



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 1, 2021

IMMEDIATELY FOLLOWING COUNCIL

E-participation

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated May 18, 2021 be approved.	4 - 9
E. CONSENT REPORTS Recommended Motion: THAT the following committee minutes be received.	
E.1. Accessibility Advisory Committee Minutes - April 21, 2021	10 - 13
F. STAFF REPORTS	
<u>Roads and Public Works</u>	
F.1. Review of ATV By-Law Recommended Motion: THAT Committee of the Whole accept the updates submitted by staff to By-Law 13-108, as amended by By-Law 19-40; and that By-Law 13-108, as amended by 19-40, be rescinded and replaced with the revised By-Law.	14 - 20
F.2. Hydro Services to Phase 3 of the Mississippi Mills Business Park Recommended Motion: THAT Committee of the Whole recommends Council authorize the Mayor and Acting Clerk to enter into an agreement with Ottawa River Power Corporation to provide the hydro services and street lighting to Phase 3 of the Mississippi Mills Business Park in the amount of \$115,074.00 plus HST.	21 - 22

Recreation and Culture

- F.3. Mississippi Mills Municipal Film Policy** 23 - 39
- Recommended Motion:**
THAT Committee of the Whole recommends that Council approve the Municipal Film Policy, the Municipal Code of Conduct for Film Cast and Crew and the proposed Municipal Film Policy Schedule of Fees.
- Finance and Administration**
- F.4. Committee Restructuring 3** 40 - 112
- Recommended Motion:**
THAT the Committee of the Whole receive the Committee Restructuring 3 report for information;
- AND THAT** Committee of the Whole provide Staff with direction to amend the report to be brought back to the June 15 meeting.
- F.5. Amendment to Safe Properties By-Law (By-Law No. 21-010) Section 7 Administration and Enforcement Amendments** 113 - 115
- Recommended Motion:**
THAT the Committee of the Whole directs the Acting Clerk to prepare the By-Law Amendment to the Safe Property By-Law.
- F.6. Part 1 – Provincial Offences Act - Set Fine Schedule By-Law No. 07-72, Transient Traders, By-Law No. 19-41, Pool, By-Law No. 21-010, Safe Property** 116 - 151
- Recommended Motion:**
THAT the Committee of the Whole directs the Acting Clerk to proceed with Part 1 – Provincial Offences Act, Set Fine Schedule amendments to By-Law No. 07-72 Transient Traders, By-Law No. 19-41 Pool and By-Law No. 21-010 Safe Property.
- F.7. Council position on MRPC Annual General Meeting business** 152 - 186
- Recommended Motion:**
THAT the Committee of the Whole recommend to Council to designate its representative to attend the Annual General Meeting of the Mississippi River Power Corporation and vote for the suggested motions of the Board.
- F.8. Council requested information for Joint Cost Sharing Agreement** 187 - 197
- Recommended Motion:**
THAT Committee of the Whole recommend Council receive this staff report as information to satisfy the resolution adopted at the May 11, 2021 Special Committee of the Whole meeting.
- F.9. Recreation/Library Cost Sharing**
- a. Recreation (Excluding Library)** 198 - 199
 - b. Library** 200

G. NOTICE OF MOTION

H. INFORMATION ITEMS

H.1. Mayor's Report

H.2. County Councillor's Report 201 - 203

H.3. Mississippi Valley Conservation Authority Report 204 - 205

H.4. Library Board Report

H.5. Information List #11-21 206 - 231

Recommended Motion:

THAT the information list #11-21 be received for information.

H.6. Meeting Calendar (June, July, August) 232 - 234

I. OTHER/NEW BUSINESS

J. PENDING LIST 235 - 236

K. ADJOURNMENT

Recommended Motion:

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



The Corporation of the Municipality of Mississippi Mills

Committee of the Whole Meeting

MINUTES

May 18, 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
Cory Smith, A/Director - Roads & Public Works
Tiffany MacLaren, Economic & Cultural Coordinator
Dawn McDonald, Administrative Assistant
Calvin Murphy, Recreation Manager

A. CALL TO ORDER (immediately following Council)

Councillor Guerard called the meeting to order at 7:06 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Resolution No CW142-21

Moved by Councillor Holmes

Seconded by Mayor Lowry

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW143-21

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the minutes of the Special Committee of the Whole meeting on May 11, 2021 and the minutes of the regular Committee of the Whole meeting on May 11, 2021 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW144-21

Moved by Councillor Dalgity

Seconded by Deputy Mayor Minnille

THAT the following committee minutes be received.

CARRIED

**E.1 Community and Economic Development Advisory Committee
Minutes - April 22, 2021**

F. STAFF REPORTS

Roads and Public Works

F.1 Award of Tender PW-21-05 Surface Treatment Program

Resolution No CW145-21

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the Committee of the Whole recommends that Council award the contract for Tender No. PW-21-05, 2021 Surface Treatment Program to Thomas Cavanagh Construction Limited, in the amount of \$685,987.21 (HST included).

AND THAT the surplus funds from the Micro-Surface Program be used to cover any budgetary shortfall.

CARRIED

Finance and Administration

F.2 Accessibility Compliance and Policy Updates

Resolution No CW146-21

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Committee of the Whole recommend Council accept the changes to the Municipality's Accessibility policies, procedures and plans to be in compliance with the Integrated Accessibility Standards of Ontario.

CARRIED

F.3 Committee Restructuring 2

Resolution No CW147-21

Moved by Deputy Mayor Minnille

Seconded by Councillor Maydan

THAT the Committee of the Whole receive the Committee Restructuring 2 report for information;

AND THAT Committee of the Whole provide Staff with direction to amend the report to be brought back to the June 1 meeting.

CARRIED

F.4 Process for Sale of Business Park Lots

Resolution No CW148-21

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Committee of the Whole recommends to Council to accept the process outlined in this report for the marketing, evaluation, and sale process for lots in Phase 3 of the Business Park.

CARRIED

F.5 Priorities of Council for the Remainder of Term of Office

ACTION: Staff to bring the priorities list back to Committee of the Whole in August 2021.

Resolution No CW149-21

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT Committee of the Whole recommends to Council to provide staff direction on the priorities of Council for the remainder of its term for staff to properly prioritize and manage workload for the remainder of the current Council term.

CARRIED

G. NOTICE OF MOTION

None

H. INFORMATION ITEMS

H.1 Mayor's Report - verbal

Mayor Lowry attended the opening session for the Countdown Public Art Project hosted by Red Dress Productions and Lanark County Interval House. The pebble mosaic is to be constructed in the gardens at the Almonte Old Town Hall with expected completion Fall 2021.

H.2 County Councillor's Report

Deputy Mayor Minnille provided a summary of the items discussed at County Council including a program to help low income families achieve broadband internet installation, endorsement of the Silver Bicycle Friendly Community designation in Mississippi Mills, and \$8.35 million for the 2021 County road construction which includes County Road 17.

H.3 Mississippi Valley Conservation Authority Report

None

H.4 Library Board Report

None

H.5 Councillor Ferguson Memo - Police Service Board Structure

Councillor Ferguson provided a summary of the Police Services Board Structure meeting that took place on May 12, 2021. An unanimous vote was passed to continue with one Lanark County Detachment Board and to review the decision in 2023. The motion and minutes from the May 12th meeting will be brought forward to Council on June 1st. The final proposal is to be sent to the Ministry of the Solicitor General on June 7th.

H.6 Information List #10-21

Resolution No CW150-21

Moved by Mayor Lowry

Seconded by Councillor Maydan

THAT the information list #10-21 be received for information;

AND THAT Item #4 Climate Action Plan be pulled for staff to bring forward a recommendation;

AND THAT Item #9 Levels of Funding for Fire Fighting be pulled and a motion of support be included in the next Committee of the Whole agenda.

CARRIED

H.7 Meeting Calendar (May & June)

The Agricultural Advisory Committee meeting scheduled for May 5th was postponed due to technical difficulties and is being rescheduled for later this month.

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW151-21

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 9:01 p.m.

CARRIED

Cynthia Moyle, ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Accessibility Advisory Committee Meeting

MINUTES

April 21, 2021

3:00 p.m.

E-participation

Committee Present: Jim Lowry
Araina Clark
Myrna Blair
Betty Preston (Chair)
Kristen Ray
Claire Marson
Councillor Guerard

Committee Absent: Paul Cozier

Staff Present: Jennifer Russell, Deputy Clerk
Calvin Murphy, Recreation Manager

A. CALL TO ORDER

The Chair, Betty Preston, called the meeting to order at 3:05 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Moved by Kristen Ray

Seconded by Councillor Guerard

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Araina Clark

Seconded by Jim Lowry

THAT the minutes dated March 24, 2021 be approved.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Calvin Murphy, Recreation Manager with Mississippi Mills re: Mill Run Park Design

Recreation Manager, Calvin Murphy, provided an overview of the Mill Run Park design located in Almonte. Accessibility items of note include:

- Pathway throughout the park is 2 metres wide with stone dust
- Play ground includes 5-6 accessible play structure features
- Benches include armrests

Items discussed by the committee included:

- Bench arms at the ends of benches and in the middle
- Playground surface is comprised of woodchips
- Depressed sidewalks will be needed for access from parking lot to trail
- No washrooms
- Shade structures will be provided in conjunction with Almonte High School
- Trees will be planted throughout the park
- Designated Accessible Parking spots

Recreation Manager offered to take the committee on a tour of the park once it has been completed.

F. REPORTS

F.1 Revised 2021 Annual Accessibility Report

The committee discussed the following items regarding the revised accessibility report:

- Library added an item regarding outside access to the washroom
- Almonte Old Town Hall washroom automatic door priority should be increased due to the recent increase in tourism
- Access to curling rink an important priority

ACTION: Deputy Clerk to consult with Tiffany MacLaren, Economic Development and Cultural Coordinator, regarding the washroom automatic door priority.

ACTION: Deputy Clerk to bring forward information at the next meeting regarding the creation of a Working Group for the possible creation of a Curling Rink Accessibility working group.

G. BUSINESS ARISING OUT OF MINUTES

G.1 National AccessAbility Week May 31 to June 4, 2021

The committee discussed options to promote National AccessAbility Week. Suggestions to advertise this week included:

- Radio ads - Lake 88 and Heritage Radio Renfrew
- Digital sign ads using the new digital sign in Almonte
- Civitan sign in Pakenham by the bridge
- Website posts
- Accessibility Tips from previous years to be posted on website

Messaging for advertisements to include:

- Questions: Have you thought of accessibility? How to handle accessibility during Covid?
- Tips on accessibility
- Direct residents to the website for more information
- Links to resources that we have on website

- "raising access awareness for individuals with disabilities"

ACTION: Betty Preston to contact local radio stations to inform them of AccessAbility week. Offer to provide "weekly tips" to the radio.

ACTION: Deputy Clerk to design the AccessAbility Week advertisements and municipal webpages and posts

G.2 New Municipal Website - WCAG 2.0 Level AA Compliant

Committee reviewed the municipal Accessibility webpage with no comments.

