



**Municipality of Mississippi Mills**  
**COMMITTEE OF THE WHOLE AGENDA**

**Immediately Following Council**

**Tuesday, April 20, 2021**

**E-participation**

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	<b>Pages</b>
<b>A. CALL TO ORDER (immediately following Council)</b>	
<b>B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>	
<b>C. APPROVAL OF AGENDA</b> Recommended Motion: THAT the agenda be approved as presented.	
<b>D. APPROVAL OF MINUTES</b> Recommended Motion: THAT the minutes dated April 6, 2021 be approved.	4 - 22
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the following consent reports and committee minutes be received.	
<b>E.1. Mississippi River Power Corporation Meeting Minutes - February 26, 2021</b>	23 - 28
<b>E.2. Community and Economic Advisory Committee Meeting Minutes - March 25, 2021</b>	29 - 33
<b>E.3. Parks and Recreation Committee Meeting Minutes - March 30, 2021</b>	34 - 38
<b>F. STAFF REPORTS</b> <u>Roads and Public Works</u>	
<b>F.1. Award of Contract – Levi Bridge Replacement Tender 18-053</b> Recommended Motion: THAT the contract for Tender No. 18-053, Levi Bridge Replacement be awarded to Beam Constriction (1984) Co. Ltd. in the amount of \$795,947.50 (HST not included).	39 - 40

## Recreation and Culture

- F.2. Community Digital Sign Policy and Fees** 41 - 49  
**Recommended Motion:**  
**THAT** Committee of the Whole approve the new Community Digital Sign Policy along with the Fees and Conditions Document.

## Finance and Administration

- F.3. Committee Restructuring #1** 50 - 63  
**Recommended Motion:**  
**THAT** the Committee of the Whole receive this report for information;  
**AND THAT** Committee of the Whole provide Staff with direction to amend the report to be brought back at an upcoming meeting.

- F.4. Appointment of Employer Bargaining Committee** 64 - 65  
**Recommended Motion:**  
**THAT** the Committee of the Whole recommend to Council that the following management staff be appointed to represent the Municipality as members of the Employer Bargaining Committee;

- Chief Administrative Officer
- Treasurer
- Director of Roads and Public Works
- Manager Daycare Operations
- Recreation Manager

**AND THAT** the Chief Administrative Officer and any other two (2) members present at the agreed upon date and time may commence bargaining on behalf of the employer;

**AND THAT** the Employer Bargaining Committee may execute the collective agreement once ratified by the members of Canadian Union of Public Employees Local 4277.

- F.5. Council Position - One Police Service Board for Lanark County** 66 - 72  
**Recommended Motion:**  
**THAT** Committee of the Whole receive this report for information.

- G. NOTICE OF MOTION**  
None

- H. INFORMATION ITEMS**

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

H.2.	Rural Ontario Municipal Association (ROMA) Report Verbal	
H.3.	County Councillor's Report	73 - 74
H.4.	Mississippi Valley Conservation Authority Report None	
H.5.	Library Board Report None	
H.6.	Information List #08-21 <b>Recommended Motion:</b> THAT the information list #08-21 be received for information.	75 - 103
H.7.	Meeting Calendar (April & May)	104 - 105
I.	OTHER/NEW BUSINESS	
I.1.	Town of Carleton Place - Mayor Doug Black Letter re: Library Component of Howard Allan Cost Sharing Agreement <b>Recommended Motion:</b> THAT Committee of the Whole recommend Council provide a response to Mayor Doug Black of the Town of Carleton Place regarding the Library agreement component of the Howard Allan Cost Sharing Agreement;  AND THAT Committee of the Whole recommend Council select: <ul style="list-style-type: none"> <li>• <b>Option 1:</b> Provide one year's notice of termination as of the passing of this motion and pro-rate the Library portion of the Howard Allan Joint Recreation Cost Sharing Agreement payment to reflect the termination date;</li> <li>• <b>Option 2:</b> Provide notice of termination for December 31, 2021 and stop payment for the Library portion of the Howard Allan Joint Recreation Cost Sharing Agreement for the year 2022;</li> <li>• <b>Option 3:</b> Provide notice of termination immediately and pro-rate the Library portion of the Howard Allan Joint Recreation Cost Sharing Agreement payment from January 1, 2021 to May 4, 2021;</li> <li>• <b>Option 4:</b> Provide notice of termination immediately and withhold payment for the 2021 Library portion of the Howard Allan Joint Recreation Cost Sharing Agreement.</li> </ul>	106
J.	PENDING LIST	107 - 108
K.	ADJOURNMENT <b>Recommended Motion:</b> THAT the meeting be adjourned at X:XX p.m.	



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

**April 6, 2021**  
**E-participation**

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  
Maggie Yet, Planner 1  
Chad Brown, Fire Chief  
Calvin Murphy, Recreation Manager  
Rhonda Whitmarsh, Treasurer  
Cory Smith, A/Director of Roads and Public Works

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

Councillor Guerard called the meeting to order at 6:37 p.m.

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

None

**C. APPROVAL OF AGENDA**

**Resolution No CW096-21**

**Moved by Councillor Holmes**

**Seconded by Councillor Maydan**



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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW097-21**

**Moved by** Councillor Ferguson

**Seconded by** Mayor Lowry

**THAT** the minutes dated March 16, 23 and 25, 2021 be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW098-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Dalgity

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

**CARRIED**

**E.1 Accessibility Advisory Committee Meeting Minutes - January 15, 2020**

**E.2 Parks and Recreation Committee Meeting Minutes - February 23, 2021**

**E.3 Community Economic Development Advisory Committee Meeting Minutes - February 25, 2021**

**F. STAFF REPORTS**

Building and Planning

**F.1 Official Plan Amendment (OPA) 22 - Almonte Settlement Area**

Marc Rivet's presentation is attached to the minutes.

**Resolution No CW099-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Maydan

**Motion 1**

**THAT** Committee of the Whole recommends that Council adopts Official Plan Amendment No. 22 being an amendment to expand Almonte's Settlement Area Boundary including a series of policy updates as they relate to development within Almonte's Settlement Area. These expansion areas consist of Area 1 - revised (17 hectares), Area 2 (21.9 hectares) and Area 3A (25.1 hectares).

**AND THAT** Committee of the Whole recommends that Council include Area 4 (8.9 hectares) to Almonte's Settlement Area Boundary as part of OPA 22 since OPA 26 is under appeal and therefore should not be considered as 'designated and available' for the purpose of this Comprehensive Review. Furthermore, Area 4 would provide enough lands to meet a 20-year planning horizon as per OPA 21.

**CARRIED**

**Resolution No CW100-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Maydan

**Motion 2**

**THAT** Committee of the Whole recommends an Official Plan Amendment for lands located along the east side of Ramsay Concession 11A to be included within the Urban Settlement Area and to re-designate approximately 1.07 hectares of lands from "Rural" to "Highway Commercial" and re-designate approximately 1.71 hectares of land at 1728 Concession 11 A from "Rural" to "Residential - Community Facility".

**CARRIED**

**Resolution No CW101-21**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Dalgity

**Motion 3**

**THAT** Committee of the Whole recommends that Council direct staff to submit an Official Plan Amendment to the Lanark County Sustainable Communities Official Plan (County SCOP) to expand Almonte's Settlement Area Boundary.

**CARRIED**

**F.2 Zoning By-law Amendment - Mississippi Mills Business Park**

**Resolution No CW102-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommends that Council enacts and passes Zoning By-law Amendment No. 21-XXX being an amendment to change the zoning of the (proposed) subject property from “Business Park Special Exception” (E1-1) Zone to “Business Park Special Exception” (E1-X) Zone to permit a range of additional light industrial and commercial uses not currently permitted.

**CARRIED**

**F.3 143 Marshall Street – Lifting of Holding Zone and Site Plan Control**

**Resolution No CW103-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend to Council to approve the lifting of the holding (h) symbol from the “Residential Third Density – Special Exception 15 Holding” (R3-15h) Zone for the lands legally described as Lot 11 and 12, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 143 Marshall Street;

**AND THAT** Committee of the Whole recommend to Council to approve the site plans for the property known municipally as 143 Marshall Street;

**AND THAT** the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

**CARRIED**

**F.4 Site Plan Control – 237 Borden Road (Riendeau)**

**Resolution No CW104-21**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend to Council to approve the site plans for the property described legally as Part Lot 2, Concession 9, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 237 Borden Road;

**AND THAT** the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

**CARRIED**

**F.5 Site Plan Control – 354 Lynx Hollow Road (D11-TER-20)**

**Resolution No CW105-21**

**Moved by** Councillor Ferguson

**Seconded by** Deputy Mayor Minnille

**THAT** Committee of the Whole recommend to Council to approve the site plans for the property described legally as Lot 11, Concession 10, Being Parts 2 and 3 on RP 27R10265, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 354 Lynx Hollow Road;

**AND THAT** the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

**CARRIED**

**F.6 Delegated Authority for Municipal Planner**

**Resolution No CW106-21**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend Council approve amendments to the Delegated Authority By-law 13-18 to include under Schedule A, Section C – Specified Staff Authorities:

9. The Municipal Planner be authorized to approve minor Site Plan Control applications in accordance with By-law 19-93.

**CARRIED**

CAO Kelly thanked Maggie Yet, Planner I, for her service to the Municipality and wished her the best of luck in her future endeavors.

Fire Department

**F.7 Fire Safety Grant Transfer Payment Agreement**

**Resolution No CW107-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Dalgity

**THAT** Committee of the Whole recommend to Council that it authorize the Clerk and Treasurer to execute a Fire Safety Grant Transfer Payment Agreement with the Province of Ontario.

**CARRIED**

Recreation and Culture

**F.8 Appointment to Community Services Master Plan Working Group**

**Resolution No CW108-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Maydan

**THAT** the Committee of the Whole recommends to Council to appoint (2) two members of Council to the Community Services Master Plan Steering Committee being Councillor Dalgity and Councillor Guerard;

**AND FURTHERMORE THAT** staff representation from the Recreation and Culture department, Library and Daycare departments be included in the working group.

**CARRIED**

**F.9 Grave Marking for Veterans at Rest**

**Resolution No CW109-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Ferguson

**THAT** the Committee of the Whole recommends to Council to approve the grave marking for the late veteran John Donohoe Senior at the Wesleyan Methodist Burial grounds on County Road 29 in the Municipality of Mississippi Mills.

**CARRIED**

Finance and Administration

**F.10 2020 Year End Results**

**Resolution No CW110-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommends that Council accept the 2020 year end results presented by the Treasurer as information.

**CARRIED**

**F.11 Water and Sewer Rate Study**

**Resolution No CW111-21**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Dalgity

**THAT** Committee of the Whole recommends that Council sole source the completion of the Water and Sewer Rate Study update to Watson and Associates Economists Ltd. In the amount of \$28,415 (including non-refundable HST).

**CARRIED**

**F.12 Write off of Uncollectible Taxes**

**Resolution No CW112-21**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommends that Council write off taxes on five (5) tax accounts as uncollectible per the Treasurer's report dated April 6, 2021.

**CARRIED**

**F.13 Appointment to Carleton Place's Parks and Recreation Committee #4**

**Resolution No CW113-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Maydan

**THAT** the Committee of the Whole accepts the staff report as information.

**CARRIED**

**G. NOTICE OF MOTION**

**G.1 Councillor Holmes Motion - Approval of Executive Assistant Position**

**Resolution No CW114-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Maydan

**THAT** the Committee of the Whole recommends to Council to approve the staff position of Executive Assistant effective as soon as possible;

**AND FURTHERMORE THAT** the estimated salary of \$25,980 subject to job evaluation and \$2,500 for office set up be funded from the 2021 year end surplus.

**CARRIED**

**H. INFORMATION ITEMS**

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

Mayor Lowry provided highlights on the Carleton Place Business Chamber of Commerce meeting on Lanark County's Climate Action Plan.

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

Deputy Mayor Minnille provided a summary of the items discussed at the meeting including 2021 taxation policies, third phase of Social Services Relief Funding, childcare reinvestment funding allocation, and the Community Paramedicine Program.

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

Councillor Holmes provided an overview of the meeting including a low chance of flooding and issues with off-leash dogs.

**H.4 Library Board Report**

Councillor Maydan provided highlights from the meeting including the Library's strategic plan, regular review of policies, and space needs analysis.

**H.5 Joint Recreation Cost Sharing Committee Report - Verbal**

Councillor Dalgity provided a summary of the meeting including the 2021 budget, draft terms of reference, discussion with Mississippi Mills Public Library Board and Carleton Place Mayor regarding the Joint Recreation Cost Sharing Agreement, budget proposal and calculations, and repercussions for issues arising between municipalities.

**H.6 Information List #07-21**

**Resolution No CW115-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Ferguson

**THAT** the information list #07-21 be received for information;

**AND THAT** item #14 - Town of Carleton Place - Mayor Doug Black re:  
Letter - Library Component of Howard Allan Cost Sharing Agreement, be  
pulled for further consideration.

**CARRIED**

**H.7 Meeting Calendar (April & May)**

**I. OTHER/NEW BUSINESS**

None

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW116-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 9:05 p.m.

**CARRIED**

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Cynthia Moyle, ACTING CLERK



<p><b>Municipality of Mississippi Mills Committee of the Whole Meeting</b></p> <p><b>OPA No. 22 Urban Settlement Area Review Comprehensive Review</b></p> <p>Prepared by: Marc Rivet, MCIP, RPP Associate, Senior Planner, J.L. Richards &amp; Associates Limited</p>	 <p>Mississippi Mills</p>  <p><b>J.L. Richards</b> ENGINEERS · ARCHITECTS · PLANNERS</p>
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1



Mississippi  
Mills



**J.L. Richards**  
ENGINEERS · ARCHITECTS · PLANNERS

## Agenda

- Step 1 – What do we need as expansion lands to 2038
  - Growth Projections (Demand) – 2020 to 2038 projections (Lanark County)
  - Land Needs Analysis (Supply Versus Demand)
  - Residential Permit Activity
- Step 2 – Determining logical expansion lands
  - Land Supply
  - Site Evaluation (Expansion Areas)
- Step 4 – Virtual Information Session – Public Meeting (consider public submissions)
- Step 5 – Final Draft OPA 22 for COW
  - Difference between OPA 22 (original version) and OPA 22 (revised version)
- Next Steps – Local & County

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## Growth Projections (Demand)

- Official Plan Amendment No. 21 (OPA 21) (Five Year Review) Mississippi Mills is projected to grow to a population of 21,122 to the year 2038; a 60% increase.
- Almonte is expected to see a population growth of 4,098 people between 2021-2038 (total 2038 population of 10,977).
- Employment projections: 1,517 jobs / 33.7 ha of land.
- Between 2018 and 2038, 2,077 units would be required to meet growth projections (average of 115 units per year).

**Table 1: Population Projections 2016, 2020 and 2038**

2016, Census Urban population	2016, Census Rural / Villages population	2020 Almonte population (est.)	2020 Rural / Villages population (est.)	2038 Urban population projection (projected)	2038 Rural / Villages population projection (projected)
5,039	8,124	6,879	8,388	10,978	10,144
13,163		15,267		21,122	

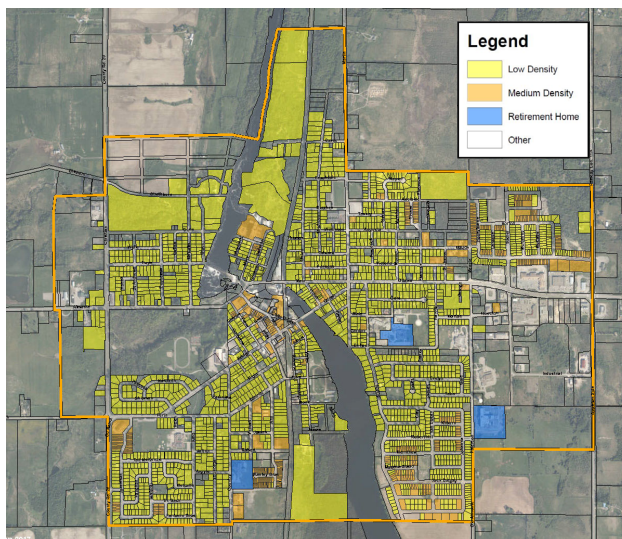
**Table 2: Average Household Size Based on Unit Type and Location**

Unit Type and Location	Average household size (persons per household)
Almonte – Low Density Residential	2.29
Almonte – Medium Density Residential	2.54
Almonte – Retirement Home	1.00
Almonte – Adult-oriented units	1.50
Almonte – Additional Residential Units (a.k.a. secondary units)	1.25
Villages	2.4
Rural / Agricultural Areas	2.35



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## Residential Densities



Low vs. Medium Residential Density Split (2020)	
Low Density	62 %
Medium Density	38 %

Number of Dwellings According to Density Type



4

## Residential Permit Activity

### 2010 – 2020 Building Permit Activity:

- Mississippi Mills: 110 units / year average
- Almonte Urban: 80 units / year average
- 72% Urban / 28% Rural/Villages.

### Building Permit Activity last 5 years:

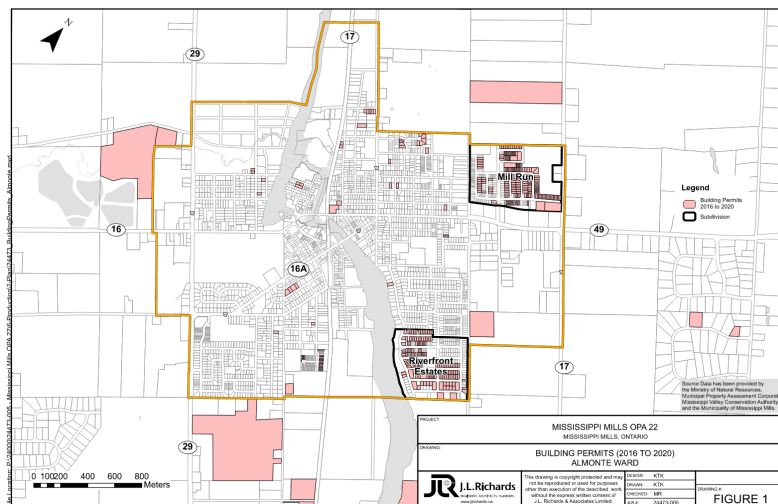
- Mississippi Mills: 140 units / year average
- Almonte Urban: 117 units / year average
  - Low Density Residential: 48%
  - Medium Density Residential: 52%

This review is projecting an average number of units / permits at 115 units per year between 2021-2038.



