Title	Department	Comments/Status	Report to Council (Date)
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	Treasurer/Public Works	Special meeting and report detailing breakdown of costing to reflect water and sewer costs and other costs	Q1 2021
Storm Water Management - Finner Court Subdivision and Surrounding Area	Public Works	Staff to review Stormwater Maintenance schedule and report on conditions of dry-pond and municipal drain. Any capital projects to be brought forward to Council.	Q1 2021
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q1 2021
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	Q1 2021
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	Q1 2021
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	Q1 2021

Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q1 2021
Master Fire Plan Review	Fire	Strike a committee to review MFP and assess standards	Q1 2021
Public Consultation - Dog Park	Recreation and Parks and Recreation Advisory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	Feb / March 2021
Review of Procedural By-law	Clerks	Postponed as a result of COVID-19	March 2021
Film Policy	Ec Dev/Culture	Recommendation from CEDC	Q2 2021
Review of Ctte Structure	Clerks	Standing and Advisories, Interview process staff and Council	Q2 2021
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	December 2021
Communication of Downtown Revitalization Project	Public Works	Meeting with downtown businesses regarding revitalization project	TBD