H. ROUND TABLE

Araina Clark - Dimensions of the Mill Run park for soccer field and entire park space

I. INFORMATION AND CORRESPONDENCE

None

J. OTHER / NEW BUSINESS

None

K. MEETING ANNOUNCEMENTS

The next meeting is May 19, 2021 at 3:00 p.m.

L. ADJOURNMENT

Moved by Araina Clark

Seconded by Councillor Guerard

THAT the meeting be adjourned at 4:15 p.m.

CARRIED

Jennifer Russell, Deputy Clerk,
Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT (Report #)

DATE: June 1, 2021
TO: Committee of the Whole
FROM: Cory Smith, A/Director of Public Works
SUBJECT: Review of ATV By-Law

RECOMMENDATION:

THAT Committee of the Whole accept the updates submitted by staff to By-Law 13-108, as amended by By-Law 19-40; and that By-Law 13-108, as amended by 19-40, be rescinded and replaced with the revised By-Law.

BACKGROUND:

Staff was directed by Council to review By-Law 13-108, being a by-law to regulate operations of all-terrain vehicles on Highways under the jurisdiction of the Municipality of Mississippi Mills. Staff reviewed the existing by-law, previous reports to council and other relevant information. The review of By-Law 13-108 was prompted by a requirement of the by-law itself to have periodic reviews, in addition to a recommendation by the Ontario Provincial Police to review the existing by-law and develop a short form by-law with a schedule of set fines to simplify enforcement of the by-law.

DISCUSSION:

Staff worked with Municipal Law Enforcement Services (MLES) to review and update the existing by-law. The focus was to make general administrative amendments, remove section 5.1, create set fines and short form wording. Section 5.1 was no longer required as it was a requirement to review the By-Law within 1 year from its enactment. This section was no longer valid. Short form wording with a schedule of set fines was developed in conjunction with MLES. A copy of the revised By-Law and Short form wording have been attached to this report.

OPTIONS:

1. Committee of the Whole can accept the updated by-law and short form wording as written, or:

2. Committee of the Whole can provide recommendations for further changes and staff will complete the updates.

FINANCIAL IMPLICATIONS:

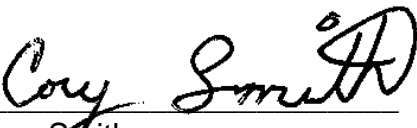
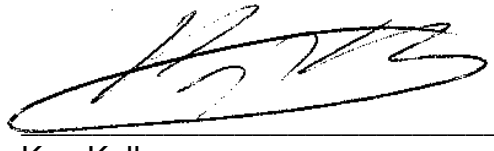
There are no financial implications related to this report.

SUMMARY:

Staff have reviewed and updated By-Law 13-108 as amended by By-Law 19-40, with administrative amendments and the inclusion of short form wording to include a set schedule of fines.

Respectfully submitted,

Approved by,


Cory Smith,
A/Director of Public Works
Ken Kelly,
CAO

ATTACHMENTS:

1. Draft ATV By-Law
2. Draft Short Form Wording

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 21-XXX

BEING a by-law to regulate the operations of all-terrain vehicles on all highways under the jurisdiction of the Municipality of Mississippi Mills.

WHEREAS Section 191.8(3) of the Highway Traffic Act, R.S.O. 1990, Ch.8, as amended, provides that a municipality may pass by-laws;

- i) Permitting the operation of off-road vehicles with low pressure bearing tires on any highway within the municipality that is under the jurisdiction of the municipality or on any part or parts of such highway.

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

1. Jurisdiction

- 1.1 This By-law regulates the use of all-terrain vehicles on all highways under the jurisdiction of the Municipality of Mississippi Mills only.
- 1.2 This By-law does NOT provide authority for:
 - a) Provincial highways
 - b) County of Lanark, upper tier municipality, highways
 - c) Private roads
 - d) Any highways situated outside the Municipality of Mississippi Mills including the portion of any boundary road not owned by the Municipality of Mississippi Mills.

2. Definitions

- 2.1 “All-terrain vehicle”, also referred to as “ATV”, shall have the same meaning as defined in Ontario Regulation 316/03.
- 2.2 “Highway” shall have the same meaning as defined in the Highway Traffic Act.
- 2.3 “Low Pressure Bearing Tire” shall have the same meaning as defined in the Highway Traffic Act.
- 2.4 “Off-Road Vehicle” shall have the same meaning as defined in Ontario Regulation 316/03.

- 2.5 Whenever certain hours are specified in this By-law, they shall mean Standard Time or Daylight Saving Time, whichever is then in effect in the Municipality.

3. Regulation of All-Terrain Vehicles on Highways

- 3.1 No person shall operate an all-terrain vehicle on a highway in contravention of O. Reg. 316/03, made under the *Highway Traffic Act* as amended or replaced from time to time.
- 3.2 Every person who operates an all-terrain vehicle on a highway under the jurisdiction of the Municipality of Mississippi Mills shall comply with the following provisions:
- a. An all-terrain shall have visible reflective strips maintained on all four sides of the vehicles;
 - b. An all-terrain vehicle shall NOT have chains or studs on its tires.
- 3.3 Curfew. Despite any section in this By-law, no person shall operate an all-terrain vehicle on a highway between the hours of 11:00 p.m. on any day and 4:00 a.m. of the next following day.
- 3.4 Boundary Roads. Regulations will be posted on boundary roads by the Municipality of Mississippi Mills where the regulations under All Terrain Vehicles By-laws are different or non-existent in neighbouring municipalities.

4. Penalties

- 4.1 Any person who contravenes the Highway Traffic Act or its Regulations or this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

5. Validity

If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

6. Where any By-law, passed prior to this By-law, conflicts with the terms of this By-law, this By-law shall prevail.

7. That this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Mississippi Mills.

BY-LAW READ, passed, signed and sealed in open Council this ____ day of May, 2021.

Mayor

Municipality Clerk

SCHEDULE “A”

TO BY-LAW 21-XXX

The use of All-Terrain Vehicles, in accordance with the *Highway Traffic Act* and Ontario Regulation 613/03 and as stipulated in this by-law is permitted on all highways, under the jurisdiction of the Corporation of the Municipality of Mississippi Mills, except:

ITEM	HIGHWAY NAME	FROM	TO	COMMENTS
1.	Golden Line Road	McArton Road	March Road	Boundary Road - Ottawa
2.	Head Pond Road South	Ryan Duncan Side Road	Dead End	Boundary Road - Ottawa
3.	Lunney Road	Shaw Road	Dead End	Boundary Road - Ottawa
4.	Rock Coady Trail	Panmure Road	Dead End	Boundary Road - Ottawa
5.	Timmins Road	Kinburn Side Road	Dead End	Boundary Road - Ottawa
6.	Walter Bradley Road	County Road 29	Dead End	Boundary Road - Ottawa
7.	All roads lying within the boundary of the Almonte Ward as designated within the Official Plan			
8.	All roads lying within the boundary of the Village of Pakenham as designated within the Official Plan			

MUNICIPALITY OF
MISSISSIPPI MILLS

PROVINCIAL OFFENSES ACT

PART I

BY-LAW NO. 21-XXX

A by-law to regulate the operations of all- terrain vehicles on all highways under the jurisdiction of the Town of Mississippi Mills.

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision or Defining Offence	COLUMN 3 Set Fine
1.	Operate ATV - reflective strips not visible on all four sides of vehicle	Section 3.2 (a)	\$150.00
2.	Operate ATV - with chains or studs on tires.	Section 3.2 (b)	\$150.00
3.	Operate ATV on a highway during prohibited times.	Section 3.3	\$200.00
4.	Operate ATV on a prohibited highway	SCHEDULE "A"	\$250.00

*Note: The penalty provision for the offences indicated above is Section 4 of By-law 13-108, a certified copy of which has been filed.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 1, 2021

TO: Committee of the Whole

FROM: Cory Smith, A/Director of Public Works

SUBJECT: **Hydro Services to Phase 3 of the Mississippi Mills Business Park**

RECOMMENDATIONS:

THAT Committee of the Whole recommends Council authorize the Mayor and Acting Clerk to enter into an agreement with Ottawa River Power Corporation to provide the hydro services and street lighting to Phase 3 of the Mississippi Mills Business Park in the amount of \$115,074.00 plus HST.

BACKGROUND:

The Municipality of Mississippi Mills is advancing construction of Phase 3 of the Mississippi Mills Business Park. The construction of the civil works has been awarded to Thomas Cavanagh Construction Limited. The installation of other utilities for Phase 3 of the Business Park is being coordinated through Novatech Engineering. The additional services include Hydro (ORPC), Natural Gas(Enbridge), and Communications (Bell and Rogers).

DISCUSSION:

Ottawa River Power Corporation has provided a proposal to service Phase 3 of the Business Park with three (3) Phase Power and lighting. This includes supply and installation of the required infrastructure for the Hydro supply. The Municipality need to enter into an agreement with ORPC and pay for the installation of the works.

FINANCIAL IMPLICATIONS:

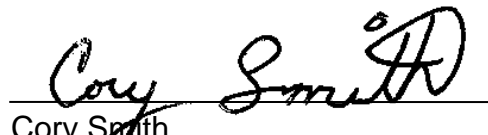
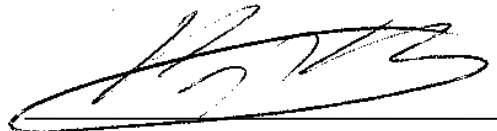
The proposal to supply three phase power and lighting to Phase 3 of the Business Park allotted for Municipal Costs in the amount of \$115,074.00 plus HST. The costs for the Business park are currently funded from a blend of Reserves, Development charges and the remainder being financed. The cost for the installation of the hydro shall come from reserves or alternatively be financed. It should be noted that the costs for installation of Hydro will be offset by the funds obtained by the sale of lots within the business park.

SUMMARY:

Supply of Three (3) phase power and lighting is vital to attract businesses into the business park. ORPC is a reputable service provider with a good working relationship with the Municipality. The cost of the Hydro Installation will be recouped from sales of lots within the Business Park. It is recommended that Authorization to proceed be granted.

Respectfully submitted,

Approved by,


Cory Smith
A/Director of Roads and Public Works
Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT (Report #)

DATE: June 1, 2021
TO: Committee of the Whole
FROM: Tiffany MacLaren, Community Economic and Cultural Coordinator
SUBJECT: Mississippi Mills Municipal Film Policy

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the Municipal Film Policy, the Municipal Code of Conduct for Film Cast and Crew and the proposed Municipal Film Policy Schedule of Fees.

BACKGROUND:

Since 2012, the Municipality of Mississippi Mills has been used as the location for approximately twenty film productions. Production requests are increasing in regularity. While there can be an appeal and economic benefit, some residents and businesses may be affected negatively by these productions if proper management tools are not in place.

To protect the interests and mitigate any negative impact on its residents, property owners and business owners, Council requested that the Community and Economic Development Committee (C&EDC) research and develop a draft Municipal Film Policy.