5

## Residential Permit Activity



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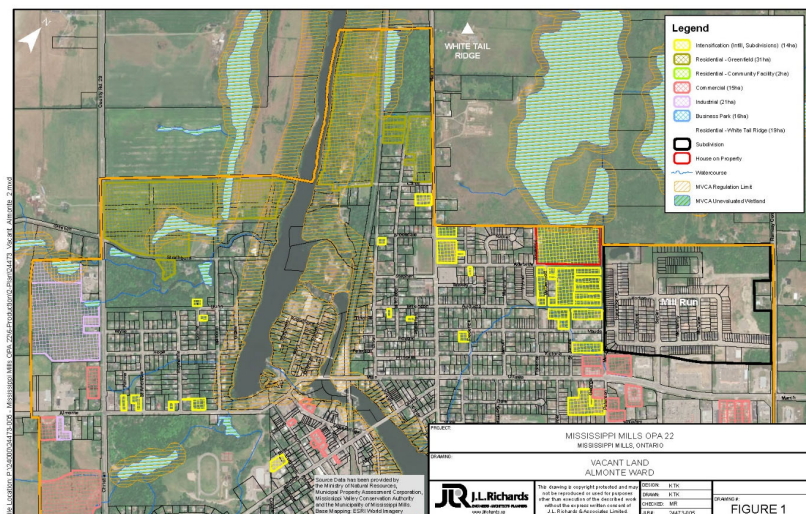
## Land Supply

- **Infill properties (including additional units) per Infilling Policies of the COP.**
  - Average net density within the built-up area of Almonte is between 9 (low density) to 15 units per net hectare (medium density) depending on areas.
  - Infill areas in character with established neighbourhoods would represent an average 160 units.
- **Greenfield properties (generally greater than 4 hectares and generally developed by site plan and/or plan of subdivision).**
  - 55% for residential uses and 45% for non-residential uses (including parks and open space, natural features and constraints, institutional uses / schools, local retail / commercial, stormwater ponds and tributaries, and roads).
  - Mix of Housing Types at 60/40 split
  - **Net residential area of Greenfield properties (17 ha) would represent an average of 255 low density units and 170 medium density units representing 425 units (25 u.n.ha).**



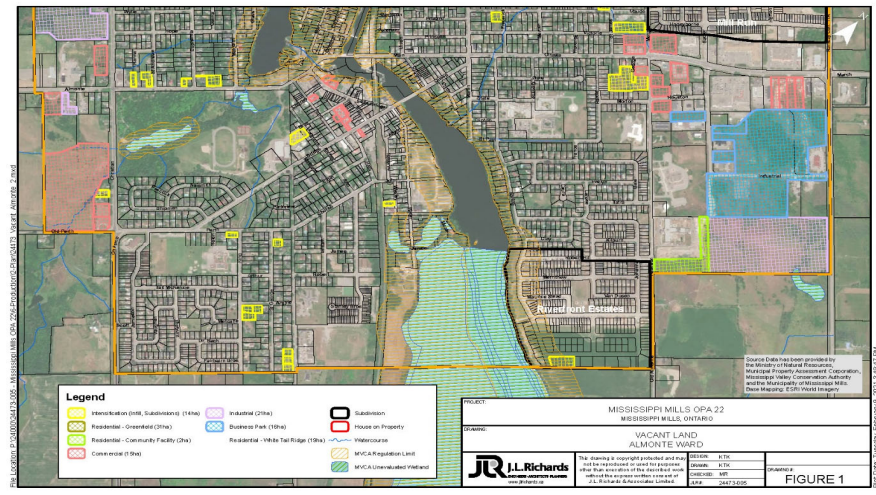
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## Land Supply



8

## Land Supply



9

## Land Needs Analysis (Supply Versus Demand)

**Table 3: Residential Supply vs. Demand**

	Population	No. of Units
<b>Total estimated Population in Almonte (2020)</b>	<b>6,879</b>	
<b>Total Population to be Accommodated in Almonte between 2021-2038</b>	<b>4,099</b>	
<b>Total units required to meet growth projections in Almonte between 2021-2038</b>		<b>2,077</b>
LDR @ 2.29 people per household		
MDR @ 2.54 people per household		
<b>Urban Settlement Area</b>		
Almonte – Infilling (LDR) @ 9 u/n/ha	174	76
Almonte – Infilling (MDR) @ 15 u/n/ha	213	84
Almonte – 31 ha of Greenfield 60% LDR @ 55% residential	584	255
Almonte – 31 ha of Greenfield (40% MDR @ 55% residential	432	170
Almonte – 430 Ottawa Street (OPA 26) 124 units at 1.5 persons per unit (UNDER APPEAL - therefore not designated and available)	186	124
Almonte – Houchaimi Seniors' Residences (OPA 27) 48 retirement home rooms (at 1 person per room) and 45 adult bungalows (at 1.5 persons per unit)	116	93
Additional Residential Units (aka secondary units, basement apartments)		
2.5 per year assumption or 2.5% (at 1.25 persons per unit)	56	45
Mill Run Phases 5, 6 LDR units	140	61
Mill Run Phases 5, 6 MDR units	94	37
<b>Total Projected Lots/Units (Site Plans, Draft / Registered Plans)</b>		<b>1,195</b>
Total Estimated Population Accommodated (estimated)	1,995	
Total Estimated Population Left to Be Accommodated (estimated)	2,104	
<b>No. of Additional Lots/Units Required to Meet Projected Demand 60/40 split</b>		<b>551 LDR 331MDR</b>

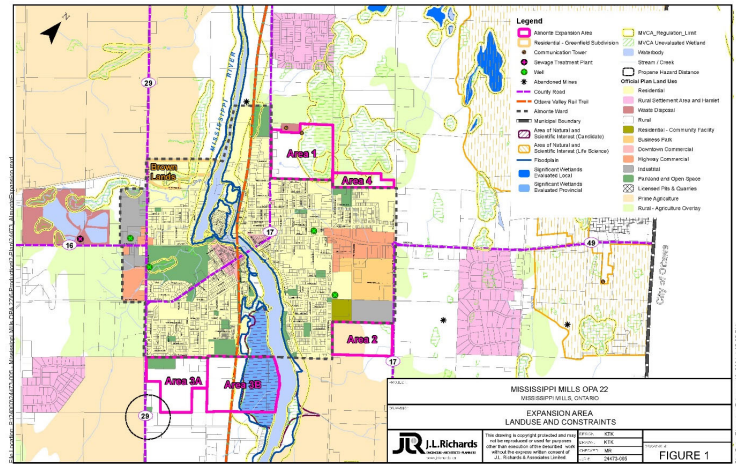


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## Land Needs Analysis (Supply Versus Demand)

- There is a shortfall of 882 units / lots to meet projections and therefore a demand for 2,077 new units between 2021-2038.
- **An average of 115 permits per year (between 2021-2038) will be required to accommodate growth within Almonte.**
- 64 hectares of expansion lands are required to accommodate growth to the year 2038 (**assuming 55% residential = 35.2 ha**)



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## SUBMISSIONS & COMMENTS

## Residents

**DESL (Area 3A)**

**Fotenn (Areas 3A, 3B, 2)**

**Novatech (Areas 1, 3A, 3B, 4)**

### McIntosh Perry (Area 2)

### Zander Plan (Greenfield)

**Kevin Duguay Planning (Highway Commerical @ roundabout)**

## Lanark County

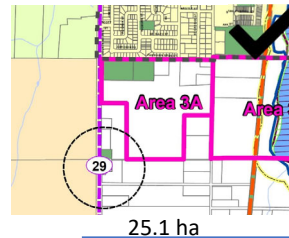
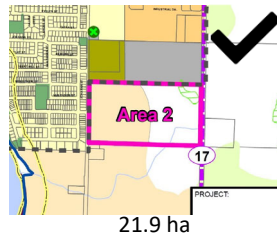
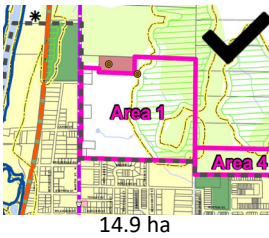
Mississippi Valley Conservation Authority

### Public Utilities and School Boards



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## Site Evaluation (Expansion Areas)



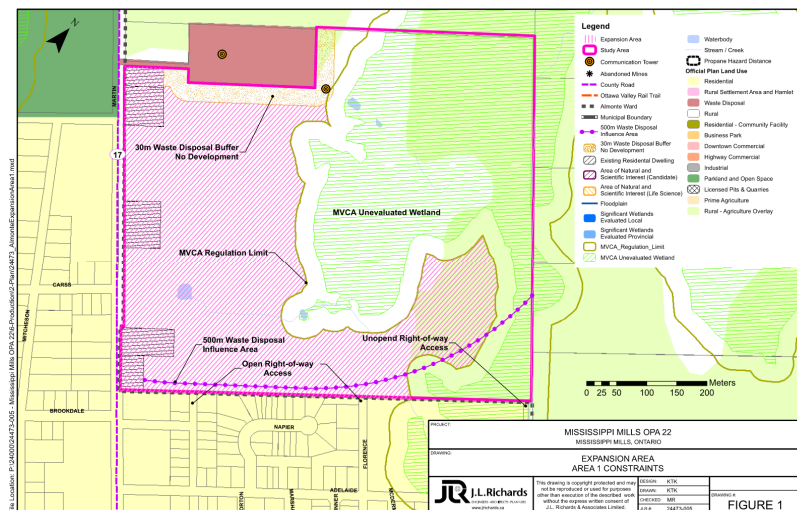
70.8 hectares of  
expansion lands

Theme	Area 1	Area 2	Area 3a	Area 3b	Area 4
Site Location	6	6	5	5	6
Servicing	10	10	8	7	10
Transportation and Road	10	11	10	9	9
Land Use Constraints	6	4	8	7	6
Natural Heritage Constraints	3	4	4	2	4
<b>Total</b>	<b>35</b>	<b>35</b>	<b>35</b>	<b>30</b>	<b>35</b>

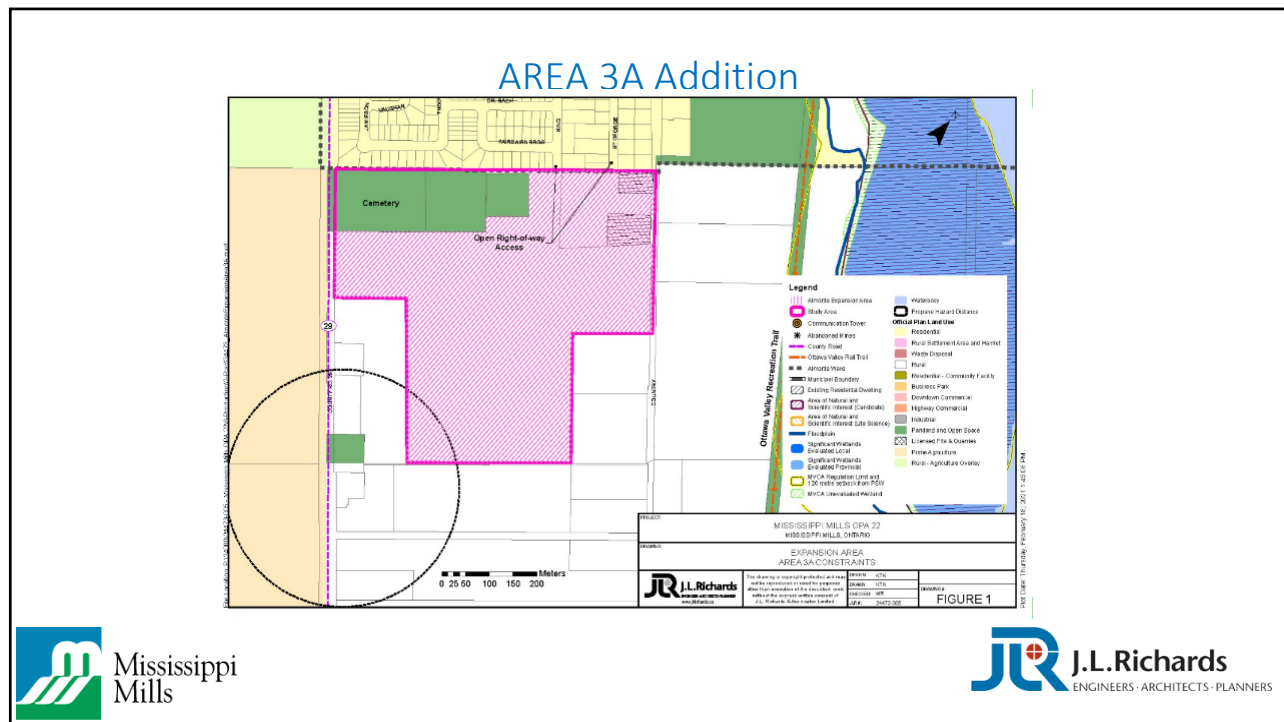


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## AREA 1 Revisions



14



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## Difference between OPA 22 (preliminary version) and OPA 22 (final version)

### OPA 22 (preliminary version)

- 1766 units / 60 hectares (ha) required to accommodate growth; residential shortfall of 689 units.
- 70% low density; 30% medium density
- 60 hectares of expansion lands
- Areas 1, 2 and 4 recommended
- Developing Communities (mix of uses) requiring development of secondary plan (environmental and sub-watershed studies) and County OPA approval

### OPA 22 (final version)

- 2077 units / 64 hectares (ha) required to accommodate growth; residential shortfall of 882 units.
- 60% low density; 40% medium density
- 64 hectares of expansion lands
- Areas 1, 2, 3a recommended
- Area 4 also recommended (9.7 ha or 8.9 ha as 0.8 ha subject to Reg. Limit)\*
- Residential Designation (designated and available)



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## Density & Housing Target Mix (range of housing types)

### OPA 22 (preliminary version)

- 70/30 Housing Target Mix
- Community Official Plan:
  - Low density development: the **gross density** shall be 15 units per hectare (6 units per acre).
  - Medium density development: maximum **net density** of 35 units per net hectare (15 units per net acre).

### OPA 22 (final version)

- 60/40 Housing Target Mix
- General approach (net density):
  - Low densities in the range of 15 to 30 units per net hectare
  - Medium density within a range of 30 to 40 units per net hectare to a maximum average of 25 units per net hectares
- Some situations (gross density):
  - 10.5 to 21 units per gross hectare for low density areas
  - 21 to 28 units per gross hectare for medium density areas to a maximum of 19.25 units per gross hectares.
- Four (4) Storey Apartments where fronting on Collector or Arterial Roads.



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## Process – application to County

- What are the next steps:
  - MM Council Decision (Bylaw adopted)
  - Application to County (concurrent Municipal OPA 22 and LCSCOP OPA)
  - County review (up to 6 months)
  - County Public Meeting on LCSCOP OPA
  - County Council Consideration
  - County Council makes amendments to the LCSCOP and Approval\* of OPA 22
- \*(Approval, Approval with Modifications, Refusal)
- Notice of Decision / Appeal Period

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## THANK YOU – STAY SAFE

Marc Rivet, MCIP, RPP  
Associate, Senior Planner  
[mrivet@jlrichards.ca](mailto:mrivet@jlrichards.ca)



**Mississippi River Power Corp.**  
**Meeting #222**  
**Regular Monthly Board Meeting Minutes**

**Meeting Date:** February 26, 2021

**Meeting Location:** Zoom Meeting

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**Attendance**

**Board:** Vice-President Adrian Foster, Secretary-Treasurer Lyman Gardiner, Director David Goldsmith, Director Patrick McNeil, Mayor Christa Lowry

**Staff:** General Manager Scott Newton

**Absent:** None

**Guests:** Martin Grignon – CIMA+

**Meeting Opening**

Chair Adrian Foster confirmed that a quorum was present and called the meeting to order at 8:02am.

**Approval of Agenda**

Motion #1-222

Moved by Director Christa Lowry,

Seconded by Director Lyman Gardiner.

That the agenda for meeting #222, be approved, all in favour,

CARRIED.

**Approval of Minutes**

Motion #2-222

Moved by Director Lyman Gardiner,

Seconded by Director Christa Lowry.

That the minutes of the two-hundred and twenty-first meeting of the Mississippi River Power Corp. held on December 17, 2020, be approved, all in favour,

CARRIED.

### **Approval of Expenditure Reports**

Motion #3-222

Moved by Director David Goldsmith,  
Seconded by Director Patrick McNeil.

That the expenditure reports for the pay periods ending December 31, 2020, in the amount of \$134,560.01, January 14, 2021, in the amount of \$16,303.63, January 28, 2021, in the amount of \$84,479.43, February 11, 2021, in the amount of \$10,784.07, and February 25, 2021, in the amount of \$32,244.82, be approved, all in favour,

CARRIED.

### **Appointment of Officers**

Adrian Foster was nominated for the position of President, and accepted the nomination.

David Goldsmith was nominated for the position of Vice-President, and accepted the nomination.

Lyman Gardiner was nominated for the position of Treasurer, and accepted the nomination.

Scott Newton was nominated for the position of Secretary, and accepted the nomination.

Motion #4-222

Moved by Director Christa Lowry,  
Seconded by Director Lyman Gardiner.

That the election of the following Statutory Officers be approved until the next Annual General Meeting, Adrian Foster – President, David Goldsmith – Vice-President, Lyman Gardiner – Treasurer, Scott Newton – Secretary, all in favour,

CARRIED.

### **Approval of Operations Report**

Motion #5-222

Moved by Director David Goldsmith,  
Seconded by Director Patrick McNeil.

That the Operations Report dated February 25, 2021, be approved as presented, all in favour,

CARRIED.

Board members inquired about contingency plans in the event of a transformer failure. Scott will gather the necessary information and report back to the Board.

### **Guest Presentation**

Martin Grignon of CIMA+ provided the Board with an update on the detailed design phase of the Bywash repair project. There was a discussion about the proposed plan. Mr. Grignon will

discuss some aspects of the project with his geotechnical engineer and provide the Boards with additional information.

### **Regular Business**

Mayor Lowry and Scott Newton will discuss timing of the construction phase of the project to ensure it does not conflict with the Mill Street rehabilitation project.

Scott Newton provided an update on the Millfall Crown Land Quit Claim. Scott will follow up with the regional office of MNRF.

Board members reviewed and discussed the draft Lease Agreement with Ottawa River Power Corporation for MS#1.

There were a few questions about the Water Management discussion paper prepared by the Mississippi Valley Conservation Authority. Scott will ask the MVCA for a copy of their capital plan for dam replacements.

Board members reviewed and had a brief discussion about the draft financial statements prepared by auditor Allan & Partners CA. Members will provide comments on the statements to Scott to be passed on to Allan & Partners CA.

The two loan agreements with BMO that are up for renewal at the end of March were discussed. Scott will inquire about penalties for paying down principal early for extended terms. Board members agreed to that MRPC should pay the 1%, refundable rate reserve fee to lock rates in now for three years on the smaller loan and five years on the larger one. Scott will relay this to BMO and get confirmation of rates.

The Board will further discuss at the next meeting, Board Counsel.

Board members will review the draft Code of Conduct prior to the next Board meeting.

President Adrian Foster will do an inventory of policies that MRPC has in place and identify others that may be required.

An in-depth discussion of the Strategic Plan will be scheduled for the next monthly meeting. In addition, Scott will arrange for industry experts to join the Board for a planning session in the near future, to discuss potential opportunities in the industry.

Scott shared information about the new MRPC website. Board members requested unique credentials for the Director's section of the site. Scott will work on this. The need for a cybersecurity policy was also raised.

**New Business**

None

**Adjournment**

Motion #6-222

Moved by Director David Goldsmith,

Seconded by Chair Adrian Foster.

That the meeting be adjourned at 11:10am, all in favour,

CARRIED.

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Scott Newton, Secretary

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Adrian Foster, President

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Lyman Gardiner, Treasurer

# **Operations Report to Directors - Mississippi River Power Corp.**

## **February 26, 2021**

### **Last regular meeting – December 17, 2020**

Generation for the month of December was 3,170,847 kWh. We generated 727,882 kWh on peak, at a rate of \$0.1515 per kWh for a total of \$110,274.07. We generated 2,442,966 kWh off peak, at a rate of \$0.1163 per kWh, for a total of \$284,116.90. Total generation revenue for the month of December was \$394,390.97.

Generation for the month of January was 3,105,444 kWh. We generated 711,923 kWh on peak, at a rate of \$0.1515 per kWh for a total of \$107,856.31. We generated 2,393,521 kWh off peak, at a rate of \$0.1163 per kWh, for a total of \$278,366.49. Total generation revenue for the month of January was \$386,222.81.

At the time of our last meeting, the flow in the river was measuring at around 43 cms in Appleton, well above the seasonal average. Flows dropped slightly over the next week. Then heavy precipitation on December 24/25 brought flows back up over 60 cms and they continued to rise, to a high of 72 cms in early January. Since that time the flow has been steadily dropping. As of February 22<sup>nd</sup>, the stream gauge in Appleton measured 28 cms, which is right about where we would expect for this time of year. With that flow our generation output is around 3500 KW.

We've had several nights since mid-December where frazil ice has caused issues with the operation of the station. Staff have done well to keep the station running in most cases.

In December, our SCADA was generating nuisance communication failure and invalid signal alarms. This resulted in call-outs to operators. We discovered that the issue was caused by a faulty switch in the control cabinet in the old generating station. A new switch was ordered and installed upon arrival.