Through collaboration with C&EDC staff developed the Municipal Film Policy, Code of Conduct for Film Crew and Cast along with a recommended Schedule of Fees.

DISCUSSION:

The purpose of this Municipal Film Policy is to ensure there is a fair, safe, respectful, and mutually beneficial relationship between all parties. The film industry has demonstrated direct and indirect economic benefits to the community. The film permit application process is essential in ensuring that Municipal property and the rights, safety, and privacy of the citizens of Mississippi Mills are protected.

The C&EDC Committee began the process of developing this policy by circulating a survey to residents of Mississippi Mills. This helped to form the foundation of our research and from there staff researched other existing film policies and processes.

Once a draft was developed it was circulated to the Community & Economic Development Committee for discussion and revision. In addition, the draft policy was reviewed by a Mississippi Mills resident in the film industry and a Film Production team that often works in Mississippi Mills. These industry contacts helped to ensure the policy was relevant and that the correct terminology was being used.

If Council adopts this policy staff will develop an application form as well as communication plan for the new policy. A Film Industry page will be included on the Mississippi Mills Municipal website.

FINANCIAL IMPLICATIONS:

The Mississippi Mills Municipal Film Policy and Fees are not being developed to generate revenue. The attached schedule of fees was created through extensive research into similar policies in other Municipalities.

The true financial impact of film production happens directly with local businesses and residents through rental of property, and other location related expenses. A single film production typical of what we see in Mississippi Mills budgets to spend between \$15,000 and \$100,000 on location rental and related expenses. The Municipality directly benefits through rental of Municipal facilities; often occurring during off peak times when the facility would be otherwise empty.

Parking fees are being charged to discourage the use of public parking except where essential to the operation of the film shoot.

The Application Fee is intended to cover administrative costs including staff time, photocopies etc.

SUMMARY:

This draft film policy was created through research and community consultation. It has been created uniquely for Mississippi Mills however is in keeping with similar policies from other Municipalities.

Staff recommends that Council approve the proposed Municipal Film Policy, The Municipal Code of Conduct for Film Cast and Crew and the Municipal Film Policy Schedule of Fees.

Respectfully submitted by,

Reviewed by:



Tiffany MacLaren,
Community Economic and
Cultural Coordinator



Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. MM Municipal Film Policy Draft.pdf
2. MM Film Policy Schedule of Fees Draft.pdf
3. Code of Conduct Film Policy Draft.pdf
4. List of Movies Filmed in MM.pdf



Municipal Film Policy

PREAMBLE

Over the past few years, the Municipality of Mississippi Mills has been used as the location for numerous film productions. Production requests are increasing in regularity. While there can be an appeal and economic benefit, some residents and businesses can be affected negatively by these productions if proper management tools are not in place.

To protect the interests and mitigate any negative impact on its residents, property owners and business owners, the Municipality Mississippi Mills Municipal has developed this Filming Policy, Film Permit Process including guidelines, restrictions and a Code of Conduct for Film Crew and Cast.

PART I - CORE PURPOSE

The purpose of this Municipal Film Policy is to ensure there is a fair, safe, respectful, and mutually beneficial relationship between all parties.

Municipality of Mississippi Mills recognizes the direct and indirect economic benefits to the community associated with the film industry. The film permit application process is essential in ensuring that Municipal property and the rights, safety, and privacy of the citizens of Mississippi Mills are protected. Film permits will be issued only in accordance with applicable by-laws, including but not limited to bylaws governing noise, road closures, along with facility fees and charges.

PART II - SCOPE

This policy applies to all Commercial Filming which takes place on, or significantly impacts, Municipal property in the Municipality of Mississippi Mills, excluding current affairs and newscasts. The Production Company or individuals are required to notify the Recreation and Culture Department prior to filming to determine if their project requires a permit. Photography and videography related to weddings, sports teams and family photos do not require a Film Permit and are not subject to this policy. Student and non-profit film projects shall also be exempt from permit fees.

With respect to location filming on private property or individual businesses, the property or business owner is responsible for negotiating with the Production Company the terms, conditions and fees related to the use of the private property. A film permit is not required for filming taking place on/in

private property. However, the Production Company or individual must still notify the Municipality, through the Recreation and Culture Department.

With respect to location filming on private property or individual businesses, the property or business owner is responsible for negotiating with the Production Company the terms, conditions and fees related to the use of the private property. A film permit is not required for filming taking place on/in private property. However, the Production Company or individual must still notify the Municipality, through the Recreation and Culture Department or Municipal Film Liaison.

PART III - DEFINITIONS

Destination Almonte (DA) is the current unofficial coordinating committee of the Downtown Almonte Area business owners.

Pakenham Business and Tourism (PBTA) is the current unofficial coordinating committee of the Pakenham Area business owners.

Commercial Filming use of motion picture, videotaping, sound recording, or other moving image or audio recording equipment on public lands that involves the advertisement of a product or service, the creation of a product for sale, or the use of actors, models, sets, or props, but not including activities associated with broadcasts for news programs and filming activities by persons hired by the Municipality for specific municipal business.

Film Liaison means the staff person determined to be the Film Liaison for the Municipality; the Film Liaison person may, depending upon the nature of the filming, be a staff person from the Parks, Recreation & Culture Department or the Public Works Services Department or the Clerk's Department.

Film Permit means a permit and/or letter authorizing filming with the Municipality.

Location Contacts: refers to Production Company staff responsible for booking and managing locations. These can include Location Manager and/or Location Assistants.

Minor Special Effects means effects such as water, snow and other materials that are used in the production of filming and may impact the filming location and surrounding areas.

Major Special Effects means effects such as fireworks, explosions and pyrotechnics that are used in the production of filming and may impact the filming location and surrounding areas.

Production Company means a company of individuals conducting filming.

Production Vehicles mean vehicles carrying' equipment involved in filming.

Municipality refers to the Municipality of Mississippi Mills

PART IV - GUIDING PRINCIPLES

1. Permit Application Process

Applicants can apply for a Film Permit by completing the Film Permit Application (Appendix A). The application can be found on the Municipal website at www.mississippimills.ca/filming. The application package includes production information, location permit application, insurance requirements and related fees. This package must be completed and submitted, along with any additional forms/letters/maps to the Film Liaison (by email or in person) prior to the issuance of a film permit.

Additional information including Filming Guidelines and Regulations, Code of Conduct for Cast and Crew, Sample Letter of Notification, Notification Checklist, and relevant by-laws are available on our Municipal Website, under "Filming."

Applications must be submitted to the Recreation and Culture Department a minimum of 5 business days prior to commencement of the first day of filming. Notice length varies based on application see 1.1 below. Permit should be submitted allowing for the longest requirement time based on the films specific needs.

Applications are considered on a case-by-case basis by the appropriate staff or authority. Any concerns are discussed, and special requirements/approvals will be identified (fire services approval, special effects). Staff requirements are determined, and appropriation fees and security deposits are established, based on the nature of the production.

Prior to the issuance of the permit, the Production Company must provide the Recreation and Culture Department with an insurance certificate, the security deposit (if applicable) and payment of all required fees.

1.1 Key Application Timeframes/Approvals

Applications involving:	Application Processing Time	Required Approval	Notes
Road Closures	7 Business Days	-Director of Public Works -CAO -Community Economic & Cultural Co-ordinator - Lanark County Public Works for County Roads	Traffic Plan may be requested by Director of Public Works. Production Company must: Notify County; and Provide Public Notice
Municipal Parks and Facilities	7 Business Days	CAO, Recreation Manager, Economic & Cultural Co-ordinator, Fire Chief	Subject to space availability; rental fees apply
Filming in residential areas: - between 11 pm and 7 am	5 Business Days	Written consent of majority of affected	Must notify all affected residents. Restrictions on

		residents (after 3 rd occurrence)	orientation of equipment for overnight filming.
Use of Flammable Liquids and materials	10 Business Days	Fire Chief	Film Production must notify Mississippi Mills Fire Services
Filming on Private Property - Requiring public or on street parking	5 Business Days	Economic & Cultural Co-ordinator	Printed Notice to Residents minimum 5 days in advance
Filming on Private Property – no parking requirements	5 Business Days	Economic & Cultural Co-ordinator	Printed Notice to Residents minimum 5 days in advance
Changes to approved permit	48 hours	Economic & Cultural Co-ordinator	Notify residents 48 hours in advance. *Changes involving road closures are <u>not</u> permitted.

1.2 Application Process Notes

- Plan ahead, add rain dates to your application before you submit it, not after your permit has been issued.
- Applications received after 4:00 pm will be considered as received the following business day
- Have backup shoot dates in mind in case your application is deemed too short notice.

2. Fees and Charges

Fees for filming are indicated on the Film Permit Application/Schedule of Fees (attached as Appendix B) and in the Fees and Charges bylaw. Projects which are not considered to be "commercial" are not subject to permit fees.

2.1 Application Fee

The application fee must be submitted with the application package. If the application is denied 50% of the Fee will be returned to the applicant.

2.2 Security Deposit

A security deposit is required prior to the issuance of a film permit as stipulated on the permit application. This deposit will not be returned until all invoices, charges and claims have been cleared. Security deposits can be paid by certified cheque, made out to the Municipality of Mississippi Mill. The amount required for the security deposit is determined based on the nature of the project and the number of special effects used during production (see Film Permit Application/Schedule of Fees).

2.3 Other Costs/Fees

The Production Company is responsible for all out-of-pocket expenses related to the use of Municipal roads, properties, parks, or equipment and shall be given an estimate of these costs prior to permitting.

Once filming begins or is about to begin, if there are any changes to these arrangements, the Production Company is to be notified immediately. The Production Company may be required to pay for the services of Municipal staff when filming on Municipally owned property, such as recreation facilities or parks. The necessity for such staff and any associated costs will be determined on a case-by-case basis at the discretion of the appropriate staff.

Emergency services personnel may be required to be contacted prior to filming or to be on site during filming. All costs associated with these requirements are the responsibility of the applicant. Where required services are not being provided by the Municipality, the applicant shall be required to pay the service provider directly.

Any policing required should be contracted through the Ontario Provincial Police paid off-duty officers' program.

3. Insurance Requirements

All companies filming in the Municipality of Mississippi Mills must present to the Film Liaison, prior to permit issuance, a certificate of comprehensive general liability insurance, naming the Corporation of the Municipality of Mississippi Mills as an additional insured party. The amount of coverage will be \$5 Million per occurrence or such higher limits as the Municipality of Mississippi Mills reasonably requires, depending on the nature of filming.

3.1 Indemnification

The Production Company shall indemnify and save harmless the Municipality from and against all claims, actions, damages, injuries, costs, expenses or losses whatsoever, which may arise or be brought against the Municipality as a result of or in connection with the operations of the Production Company and the said use of location(s) by the Production Company, including its employees, contractors, agents or representatives; and specifically, the Municipality will not be responsible for any liability arising from these activities with respect to the advertising or any copyright or trademark infringements.

4. Public Communications

The success of a project is often contingent on keeping the right people informed. This policy outlines the mandatory requirements as they relate to communication and public notice.

4.1 Community Notification

Both the Municipality and the Production Company have a role to play in communicating with the public.

4.1.1 Municipality

The Municipality will ensure any road closures are communicated with residents in advance. This information will be shared via the municipal website, social media, municipal e-news. Where appropriate our Community Digital Sign may be used.

If filming is expected to have an impact on residents or their ability to access business districts this information will be communicated via the municipal website, social media and e-news.

As part of the application process the Municipality will ensure the production company provides written filming notice to all residents and business owners located in the designated filming areas.

Residents enjoy hearing about filming details including working titles, locations and cast members etc. In consultation with the Film Production team the Municipality will share any public details via our Municipal Facebook page and with local newspapers.

The Municipality understands this may not always be possible. There may be situations where this information is determined to be confidential. In cases where sharing of set location could result in additional traffic pressures Municipal staff may decide to keep these details internal.

4.1.2 Production Company

The Production Company must provide written notice of filming a minimum of 5 days in advance to affected residents/occupants and businesses, or as instructed by the Recreation and Culture Office. The notification must include the duration and location of filming and information about planned special effects, road and lane closures, and sidewalk usage without obstructing pedestrians. It must also reference times that cones will be placed on the street to restrict parking.

In the following circumstances, filming that takes place in residential areas will require the written consent of the majority of affected residents:

- Filming between 11 :00 pm and 7:00 am
- Filming on Sundays or Statutory Holidays
- Overnight filming, where equipment (lighting and generators) is oriented towards neighboring residences
- Filming on a residential block that has already occurred three times during the calendar year

4.2 Councillor Notification

Councillors will be notified by the Film Liaison of filming in their respective wards once the permit application is approved.

4.3 Business Community Notification

When necessary, Production Company will notify the affected Business Community advising them of the duration and location of filming, and any information about special effects, road and lane closures, sidewalk usage, and the times when cones will be placed in the street allowance. Notification will include the name of the production manager, title of the production, and a contact telephone number for the location contacts.

5. Restrictions

It is the Production Company's responsibility to ensure that there is a minimum of disruption to residents, occupants, and businesses where filming occurs. Consideration to Residents/Occupants/Businesses should be free from any negative environmental conditions resulting from filming including spill-over lighting, exhaust fumes or noise that affect their ability to remain at their property or conduct their business, unless they have been contacted and do not express any objection.

5.1 Lighting

Lighting for filming should be oriented away from neighbouring residences unless residents have been contacted and do not express any objection and should not interfere with the safe movement of traffic. Night filming involving intensive lighting between 11 p.m. and 7 a.m. requires written approval by a majority of affected residents.

5.2 Noise

The Production Company must comply with legislation governing noise. If the affected residents/occupants/businesses have been advised in advance of the nature of the noise and do not object, the likelihood of a complaint will be reduced.

5.2.1 Generators:

All generators used on streets in residential areas or in municipality owned parks will be inverters unless otherwise approved by the Film Liaison.

5.3 Hours/Days for Filming

Permits authorizing filming in areas zoned residential between 11:00 p.m. and 7 a.m. will not be approved unless all affected residents have been notified in advance. Depending on the potential impact on the area, written consent may be required by the majority of affected residents.

Filming in Downtown Almonte, (Mill Street and Bridge St. Commercial Area) or Downtown Pakenham (Hwy 29/ Main St – business district) will not be permitted on Friday, Saturday, or Sunday.

5.4 Location of Filming

Location filming in areas zoned residential will be limited to 3 occasions per year for each residential block unless a majority of affected residents' consent to additional filming. Written approval must be provided for additional occurrences and all notification procedures are to be followed to the satisfaction of the Film Liaison.

The amount of filming in other areas may also be limited as determined by the Film Liaison.

5.5 Environmental Requirements

The production company agrees to undertake sustainable practices wherever possible. Such practices include using recyclable/reusable/compostable products, protecting the Town's natural resources and habitats and minimizing their carbon footprint. Efforts must be made to avoid any potential contamination through the use of chemicals. Any potential accident contamination must be immediately reported to the Film Liaison for investigation by Municipal

Environmental Compliance Coordinator. Security Deposit will be used towards any potential remediation.

5.6 Health and Safety

The production company confirms that all provincial health and safety measures are followed while in the Municipality of Mississippi Mills.

5.6 Compliance

Despite the issuance of a permit, the Production Company must ensure that all staff, crew and agents comply with all applicable legislation and by-laws in addition to the conditions provided on the Film Permit.

6. Traffic Impacts

No interference with pedestrian or vehicular traffic is to occur without being noted on the permit. Every opportunity is to be taken to ensure that access, either vehicular or pedestrian, is not restricted to persons with disabilities. Production vehicles must comply with appropriate traffic regulations unless stated otherwise on the permit.

6.1 Road Closures

Any filming on Municipal roads that intersect County roads, or that has the potential for impact on County roads, will require approval from the Director of Public Works for Lanark County. Lanark County may require a traffic management plan be submitted for any stoppage of traffic affecting a County road. It is the responsibility of the Production Company to contact Lanark County for the necessary process.

6.2 Traffic Stoppages

Intermittent traffic stoppages to a maximum of 5 minutes, unless stated otherwise must be approved by the Director of Public Works and the Film Liaison. Supervision of a Paid Duty Police Officer may be requested. For high traffic roads and/or high traffic timeframes a traffic plan may be requested before a filming permit is issued.

The Film Liaison will arrange for the Public Works Services Department to cover, alter, remove and/or reinstall traffic or street signs as may be necessary.

6.3 Parking and/or Standing

Production vehicles must not block fire hydrants or be parked in fire routes or within 9 metres of an intersecting street or impede any emergency response vehicles and must also adhere to any other requirements specified on the permit.

Production vehicles must not block parking lot access/egress ramps and accessible parking for persons with disabilities.

In municipal parks, production vehicles and equipment must not block driveways or other access/egress ramps. Production vehicles must leave at least two feet clearance on either side of a driveway, ramp, or other accesses/egresses/ingresses.

In all other circumstances, vehicles cannot block private driveways or other access ramps without the approval of the owner.

No production equipment/vehicles are to be within 30 metres of a pedestrian crossover or a signalized intersection unless special arrangements have been made with the Director of Public Works.

Relocating vehicles by towing to accommodate filming or parking is not permitted.

It is up to the film company to make alternate parking arrangements for crew and actors available; public parking cannot be used. The Film Liaison can provide a list of private parking available for rent. These arrangements must be negotiated independently by the Film crew and the property owner.

A Production Company may be able to reserve parking in Municipal Parking lots. For information about parking availability, please contact the Recreation and Culture Department.

7. Other Significant Duties and Responsibilities

7.1 Filming Activities and Relationship to Police/Fire/Ambulance

Ontario Provincial Police Paid Duty Police Officers may be required for intermittent traffic stoppages and detour traffic control and/or when required to direct pedestrian or vehicular traffic including those instances involving city parks/properties. They may also be required to supervise the detonation of pyrotechnic special effects.

It is the responsibility of the Production Company to make arrangements with the Ontario Provincial Police and Paramedics for their services. All costs associated with these requirements are the expense of the applicant - the Film Production Company.

It is the responsibility of the Production Company to notify the Mississippi Mills Fire Services in advance when the use of flammable liquids/materials is being planned. The notice must provide details of how the materials will be used. Mississippi Mills Fire Services may impose conditions regarding the use of these materials. Any conditions will be included as part of the Film Permit. When applying for a Film Permit, the Production Company must indicate any special effects and pyrotechnics being used. A blast analysis may be required, and additional time is needed to arrange for this activity.

Qualified Emergency Medical Services personnel (paramedics) must be on site during the filming of dangerous situations such as special effects, stunts, and /or detonation of pyrotechnics.

7.2 Code of Conduct

It is the responsibility of the Production Company to ensure that their staff operate in a safe and professional manner in the course of their duties and adhere to the Municipality of Mississippi Mills Code of Conduct for Cast and Crew (attached as Appendix C).

The Code of Conduct will be posted on the municipal website for Production Companies, residents

The Production Company must ensure that a copy of the Code of Conduct is provided to all cast and crew and that it is signed by the Location Manager and Production Manager and submitted when applying for a Film Permit.

7.3 Safety Guidelines and Regulations

Interior safety signs in buildings must not be covered, (e.g. fire exit signs) unless expressly agreed to by the property manager/owner. All production companies must adhere to the Ontario Ministry of Labour Safety Guidelines for the Film & Television Industry in Ontario. Copies of the Ontario Ministry of Transportation's Ontario Traffic Manual Series (OTM) are available for download from the Ontario Ministry of Transportation.

7.4 Clean Up

Clean Up Production crews must clean the location at the end of the day with a minimum amount of noise and disruption and ensure that the area is returned to its original condition, unless otherwise approved by the Film Liaison or other arrangements are made with the Municipality and noted on the permit, in which case the Production Company will be billed accordingly.

7.5 Monitoring

The Production Company must always keep a copy of the Film Permit on site. At the commencement of the scheduled shoot, the Film Liaison (if deemed necessary) will oversee the activities of the Production Company and will act as the Municipalities' contact person. They will be responsible for monitoring the Production Company on site and has the authority to revoke the Film Permit if the Production Company does not adhere to the Film Permit, or to grant last minute on-site requests.

The Production Company must place signs in public access areas or in heavily trafficked areas to inform the public that the area is being used for filming and delays may occur. Any such delays must not exceed five (5) minutes unless prior approval has been arranged.

7.6 Location Credit

Film permits are dependant on the Production Company agreeing to include the following text in the closing credits of the film:

Thank-you to the Municipality of Mississippi Mills, Ontario, Canada for accommodating filming in the Town of Almonte and surrounding areas.

Thank-you to the Municipality of Mississippi Mills, Ontario, Canada for accommodating filming in the Village of Pakenham and surrounding rural areas.

Thank-you to the Municipality of Mississippi Mills, Ontario, Canada for accommodating filming in their municipality.

Attachments:

Appendix A – Municipal Film Permit Application Schedule of Fees

Appendix B – Municipal Code of Conduct for Film Cast and Crew

MUNICIPAL FILM PERMIT APPLICATION SCHEDULE OF FEES

NOTE: The film permit fees are waived for all post-secondary film projects and charitable organization/non-profit film projects, or at the discretion of the Film Liaison.

Administration Fee (non-refundable)	\$200	<i>Due with application</i>
Film Permit Fee	\$500	<i>Due when permit is received</i>

Security Deposits

Determination of the Security Deposit required will be made by the Municipality of Mississippi Mills. Security deposits must be in the form of cash or certified cheque. Security deposits are returned following confirmation that any costs relating to damages, repairs, cleaning, etc. have been paid by the applicant.

NO Special Effects	1,500.00	
MINOR Special Effects (e.g. snow, water)	\$5,000.00	
MAJOR Special Effects (e.g. explosions, fire)	\$20,000.00	

MUNICIPAL CODE OF CONDUCT FOR FILM CAST AND CREW

TO THE PUBLIC

If you find this production company is not adhering to this Code of Conduct, please call the Municipality of Mississippi Mills Recreation and Culture Office at 613-256-1077-Monday-Friday between the hours of 8:30am and 4:30pm; e-mail info@mississippimills.ca

Title of Production	Production Manager	Telephone Number

1. When filming in a neighbourhood or business district, proper notification is to be provided to each merchant or resident directly affected by filming activity (this includes parking and base camp areas).