Packings in stuffing box on units were tightened in December/January.

We recovered Ottawa Valley Rail Trail signs from our intake and returned them to the County.

Clean Water Works replaced the sewage grinder pump in the basement at the BJG GS at the end of December.

Last month staff pulled the top log from bay #5 at the Millfall Dam. This maintains movement of water at the dam, enabling us to get logs out in the Spring, when we need to get them out. Without the movement of water, the logs can get frozen in place.

We switched our emergency lighting over to more efficient LEDs.

Staff installed new storage racks and shelving in the station.

A service technician from Brandt Tractor was onsite on February 10<sup>th</sup> to inspect the Hawk. One of the cylinders had been leaking and the operation was very choppy. The technician removed the turning cylinder and brought it back to their shop to hone it (removing corrosion) and source new seals. The cylinder was re-installed the following week.

All staff completed the Ministry of Labour's "Worker Health and Safety Awareness" training module.

## **Generation Stats**

**\*This section shows annual figures\***

Budget Generation 2017 \$2,355,095

Actual Generation 2017 \$3,899,139

Actual Generation 2017 (kWh) 31,939,350

Budget Generation 2018 \$2,306,244

Actual Generation 2018 \$2,455,780

Actual Generation 2018 (kWh) 19,960,232

Budget Generation 2019 \$2,411,009

Actual Generation 2019 \$3,007,133

Actual Generation 2019 (kWh) 24,327,543

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

<b>2019</b>		<b>2020</b>	
Budget Generation	\$2,411,009	Budget Generation	\$2,422,929
Actual Generation	\$3,016,239	Actual Generation	\$3,062,661
Actual Generation	24,327,543 kWh	Actual Generation	24,649,416 kWh

**NOTE:** The projected (or budgeted) revenue/kWh output is often well above or below the actual totals. As a run-of-river station we must base our projections on average flows.

\_\_\_\_\_  
Scott Newton, General Manager

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

**March 25, 2021**  
**8:00 a.m.**  
**E-participation**

Committee Present: Deputy Mayor Minnille (left at 9:00am)  
Scott McLellan  
Ron MacMeekin  
Greg Smith  
Dawn McGeachy

Regrets: Councillor Guerard, Councillor Ferguson, Mary Rozenberg

Staff Present: Tiffany MacLaren, Community Economic & Cultural Coordinator  
Bonnie Ostrom  
Dawn McDonald

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**A. CALL TO ORDER**

Chair, Scott McLellan, called the meeting to order at 8:02 am

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

None

**C. APPROVAL OF AGENDA**

**Moved by** Noreen Young  
**Seconded by** Greg Smith

**THAT** the March 25, 2021 CEDC agenda be accepted as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Greg Smith

**Seconded by** Dawn McGeachy

**THAT** the minutes dated February 25, 2021 be approved as presented.

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

None

**F. REPORTS**

**F.1 Municipal Film Policy**

Discussion of film policy, some items were clarified. It was suggested to reword the 50% cancellation fee section to add more clarity.

It was suggested that we look at other possible opportunities within in the film industry such as; promotion of venues and create our own film house.

**F.2 Pakenham River Trail Working Group**

Working Group Chair Doris Rankin provided an updated list of activities to date as information to the C&EDC committee. The Working Group will continue to follow their mandate to advance, define, promote and fundraise for the creation and installation of river trail loop in the Village of Pakenham.

Currently there is no C&EDC liaison on the working group. At this point Councillor Ferguson and The Community& Economic Development Committee Coordinator are currently working with the group.

**F.3 Riverwalk Working Group Update**

The Riverwalk Working Group sent notes from their March 16, 2021 meeting as an update. The millworkers staircase components were delivered on Friday March 12, installation began this week.

Depending on Covid-19 restrictions the group would like to have a "grand opening" of the staircase perhaps in August 2021. The working group continues to work on interpretive and directional signage, planning the Mill Worker's Walk and the Carleton St Walk to the MVTM and the donor recognition plaque. Further meetings will discuss benches, trees and landscaping.

#### **F.4 Beautification Working Group Update**

The Beautification Working Group updates were submitted as information. The group plans on meeting in April to discuss 2021 projects.

There is still an issue with finding members for the working group from each hamlet within Mississippi Mills. Currently most members are from Almonte, but they are always looking for volunteers to help with projects.

It was suggested that the working group also work with both Almonte and Pakenham Horticultural Society to help with projects and possible collaboration on some if possible.

**THAT** the C&EDC Committee accept all reports (F2, F3 & F4) as information as presented.

**Moved by** Ron MacMeekin

**Seconded by** Greg Smith

**CARRIED**

#### **G. BUSINESS ARISING OUT OF MINUTES**

##### **G.1 Lanark County Update - Valley Heartland Business Retention and Expansion**

Deputy Mayor Minnille confirmed that Lanark County has approved funds for economic development for each community. Further details should be received in early April. The County is currently working on the economic development web portal to support local businesses, municipalities and growth strategies.

**Moved by** Ron MacMeekin

**Seconded by** Greg Smith

**THAT** the C&EDC Committee accept the Lanark County Update- Valley Heartland Business Retention and Expansion as presented

**CARRIED**

#### **H. ROUND TABLE**

##### **H.1 Industrial Park**

The expansion of the next phase in the Industrial Park will begin this spring, with the contract being awarded to Thomas Cavanagh Construction. With the installation of the new road there will be an additional 10 lots available for sale. Council has increased the list of approved businesses that could locate in the Industrial Park. The Real

Estate Tender has been awarded to The Mills Realty Group and is awaiting Councils approval at the April 6 meeting.

## **H.2 Public Dock**

It was confirmed that there is a public dock at 300 Spring St in Riverfront Estates. Residents have started A Go-Fund-Me account to obtain funds for repairs and installation of a more permanent dock. The dock is for canoe and kayaks only. It was suggested that proper signage be installed.

## **H.3 Almonte Fair Facebook Public Auction**

April 12, 2021 the Almonte Fair Board will have a Facebook Public Auction. To make a donation to the cause please email [nalsauctions@almontefair.ca](mailto:nalsauctions@almontefair.ca), call Terry at 613-858-8309 or see details on the Almonte Fair website: [almontefair.ca](http://almontefair.ca).

## **H.4 Mill Run Park**

The Committee of the Whole has approved the Mill Run Park Project tenders successful bidder. Final approval on the Council agenda on April 6, 2021. The 5 acres park should start construction this spring with the majority of funds coming from development charges. Mill Run residents will be excited to see the progress of pathways, green space, benches and trees.

## **H.5 OPA22 - Official Plan Amendment (Almonte)**

The next OP22 meeting will take place today at 10:00am via zoom. The municipal website has a list of frequently asked questions- OP22 under Public Engagement for residents to review.

## **H.6 Business Breakfast**

The Ottawa Board of Trade are holding virtual Mayors breakfasts. Greg Smith attended a recent meeting with presentation from a guest speaker, break out groups for networking where the host manages the overall meeting and the breakout groups. It was suggested that we reach out to our typical participants to ask if they are interested in something like this. The Community, Economic & Cultural Coordinator will reach out to the Ottawa Board of Trade for more information.

## **H.7 Summer Students**

The Community, Economic & Cultural Coordinator confirmed that three of the Beautification summer students will be returning from last year.

The Information summer student position will have to be reposted. We are unsure if any community festival or events will take place again this summer so the focus will be staycations, tourist information, cleaning washrooms according to Covid-19 guidelines.

We currently plan on opening the public washrooms at the Almonte Old Town Hall beginning on the Easter long weekend.

#### **H.8 Valley Heartland**

Valley Heartland had a video session entitled Leadership Reinvention during difficult times with special guest Arlene Dickinson. Arlene Dickinson is CEO of Venture Communications and a star of Dragon's Den. It was suggested that committee members inquire if a video was available as the session was very interesting and useful.

#### **I. INFORMATION AND CORRESPONDENCE**

None.

#### **J. OTHER / NEW BUSINESS**

None.

#### **K. MEETING ANNOUNCEMENTS**

Next Meeting: Thursday, April 2, 2021 @ 8:00 am

#### **L. ADJOURNMENT**

**Moved by** Greg Smith

**Seconded by** Noreen Young

**THAT** the March 25, 2021 Community and Economic Development Advisory Committee meeting be adjourned at 9:15 am.

**CARRIED**

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Bonnie Ostrom,

Recording Secretary



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

**MINUTES**

**March 30, 2021**

**3:45 p.m.**

**E-participation**

Committee Present: Councillor Dalgity  
Councillor Guerard  
Scott Newton (4:08 pm)  
Lyn Button  
Sherryl Smith  
Terry Ainsworth  
Vicki Lowe  
Victoria James-Lafleur

Committee Absent: Christine Andersen

Staff Present: Calvin Murphy, Recreation Manager  
Dawn McDonald

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**A. CALL TO ORDER**

The meeting was called to order at 3:45 pm

**A.1 Motion to appoint an acting Chair for the March 30, 2021 meeting**

**Moved by** Sherryl Smith

**Seconded by** Vicki Lowe

**WHERE AS** the Chair of the Parks and Recreation Advisory Committee, Scott Newton, was unable to attend the start of the meeting due to a last minute emergency;

**THAT** the Committee appoint Councillor Dalgity to Chair the meeting in Scott's absence.

**CARRIED**

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

None

**C. APPROVAL OF AGENDA**

**Moved by** Councillor Guerard

**Seconded by** Vicki Lowe

That the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Sherryl Smith

**Seconded by** Vicki Lowe

That the minutes dated February 23, 2021 be approved as presented.

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

None

**F. Reports**

**F.1 Almonte Community Centre - Upper Hall Kitchen Review**

Committee members to provide input. Public Health regulations for rental of kitchen space to be taken into consideration as part of the design phase.

**Action:** Recreation Manager to arrange a site visit in April for members who are not familiar with the kitchen area at the Almonte Community Centre.

**Moved by** Sherryl Smith

**Seconded by** Lyn Button

That the Committee receive the report for information.

**CARRIED**

## **F.2 Recreation Program Review Working Group - March 9, 2021 Minutes**

The Recreation Manager provided a recap of the Recreation Program Review meeting held on March 9, 2021.

## **F.3 Dog Park Working Group - March 19, 2021 Minutes**

Councillor Dalgity, on behalf of the working group, thanked Vicki Lowe for her gracious offer to put together the survey questions. Next meeting of the working group is April 8, 2021. Survey questions will be brought to the Parks and Recreation Advisory Committee meeting on April 27, 2021.

**Action:** Recreation Manager to get an opinion on what types of fencing can be used on a community park and what is the Municipality's liability.

## **G. BUSINESS ARISING OUT OF MINUTES**

None

## **H. ROUND TABLE**

### **H.1 Spring Clean Up**

A group of volunteers from the horticultural society in Pakenham cleaned up litter at the Bridge Park and put chicken wire around some of the trees to keep the beavers from destroying them.

Another group of volunteers have adopted a portion of Gemmill Park and have chipped in to clean up litter on two occasions so far this Spring

It was confirmed that "Pitch-in-Day" falls under the Community and Economic Development Committee. As with many other events, this too has been impacted by COVID-19 and it is still not clear if it will take place this year. However, people are still encouraged to get out on their own to clean up streets and parks in their community.

### **H.2 Public Washrooms in Parks**

The Municipality plans to open washrooms starting in May. Staff will consult with Public Health regarding necessary covid protocols. In 2020 cleaning of washrooms were done every two hours. It is anticipated that the same cleaning schedule will be required for the current year. A schedule will be developed that will provide time for cleaning of all public washrooms every two hours.



### **H.3 Mill Run Park**

A report recommending the award of Contract 21-03 Mill Run Park Development will be on the agenda for the April 6, 2021 Council meeting. Work is to start this summer.

### **H.4 Summer Programs in Mississippi Mills**

#### **a. Soccer**

The Almonte Soccer Club met last week. They hope to be able to have a regular season this year.

The Pakenham Recreational Soccer, which is run by volunteers through the Municipality, is still not certain how safe measures can be put in place to allow for screening and safety protocols but they too are hopeful that there will be kids soccer this year.

#### **b. Baseball**

The baseball diamonds in Mississippi Mills will open the end of May.

It is still uncertain if there will be a recreational "little league" this year.

Competitive baseball leagues are looking to move forward however it is still uncertain whether games will be permitted or if teams will be limited to practices only.

Recreational softball are reaching out to book ball parks for the 2021 season.

#### **c. Basketball**

There is no outdoor organized basketball offered through the Municipality.

Indoor basketball has been held in the school gymnasiums in the past but there is currently no access to school facilities.

### **I. INFORMATION AND CORRESPONDENCE**

None

### **J. OTHER / NEW BUSINESS**

None

### **K. MEETING ANNOUNCEMENTS**

Next Meeting: Tuesday, April 27, 2021 at 3:45 pm

**L.     ADJOURNMENT**

**Moved by** Vicki Lowe

**Seconded by** Victoria James-Lafleur

That the meeting be adjourned at 4:22 pm

**CARRIED**

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Dawn McDonald, Recording  
Secretary

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 20, 2021

**TO:** Committee of the Whole

**FROM:** Kathryn Maton, C.E.T./Roads and Public Works Technologist

**SUBJECT:** Award of Contract– Levi Bridge Replacement Tender # 18-053

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### RECOMMENDATIONS:

**THAT the contract for Tender No. 18-053, Levi Bridge Replacement be awarded to Beam Construction (1984) Co. Ltd. in the amount of \$ 795,947.50 (HST not included).**

### BACKGROUND:

The contract for the Levi Bridge Replacement was released by the Municipality for public tender (#18-053) on April 1, 2021 and subsequently closed on April 15, 2021 at 10:30 AM. The advertisements were posted on the Canadian Gazette, the Municipal website, MERX and the Ottawa Construction Association.

### DISCUSSION:

A total of eight (8) tender submissions were received at the time of closing. Results for tender were as follows:

<b>COMPANY</b>	<b>Total Price (Taxes Not Included)</b>
Beam Construction (1984) Co. Ltd.	\$795,947.50
7305516 Canada Limited O/A Canadyne Navigation	\$813,413.50
Bonnechere Excavating Inc.	\$825,504.00
National Structures 2011 Inc.	\$891,006.90
Dalcon Constructors Ltd.	\$963,000.00
Ross and Anglin Ltd.	\$968,022.00
Clearwater Structures Inc.	\$994,578.00
R.W. Tomlinson Ltd.	\$1,035,159.90
National Structures 2011 Inc.	\$891,006.90

## FINANCIAL IMPLICATIONS:

The prices for tendered services are within the total budget approved by Council of \$1,213,300.00. The current budget break-out for this project remains as follows:


ACTIVITY	Amount (Non-recoverable Taxes Included)
Beam Construction (1984) Co. Ltd Total (non-recoverable HST Incl.)	\$809,956.18
Engineering and Inspection	\$218,688.00
Internal Costs, Contingency 20% and Work by Others	\$50,000.00
Total (Non recoverable HST incl.)	\$1,078,644.18
Available Budget	\$1,213,300.00
Total Budget Remaining	\$134,655.82

Please note that it is recommended that we do not declare any surplus funds until the project has sufficiently advanced to substantial completion.


## SUMMARY:

Beam Construction (1984) Co. Ltd. has the capabilities of successfully completing this project. Staff recommends proceeding with award of this contract.

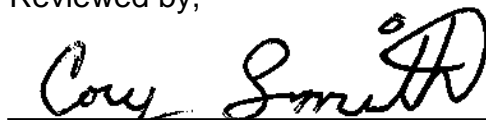
Respectfully submitted,

  
Kathryn Maton  
Roads and Public Works Technologist

Approved by,

  
Ken Kelly  
CAO

Reviewed by,

  
Cory Smith  
A/Director of Roads and Public Works

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

## **STAFF REPORT**

**DATE:** April 20, 2021

**TO:** Committee of the Whole

**FROM:** Tiffany MacLaren, Community Economic & Cultural Coordinator

**SUBJECT:** **Community Digital Sign Policy and Fees**

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### **RECOMMENDATION:**

**THAT Committee of the Whole approve the new Community Digital Sign Policy along with the Fees and Conditions Document.**

### **BACKGROUND:**

The Municipality of Mississippi Mills has installed a Community digital sign located at 182 Bridge St. in Almonte. The digital sign is intended to promote the municipality's commitment to increasing communication to our community. Its secondary purpose is to help with the promotion of community & charity events.

### **DISCUSSION:**

The digital sign is viewed by the public as a representation of the Municipality, and therefore, will be operated in a manner that reflects and enhances the values of the Municipality of Mississippi Mills. Staff developed a policy and recommended fees. The purpose of this policy is to set rules regarding nonmunicipal advertisements placed on the Municipality's digital sign.

The draft policy, fees and conditions are attached.

### **FINANCIAL IMPLICATIONS:**

As outlined in the policy. Programs, Charities and Service clubs who submit charity or community advertisements will receive two (2) weekly advertisements free of charge in each calendar year. After an organization has used its two (2) free weekly charity or community advertisements, advertising space will be available for the pricing available as per the General Fees and Charges By-law.

## Recommended Community Digital Sign Fees

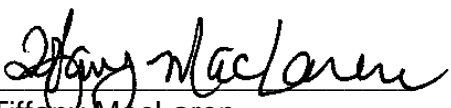
Duration	Fees	Details
1 week	\$35.00	Monday to Monday
1 month	\$125.00	Consecutive
3 months	\$300.00	Can be broken into 3 different month blocks
6 months	\$450.00	Can be broken up into 6 different month blocks
1 year	\$7500	Messaging can change up to 12 times a year.

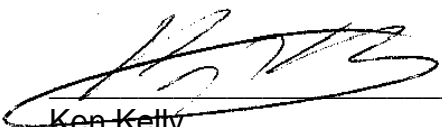
### SUMMARY:

The digital sign is viewed by the public as a representation of the Municipality, and therefore, will be operated in a manner that reflects and enhances the values of the Municipality of Mississippi Mills. Staff recommends that Committee of the Whole approve the attached policy, fees, and conditions.

Respectfully submitted by,

Reviewed by:

  
Tiffany MacLaren,  
Community Economic & Cultural  
Coordinator

  
Ken Kelly,  
CAO

### ATTACHMENTS:

1. Community Digital Sign Policy Draft
2. Community Digital Sign Fees and Conditions

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## COMMUNITY DIGITAL SIGN, USAGE AND ADVERTISING POLICY

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### PURPOSE

The Municipality of Mississippi Mills has installed a Community digital sign in the town of Almonte. The digital sign is intended to promote the municipality's commitment to increasing communication to our community. Its secondary purpose is to help with the promotion of community & charity events. The purpose of this policy is to set rules regarding non-municipal advertisements placed on the Municipality's digital sign.

### DEFINITIONS

**Commercial Advertisements:** Advertisements with the intent to promote a commercial business.

**Charity:** An organization that seeks to relieve poverty, advance education, advance religion, or other has benefits to the community in a way that courts have said is charitable.

**Charitable Advertisements:** Advertisements with the intent to promote events that have a clear benefit to members of the community and public at large.

**Programs:** Sports or athletic groups, activity groups such as a knitting club, etc.

**Programing Advertisements:** Advertisements with the intent to promote program registration.

**Service Club:** A voluntary non-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money for other organizations

**Service Club Advertisements:** Advertisements with the intent to promote events that have a clear benefit to members of the community and public at large.