The filming notice shall include:

- Name of production company
- Title of production
- Production type (feature film, television film, mini-series, TV pilot, TV special, etc.)
- Type, duration and description of activity (i.e. times, dates and number of days, including prep and strike)
- Company contacts and contact information: Location Manager and Assistant Location Manager (where applicable)

2. The code of conduct shall be attached to every filming notification which is distributed in the neighbourhood or business district.

3. Production vehicles arriving on location in or near a residential neighbourhood shall not enter the area before the time stipulated on the film permit. Cast and crew vehicles shall observe designated parking areas provided to them by location managers. Filming may only take place between 7:00am and 11:00pm unless residents are surveyed, and a majority has given their approval (written approval where possible; name and address noted if homeowner / tenant / business owner has no objection but does not wish to sign).

4. Relocating vehicles by towing to accommodate filming or parking will not be permitted. Moving any vehicle is prohibited without the express permission of the owner of the vehicle.

5. Production vehicles shall not block, or park in, driveways without the express permission of the driveway owner.
6. Intermittent Pedestrian traffic is permitted however best efforts should be made to minimize. shall not be obstructed at any time. All cables and similar items must be channelled.
7. Cast and crew shall not trespass on residents' or merchants' property. They must remain within the boundaries of the property that has been permitted for filming.
8. Cast and crew shall observe designated smoking areas and always extinguish cigarettes in appropriate containers. Smoking is not permitted in or outside any Municipally owned facility.
9. Removing, trimming and/or cutting of vegetation or trees are prohibited unless approved by the relevant municipal authority or property owner.
10. Film crew shall not remove Municipal street signs.
11. Every member of the cast and crew shall keep noise levels as low as possible at all times. Cast and crew will refrain from the use of lewd or improper language. It will be the sole responsibility of The Production Company to ensure that the crew is conducting themselves professionally.
12. Film company employees shall wear appropriate clothing while on location. It will be the sole responsibility of The Production Company to ensure that the crew is conducting themselves professionally and dressing to the appropriate industry standards.
13. It will be the sole responsibility of The Production Company to ensure that crew members do not display signs, posters, or pictures on vehicles that members of the public may find offensive or objectionable (i.e. material containing vulgar language or sexual content).
14. Where possible every member of the crew should wear a production pass (badge) when on location.
17. The company will comply at all times with the provisions of the filming permit. A copy of the filming permit shall be on location at all times with the location department.

Signatures

Location Manager	Production Manager
DATE:	

Movies Filmed in Mississippi Mills (all or in part)

1987

1. **Les Portes Tournantes** 1987

2007

2. **The House Sitter** (Tory Spelling and Dean McDermott) Thriller

2013

3. **Clara's Deadly Secret** 2013 Thriller

2015

4. **A Rooftop Christmas** 2015 (Tim Reid, Michelle Morgan) Christmas
5. **Two Countries** 2015 Comedy

2016

6. **Awakening the Zodiac** 2016 (Shane West, Leslie Bibb, Matt Craven) Thriller
7. **Love on a Limb** 2016 (Marilu Henner, Ashley Williams, Trevor Donovan) Holiday – thanksgiving

2017

8. **Christmas Festival of Ice** (2017 February)

2018

9. **The No Escape Room** (Spring 2018) Thriller
10. **Mommy's Little Princess** (July 2018) Thriller
11. **Christmas Around the Corner** (September 2018) Directed by Megan Follows

2019

12. **Christmas Coach** (February 2019)
13. **Christmas Scavenger Hunt** (March 2019)
14. **The Exchange** (April 2019) (Justin Hartley, Avan Jogia, Ed Oxenbould) Dark Comedy
15. **Two Deaths of Henry Baker** (July 2019) Thriller
16. **On the Count of Three** (Fall 2019) – Henry Winkler, Jarrod Carmichael, Tiffany Haddish)

2020

17. **Fatman** (February 2020) (Mel Gibson, Walter Goggins, Marianne Jean-Baptist) Dark Comedy
18. **The Evil Twin** (September 2020) Thriller
19. **The Christmas Set-up** (September 2020) (Ben Lewis, Blake Lee, Fran Dresher)
20. **Unwrapping Christmas** (October 2020) (Steve Lund, Taylor Cole)
21. **Two for the Win** (November 2020) Winter Lifetime
22. **A Mother's Lie** (December 2020) Thriller

2021

23. **A Chance for Christmas** (February March 2021)
24. **Christmas Explorer** (February March 2021)
25. **Deadly Divorce Party** (March 2020)
26. **A Christmas Stray** – (March April 2021)

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 1, 2021
TO: Committee of the Whole
FROM: Cynthia Moyle, Acting Clerk
SUBJECT: Committee Restructuring 3

RECOMMENDATION:

THAT the Committee of the Whole receive the Committee Restructuring 3 report for information;

AND THAT Committee of the Whole provide Staff with direction to amend the report to be brought back to the June 15 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.

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

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).

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.

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

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

Local Board – A municipal service board, public utility commission, public library board, board of health or any other board, commission, committee or board or local authority established or exercising any power or authority established or exercising any power or authority under any general or special act with respect to any of the affairs.

Minor Variance – A change from the specific requirements of the Zoning By-Law. Zoning By-Laws are specific in terms of setbacks, lot coverage etc., while they are crafted to anticipate most scenarios, they simply cannot anticipate all. The minor variance process allows a property owner the opportunity to seek permission or relief from a specific provision of the Zoning By-Law. The minor variance application must meet the four (4) tests to determine if the minor variance applies (Section 45(1) of the Planning Act). The four (4) tests are:

1. Is the application minor in nature?
2. Is it desirable for the appropriate development or use of land, building or structure?
3. Is it in keeping with the general intent and purpose of the Zoning By-Law?
4. Is it in keeping with the general intent and purpose of the Official Plan?

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 comprised of all members of Council 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.

Current Committee Structure

The current committee structure breakdown is as follows:

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

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

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

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

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

Public Appointments – Ottawa River Power Corporation and Carleton Place Library Board.

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. **Public Safety** – Fire and Emergency Management and Preparedness, Municipal Law Enforcement and management of the Ontario Provincial Police contract.

The Chief Administrative Officer is responsible for Corporate Communication and Economic Development.

DISCUSSION:

For this portion 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

Accessibility for Ontarians with Disabilities Act, 2005

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

Municipal Heritage Advisory Committee By-Law (By-law 19-08)

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

Planning Act & Property Standards By-Law (By-law 03-35)

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

Emergency Management and Civil Protection Act and O.Reg 380/04

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.

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.

Local Boards and Other Special Purpose Bodies

Mississippi Mills Public Library Board

Public Libraries Act

Council works in partnership with the public library board to deliver library services that are responsive to community needs. Council is directly responsible for appointing public library board members and provides most of their funding. The appointed Council member will report monthly at the Corporate Service Committee of the Whole meetings.

Mississippi River Power Corporation (MRPC)

Ontario Business Corporations Act

The Corporation of the Municipality of Mississippi Mills owns 100% of the shares in MRPC. Council is directly responsible for appointing MRPC board members. The appointed Council member will report monthly at the Corporate Services Committee of the Whole meetings.

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 & Condominium Status Information Report
- iii) Property Standards & Committee of Adjustment Consent Report

- iv) Planning Activity Monthly Report – include minor site plans approved under delegated authority, consent applications, zoning amendment applications, official plan amendment applications and etc.
- v) Mississippi Valley Conservation Authority Board of Directors Report

Building Permits and Inspections

- i) Quarterly Building Status Report

Public Works (including Utilities)

- i) Capital Projects/Contracts Status Report – includes budget and progress payments approved
- ii) Operations Status Report

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

Fire Chief would provide a monthly status report on the Fire Department's activities.

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 and cycling; and
- e. 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) – report to include delegated authority;
- b. Clerk (including Corporate Communications);
- c. Finance – special meetings to be set to deal with annual budget process;
- d. Human Resources – recruitment, labour statistics;
- e. Facilities Management;
- f. Information Technology; and
- g. Outside agencies reporting to Council such as Carleton Place Library, Mississippi Mills Public Library, Mississippi River Power Corporation, and Ottawa River Power Corporation. List to be kept up to date with changes.

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 Public Safety & Community Services

Working Groups

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

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

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

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

Staff recommendation is to disband the following advisory committees:

1. Finance and Policy Committee;
2. Public Works Committee;
3. Community and Economic Development Committee 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 or Adopt a Park; 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 Committees would be established:

1. Business Improvement Area (BIA) - a group of property and business owners within a defined geographic area who collectively develop, promote, and protect the commercial viability of the area. A BIA is established through municipal by-law and is governed under *The Municipal Act, 2001, Sub-sections 204-215*.
2. Almonte Parade Committee – responsible for coordinating and managing the conduct of the annual Canada Day and Santa Claus Parades. Committee would

establish a theme for the parade and organize all aspects of the event – parade entries, public safety, donations, etc.

3. Pakenham Parade Committee - responsible for coordinating and managing the conduct of the annual Canada Day and Santa Claus Parades. Committee would establish a theme for the parade and organize all aspects of the event – parade entries, public safety, donations, etc.

The terms of reference for the new working committees 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, agri-tourism, value added agriculture, agricultural education, and any other emerging agricultural issues. The Agricultural Advisory Committee Chair would be the appointed Council Member to this committee. As a further consideration, the committee structure may consider extending an invitation to the Lanark County Zone 8 OMFRA Representative as an advisor/resource participant.

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

1. Staff recommendation is to disband immediately the following two (2) advisory committees:
 - 1.1 Finance and Policy Committee; and
 - 1.2 Public Works Committee
2. Staff recommendation is to begin revising the Agricultural Advisory Committee's Terms of Reference – resource material – Agriculture Economic Development – A Resource Guide for Communities – Executive Summary (attachment # 4). This would be a joint initiative with committee members and staff.
3. Staff recommendation is to draft Terms of Reference for the Almonte and Pakenham Parade Committees.
4. Staff recommendation is for Community Economic & Cultural Coordinator to work in partnership with Almonte Downtown Businesses to create a Business Improvement Area (BIA).
5. Staff recommendation is to implement the new committee structure effect January 1, 2022 with the current Council (2018 – 2022) to work out any glitches. This provides

an opportunity for newly elected Council (2022 – 2026) to smoothly transition into this new reporting structure.

6. Staff recommendation is to dissolve the Community and Economic Development and Parks and Recreation Committee effective December 31, 2021.
7. Staff recommendation is to complete a full review of the procedural by-law to take effect January 1, 2022. The new committee structure will need to be taken into consideration for this review.

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.
- A time sensitive matter will be directly dealt with at the next regular Council meeting. A time sensitive matter means a matter that relates to a significant financial, legal or contractual deadline that may require a decision of, or direction from, Council before the next regular meeting of Council.
- Presentations/delegations 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.

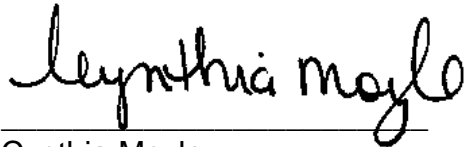
SUMMARY:

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.

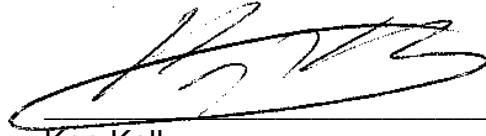
Staff would also need to amend the procedural by-law based on the changes in the adopted report.

Respectfully submitted by,

Reviewed by:



Cynthia Moyle,
Acting Clerk



Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Current Committee Flow Chart
2. Proposed Committee Flow Chart
3. Proposed Committee Calendar
4. Agriculture Economic Development – A Resource Guide for Communities – Executive Summary
5. Sample Agenda – Development & Infrastructure Services Committee

DRAFT COMMITTEE AGENDA

The Corporation of the Municipality of Mississippi Mills

Development & Infrastructure Services Committee

Date
Time
Location

Chair's Name

A. CALL TO ORDER

B. ATTENDENCE

C. DISCLOSURE OF PECNIARY INTEREST AND GENERAL NATURE THEREOF

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

F. PUBLIC MEETINGS at 7:00 p.m.

G. DELEGATIONS AND PRESENTATIONS

H. PLANNING

G.1. Staff Reports

G.1.1 Subdivision Status Information Report – *report to provide information on new residential construction including the status and illustration of Draft Approved Plans of Subdivision, Registered Plans of Subdivision and Active Plans in Process.*

G.1.2. Property Standards & Committee of Adjustment Consent Report – *report to provide information on minor variance applications (refer to definition) and property standards appeals on orders issued.*

G.1.3 Planning Activity Report – *report to provide information on minor site plans approved under delegated authority, pre-consultation meetings and any other activity.*

G.1.4 Other Planning Reports – zoning, site plans, etc.

G.2 Mississippi Valley Conservation Authority Board of Directors Report

I. BUILDING PERMITS AND INSPECTIONS

H.1 Staff Reports

H. 1 Quarterly Building Status Report

F.2. Other Building Reports

J. PUBLIC WORKS (including Utilities)

I.1 Staff Reports

I.1.1 Capital Projects/Contracts Status Report

I.1.2 Operations Status Report

I.1.3 Other Public Works Reports

K. ENVIRONMENT

J.1 Climate Change

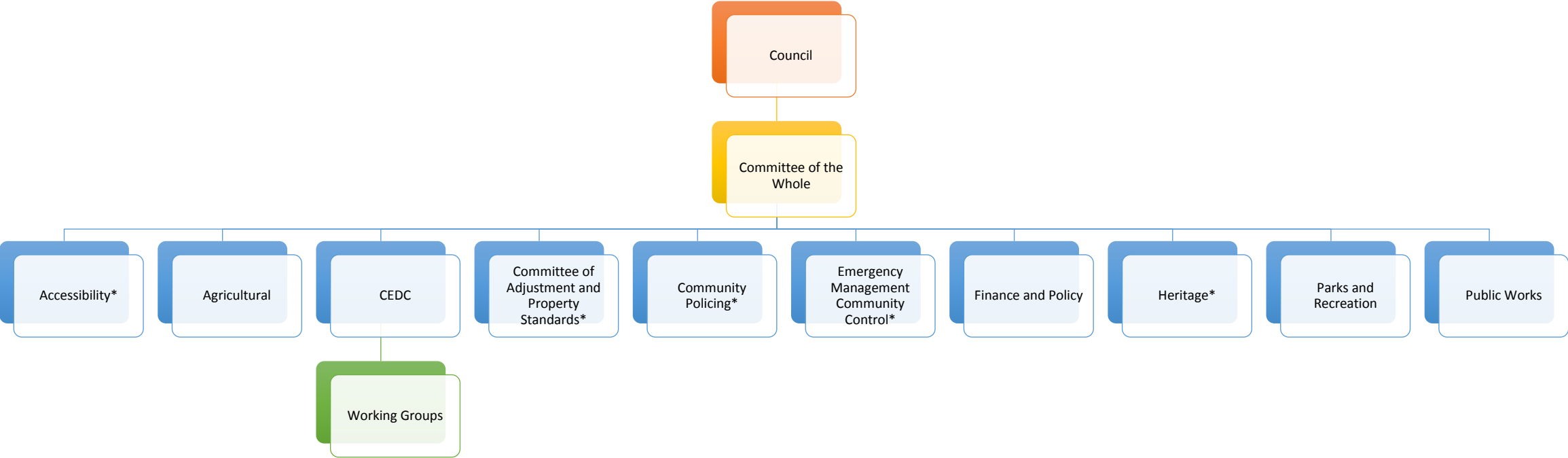
J.2 Waste/Recycling

L. INFORMATION AND CORRESPONDENCE

M. MEETING DATE

N. ADJOURNMENT

CURRENT COMMITTEE DESIGN

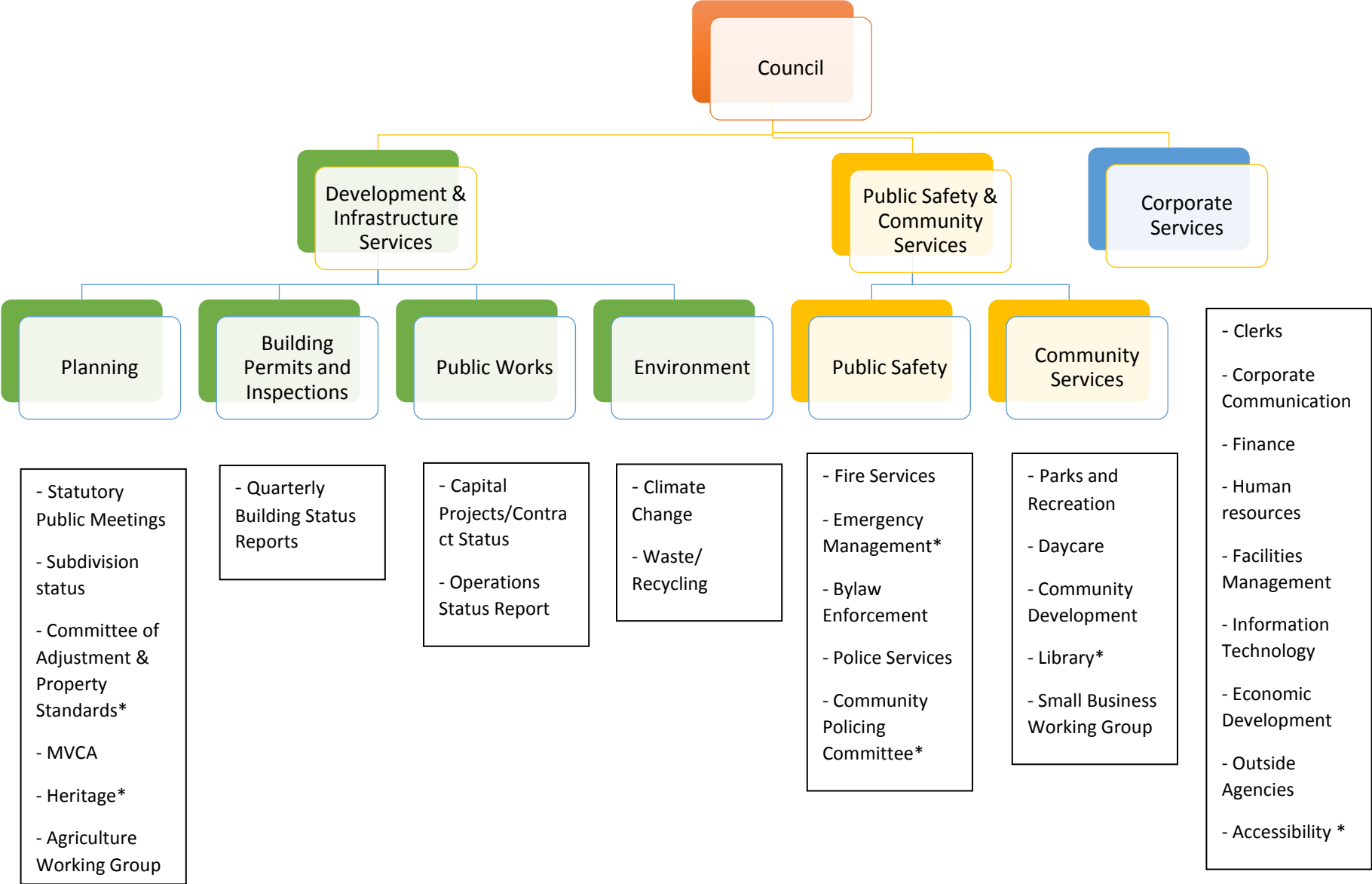


*Statutory Committees or Boards

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.

Agriculture Economic Development



A Resource Guide for Communities

First Edition
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For inquiries:

Ontario Ministry of Agriculture, Food and Rural Affairs
Regional Economic Development Branch
Economic Development Programs Unit
Phone: 1-877-424-1300

Foreword

This Agricultural Economic Development Guidebook is designed to help economic developers, land-use planners, municipal councils and community leaders explore agriculture as an economic development opportunity. Many are aware of the importance of the agri-food sector to the economies of rural communities across Ontario. This guidebook focuses on use of a community-led planning process to enhance the prosperity of the sector and boost the rural economy. Communities can benefit from using this guidebook regardless of their current capacity or the stage they are at in exploring agriculture as an economic development opportunity. This guidebook can be adapted to all different community circumstances and capacities.

This resource:

1. Emphasizes how economic development practitioners can work with the agricultural system to increase a region's overall economic strength and sustainability.
2. Raises awareness about the importance of agriculture in regional economies.
3. Increases the understanding of the opportunities that can be created and processes that can be used to support agriculture and related businesses.

This guide is intended to serve communities across Ontario. In addition, as the agricultural system approach is implemented in the Greater Golden Horseshoe, it will be a key resource for implementing strategies that sustain and enhance that system and the agri-food sector's economic prosperity and viability.

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Introduction

Agriculture as a System

Agriculture and food are shaped by a complex web of relationships between people, businesses and the land. This web of relationships is a "system" or a group of interconnected elements. A successful agri-food sector in Ontario depends on a protected land base and complete supply chain. As we look to agricultural economic development, it is important to evaluate the potential for growth and improvements across the entire agricultural system.