**Sign Display Area:** means any colour, graphic logo, symbol, word, numeral, text, image, message, picture or combination thereof displayed

## PRINCIPALS

1. The digital sign is viewed by the public as a representative of the Municipality, and therefore, will be operated in a manner that reflects and enhances the values of the Municipality of Mississippi Mills.
2. The following messages shall not be permitted to be advertised:
  - a. Commercial advertising: advertisements with the intent to promote a commercial business.
  - b. Promotion of a political, factional or religious viewpoint;
  - a. False, misleading or deceptive messages;
  - b. Messages expressing discriminating viewpoints pursuant to the Ontario Human Rights Code;
  - c. Personal requests such as birthdays, engagements, weddings, anniversaries, etc.;
  - d. Events and functions open only to members of an organization;
  - e. References to the sale or consumption of alcohol or other drugs;
  - f. References to gambling or lotteries;
  - g. Profane language or content, personal attacks, sexual content;
  - h. Information that may compromise the safety and security of the public;
  - i. Any other content that is considered inappropriate in the opinion of the Municipality.
2. The advertiser shall not hold the Municipality liable or responsible for any error and/or omissions that may occur, however caused.
3. Appearance of messages on the digital sign area are subject to constraints of priorities, as well as electronic and mechanical limitations.
4. Posting will take place once per week, where practical.
5. Updates will occur on Monday, except when Monday is a Federal or Provincial holiday, on these occasions' updates will happen on Tuesday.
6. The dates of postings, their duration and content are all at the final discretion of the Municipality.
7. In the event of an emergency, the Municipality has the right to suspend all messages and use the sign for emergency purposes only.



8. Should the sign be down for a period of time (due to weather, technology issues, or emergency purposes, etc.), Mississippi Mills will reimburse pro-rated time.
9. The Municipality reserves the right to make changes to this policy and the fee schedule. Such amendments shall take effect immediately upon ratification.
10. The Municipality of Mississippi Mills reserves the right to reject or revise all media submitted, or to cancel advertising at any time.
11. Advertising shall also be subject to all other policies adopted by the Municipality.

### **Public Event Advertising**

Advertisements with the intent to promote public events (free or with admission) that are occurring in the Municipality of Mississippi Mills. These include for profit or commercial special events not affiliated with a service group or local charity.

- a. Craft and vendor markets taking place in a venue within the Municipality of Mississippi Mills are permitted at full cost.
- b. Concerts and other live entertainment taking place in a venue within the Municipality of Mississippi Mills are permitted at full cost.
- c. Commercial business events are only permitted for the following situations:
  - i. Grand opening event
  - ii. Grand Re-opening event
  - iii. Expansion celebration event
- d. Seasonal sale, clearance events etc. are not permitted
- e. Advertisements that promote events outside of the Municipality of Mississippi Mills will not be accepted for display.
- f. Advertisements must be in a media-ready file subject to the advertising parameters when submitted for posting to the sign. This means that advertisement text or a .jpg file (picture) will be uploaded to the contract form ready to post, without needing any municipal recourses to complete the design of the advertisement.
- g. Advertisers are encouraged to contact the Municipality before finalizing advertisements to ensure the advertisement meets the parameters and will have the best characteristics for display.
- h. Advertisements will be approved by the Municipality before they are displayed on the sign.
- i. Messaging MUST include contact information (a telephone number, email address or website)

## **Charity & Service Club Advertisements:**

Advertisements with the intent to promote events or activities that have a clear benefit to members of the community and public at large will be permitted subject to the following:

- a. Advertisements that promote charitable and community events outside of the Municipality of Mississippi Mills will not be accepted for display.
- b. Advertisements must be in a media-ready file subject to the advertising parameters when submitted for posting to the sign. This means that advertisement text or a .jpg file (picture) will be uploaded to the contract form ready to post, without needing any municipal recourses to complete the design of the advertisement.
- c. Advertisers are encouraged to contact the Municipality before finalizing advertisements to ensure the advertisement meets the parameters and will have the best characteristics for display.
- d. Advertisements will be approved by the Municipality before they are displayed on the sign.
- e. Advertisements will be displayed for one week at a time.
- f. Organizations who submit charity or community advertisements will receive two(2) weekly advertisements free of charge in each calendar year.
- g. After an organization has used its two (2) free weekly charity or community advertisements, advertising space will be available for the pricing available as per the General Fees and Charges By-law.
- h. Messaging **MUST** include contact information (a telephone number, email address or website)

## **Programming Advertisement:**

Advertisements with the intent to promote program registrations will be permitted subject to the following:

- a. Advertisements must be in a media-ready file subject to the advertising parameters when submitted for posting to the sign. This means that advertisement text or a .jpg file (picture) will be uploaded to the Municipality with the contract ready to post, without needing any municipal recourses to complete the design of the advertisement.

- b. Organizations who submit Programming Advertisements will receive two (2) free weekly program registration advertisements in each calendar year.
- c. After an organization has used its two (2) free weekly charity or community advertisements, advertising space will be available for the pricing available as per the General Fees and Charges By-law.
- d. Messaging **MUST** include contact information (a telephone number, email address or website)

#### **Advertising Parameters:**

- 1. The sign is 384 x 144 pixels
- 2. Messaging should be kept simple. 2-3 lines of text with a telephone number, email address or website.
- 3. The sign accommodates .jpg files, in RBG format (simple colours).
- 4. Text of fonts should be a minimum of 14 pt.
- 5. A white background is not recommended.
- 6. If providing a finished graphic high contract is recommended (White(or light colour) on a black(or very dark) background, Or a light background with dark (or black) text.

## COMMUNITY DIGITAL SIGN FEES AND CONDITIONS

- The Community Digital sign will be updated with new postings once per week, where practical.
- Updates will occur on Monday, except when Monday is a Federal or Provincial holiday, on these occasions' updates may happen on Tuesday.
- The dates of postings, their duration and content are all at the final discretion of the Municipality.
- In the event of an emergency, the Municipality has the right to suspend all messages and use the sign for emergency purposes only.
- All bookings must be made at least 5 business days prior to the advertisement release date
- There are various pricing options to choose from based on what is best for your organization or event
- Content can be provided as text or graphic file .jpg. See Advertising Parameters below.
- Booking is subject to availability.

### COMMUNITY DIGITAL SIGN FEES

Duration	Fee	Details
1 week	\$35.00	Monday to Monday
1 month	\$125.00	consecutive
3 months	\$300.00	Can be broken into 3 different month blocks
6 months	\$450.	Can be broken up into 6 different month blocks
1 year	\$750	To be broken up as required. Messaging can change up to 12 times a year.
<b>Note:</b> Programs, Charities and Service clubs may be eligible for 2 free weeks of advertising. See the COMMUNITY DIGITAL SIGN, USAGE AND ADVERTISING POLICY for more information.		

## PROCESS FOR BOOKING SIGN

1. Complete the application form.
2. Ensure that you choose the date you like your advertisement to start and end.
3. Review and complete your advertisement.
4. Complete the form online or bring the printable application form to the Recreation and Culture Office – located at Almonte Old Town Hall, 14 Bridge St. Almonte Office.

**Note:** *The online form is not a final confirmation of your booking.*

5. Your booking will be confirmed upon receipt of payment and artwork or text.
6. All advertisements including graphics must be completed at the point of booking
7. Please use a separate form for each advertisement.

## ADVERTISING PARAMETERS

1. The sign is 384 x 144 pixels
2. Messaging should be kept simple. 2-3 lines of text with a telephone number, email address or website.
3. The sign accommodates .jpg files, in RBG format (simple colours).
4. Text of fonts should be a minimum of 14 pt.
5. A white background is not recommended.
6. If providing a finished graphic high contract is recommended White (or light colour) on a Black (or very dark) background, Or a light background with dark (or black) text.

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

**STAFF REPORT**

**DATE:** April 20, 2021  
**TO:** Committee of the Whole  
**FROM:** Cynthia Moyle, Acting Clerk  
**SUBJECT:** Committee Restructuring #1

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**RECOMMENDATION:**

**THAT the Committee of the Whole receive this report for information;**

**AND THAT Committee of the Whole provide Staff with direction to amend the report to be brought back at an upcoming meeting.**

**BACKGROUND:**

**Definitions**

For the purpose of this report:

**Advisory Committee** - A committee established to provide advice to Council in accordance with the committee's Mandate/Terms of Reference.

**Committee of the Whole (COW)** – A committee of all Council Members convened to facilitate discussion using a less formal meeting process in which the Committee of the Whole will not generally vote on any substantive matter (Procedural By-Law 19-127).

**Special Purpose (Ad Hoc) Committee** - A committee established by Council for the purpose of dealing with a special project with a clear mandate and a start and finish date.

**Standing Committee** - A committee of members of Council appointed by Council to consider policy matters with respect to the committee's mandate. Council has the final say on all matters.

**Striking Committee** – A committee of Council comprised of the Mayor and Deputy Mayor for the purpose of preparing recommendations for appointments to Boards and Commissions and Sub-Committee/Working Groups.

**Sub-Committee/Working Group** - A committee/working group established by a standing, advisory or legislated committee and authorized by Council with a clear mandate that has a beginning and ending and reports directly to the standing, advisory or legislated committee.

**Consent Reports** - A listing of items that include, but are not limited to, those with no delegations, where no discussion is anticipated, informational items and routine matters.

**Information Reports** – The presentation of data, facts, response, and other types of information without analysis or recommendations.

**Community Development** - A process for making a community a better place to live and work (eg. Bicentennial Celebration).

**Economic Development** - Purely and simply the creation of wealth from which many community benefits are created (eg. Business Park).

### **Current Committee Structure**

The current committee structure breakdown is as follows:

**Statutory Committees** - Accessibility, Heritage, Property Standards & Committee of Adjustment, Mississippi Mills Public Library Board, Community Policing Advisory Committee, Emergency Management Community Control Group;

**Committee of the Whole Meetings** – A committee comprised of **all** Council Members which meets immediately following Council meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The Committee receives reports from Staff on all departmental and programming issues;

**Council Board Representation** - Mississippi Valley Conservation Authority, and Mississippi River Power Corporation; Joint Recreation Cost Sharing Committee (2 Council appointed members);

**Other Appointments** – Ottawa River Power Corporation, Carleton Place Library Board, Carleton Place Parks and Recreation Committee, and North Lanark Regional Museum.

**Working Groups** – Beautification, Riverwalk Expansion, Pakenham Walking Trail, and Mississippi Mills Bicentennial Planning Committee; and

**Advisory Groups** – Agriculture, Community and Economic Development, Finance and Policy, Public Works and Parks and Recreation.

### **Service Areas**

Council engaged Strategy Corp to conduct a Service Delivery Review (SDR) during the summer of 2020 to identify ways to modernize service delivery, reduce future costs, and make the best use of limited resources, to service our growing community. Council adopted the organizational design at a special meeting held on October 27, 2020.

The organizational redesign divides Mississippi Mills' service areas into the following four (4) core departments:

1. **Development & Infrastructure Services**– Building, Public Works, Engineering, Planning and Environment (Climate Change).
2. **Corporate Services** - Finance, Human Resources, Facilities Management, Information Technology, and outside agencies reporting to Council.
3. **Community & Cultural Services** - Parks and Recreation, Crossing Guards, Day Care, Community Development including Culture and Tourism/Special Events/Festivals; and
4. **Protective Services** – Fire and Emergency Management and Preparedness, Municipal Law Enforcement and management of the Ontario Provincial Police contract.

The Chief Administrative Officer encompasses Corporate Communication, Economic Development and the Municipal Clerk reports directly to Council.

### **DISCUSSION:**

For this section of the report, the report is grouped into sections by Committee type, titles in **bold** font.

### **Statutory Committees**

The Community Policing Advisory Committee will be dissolved with the implementation of the Community Safety and Policing Act that the Province will be implementing in 2022. Mississippi Mills will instead have a representative on a Police Service Board that will be formed as part of the new governance model for OPP detachments.



### **Accessibility Committee**

The Member of Council who is appointed to the Accessibility Committee will be the committee's liaison to Council and accountable to colleagues around the Council table for committee activities. The appointed Council Member will report monthly at the Corporate Services Committee of the Whole Meetings.

### **Heritage Committee**

The Member of Council who is appointed to the Heritage Committee will be the committee's liaison to Council and accountable to colleagues around the Council table for committee activities. The appointed Council Member will report monthly at the Development & Infrastructure Services Committee of the Whole Meetings.

### **Property Standards & Committee of Adjustment**

The Planner shall present a monthly Property Standards & Committee of Adjustment Consent Report at the Development & Infrastructure Services Committee of the Whole Meetings.

### **Emergency Management Community Control Group**

The meetings for this group shall be closed to the public and the minutes shall not be published as per the Emergency Management and Civil Protection Act.

### **Mississippi Mills Public Library Board**

The appointed Council member will report monthly at the Corporate Service Committee of the Whole meeting.

### **All Statutory Committees**

Council shall require and approve a work plan for each Statutory Committee aligning with the municipal election cycle.

All Statutory Committees shall report progress on an annual basis to Council.

## **Departmental Committee of the Whole**

The Committee of the Whole meetings shall be separated into three (3) areas of service delivery to facilitate the decision-making process of Council as follows:

- 1.1 Development & Infrastructure Services;
- 1.2 Public Safety & Community Services; and
- 1.3 Corporate Services.

Three (3) Chairs shall be appointed for a one (1) year term by the Striking Committee for the respective committees above.

1. **Development & Infrastructure Services Committee** shall be responsible for enhancing and maintaining municipal infrastructure while balancing community growth through land use planning. The Development & Infrastructure Services Committee would provide advice and recommendations to Council resulting from matters related to:

- a. Planning;
- b. Building Permits and Inspections;
- c. Public Works (including Utilities);
- d. Environment (including Climate Change).

The Development & Infrastructure Services Committee would be divided into three (3) sections with the standard agenda items as follows:

### **Planning**

- i) Statutory Public Meetings – planning related.

The Planning Act requires the Municipality to hold statutory public meetings to consider all applications and amendments to the Official Plan, Zoning By-laws and Plans of Subdivision. The purpose of the public meeting is to consider the staff report and provide a public forum for debate on the merits of the application.

#### **Format for Public Meeting**

- Municipal Staff will provide a brief overview of the application.
- Members of the public and/or stakeholders in attendance and wishing to speak may make an oral submission.
- The Chair may call on the applicant and/or Staff to provide clarification on matters raised by the public and/or stakeholders.

- The applicant or their representative may appear and provide information regarding the application at the conclusion of the public meeting.
- ii) Subdivision Status Information Report
  - iii) Property Standards & Committee of Adjustment Consent Report
  - iv) Mississippi Valley Conservation Authority Board of Directors Report
- a. Building Permits and Inspections
  - i) Quarterly Building Status Report
  - b. Public Works (including Utilities)
  - i) Capital Projects/Contracts Status Report
  - ii) Operations Status Report
  - c. Environment
  - i) Climate Change
  - iii) Waste/Recycling

## **Membership**

Membership of the Development & Infrastructure Services Committee shall consist of all members of Council.

2. **Public Safety & Community Services Committee** shall be responsible for creating and maintaining a safe and healthy community that promotes and supports the quality of life, while encouraging resident involvement in the culture and life of their communities. The Public Safety & Community Services Committee would provide advice and recommendations to Council resulting from matters related to:
  - a. Public Safety - Fire Services, Emergency Services, and By-Law Enforcement; and
  - b. Community Services - Parks and Recreation; Day Care; and Community Development including Culture and Tourism/Special Events/Festivals, and trails.

## **Public Safety**

Minutes of the Emergency Management Control Group will be published under the Public Safety Services as information when available.

## **Community Services**

- a. Parks and Recreation including Joint Recreation Cost Share Committee Reports;
- b. Day Care;
- c. Community Development including Culture and Tourism/Special Events/Festivals;
- d. Trails;
- e. Bike Lanes; and
- f. Other

## **Membership**

Membership of the Public Safety & Community Services Committee shall consist of all members of Council.

3. **Corporate Services Committee** shall be responsible for ensuring appropriate policies, principles and procedures are established to guide effective corporate governance, strategic planning and priority, annual review and recommendation of operating and capital budgets.

The Corporate Services Committee would provide advice and recommendations to Council resulting from matters related to:

- a. CAO (including Economic Development);
- b. Clerk (including Corporate Communications);
- c. Finance;
- d. Human Resources;
- e. Facilities Management;
- f. Information Technology; and
- g. Outside agencies reporting to Council such as Carleton Place Library, Mississippi Mills Public Library, Mississippi Valley Conservation Authority, Mississippi River Power Corporation, and Ottawa River Power Corporation.

The Corporate Services Committee would have special meetings set during the annual budget process.

## **Membership**

Membership of the Corporate Services Committee shall consist of all members of Council.

## **Schedule**

A sample calendar would look like:

**a. First Tuesday**

Council at 6:00 p.m.

Development & Infrastructure Services Committee

– immediately following Council

**b. Third Tuesday**

Council at 6:00 p.m.

Public Safety & Community Services Committee

– immediately following Council

Corporate Services Committee

– immediately following Community & Protective Services

**Working Groups**

**1. Beautification**

Explore partnership with Almonte & District Horticultural Society and Pakenham Horticultural Society.

**2. Riverwalk Expansion**

Disband Riverwalk Expansion Working Group.

**3. Mississippi Mills Bicentennial Planning Committee**

Council shall require and approve a work plan for each Working Committee aligning with the municipal election cycle.

Working Committee shall report progress on an annual basis to respective Committee of the Whole.

Report directly to Council during celebration year.

**Advisory Groups**

The role of advisory committees is to provide advice to Council in accordance with the committee's Mandate/Terms of Reference. The nature of Advisory Committee recommendations to Council is purely advisory. Advisory Committees have no authority, as per section below:

Section 224 of the Municipal Act states:

*It is the role of council,*

- a. to represent the public and consider the well-being and interests of the municipality;*
- b. to develop and evaluate the policies and programs of the municipality;*
- c. to determine which services the municipality provides;*
- d. to ensure that administrative policies, practices and procedures and controllership policies, practice and procedures are in place to implement the decisions of council;*
  - d.1) to ensure the accountability and transparency of the operations of the municipality, including the activities of the senior management of the municipality;*
- e. to maintain the financial integrity of the municipality; and*
- f. to carry out the duties of council under this or any other Act.*

Council makes the final decision on all matters that affect a municipality.

Staff recommendation is to disband the following advisory committees:

1. Finance and Policy Committee;
2. Public Works Committee;
3. Community and Economic Development Committee (see note) and;
4. Parks and Recreation Committee.

The following steps will be taken to disband all advisory committees listed above:

- a. Council resolution dissolving all Advisory Committees;
- b. Advisory committee members will be removed from the active committee lists;
- c. Thank you letters on behalf of Council will be sent to committee members for serving on the respective advisory committee with encouragement to volunteer on the Mississippi Mills Bicentennial Planning Committee; and
- d. Relevant staff members will be informed.

An advisory committee should only be created to provide advice and technical expertise on a major public issue and act as a vehicle for public engagement on an issue of municipal interest.

The following new Working Committee would be formed called the Small Business Committee with the mandate to organize breakfast meetings, business achievement awards, parades, etc. The terms of reference would need to be drafted for Council approval.

The Agricultural Advisory Committee would be changed to a working committee with a new Terms of Reference with a focus on agriculture projects including topics such as nutrient management, agricultural related land use policies, agri-tourism, value added agriculture, agricultural education and any other emerging agricultural issues.

Mississippi Mills' is committed to public engagement and there are better ways to involve residents and work collaboratively with Council for the betterment of the community. Council may wish to explore a public engagement framework.

## **Implementation**

Proposed implementation for January 2022.

## **Other Considerations**

- Closed Session ("In Camera") meetings when the situation arises shall be scheduled at the end of each Council meeting.
- The authority of any Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature, shall be recognized as emanating from any Committee, and all Committee recommendations shall be referred to Council before becoming effective.
- Persons who wish to appear as delegations shall be assigned to a Committee of the Whole agenda and only assigned to a Council agenda if time sensitive.
- Presentations shall be assigned to a Committee of the Whole agenda unless the nature of the presentation is to recognize the contribution of Council (i.e. presentation of a certificate, employee long service recognition).

## **FINANCIAL IMPLICATIONS:**

Potential staff savings in attendance at meetings.