There are two primary aspects of any agricultural system:

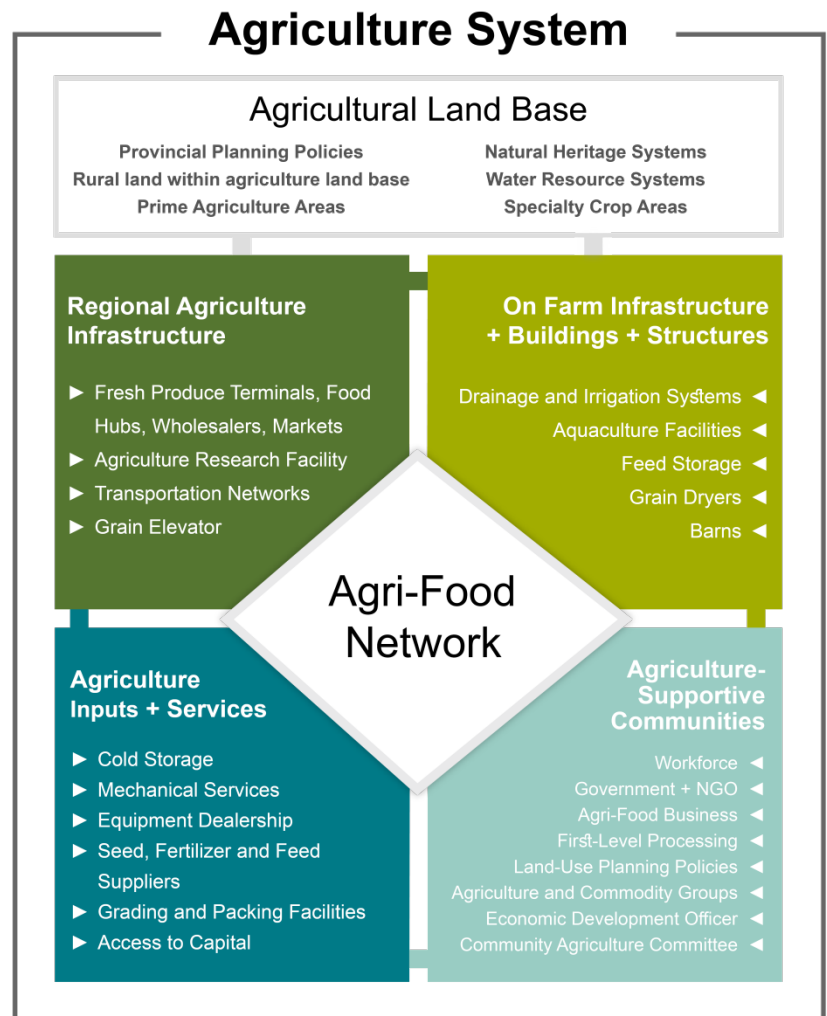
- Agricultural land base
- Agri-food network¹

The first component of an agricultural system, the agriculture land base, includes prime agricultural areas, specialty crop areas, and rural lands. Together, these areas create a continuous productive land base for agriculture — the foundation of both Ontario's and Canada's agri-food sector.

The second component of an agricultural system, the agri-food network, consists of interconnected infrastructure, services and agri-food assets important to the viability of the agri-food sector. The agri-food network includes:

- Regional infrastructure
- On-farm infrastructure, buildings and structures
- Agricultural inputs and services
- Agriculture-supportive communities

¹ OMAFRA has prepared mapping and Implementation Procedures to identify and support the agri-food sector in the Greater Golden Horseshoe (GGH). Outside the GGH, the agricultural system approach may be considered a best practice. For more information, see <http://www.omafra.gov.on.ca/english/landuse/agsys-ggh.htm>.



The Opportunity for Agriculture

Canadian Agriculture and Global Demand

Canada's agri-food sector was recently highlighted in the federal government's Advisory Council on Economic Growth report (February 2017) as one of Canada's high-potential sectors for growth.

Roughly one in nine jobs depend on the agricultural system — a value chain that stretches from farm gates to consumers' plates. Canada is the world's fifth-largest exporter of agricultural and agri-food products and the sector generates over \$100 billion for the Canadian economy — close to seven per cent of Canada's gross domestic product (GDP). In 2016 the total value of Canadian agricultural exports was in excess of \$55 billion, with products exported to almost 200 countries.

From coast to coast, Canada produces a rich diversity of agricultural products that are well adapted to temperate and northern climates. There is great opportunity for further growth and prosperity if the Canadian agricultural and agri-food industry is prepared and well-positioned to take advantage of new and emerging opportunities both domestically and globally.

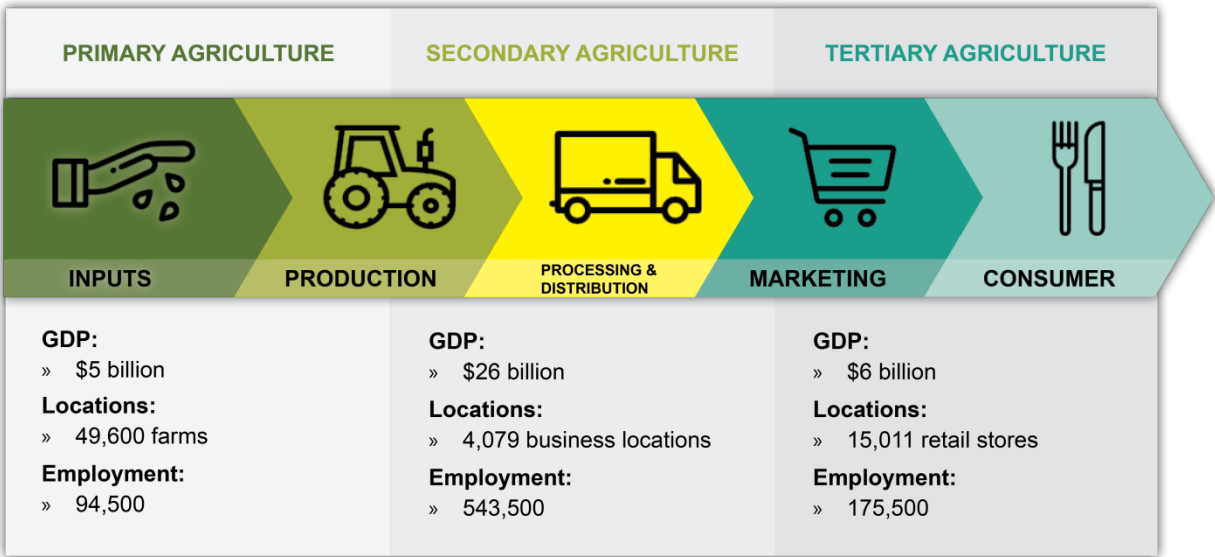
Ontario's Agricultural Sector

Ontario's agricultural sector is a significant driver of the national, provincial and local economy.

Ontario has a significant natural advantage with its concentration of prime agricultural land and a favourable climate for productivity and high-value crops. Ontario has over half (51 per cent) of Canada's best (Class 1) farmland. Paired with a relatively moderate climate, Ontario's agricultural lands are capable of producing a greater diversity of crops than most other parts of Canada. There are over 200 different commodities produced in Ontario including tender fruit and vegetable crops, grains and oilseeds. Additionally, there are significant and mature livestock and dairy sectors in Ontario that also take advantage of this rich growing environment for feed.

This land and the diversity of production it provides, lays the foundation for the prosperity of Ontario's agri-food sector, one of the province's largest economic contributors. Agricultural productivity in Ontario comes from more than 49,000 farm businesses, of which 98 per cent remain family owned and operated. In 2016 Ontario's broader agri-food industry contributed approximately \$37 billion in gross domestic product (GDP) to the provincial economy and jobs for over 800,000 people (roughly 11.5 per cent of provincial employment).

Economic Impacts along Ontario's Agricultural Value Chain

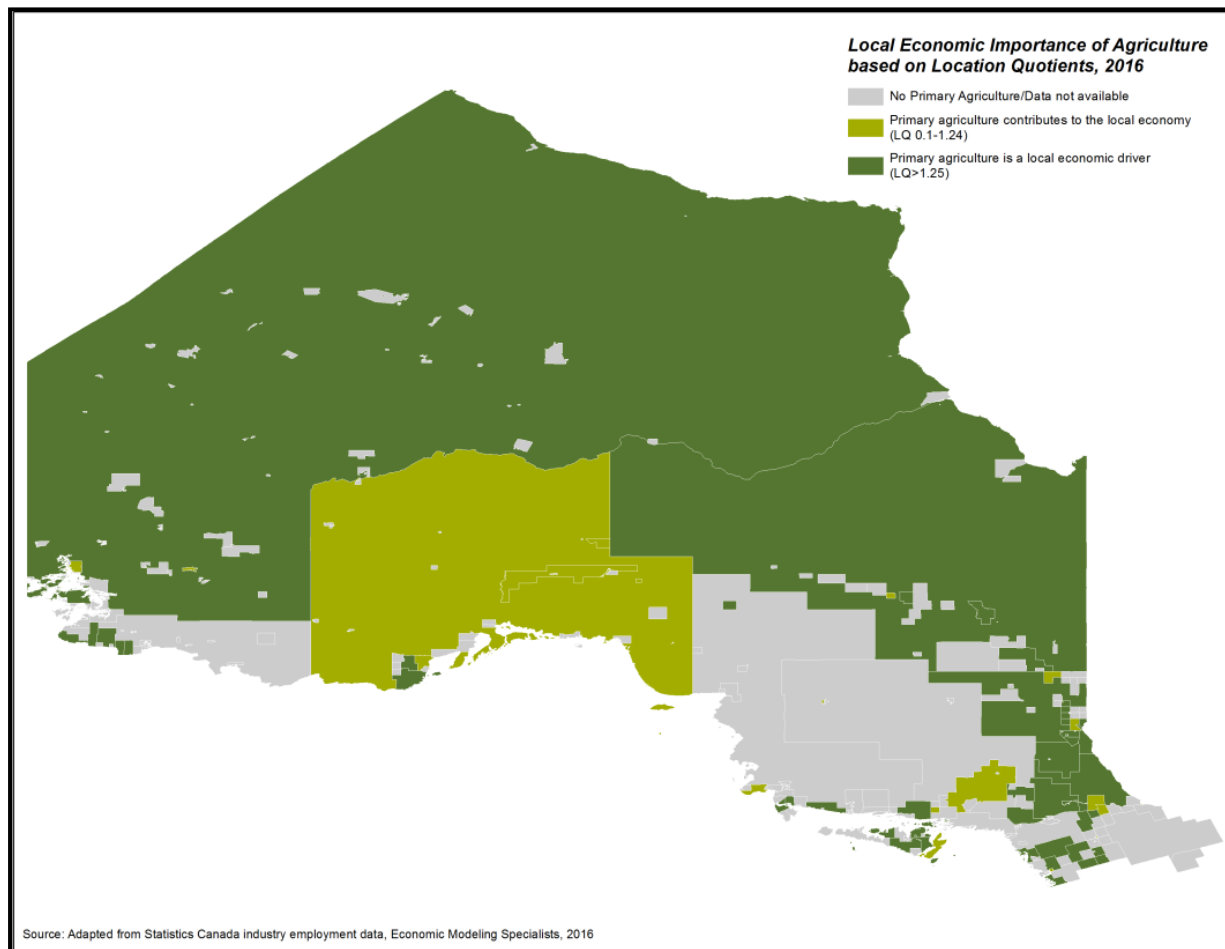


Ontario is not just a leader in productivity, it's also a leader in emerging and ground-breaking new research and development. New technologies and agricultural practices are continually being developed in Ontario — ready to be used close to home and exported around the world. The future of agribusiness in Ontario is promising. Through the efforts of producers, processors and distributors along the value chain, as well as governments, the sector's impact will continue to grow.