## **SUMMARY:**

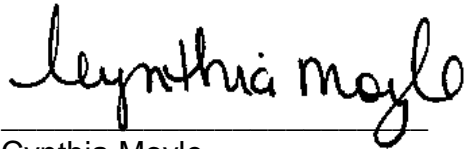
Conducting effective meetings ensures agenda items are dealt with in an organized manner. Redesigning the Committee of the Whole meeting structure into 3 departmental areas 1. Development & Infrastructure Services, 2. Public Safety & Community Services and 3. Corporate Services, will help move the business of Council along in a timely, transparent, and accountable manner.

Next steps, Staff amend the report based on Council direction and present for adoption.

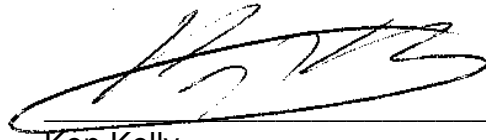
Staff would also need to amend the procedural by-law based on the changes in the adopted report.

Respectfully submitted by,

Reviewed by:



Cynthia Moyle,  
Acting Clerk



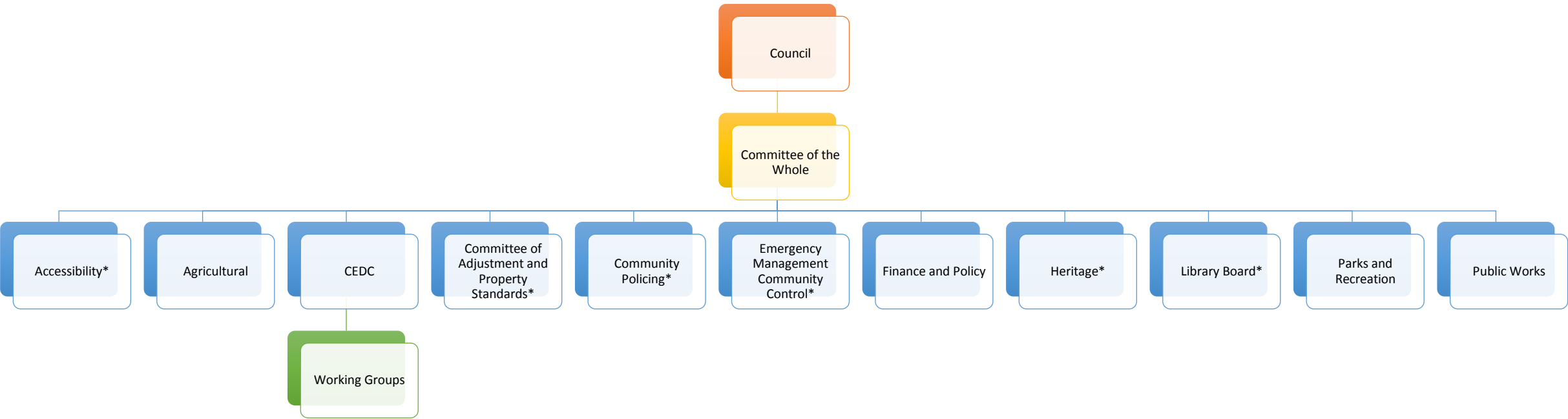
Ken Kelly,  
Chief Administrative Officer

ATTACHMENTS:

- Current Committee Flow Chart
- Proposed Committee Flow Chart
- Proposed Committee Calendar



CURRENT COMMITTEE DESIGN

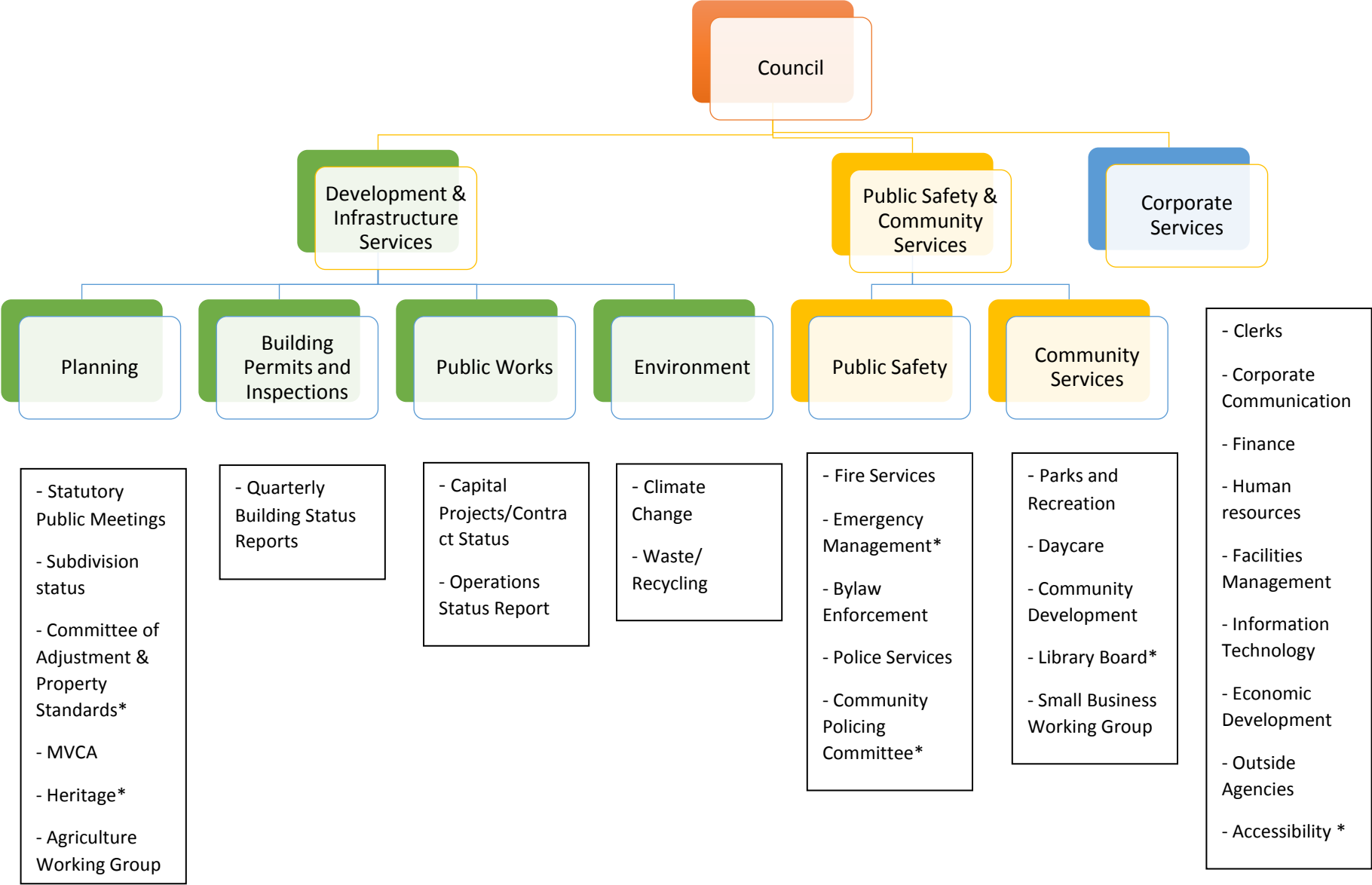


\*Statutory Committees or Boards

Additional Committees/Boards include:

- Joint Recreation Cost Sharing Committee
- Carleton Place Library Board
- Mississippi River Power Corporation
- Ottawa River Power Corporation
- Mississippi Valley Conservation Authority

PROPOSED COMMITTEE DESIGN



\* Statutory Committees or Boards  
- appointed Council representative to report monthly on committee activities at the appropriate Committee of the Whole department meetings.

## PROPOSED COUNCIL CALENDAR

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3 Council @ 6pm Development & Infrastructure Services Committee	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Council @ 6pm Public Safety & Community Services Committee  Corporate Services Committee	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

\* Incamera meetings/Closed sessions will be held at the end of Council meetings.

\* Committee meetings will immediately follow Council meetings.

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

**STAFF REPORT**

**DATE:** April 20, 201  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT:** Appointment of Employer Bargaining Committee

---

**RECOMMENDATION:**

**THAT the Committee of the Whole recommend to Council that the following management staff be appointed to represent the Municipality as members of the Employer Bargaining Committee;**

- Chief Administrative Officer**
- Treasurer**
- Director of Roads and Public Works**
- Manager Daycare Operations**
- Recreation Manager**

**AND THAT the Chief Administrative Officer and any other two (2) members present at the agreed upon date and time may commence bargaining on behalf of the employer.**

**AND THAT the Employer Bargaining Committee may execute the collective agreement once ratified by the members of Canadian Union of Public Employees Local 4277**

**BACKGROUND:**

The collective agreement between the Municipality and Canadian Union of Public Employees Local 4277 (CUPE 4277) which represents staff in Public Works, Recreation and Daycare Services has expired on March 31, 2021. This agreement was previously extended for one year.

CUPE 4277 has provided the Municipality with a notice to bargain and we have discussed dates for the first exchange of proposals. The current collective agreement will remain in effect during the bargaining process.

**DISCUSSION:**

Council should appoint management staff.

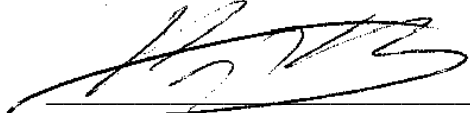
**FINANCIAL IMPLICATIONS:**

There are no financial implications of appointing an Employer Bargaining Committee.

**SUMMARY:**

The Municipality needs to appoint an Employer Bargaining Committee to represent the Municipality in the collective agreement bargaining process. Management members have been proposed in this report.

Respectfully submitted by,



Ken T. Kelly,  
Chief Administrative Officer

Reviewed by:



Rhonda Whitmarsh,  
Treasurer

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** April 20, 2021  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT:** Council Position - One Police Service Board for Lanark County

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### RECOMMENDATION:

**THAT Committee of the Whole receive this report for information.**

### BACKGROUND:

A memo was provided to Council on March 3, 2020 from the Chair of the Community Policing Advisory Committee, Councillor Denzil Ferguson.

This memo is attached as background information and includes a history of the changes to the respective legislation that governs policing in Ontario.

### DISCUSSION:

We expect that the new Community Safety and Policing Act (CSPA) will come into effect in 2022. The CSPA will terminate current contracts, agreements and the Police Service Boards that currently govern community policing. The Solicitor General has been holding a number of meetings and consultations on this roll out.

While COVID has slowed the Provincial process of consultation down it has not eliminated the plan and course of action that the Province is implementing. The policing model and the governance structure of one Police Service Board per detachment is moving forward. For Lanark County that will mean one Police Service Board (PSB) versus individual PSB's.

The PSB for a detachment is expected to have the following composition criteria:

1. A minimum of 5 members on each board (no maximum)
2. Community representatives selected by joint resolution of the involved councils (20% of members)
3. Provincial appointments similar to those on municipal police boards (20% of members)

The Province is conducting virtual consultation sessions on April 20, 2021 and May 4, 2021. In addition, the Province is seeking feedback from each Detachment. We understand that they want one submission which means that the various municipalities, PSB's and Mississippi Mills will need to come to some agreement on a joint submission that outlines what we collectively would see as the best approach in Lanark County. Submissions are due by June 7, 2021.

At the moment there is no meeting planned of OPP serviced Lanark County municipalities and/or PSB's to discuss the issue and one submission

The table below illustrates the 2016 census data and the projected 2038 populations for the communities of Beckwith, Carleton Place and Mississippi Mills. We currently have a sub-detachment office in Carleton Place with single office space located in the Almonte Fire Hall for Mississippi Mills. As you can see the three municipalities will be the majority of the Lanark County population by 2038.

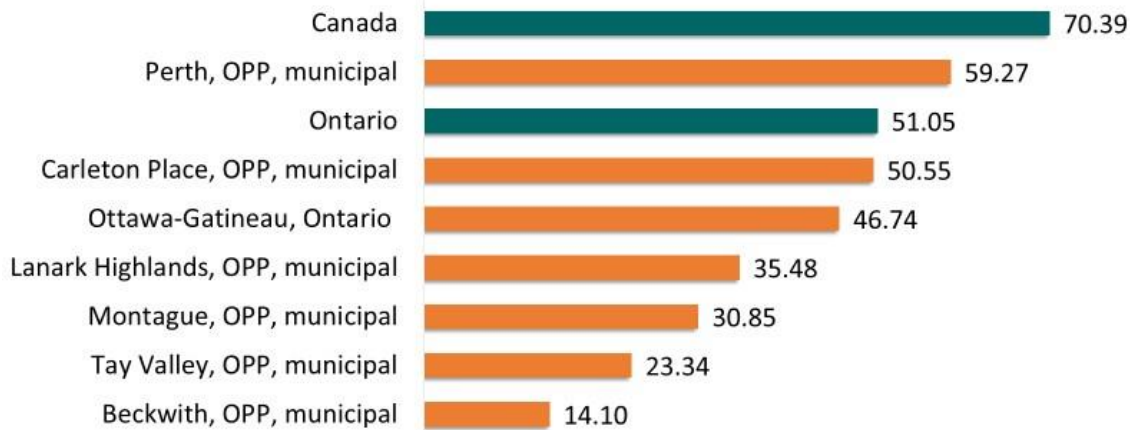
If there is to be a discussion about splitting the Lanark County Police Service Board such that the majority of the population has one board then that discussion needs to happen during this consultation.

Table: Lanark County Population Projections to 2038

	2016	2038
Beckwith	7644	14262
Carleton Place	10644	20964
Mississippi Mills	13163	21122
Subtotal	31451	56348
 Total for Pop County	 59918	 96433
 Group of 3 as % of County	 52.5%	 58.4%

The information below is extracted from a presentation by Jupia Consultants on growth trends in Lanark County. Severe Crime is a concern in the Carleton Place census area and the interests/concerns of Lanark County as a whole may not align to the interests/concerns of the three eastern municipalities.

## Crime Severity Index (2015)



2006 = 1.00 (Canada). Source: Statistics Canada Tables 35-10-0026-01 and 35-10-0077-01

### OPTIONS:

1. Mississippi Mills request a meeting of the Lanark County OPP serviced municipalities to discuss the submission.
2. Mississippi Mills make its own submission.
3. Do nothing and wait for the outcome of the Provincial consultations.

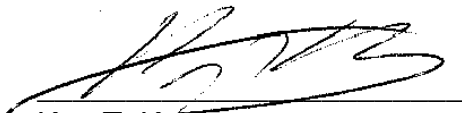
### FINANCIAL IMPLICATIONS:

There are no immediate financial implications of this discussion.

### SUMMARY:

Council develop its position on OPP policing and governance and seek a meeting of the municipalities in Lanark County to discuss a submission as part of the Provincial Consultation.

Respectfully submitted by,



Ken T. Kelly,  
Chief Administrative Officer



ATTACHMENTS:

1. March 3, 2020 CPAC Memo – Annual Report

## **MEMORANDUM**

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**To:** Council  
**From:** Denzil Ferguson, Councillor and CPAC Chair  
**Date:** March 3, 2020  
**Re:** **Annual Community Policing Advisory Committee Report**

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The Government of Ontario started a process of reviewing the 1990 legislation, Police Services Act (PSA), that established the framework for our current Police Services several years ago. Since the process started there has been a change in government and as such the direction of the review process has changed and so has well as the timelines for the completion of the review.

In February of 2019 the current government repealed the changes that were made by the previous government.

The Ford Government has passed Bill 68, the Comprehensive Ontario Police Services Act, 2019 which received Royal Assent on March 26, 2019. This Act has not been proclaimed which means that the PSA of 1990 legislation is still in force.

The Act creates the Community Safety and Policing Act, 2019 (CSPA) and the Special Investigations Unit Act, 2019; it also amends the Mandatory Blood Testing Act, 2006 and the Coroners Act.

The amendments to the Police Services Act (1990) that added new community safety and well-being (CSWB) planning provisions, came into force on January 1, 2019. They will continue to be in force with a new provision requiring the participation of local police services in developing the plan. Municipalities have until January 1, 2021 to create a CSWB plan.

Duties under the PSA include: Determining Police Objectives / Priorities and establishing local policies in consultation with the Detachment Commander. The CSPA empowers Police Service Boards to determine local objectives, priorities and policies, however the objectives and priorities must not be inconsistent with the strategic plan prepared by the Solicitor General for the OPP. In addition the direction of Solicitor General has been that the Police Service Boards objectives and priorities:

- Must not relate to specific investigations / conduct of specific operations
- Must not require a member of the OPP to provide any policies not required as a component of adequate and effective policing.
- Support government's commitment to strengthen public confidence in policing.
- Demonstrate respect for front line policing.
- Deliver quality and effective policing while also realizing better value for money.

Currently the Province is engaging stakeholders to consult on the development of regulations that will allow the Act to be implemented.

The Province is now working under identified time frames with scheduled meetings etc. to address / discuss the proposed regulations. To provide an example of the magnitude of these changes the development of the new Act contains 50 – 70 matters to be addressed in the regulations in comparison to the existing Act having 13 regulations.

Generally, the new regulations are being developed in 3 phases spring 2020, fall 2020 and spring 2021 with an expected process time of another year and a half. Topics under review are diverse and include such items as: Special Constable Framework, First Nations Policing, Delivery of Policing, OPP Billing, Training, Equipment / Weapons and the most significant to Mississippi Mills is the composition and boundaries of OPP Detachment Boards.

Lanark County municipalities have individual PSB's however, the new governance regulations will define a Police Service Board per OPP Detachment which identifies one Board for Lanark County. The composition, terms of office, remuneration etc. are to be determined through the regulations.

With few exceptions and cost savings, Mississippi Mills has functioned as a CPAC quite well with dedicated members of the public and council, however, it could now fall under the jurisdiction of a Lanark County Police Services Board.

Membership is within the Ontario Association of Police Service Boards which hold an annual Conference. There are also scheduled meetings, within Zone 2 (Eastern Ontario), Lanark County PSB's and our own CPAC.

Attached for your information is a sample of the statistics / public information that is provided by OPP on a weekly basis and although not specific to Mississippi Mills do provide an overview of County activity and capture Mississippi Mills issues where applicable.

A regional roundtable was held in Brockville under sponsorship of the Ministry of Solicitor General on February 20<sup>th</sup> attended by Mayor Lowry, Councillor Dalgity and

myself, together with representation from across eastern Ontario police service boards.

Discussion at the roundtable included but not restricted to:

- Sequencing Regulatory Development,
- Engagement Overview,
- OPP related Changes, PSA – CSPA (2019),
- OPP Governance,
- OPP Detachment Board Member Governance,
- Principles of the OPP Framework,
- OPP Matter for Regulation – Detachment Boards, OPP Governance Advisory Council, Transition of OPP Billing.

There is a lot of information moving forward, however, these consultations provided significant discussion on how diverse and fragmented the issues are for the various Police Boards functions across the province, including training and board appointments.

Two takeaways:

- Change is coming.
- Now is the time to initiate / meet with local existing boards (Lanark County) and be proactive to change, propose (if applicable) changes to size / composition / governance of OPP Detachment Board structure rather than be told how.

Respectfully submitted,

---

Denzil Ferguson, Councillor

Here are the highlights from the regular Lanark County Council meeting held Wednesday, April 14.

**Council Supports Flood Mapping Technology:** Council has authorized funding up to \$111,000 toward the acquisition of Light Detection and Ranging (LiDAR) data for the county in partnership with local conservation authorities.

At the economic development committee meeting last month, CAO Kurt Greaves highlighted a November 2020 presentation by representatives of Rideau Valley and Mississippi Valley conservation authorities regarding the LiDAR project. After consulting local municipalities and county staff, it was determined the county would directly benefit from the conservation authorities having the information. The county uses Digital Raster Acquisition Project Eastern Ontario (DRAPE) imagery daily, but Greaves said LiDAR data is four times more detailed for elevation, which makes it ideal for watercourse and flood mapping.

The total cost for the project is \$358,000, with other possible funding from the Federal National Disaster Mitigation Program and the conservation authorities. The county portion would come from reserves. The data set has a 10- to 12-year life span.

LiDAR is a remote-sensing method that uses a pulsed laser to measure variable distances to Earth. It is described as an accurate and cost-effective alternative to traditional surveying. It is collected by plane and uploaded to GIS systems as a data layer that can be used by municipal and conservation authority staff from their computers.

Greaves said the data can be used for flood forecasting and warning, floodplain and hazard mapping, inundation mapping to show vulnerable areas, climate change impacts on local watersheds, development review, infrastructure planning, tourism and recreation amenities, and conservation restoration. For more information, contact Kurt Greaves, County CAO, at 1-888-9-LANARK, ext. 1101.

**County Proceeds with Plastic Reduction Efforts:** Council passed a motion to continue with an education and awareness campaign on costs and alternatives to single-use plastic, and to align the complete ban of single-use plastic bags and straws in Lanark County with the federal government's ban timeline.

Climate/Environment Intern Hillary Fleming updated the public works committee in March on activities as part of the plastics reduction campaign that began last year, including education about the impact of plastic waste on landfills, the scope of single-use plastic waste, costs and the value of alternatives.

Fleming noted a Lanark County Climate Action information page has been created on Facebook to share information and news of initiatives currently taking place in the county, including Climate Action Plan updates. An educational plastics reduction campaign was published throughout February and March that urged people to #breaktheplasticpattern and increase use of reusable items, such as bottles and bags. It also promoted the #SustainableLanark cause in the community by offering window stickers for businesses to remind people to bring reusable bags.

Fleming outlined the federal plan to ban bags, straws, stir sticks, six-pack rings, cutlery and plastic food ware by the end of 2021, which is part of the federal plan to reach zero plastic waste by 2030. She noted ban compliance in 2021 would be hindered by COVID-19 challenges and needs for disposable sterile supplies.

Strategies for the ban include continued targeted education and awareness, purchasing and distributing reusable grocery and produce bags, providing bring-your-reusable-bag stickers for businesses and providing support for local businesses through the Sustainably.eco program. For more information, contact Hillary Fleming, Climate/Environment Intern, at 1-888-9-LANARK, ext. 3202.

**County Renewing Mayors' Monarch Pledge:** Council approved a motion confirming it plans to renew Lanark County's Mayors' Monarch Pledge for 2021 through the National Wildlife Federation.

Climate Environmental Coordinator Michelle Vala explained at the public works committee meeting last month that with the pledge, cities, municipalities and other communities commit to creating habitat for the monarch butterfly and pollinators, as well as educating residents about how they can make a difference at home and in their communities.

Lanark County took the pledge in 2019 and 2020 and achieved the "Leadership Circle," which means eight or more action items were completed. "The objectives of the Mayors' Monarch Pledge support the county's long-term goals for pollinators on roadsides through the Integrated Vegetation Management Plan," Vala noted.

Taking the pledge requires the county to commit to at least three of 24 actions and report on them at the end of the year. Eight actions are planned for 2021 related to communications and convening, program and demonstration gardens, and systems changes. For more information, contact Michelle Vala, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

**Upcoming Meetings:** Special Community Services, April 28, 1 p.m. **County Council, Wednesday, April 28, 5 p.m.;** Public Works, April 28 (following County Council); Economic Development, April 28 (following Public Works). **County Council, Wednesday, May 12, 5 p.m.;** Community Services, May 12 (following County Council); Corporate Services, May 12 (following Community Services). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

– 30 –

## INFORMATION LIST #08-21

### April 20, 2021

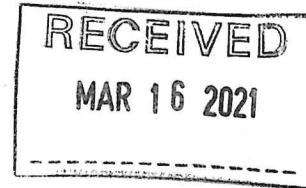
The following is a list of information items received up until April 14, 2021

Item #	Date	Originator	Subject	Page #
1	Mar 16	Heather Phaneuf, Mississippi Mills Resident	Letter re: Proposed Stuart McLean Sign for Mill Street	76
2	Mar 24	McIntosh Perry Consulting Engineers	Notice of Study Commencement	79
3	Mar 24	Ontario Federation of Agriculture	Letter re: Proposed Changes to Minister's Zoning Orders and Planning Act	82
4	Mar 25	Municipal Property Assessment Corporation (MPAC)	Letter re: Province-wide Assessment Update Postponed	87
5	Mar 26	Ontario Land Tribunals	Burnt Lands Appeal Withdrawal	89
6	Mar 29	Town of Smiths Falls	Resolution re: Conduct of Randy Hillier, MPP – Lanark Frontenac Kingston	90
7	Mar 31	Town of Caledon	Resolution re: Support for 988 - 3 Digit Suicide and Crisis Prevention Hotline	91
8	Mar 31	Councillor Rob Rainer of Tay Valley Township	Considerations for Low-impact Outdoor Artificial Lighting	93
9	Mar 31	City of Kitchener	Resolution re: Planning Act Timelines	101
10	April 1	Ministry of Transportation	Letter re: Internal Organizational Changes	103

March 16, 2021

The Council of the Municipality of Mississippi Mills  
3131 Old Perth Road  
Almonte, Ontario K0A 1A0

Heather Phaneuf  
187 Smart Street  
Mississippi Mills, Ontario K0A 1A0



Dear Council of the Municipality of Mississippi Mills

**RE:** Proposed Stuart McLean sign for installation on Mill Street

As all of us who live here well know, Mississippi Mills has many charms. One in particular is Mill Street in Almonte, which caught the eyes and appreciation of a Canadian radio icon – Stuart McLean (1948-2017) of the Canadian Broadcasting Corporation (CBC).

I'm proposing a sign to share his humourous and affectionate story about the street. Mississippi Mills has endeavoured to build our reputation in Ontario and beyond by developing a variety of means to inform and attract visitors – this proposal would continue to build on the existing signage tradition that is in place while sharing a unique perspective by a well-known and respected Canadian of national note.

Funding for this project is not being requested from Mississippi Mills, solely permission to install and municipal advice on location.

In July 2013, Stuart recorded segments of *The Vinyl Café*, a CBC production, in our old Town Hall. As part of the preparation for that event, he spent time wandering the street and pondering the stories being told through the architecture, the businesses, the people, and the power of a town founded on the life of a river. The resulting evocative monologue captured the life of the street and the imagination of those who heard it that day and subsequently on repeated national radio broadcastings. It was also a feature, along with excellent photography which we have drawn upon, in John McQuarrie's 2020 book: *Almonte – spirit of place*. I believe we benefit by sharing those remarkable stories with our community and the greater public who visit.

In order to celebrate the ongoing, valued stories of our area and to honour those who have told the tales, a prototype for a plaque has been developed that would set the scene perfectly on Mill Street. The project has the approval of the McLean estate and the CBC Vinyl Café. Images are provided by photographer John McQuarrie and the former owners of the Mill Street Bookstore while the graphic work was done by a local business, Pxl Works here in Almonte.

The details of the proposed sign are as follow:

- The sign would be installed at the top of Mill Street (south end) near the existing bench, bike rack and bin. In this way, the reader stands where Stuart McLean began his exploration. It would not impede access to the street, sidewalk or storefronts nearby.
- The sign includes text and three photos – two in colour one and one of Mill Street in sepia.

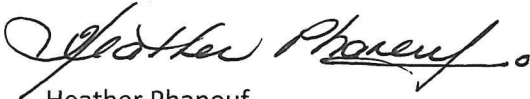


- The dimension of the actual panel allows for easy readability measuring approx. 24 x 16 inches. I am enclosing a copy of the proposed sign with this letter. (See annex 1)
- The sign itself will be fashioned on Alupanel to ensure durability.
- Support will be similar to that which was used in Metcalf Park and the colour of the support would be in keeping with existing elements. (See attached annex 2)
- **Funding for the sign will come from private donations.**

In making this request to the Council of Mississippi Mills, I understand that it will be considered a public document and that information contained within may be made available to the public.

I hope council will approve the concept and enable the installation to move forward.

Respectively,



Heather Phaneuf  
[heatherfuti@gmail.com](mailto:heatherfuti@gmail.com)  
 613-415-3817 (mobile)  
 613-256-1934 (home)

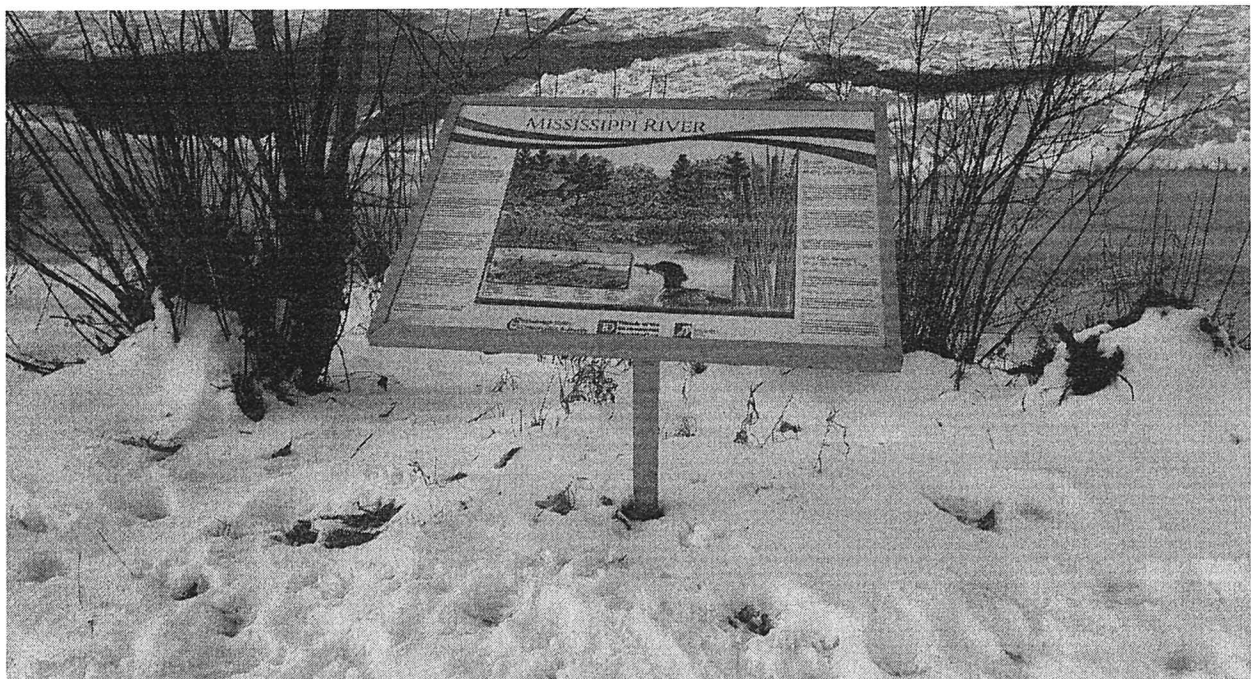
Attached:

- Annex 1 - Prototype of the panel
- Annex 2 – Location proposed and local sign example: Sign in Metcalf GeoHeritage Park

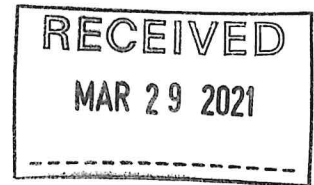
## Annex Two: Proposed location and style of Stuart McLean sign for Mill Street



Sign would be installed near the corner of upper Mill Street.



Structure proposed would be in line with this model in the Metcalf Geoheritage Park in Almonte.



March 24, 2021

Ms. Cynthia Moyle  
Acting Clerk  
Town of Mississipp Mills  
3131 Old Perth Road, RR#2, PO Box 400  
Almonte, ON K0A 1A0

Dear Jeanne Harfield:

**Re: Notice of Study Commencement – G.W.P. 4293-15-00 Detail Design for Resurfacing, Operational Improvements, Structural Rehabilitations, Highway 7, Pauls Road to Carleton Place, Lanark County**

The Ministry of Transportation of Ontario (MTO) Eastern Region has retained the services of McIntosh Perry Consulting Engineers Ltd. (McIntosh Perry) to carry out the Detail Design and Class Environmental Assessment for the following:

- Pavement rehabilitation from 1.2 km east of Pauls Road to 0.3 km east of Napoleon Street, Carleton Place;
- Structural rehabilitation of Innisville Bridge 15X-0062/B0, and Culvert 15X-0175/C0; and
- Installation of new opposing left-turn lanes (eastbound and westbound) at:
  - Wagg n' Whiskers and A1 Towing,
  - Innisville Ultramar, MTO Picnic Site, and the Laws & Orders Restaurant; and
  - Crampton Road/White Road.

The Detail Design is following the approved planning process under the *Class Environmental Assessment for Provincial Transportation Facilities* (2000) for a Group "C" project. This will include an assessment of potential impacts of the pavement rehabilitation on the study area environment and address any concerns raised during the consultation process. Upon completion, an Environmental Screening Document (ESD) will be prepared detailing the existing biophysical and socio-economic environment, summary of design features, potential impacts of the undertakings, and required mitigation measures.

We encourage you to contact one of the following MTO or McIntosh Perry project team members if you have any comments, questions, or concerns regarding this project. We would appreciate any comments, questions, or concerns by **April 23, 2021**:

**Mr. Steven Pilgrim, P.Eng.**

Project Manager

McIntosh Perry Consulting Engineers Ltd.

1-1329 Gardiners Road

Kingston, ON K7P 0L8

Tel: 343-344-2629 or

Toll free: 1-888-348-8991

Email: s.pilgrim@mcintoshperry.com

**Mr. Rumen Aigbogun, EIT**

MTO Project Manager

Ministry of Transportation – Project Delivery East

1355 John Counter Boulevard, Postal Bag 4000

Kingston, ON K7L 5A3

Tel: 613-449-2978

Email: rumen.aigbogun@ontario.ca

All information/comments received will be maintained on file for use during the study and may be included in the study documentation. With the exception of personal information, all comments become part of the public record in accordance with the *Freedom of Information and Protection of Privacy Act*.

If you have any accessibility requirements, please let us know, and we will gladly accommodate.

Thank you for your anticipated participation.

Sincerely,

**McIntosh Perry Consulting Engineers,**



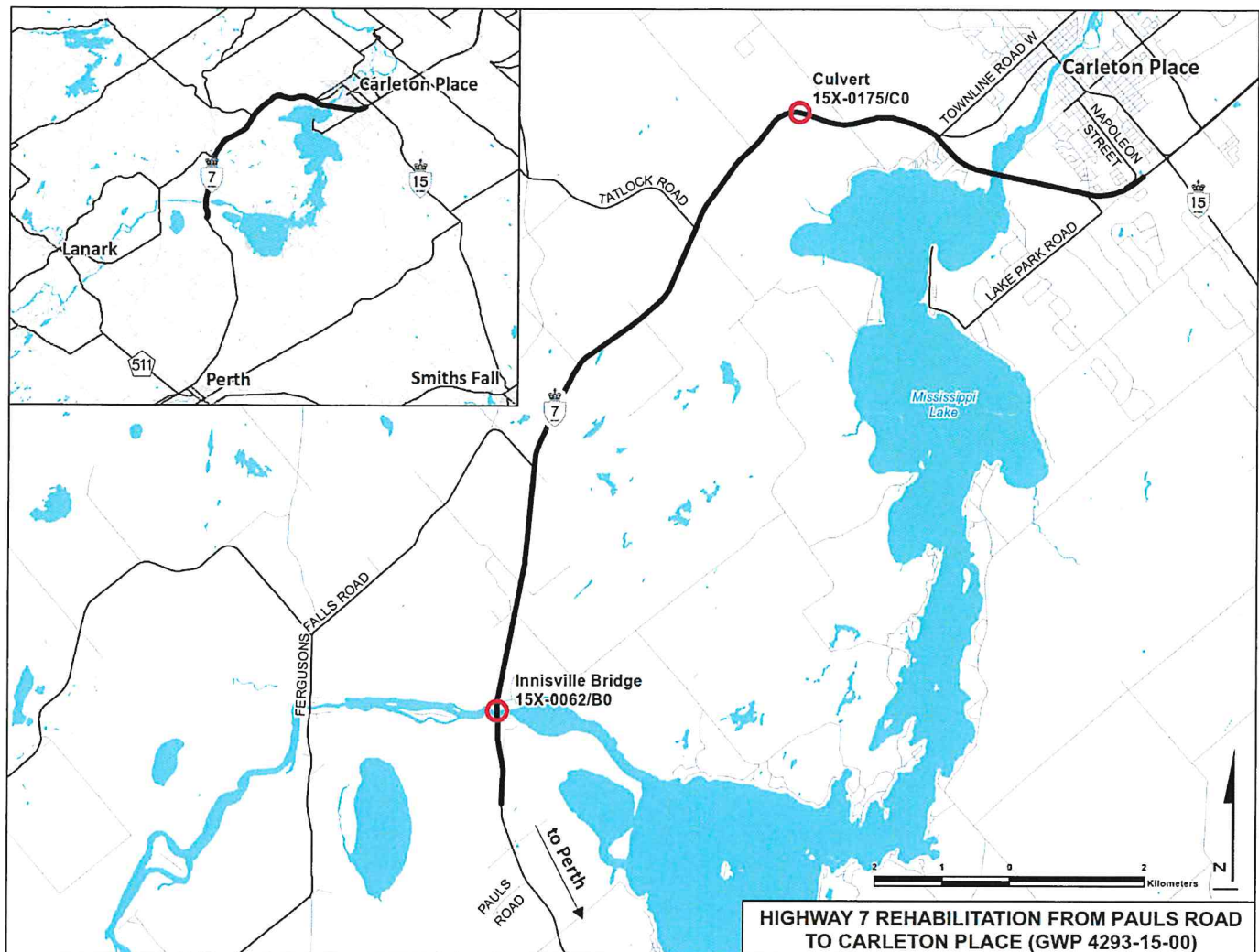
Steven Pilgrim, P.Eng.

Project Manager

Encl. Study Area Key Maps

cc. Rumen Aigbogun, MTO Project Manager  
Sharon Westendorp, MTO Environmental Planner  
Jennifer Cavanagh, McIntosh Perry Environmental Planner





Study Area Key Map

March 24, 2021

The Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
17<sup>th</sup> Floor, 777 Bay Street  
Toronto, Ontario, M7A 2J3  
Sent via email to: [minister.mah@ontario.ca](mailto:minister.mah@ontario.ca) and [PlanningConsultation@ontario.ca](mailto:PlanningConsultation@ontario.ca)  
and submitted online through the Environmental Registry of Ontario

Dear Minister Clark,

**Re: 019-3233 Proposed changes to Minister's zoning orders and the Planning Act**

The Ontario Federation of Agriculture (OFA) is the largest general farm organization in Ontario, proudly representing more than 38,000 farm family members across the province. OFA has a strong voice for our members and the agri-food industry on issues, legislation and regulations governed by all levels of government. We are passionate and dedicated to ensuring the agri-food sector and our rural communities are included, consulted and considered in any new and changing legislation that impacts the sustainability and growth of our farm businesses.

Ontario's diverse and innovative agri-food sector is a powerhouse for the province – growing and producing more than 200 farm and food products, fuelling our rural communities and driving the provincial economy by generating more than 860,000 jobs and contributing over \$47 billion to Ontario's annual GDP. We are the leading agricultural advocate for Ontario farmers, their businesses and their communities.

Ontario's agricultural lands are a finite and shrinking resource. Ontario cannot sustain continuing losses of agricultural land while maintaining our ability to produce food, fibre and fuel from our limited and declining agricultural land base. The 2016 Census of Agriculture revealed that Ontario farms encompassed 12.3 million acres or less than 5% of Ontario's land area. Comparing the 2011 and 2016 censuses showed a decline in the area of farms from 12.6 million acres in 2011 to 12.3 million acres in 2016, equal to a loss of 63,940 acres/year or 175 acres/day. With much of this squandered agricultural land occurring in proximity to larger urban centers, Ontario is losing some of its most productive agricultural land. When agricultural land is paved or built over it is lost forever.

OFA appreciates the opportunity to provide comment on the proposed changes to Minister's Zoning Orders and the Planning Act contained within Schedule 3 of Bill 257, Supporting Broadband and Infrastructure Expansion Act, 2021.

**Proposal Summary – The government is proposing changes to the *Planning Act* so that certain Minister's Zoning Orders do not have to be consistent with the PPS.**

.....

The OFA is unable to support amendments to the Planning Act that would give the Minister or any other planning authority the ability to make planning decisions which are not consistent with the Provincial Policy Statement (PPS).

On balance, the policies of the PPS represent the minimum standard in support of protecting the environment, farmland and public health and safety. In our previous submissions to the government regarding the PPS, we have commented that the PPS does not go far enough in protecting our finite agricultural lands. We have recommended **strengthening** of the PPS in order to require fixed urban settlement boundaries and policies requiring mandatory intensification within the existing built urban areas as well as mandatory “greenfield” density requirements to better utilize infrastructure, improve the financial viability of public transit and protect our prime agricultural lands from sprawl.

We are concerned that the amendment described in ERO 019-3233 to give the Minister the ability to issue MZOs that are not consistent with the PPS is short-sighted. Further, it weakens the local planning process by providing developers and municipalities with a ‘workaround’ that could foster bad planning that will cause either individuals or government to incur the cost of dealing with poor outcomes later.

It is our view that since the language in Subsection 3(5)(a) was strengthened to include the words “shall be consistent with,” the subsequent requirement of local planning authorities to follow the PPS mandate have really begun the work of managing sprawl and allowing development in Ontario to proceed in a thoughtful and logical way. Schedule 3’s proposed amendment to the Planning Act risks undoing that good work.

Requiring planning authorities to adhere to what is known as the “mitigation hierarchy”, in which development for non-agricultural use is to be avoided first, minimized second and mitigated as a last resort in agricultural areas has been a positive improvement. Development has begun to proceed in a way that has been orderly and thoughtful under this model, and yet we are still losing farmland at unacceptable rates if consideration is to be given to feeding a growing population and its future generations.

Because of the requirement of consistency with the PPS, non-agricultural land uses have been directed away from hazard areas and lands which are considered Ontario’s richest soils and those most suitable for agriculture, and this thoughtful and well-reasoned approach is what the proposed amendment appears poised to take away.

Removing the requirement to consider compatibility with surrounding uses would allow development to go almost anywhere. Considerations of orderly growth, availability of services such as electricity, water, sewer, hydro, gas and public transit are not included in the proposal for discussion, and any limited checks and balances on these considerations which are currently required under the PPS would be removed.

We understand the need for the Minister to have the power of an MZO and have supported its use in areas of the province that are without robust local planning processes. We have no objection to MZOs being used within the lands that would be considered the Urban Envelope. Shortening the timelines on services such as long-term care facilities by re-developing lands within the urban settlement areas make sense, but this same lens can not be applied to the use of MZOs to fast-track non-agricultural development of agricultural lands.

We understand the need for the government to respond to the various economic challenges brought to light by the pandemic, but we are concerned that amending the Planning Act in a way

that would allow for planning decisions that are inconsistent with the PPS could open up the floodgates for a rash of developments that run counter to our overarching philosophy of farmland preservation which is paramount to our mission of “Farms and Food Forever.”

The proposal indicates that the changes introduced in Schedule 3 of Bill 257 would permit the Minister of Municipal Affairs and Housing to “take other considerations into account” when making decisions to support strong communities, a clean and healthy environment and the economic vitality of the province, but the proposal is silent on which considerations would be taken into account to ensure that Ontario’s shrinking agricultural land base continues to be preserved and protected without the obligation of compliance with the PPS if the Schedule 3 amendments to the Planning Act move forward.

Aside from the potential for the finite and shrinking resource which is Ontario’s remaining agricultural land base to be further eroded without due consideration under the proposed amendment, we also have questions as to how the impacts of non-agricultural developments will be managed if Schedule 3 goes forward. For example, how will MDS be applied in these instances? How will Normal Farm Practices be protected? Will there be a public input opportunity so that local considerations can be taken into account? Will there still be a mitigation hierarchy by which our best agricultural lands can be protected? How will prime agricultural areas be protected for long-term use by agriculture? How will the Minister establish that there is an identified need for additional land to accommodate the proposed use, or that alternative locations have been evaluated to determine that there are no reasonable alternative locations which avoid agricultural areas? How will compatibility with surrounding use be managed? These are important questions for our members, and while we do not support the proposed amendment, we strongly urge the government to reach out a hand to us and work with the OFA and OMAFRA in order to develop a process whereby if this amendment does become law, these types of considerations are still included in the MZO decision.

We therefore respectfully request that the government **remove Schedule 3 of Bill 257** (the proposed Bill 257, Supporting Broadband and Infrastructure Expansion Act, 2021) so that we can provide support for the broader spirit of the Bill in terms of broadband expansion which has been a foundational part of the OFA’s advocacy work in recent years.

The OFA can not stress strongly enough that we are not in support of Schedule 3’s changes to the Planning Act. We urge the government to reconsider whether there are other methods to accomplish the proposal’s objectives without delivering such a potentially crushing blow to the Ontario farmland landscape.

Our position has been that growth and development should be directed “inwards and upwards,” and we urge the government to explore whether the pandemic-related demographic shift to the rural may be opening up a corresponding availability of unutilized capacity within the urban settlement borders. Perhaps the best use of the MZO powers is to fast-track economic recovery through re-zoning to accommodate priority services like elder care and mental health supports within the vacant storefronts of the downtown cores, not through sprawling outwards into farmland. The creation of jobs through the construction of a new development on greenfield sites is a relatively short-lived ‘boom’ of 3-5 years in most cases, whereas agricultural production on those same lands always has been and continues to be the economic driver of the province’s economy. When these lands are left in agricultural production, they have the potential to continue to produce food, jobs, and environmental benefits in perpetuity. That is not a potential that should be overlooked hastily.



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The OFA is willing to work with the government to help develop strategies by which economic recovery can occur and farmland be protected.

Thank you for this opportunity to provide comment. As always, if there is interest in discussing these matters further please do not hesitate to reach out.

Sincerely,



Peggy Brekveld  
President

cc: The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs  
OFA Board of Directors

## **MPAC: Province-wide assessment update continues to be postponed**

**From:** Nicole McNeill <[Nicole.Mcneill@mpac.ca](mailto:Nicole.Mcneill@mpac.ca)>

**Sent:** March-25-21 1:07 PM

**To:** Christa Lowry <[clowry@mississippimills.ca](mailto:clowry@mississippimills.ca)>

**Subject:** MPAC: Province-wide assessment update continues to be postponed

Good afternoon Christa,

Yesterday, as part of the Ontario Government's 2021 spring budget, the Minister of Finance announced the decision to once again postpone a province-wide property assessment update due to the pandemic.

Property assessments for the 2022 property tax year will continue to be based on January 1, 2016 assessed values.

In addition, the budget notes that the government will hold consultations on the timing and valuation date for the next assessment update and that outcomes will be communicated this fall.

### **Our focus remains unchanged**

MPAC will continue to maintain an inventory of all properties and account for changes that happen each year in every property sector, across the province.

As your partner, we understand the importance of revenue generated from ongoing construction and renovation projects, and we will continue to capture the value of these changes throughout the year.

Now more than ever, we know it's critical to support and contribute to your assessment base, and enable your municipality to make smart decisions to invest back into your community.

In addition to our work to keep Ontario's property data up-to-date, we continue to conduct market analysis, complete tax applications, and manage requests for reconsideration and appeals.

MPAC remains in a strong position to deliver the next province-wide assessment update, whenever that may be. We thank you for your partnership and ongoing commitment to keeping communities across Ontario safe and strong.

Sincerely,

Nicole

Nicole McNeill

President and Chief Administrative Officer

Municipal Property Assessment Corporation (MPAC)  
1340 Pickering Parkway, Suite 101  
Pickering, ON L1V 0C4

## Ontario Land Tribunals

### Local Planning Appeal Tribunal

655 Bay Street, Suite 1500  
Toronto ON M5G 1E5  
Telephone: (416) 212-6349  
Toll Free: 1-866-448-2248  
Website: [www.olt.gov.on.ca](http://www.olt.gov.on.ca)

## Tribunaux de l'aménagement du territoire Ontario

### Tribunal d'appel de l'aménagement local

655 rue Bay, suite 1500  
Toronto ON M5G 1E5  
Téléphone: (416) 212-6349  
Sans Frais: 1-866-448-2248  
Site Web: [www.olt.gov.on.ca](http://www.olt.gov.on.ca)



March 26, 2021

**VIA: E-Mail**

The Clerk  
Municipality of Mississippi Mills  
P.O Box 37 99 Sunset Blvd  
Perth, ON K7H 3E2  
[town@mississippimills.ca](mailto:town@mississippimills.ca)

Subject:	Case Number:	PL200045
	File Number:	PL200045
	Municipality:	Mississippi Mills
	Official Plan Number:	OPA 21
	Property Location:	Burnt Lands ANSI
	Appellant(s):	Tineke Kuiper

---

Subsection 17(39) of the *Planning Act* provides;

(39) If all appeals made under subsection (36) in respect of all or part of the decision of the approval authority are withdrawn and if the time for filing notice of appeal has expired, the secretary of the Municipal Board shall notify the approval authority that made the decision and,

(a) the decision or that part of the decision that was the subject of the appeal is final; and

(b) the plan or part of the plan that was approved and in respect of which all the appeals have been withdrawn comes into effect as an official plan or part of an official plan on the day the last outstanding appeal has been withdrawn. 1996, c. 4, s. 9.

I am writing to advise that the appeal by Tineke Kuiper was withdrawn by letter dated March 22, 2021.

There are no outstanding appeals in this matter, and our file is closed.

Yours truly,

**"BECKY FONG"**

Becky Fong  
Registrar

c.c.

Tineke Kuiper (kuiper.tineke@gmail.com)

Clerk, Lanark County (ldrynan@lanarkcounty.ca)

Greg Meeds (dgmeeds@viceandhunter.ca)

Tony Fleming (tfleming@cswan.com)

LPAT Coordinator, MMAH



# SMITHS FALLS

RISE AT THE FALLS

Monday March 29, 2021

The Honourable Doug Ford  
Premier of Ontario  
Legislative Building  
Queens Park  
Toronto, ON, M7A 1Y7

**Re: Randy Hillier, MPP – Lanark-Frontenac-Kingston**

At their meeting on Monday March 22, 2021, Council of the Corporation of the Town of Smiths Falls passed the following resolution respecting Randy Hillier, MPP – Lanark, Frontenac-Kingston.

Moved by: Councillor C McGuire  
Seconded by: Councillor J Brennan  
2021-03-64

*THAT Council of the Corporation of the Town of Smiths Falls inform the Premier of Ontario and the Ontario Legislature that the conduct of Lanark-Frontenac-Kingston, MPP Randy Hillier is in no way condoned or supported by the Council of the Town of Smiths Falls; and*

*FURTHER THAT this resolution be forwarded to all other municipalities within the Lanark-Frontenac- Kingston riding.*

Should you require further information, please do not hesitate to contact the undersigned.

Yours truly,

Nadine Bennett  
Deputy Clerk

cc: Legislature of Ontario  
All Municipalities in Lanark-Frontenac-Kingston

Sent via E-Mail to: [Patty.Hajdu@parl.gc.ca](mailto:Patty.Hajdu@parl.gc.ca)

March 31, 2021

The Honourable Patty Hajdu  
Federal Minister of Health  
House of Commons  
Ottawa, ON K1A 0A6

Dear Ms. Hajdu,

**RE: SUPPORT FOR 988, A 3-DIGIT SUICIDE AND CRISIS PREVENTION HOTLINE**

I am writing to advise that at the Town Council meeting held on March 30, 2021, Council adopted a resolution endorsing the 988 crisis line initiative to ensure critical barriers are removed to those in a crisis and seeking help.

The resolution reads as follows:

*Whereas the Federal government has passed a motion to adopt 988, a National three-digit suicide and crisis hotline;*

*Whereas the ongoing COVID-19 pandemic has increased the demand for suicide prevention services by 200%;*

*Whereas existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold;*

*Whereas in 2022 the United States will have in place a national 988 crisis hotline;*

*Whereas the Town of Caledon recognized that it is a significant and important initiative to ensure critical barriers are removed to those in a crisis and seeking help;*

*Now therefore be it resolved that the Town of Caledon endorses this 988 crisis line initiative; and*

*That a letter demonstrating Caledon's support be sent to Kyle Seebach, MP, Dufferin-Caledon, the Honourable Sylvia Jones, MPP, Dufferin-Caledon, the Honourable Patty Hajdu, Federal Minister of Health, the Canadian Radio-television and Telecommunications (CRTC) and all municipalities in Ontario.*



*Allan Thompson*  
*Mayor*

---

Thank you for your attention to this very important matter. We look forward to hearing from you.

Sincerely,

Allan Thompson  
Mayor

Cc. Kyle Seeback, MP Dufferin-Caledon, [Kyle.Seeback@parl.gc.ca](mailto:Kyle.Seeback@parl.gc.ca)  
Honourable Sylvia Jones, MPP Dufferin-Caledon, [sylvia.jones@pc.ola.org](mailto:sylvia.jones@pc.ola.org)  
Ian Scott, Chairperson and Chief Executive Officer, Canadian Radio-Television and Telecommunications Commission (CRTC), [iscott@telesat.com](mailto:iscott@telesat.com)  
All Ontario Municipalities

---

**THE CORPORATION OF THE TOWN OF CALEDON**

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6  
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | [www.caledon.ca](http://www.caledon.ca) | [allan.thompson@caledon.ca](mailto:allan.thompson@caledon.ca)



## Mississippi Mills municipal considerations for low-impact outdoor artificial lighting

**From:** Rob Rainer <[rrainer.tayvalley@gmail.com](mailto:rrainer.tayvalley@gmail.com)>

**Sent:** March-17-21 1:08 PM

**To:** Christa Lowry <[clowry@mississippimills.ca](mailto:clowry@mississippimills.ca)>; Rickey Minnille <[rminnille@mississippimills.ca](mailto:rminnille@mississippimills.ca)>; Denzil Ferguson <[dferguson@mississippimills.ca](mailto:dferguson@mississippimills.ca)>; Jan Maydan <[jmaydan@mississippimills.ca](mailto:jmaydan@mississippimills.ca)>; Bev Holmes <[bholmes@mississippimills.ca](mailto:bholmes@mississippimills.ca)>; Cynthia Guerard <[cguerard@mississippimills.ca](mailto:cguerard@mississippimills.ca)>; John Dalgity <[jdalgity@mississippimills.ca](mailto:jdalgity@mississippimills.ca)>

**Subject:** Mississippi Mills municipal considerations for low-impact outdoor artificial lighting

Dear Mississippi Mills Council:

On February 24, 2021, Mr. Robert Dick, P.Eng., FRASC, who is an expert astronomer, an expert on light pollution, and an expert on best practices for low-impact outdoor lighting, gave a short presentation to Lanark County Council on the problems of light pollution and how municipalities can help address - and hopefully not exacerbate - them. Robert (cc) and I are now following up to provide his presentation (see the attached PDF file) to all municipal council members in the eight municipalities represented in the County. We hope you may take a few minutes to read Robert's remarks, perhaps take further time by digging a little deeper into this issue, and make applicable municipal staff aware of this information.

As [the Royal Astronomical Society of Canada notes](#), "[t]he effects of lighting up the outdoors at night (light pollution) are felt both locally and globally and affect us physically, mentally and culturally. Irresponsible outdoor lighting disrupts the natural environment, wastes energy, degrades urban living and deprives us of our natural right to enjoy the night sky."

Further, [recent research](#) has revealed that "[h]uman illumination of the planet is growing in range and intensity by about 2% a year, creating a problem that can be compared to climate change....Hormone levels, breeding cycles, activity patterns and vulnerability to predators are being affected across a broad range of species." Click [here](#) for the original research paper, and see also [the information](#) from the International Dark-Sky Association on light pollution.

We are fortunate to live in rural and small town settings where dark skies are still readily available. Many residents here highly value such skies, and may have even chosen to live where they do in part to be able to enjoy "seeing the stars." Beyond such aesthetic interests, there are important ecological, human health, energy use, and municipal cost concerns associated with the choice of municipal outdoor lighting. Fortunately, there are a range of technological solutions to addressing excessive or otherwise improper outdoor lighting.

Robert Dick is truly the subject matter expert, and I wish to further refer him to you in case you have particular questions or would like more in-depth information. Contact information for Robert is provided at the end of his presentation remarks attached.

Thank you for your consideration of this information.

Sincerely,

Rob

--

Rob Rainer  
Councillor, Sherbrooke Ward  
Tay Valley Township Council  
613-314-7755 cell  
[rrainer.tayvalley@gmail.com](mailto:rrainer.tayvalley@gmail.com)

# ***Insights into Outdoor Lighting***

## **Presentation to the County of Lanark**

**By Robert Dick, P.Eng., FRASC<sup>1</sup>**

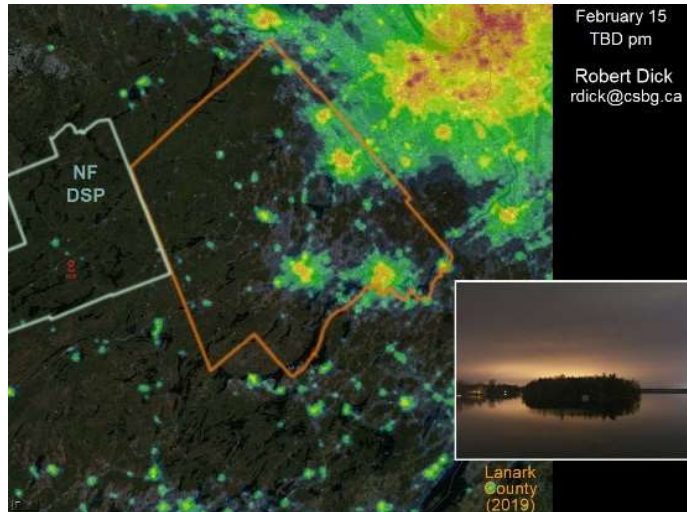
[rdick@csbg.ca](mailto:rdick@csbg.ca)

**February 24, 2021**

*“We speak on the topic of artificial outdoor lighting, and specifically the negative impacts of improper lighting (e.g., on human health, biodiversity, public safety, and values/aesthetics such as dark skies) and options for municipalities when making future outdoor artificial lighting decisions.”*

Good evening. I’m Robert Dick. For 20 years I’ve been studying outdoor lighting and its impact on the night ecology: how it affects animals, our physical and mental health and our ability to see at night.

For 1½ centuries we’ve taken outdoor lighting for granted. But a watershed occurred 20-years ago with the first clear link between Artificial (Anthropogenic) Light at Night and human health - specifically cancer. Artificial light is now linked to cancer<sup>2</sup>, obesity, diabetes, stress, anxiety<sup>3</sup>, violent behaviour<sup>4</sup>, sensitivities to infection and disease and the infirmities of aging like dementia.



<sup>1</sup> Mr. Dick received his graduate degree in mechanical engineering in 1981 and worked in the commercial electronics, avionics and spacecraft industries. He has taught physics and engineering at the University of Ottawa and Carleton Universities, as well as courses on astronomy at Algonquin College in Ottawa. He is the President of CSbG Inc. He researched and authored the Guidelines for Outdoor Lighting (GOL) that were subsequently adopted by Parks Canada and the International Dark Sky Association, and adapted for the US National Park Service. He developed the Dark-sky Preserve (DSP) Program for the Royal Astronomical Society of Canada (RASC) and its lighting protocol that is based on the GOL. He also manages the Canadian Dark-Sky Preserve Program for the RASC. Mr. Dick has promoted the use of scotobiology in the development of urban lighting policies, and written articles on scotobiology and urban lighting policies in engineering and urban planning journals. He has performed lighting studies of municipalities and protected areas. He developed the CSbG design for the *CSbG-EcoLights* to be fully compliant to the IDA, RASC, Parks Canada and USNPS GOLs.

<sup>2</sup> Article: <https://www.sciencedaily.com/releases/2014/07/140725080408.htm>

<sup>3</sup> Article: <http://www.physorg.com/news/2010-11-night-brain-linked-depression.html>

<sup>4</sup> Article: <https://mhanational.org/blog/how-blue-light-affects-mental-health>

**1) My first take-away for you is that most of what we have learned about the problems with artificial lighting are fairly recent - leading to the need to change Historical Best Practices.**

We know that lighting provides safety and security - but like most things the benefits only come if used in moderation. We've long surpassed the levels that provide these benefits and we're now installing lighting that does more harm than additional good.

Light pollution has various definitions but they centre on the over use and miss use of light. Although usually associated with large cities, these images of the landscape show that light is installed wherever there are people – even around isolated homes in the country. And just like air and water pollution, light respects no boundaries.

Cities have an extensive tax base to pay for the installation, maintenance and power for outdoor lighting. Although rural governments don't have this luxury, they tend to adopt policies that were developed for more affluent communities. This diverts resources away from other needs.

Some towns are trying to control the spread of improper artificial lighting. For example, Mississippi Mills has a light pollution bylaw. The town now uses only ½ the light per capita of neighbouring Perth.

Now let's consider the citizens of Lanark County. Why are they here? For many people, both those born and raised here and those who have come from away, they like the rural life: the quiet, the open space, the fresh air.... And their health may also benefit from the rural lifestyle. We must question if we are preserving these aspects of life in Lanark County, or are inadvertently changing them for the worse.

### CITIZENS - Your Customers

WANT - quiet, open space, clean air, wildlife

NEED - safety, security, low taxes

#### STRATEGY

Minimize installed infrastructure (capital, maintenance)

Maximize public services, preserve/protect environment



Artificial lighting can improve security as long as there is constant surveillance. It can help the homeowner or police inspect a property, but not if the lamp is set to shine in their eyes, or creates those dark shadows where you can't see, and where those ne'er-do-well might hide. Artificial lighting can provide safety. But what is lit also attracts attention and nurtures curiosity - leading to those un-wanted visitors.

We create these problems when we choose a light. Light fixtures aren't chosen on the basis of the visibility they're meant to provide. The decision is usually based on their daytime appearance in attractive promotional literature. Buyers are usually not familiar with the important photometrics of the lights they purchase.

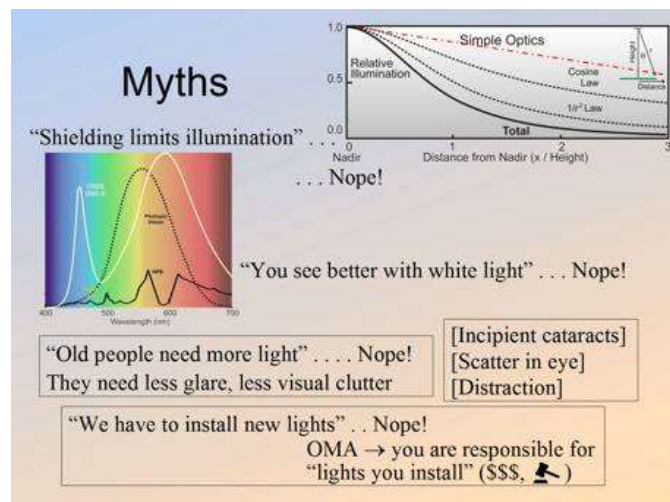
The glare and poor light distributions of "nice looking" fixtures undermine our visibility at night. And since lights are selected and installed during the day, many night hazards are left in the dark. Lights can *reduce* the safety and security that they should provide if indeed they are capable of doing it.



**2) So, my second take away is to not base your purchase on the appearance in a sales brochure. Get a sample, install it and see what it really looks like "at night".**

As Councillors, you will be hearing from a lot of "advisors". There are a number of "lighting myths". You may have already heard some of these, but you should be aware that they are indeed "myths", and should not be allowed to obscure the facts.

Does white light improve visibility? Nope.  
 Does shielding limit illumination? Nope.  
 Do seniors need more light? Nope.  
 Do lights limit your liability? Nope.  
 Doesn't everyone want more light? Nope.  
 Surely our supplier knows best? Nope.  
 Light is not a pollutant: Nope



A single unshielded light at night contaminates about 1 km<sup>2</sup> and wastes 80% of its light and energy. A bare light at a crossroads causes so much glare that it will limit visibility down the road, and can be seen from orbit. The blue that makes light look white exacerbates the glare and it undermines the health of animals - changing their behaviour everywhere within eye-shot. Foraging animals shy away from light for safety, and predators approach it looking for their prey from the shadows.

Even the light of the full Moon affects biology. However, in contrast to streetlights, each month there is a 3-week dark-time for animals to recover.



**3) Now comes my third take away. We must not be gluttons. We should use artificial lighting carefully and sparingly. We must accept that, like all additions to the environment such as sewage and chemicals, – artificial lighting disrupts the environment.**

There are two familiar instruments that can reduce the impact of artificial lighting, while providing sufficient light for outdoor activity. A policy plots where you want to go – what kind of lifestyle your citizens want, but it is not legally binding. A Bylaw is legally binding, but it tends to entrench current practice. But regardless, the local government should lead by example.

**4) My fourth take-away for you is to critically review your written and unwritten policies regarding outdoor lighting such that they preserve what the people want.**

What do I mean by “critically review”? Obviously, Lanark County is NOT Ottawa, so you should take a local point of view. You can’t solve crime with money and built infrastructure. It takes people, not technology. Lighting puts property on display throughout the night. But some of the people around after dark may be ne’er-do-wells. Also, it’s been shown that light doesn’t reduce crime – it just makes some people feel safe, leaving municipalities out of pocket at the cost of \$1,000+ on a pole, a luminaire and installed power lines.

Lighting technology can come to the rescue. The Illumination Engineering Society has recommendations for how bright to light roadway and other lighting projects but not about shielding and colour. Industry best practices pre-date our current understanding of the impact of light on the environment and human health.

However, some of their recommendations are close to the ecological and health thresholds. Shielding and avoiding the intense glare from white light, can actually improve visibility – even at lower brightness levels - saving electricity. These will help you preserve the rural nature of Lanark County. They make a significant difference. So, we can have our cake and eat it too by doing the following.

#### Policy or Bylaw

- Policy - Provides guidance – “no teeth”
  - What you want
  - (political document – periodic review)
- Bylaw - Specific Requirements “enforceable”
  - What you have
  - (legal document – change is difficult)

#### Illumination Engineering Society (IES.org)

- Recommends industry urban standards  
(Brightness of Illumination)
- Rural landscape more sensitive to glare  
(Sparse lighting)
- Public more sensitive to light trespass  
(Natural landscape)
- Shielding, colour not specified  
(Reduce glare, light trespass)
- Shielding cuts Glare and LT (less nuisance)
- Amber reduces impact of Glare (more visibility)

#### The Difference

- Shield - reduce glare and light trespass
- Schedule - dim/off after active hours
- Amber - reduces glare sensitivity [W-B]
- Brightness - use lower limit of range
- Passive - reflective markers or surfaces

a) Direct the light down to the area that needs to be illuminated. How?

Shield the light to keep the illumination local, and mount the fixture “level” (not toe-up). Light that shines off road, off path, off property is worst than a waste. It contaminates, and it affects your neighbour’s enjoyment of their property and the ecosystem.

b) Only use light when it’s needed. How?

Use timers to limit the light to the active-part of the evening, and to turn them off when visitors are not invited. This should include municipal buildings and retail outlets. Or if it serves as a security light, use motion detectors. A light that pops on is much more of an attention-getter than a constant light. If the traffic is local, dim them to 1/2 or 1/4 brightness when the traffic subsides. You’ll save electricity, but the chief benefit is reducing the nuisance of glare and light trespass, and the contamination of the countryside.

c) Use light that has the least biological impact. What’s that?

Blue is bad, so remove it. (White light – Blue = Amber). So, on a building, use amber BugLights. On roadways keep your amber HPS lamps, or use the new amber LED luminaires.

d) Don’t over-light. Too many lights, and ones that are too bright, create glare that undermines visibility by blinding our eyes and creating dark shadows. What can you do?

Use luminaires with good optics. A NEMA yard light scatters light in all directions but it can only illuminate out to about 1½ mounting heights before its glare overwhelms visibility into the periphery and visibility down rural road. It is a hazard. Good optics can expand this area from 1½ to 3X, while preventing the blinding glare.

e) How about not using light. How?

Use some of the techniques from long ago that are now being used again in some parks such as those operated by Parks Canada. Don’t pave a path with black asphalt use reflective crushed stone. Use "passive signage" rather than illuminated signs. Retro-reflective paint is expensive, but it's still a lot cheaper than running power to poles and installing luminaires. (Car headlights are bright enough!) If a business has a glaring sign, require them to change it – FOR THE SAFETY OF YOUR CITIZENS. Don't let a glaring light remain, and don't compound the glare with more light.

Are “good lights” more expensive? Yes, but if you can halve the number of lights along the road, or the number of lights used in perimeter lighting, the system cost will be much less. The difference in cost between a cheap and the extra cost of a good light fixture is just the cost in time of the crew’s “coffee break”. Remember, the main cost is in the pole, its footing, the wiring and labour - not the luminaire.



**5) My fifth take-away is that the devil is in the details. But following these suggestions will avoid a lot of arguments from citizens.**

¢ not \$

## Take-Aways

**Passive signage** versus active lighting  
**Shield** against glare, light trespass  
**Amber light** not white light

Thank you for Listening

**Canadian Guidelines for Outdoor Lighting**  
[http://rasc.ca/sites/default/files/RASC-GOL\\_2018\\_1.pdf](http://rasc.ca/sites/default/files/RASC-GOL_2018_1.pdf)

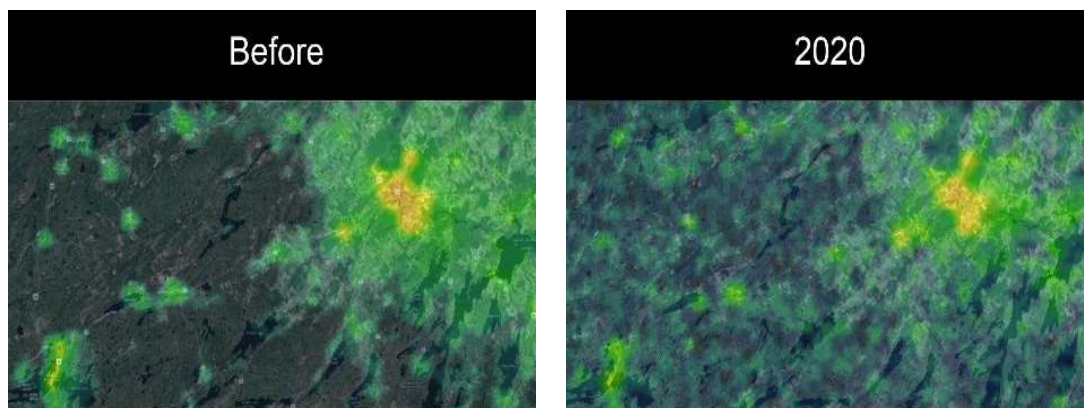
Robert Dick  
 rdick@csbg.ca  
 1-800-278-2032

Perth from 11 km  
 Pop. 6,000  
 Tay Valley ~5,700

10/10

And, they will reduce the time municipal staff may spend on answering questions or responding to complaints. This will save more than the cost of a better light fixture.

Of course, it begins with the municipality setting the example and encouraging others to follow.



If you have any further questions in the future for specific artificial lighting projects, feel free to contact me again.

**Robert Dick, 1-800-278-2032, 613-283-0362 (cell), [rdick@csbg.ca](mailto:rdick@csbg.ca)**  
**PO Box 79, Rideau Ferry, ON K0G 1W0**





CHRISTINE TARLING

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2<sup>nd</sup> Floor

200 King Street West, P.O. Box 1118

Kitchener, ON N2G 4G7

Phone: 519.741.2200 x 7809 Fax: 519.741.2705

[christine.tarling@kitchener.ca](mailto:christine.tarling@kitchener.ca)

TTY: 519-741-2385

March 31, 2021

Honourable Steve Clark  
Minister of Municipal Affairs and Housing  
17<sup>th</sup> Floor, 777 Bay Street  
Toronto ON M5G 2E5

Dear Mr. Clark:

This is to advise that City Council, at a meeting held on March 22, 2021, passed the following resolution regarding Planning Act Timelines:

“WHEREAS the City of Kitchener, like many Ontario municipalities, is experiencing significant growth; and,

WHEREAS the City of Kitchener has conducted extensive work through its Development Services Review to remove red tape and improve public engagement; and,

WHEREAS the Province of Ontario's Planning Act provides a legislative framework for processing development applications including established timeframes which permit applicants to appeal to the Local Planning Appeal Tribunal if a Council fails to make a decision within a prescribed timeline; and,

WHEREAS the passing of Bill 108 in 2019 reduced the timelines for processing development applications before they can be appealed to the Local Planning Appeals Tribunal (LPAT) for a non-decision from those outlined in Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017 as follows:

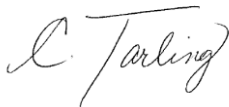
- from seven months (210 days) to four months (120 days) for Official Plan amendments;
- from five months (150 days) to three months (90 days) for Zoning By-law amendments; and
- from six months (180 days) to four months (120 days) for Plans of Subdivision; and

WHEREAS the shortened timeframes create unreasonable pressures on municipalities, even outside the context of navigating city business in a global pandemic, and result in reduced opportunities for meaningful public engagement and limited time for the public to provide written submissions on a development application;

THEREFORE BE IT RESOLVED that Kitchener City Council urge the Province of Ontario to review and reconsider the current timelines established for review of Planning Act applications before an appeal is permitted to the Local Planning Appeals Tribunal and to return to the timelines that were in effect under Bill 139, the Building Better Communities and Conserving Watersheds Act, 2017;

THEREFORE BE IT FURTHER RESOLVED that a copy of this resolution be sent to the Ontario Minister of Municipal Affairs and Housing, to the local MP's and MPP's, to the Federation of Canadian Municipalities, to the Association of Municipalities Ontario, and all other municipalities in Ontario."

Yours truly,



C. Tarling  
Director of Legislated Services  
& City Clerk

c: Honourable Tim Louis, M.P.  
Honourable Raj Saini, M.P.  
Honourable Marwan Tabbara, M. P.  
Honourable Bardish Chagger, M.P.  
Honourable Bryan May, M.P.  
Honourable Amy Fee, M.P.P.  
Honourable Catherine Fife, M.P.P.  
Honourable Belinda Karahalios, M.P.P.  
Honourable Mike Harris, M.P.P.  
Honourable Laura Mae Lindo, M.P.P.  
Bill Karsten, President, Federation of Canadian Municipalities  
Monika Turner, Association of Municipalities of Ontario  
Rosa Bustamante, Director, Planning, City of Kitchener  
Ontario Municipalities

**Ministry of Transportation**

Regional Services & Relationships  
East Operations Branch  
1355 John Counter Boulevard  
Kingston, Ontario K7L 5A3  
Tel.: 613-545-4600  
Fax: 613-547-1777

**Ministère des Transports**

Services Régionales & Relations  
Opérations de l'est  
1355 Boulevard John Counter  
Kingston, Ontario K7L 5A3  
Tél.: 613-545-4600  
Téléc.: 613-547-1777



April 1, 2021

Your Worship Christa Lowry  
Municipality of Mississippi Mills  
3131 Old Perth Road, RR2 PO Box 400  
Almonte, Ontario K0A 1A0

Dear Mayor Lowry,

I am writing today to inform you about some recent internal organizational changes at the Ministry of Transportation (MTO), and to introduce myself as the Director of East Region Operations.

In July 2020, MTO implemented a new organizational model that resulted in the creation of the Operations Division. Our division integrates the delivery of ministry services in the region and will continue to be your key contact on any emerging issues and areas of interest. We play an integral role in the ministry's work on corridor management, emergency management, infrastructure preservation and protection, maintenance and operations to ensure a safe, continuous flow of people, goods and services to facilitate economic prosperity.

I want to highlight our most important work, working closely with stakeholders and Indigenous partners throughout the phases of our work. As the Director my highest priority is maintaining strong relationships with our external stakeholders and partners, and I will endeavour to facilitate this wherever possible.

I look forward to continuing our relationship with you under this new organizational structure. If you require support or have any questions related to any ministry service, please feel free to contact me at [Jeff.Hudebine@ontario.ca](mailto:Jeff.Hudebine@ontario.ca) or 613-329-9820. Alternatively you may also contact Charlene Millett, Regional Services and Relationship Manager by email at [Charlene.Millett@ontario.ca](mailto:Charlene.Millett@ontario.ca) by phone at 613-483-2259.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Hudebine".

Jeff Hudebine  
Director, East Operations

# COUNCIL CALENDAR

## April 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2 <b>Good Friday</b> <b>Office Closed</b>	3
4	5 <b>Easter Monday</b> <b>Office Closed</b>	6 6pm Council	7	8	9	10
11	12	13	14 Lanark County Special Meeting Housing & Homeless 1pm	15 Library Board 3pm	16	17
18	19	20 6pm Council	21 AAC 3pm	22	23	24
25	26	27	28 OPA 29 Info Session 6:30pm  Lanark County Special Meeting Housing & Homeless 1pm	29	30	

# COUNCIL CALENDAR

## May 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 6 pm Council & OPA 29 Public Meeting	5	6	7	8
9	10	11	12	13	14	15
16	17	18 6 pm Council	19	20	21	22
23	24 Victoria Day	25	26	27	28	29
30	31					

# Corporation of the Town of Carleton Place

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

March 31, 2021

Christa Lowry, Mayor  
Municipality of Mississippi Mills  
PO Box 400,  
Almonte ON K0A 1A0



Dear Mayor Lowry:

Re: Library Component of Howard Allan Cost Sharing Agreement

The Municipality of Mississippi Mills (and its former municipalities prior to amalgamation on January 1, 1998), has been partners with the Town of Carleton Place and the Township of Beckwith in a cost sharing agreement for library, pool and recreation services since 1987. I understand that at its April 6, 2021, Mississippi Mills Council will be considering a motion to remove library services from the Howard Allan Cost Sharing Agreement though no intention as to the effective date for this removal is included.

While there is no termination clause within the Howard Allan Agreement, as a 34-year partner with Carleton Place under the Howard Allan Agreement, on behalf of Council of the Town of Carleton Place, I am respectfully requesting that the Municipality of Mississippi Mills provide the Town of Carleton Place with at least a year's notice of termination for these services. As we are now at March 31, 2021, the Town of Carleton Place has passed its 2021 budget based on receiving Mississippi Mills' contribution towards our library services. The loss of approximately \$60,000 will have a significant impact on staffing and services offered at our library which cannot be addressed without some time and planning.

Carleton Place has provided library services to the residents of Mississippi Mills in good faith and as a good neighbour for many years. I hope your Council will give respectful consideration to my request for a year's notice of termination to the agreement for these services and look forward to your written response.

I would be pleased to discuss this matter with you.

Yours truly,

Doug Black,  
Mayor

cc Cathy Peacock, Mississippi Mills Public Library Board Chair  
Mike Jeays, Carleton Place Public Library Board Chair



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**April 20, 2021**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
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	Q2 2021
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q2 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	Q2 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)	Q2 2021
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	Q2 2021
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q2 2021
Master Fire Plan Review	Fire	Strike a committee to review MFP and assess standards	Q2 2021

Review of Procedural By-law	Clerks	Postponed as a result of COVID-19	Q2 2021
Film Policy	Ec Dev/Culture	Recommendation from CEDC	Q2 2021
Public Consultation - Dog Park	Recreation and Parks and Recreation Adivsory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	May/June 2021
Museum Funding Review	Ec Dev/Culture	Review of Museum funding before 2022 budget approval	Q3 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