Agriculture Close to Home

Agriculture is an important sector to many communities across Ontario. Using location quotients, we can evaluate the importance of agriculture for local employment relative to the rest of Canada. The dark green in the map below shows those regions where primary agriculture is a more significant employer in communities across Ontario, when compared with the national average. The map incorporates farms and support activities for farms in the calculations.

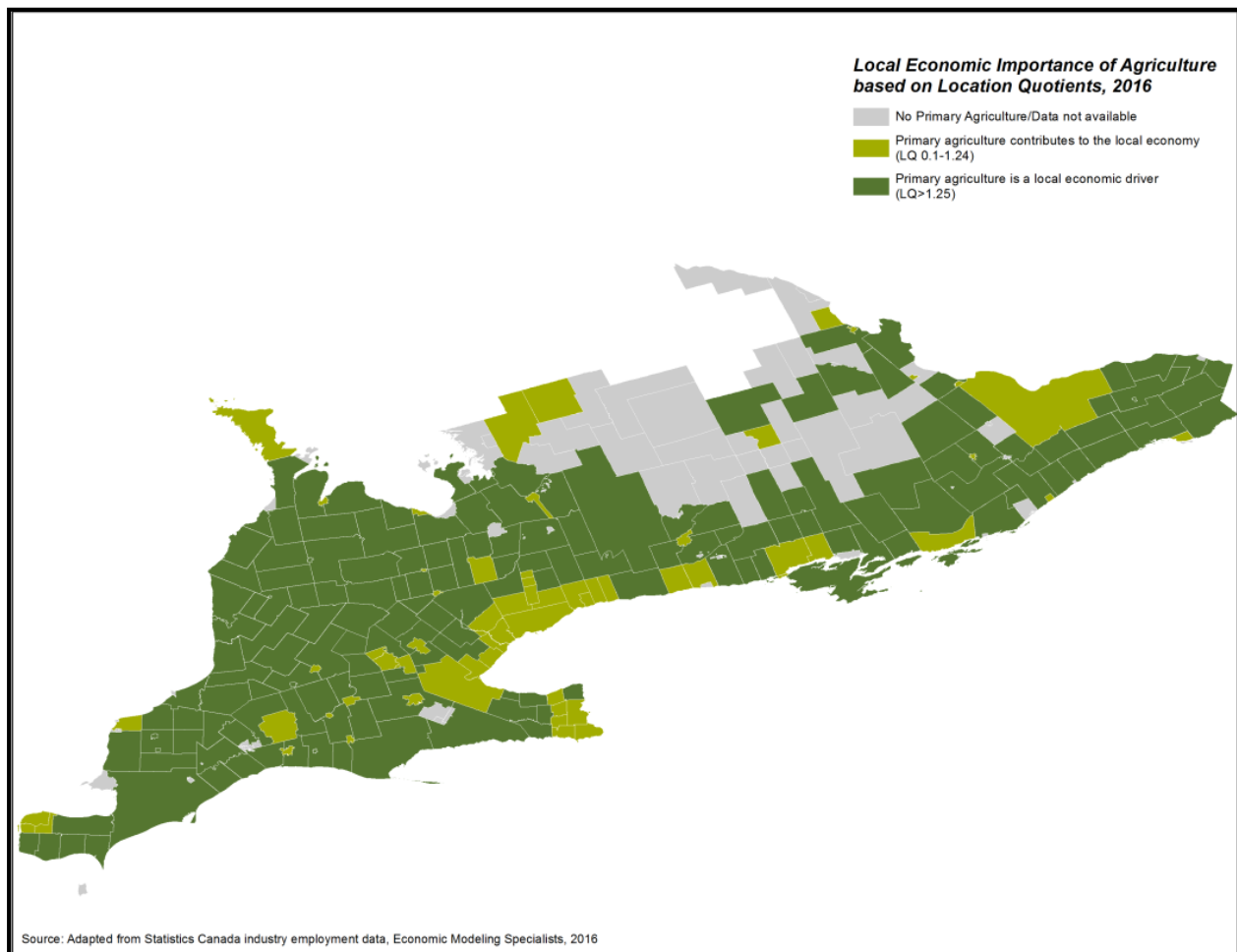
Local Economic Importance of Agriculture, 2016 – Northern Ontario



In many rural communities, primary production of livestock, crops and horticulture is well-established, generating significant economic activity. These farms are the foundation of our agribusiness sector — supplying local food to processors, purchasing of crop inputs and agricultural services, and inspiring entrepreneurship and innovation in the burgeoning bioeconomy. Farm businesses produce great opportunities to build on existing productivity by

increasing or diversifying local production, adding value to existing production through processing or preserving, and identifying new connections in the local value chain.

Local Economic Importance of Agriculture, 2016 – Southern Ontario



In some regions across the province, we are also seeing growth in new forms of primary production, from greenhouses and covered agriculture to advanced aquaculture operations. Ontario's emerging aquaculture operations are making innovative use of existing agricultural techniques, buildings and infrastructure. From shrimp to tilapia, these producers are challenging what is possible for Ontario agriculture.

Identifying where these opportunities lie, and how to foster this type of economic development involves a process of data analysis and in-depth consultations with individual communities. Building support in communities to explore these opportunities is important. Leveraging existing agricultural knowledge and experience in a community can lead to embracing a wider vision for agricultural economic development as a whole.

Defining Agricultural Economic Development

The International Economic Development Council states that no single definition incorporates all aspects of economic development. Economic development can be described as a process influencing growth or the restructuring of an economy to enhance the economic well-being of a community. Just as there is no single definition for economic development, there is no single strategy, policy or program for achieving successful economic development. Agricultural economic development, quite simply, involves traditional community economic development practices tailored and adapted to the agricultural sector.

In the past, a top-down approach may have been standard, but the focus in economic development today is shifting. Today's expectation is that communities will mobilize to stimulate growth in their economy. Supporting agriculture through community economic development strategies begins with the recognition of agriculture's many contributions, challenges and opportunities, as well as an awareness that the community itself can be the source of solutions.

Components of Agricultural Economic Development

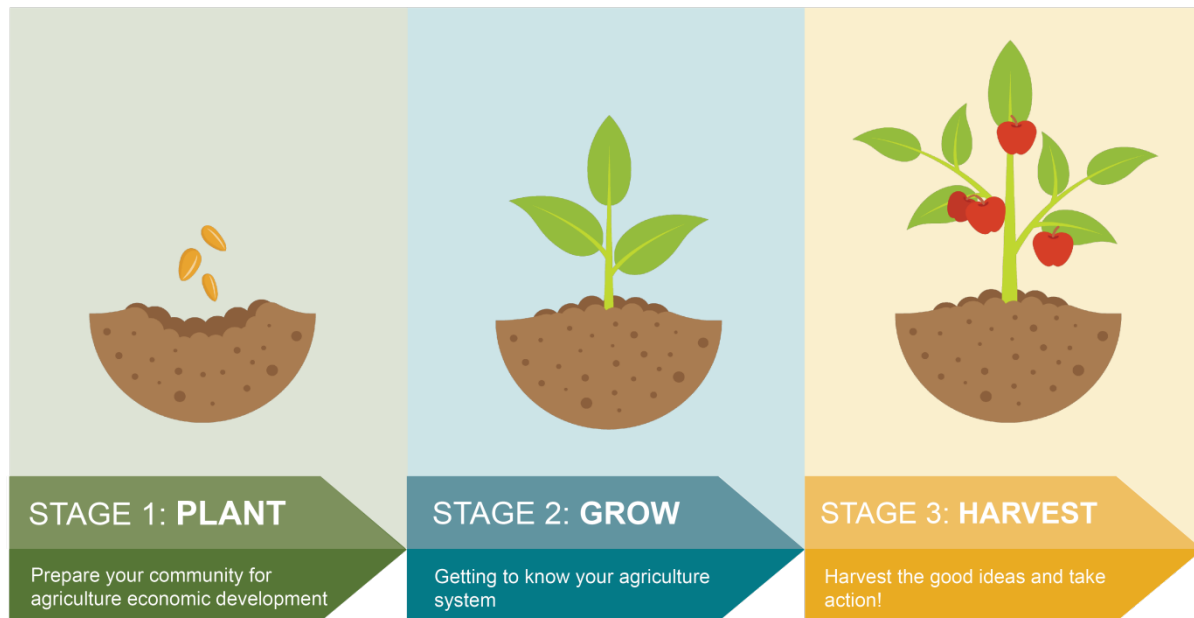
There are many economic development activities that can be undertaken to support agriculture. These categories include:

- Stakeholder engagement
- Communications and marketing
- Business development
- Workforce and leadership development
- Investment attraction
- Agricultural infrastructure and land-use planning
- Research and innovation

These categories and their associated activities will be discussed in greater detail later in this guidebook.

Agricultural Economic Development Process

There are many different ways to undertake agricultural economic development in your community. For the purposes of this guide we use a three-stage process called plant, grow and harvest.



While each of the steps in the process is important, it is designed for flexibility. If one of the steps does not seem to fit well with what is happening in your community, or if the timing of some events would make more sense in a different order, modify accordingly. Agricultural economic development is a process for change and needs to be tailored to your community. This guidebook is set up to support communities in carrying out community-led plans.

Examples of Strategic Plans Specific to the Agri-Food Sector:

[Durham Region Agriculture Strategy 2013-2018](#)

[Golden Horseshoe Food and Farming Action Plan 2012 - 2021](#)

[Halton Region – Rural Agriculture Strategy](#)

[Kawartha Lakes Agricultural Action Plan](#)

Your Many Roles in Agricultural Economic Development



Promoter

- Local Food Map
- Community Agricultural Profile
- Local/Regional Branding Initiatives



Connector

- Local Food Conference
- Dinner on the Farm
- Value-chain analyses



Educator

- Evaluating Value-Added Opportunities (EVAO) Workshop
- Food-E Entrepreneurship Seminars
- On-Farm Familiarization Tours



Enabler

- Agricultural/Rural Community Improvement Plans (CIP)
- Official plan updates: language supporting on-farm value-added processing
- One-window municipal services



Organizer

- Agricultural Economic Development Strategic Planning
- Local/ Regional Farmers Market
- Agricultural Advisory Committee

As a **promoter** of local agriculture, you help spread the word of all the great things going on in the sector. This can range from direct promotion of local businesses, to regional branding initiatives to building support from community leadership.

As a **connector**, you bring people together throughout the agricultural value chain and the local economy. Building new relationships and identifying mutual interests creates new synergies and new opportunities for the agricultural sector to work together.

As an **educator**, you help decision makers better understand agriculture and help to spark new ideas amongst farmers and business owners. From councillors learning about local farming practices, to farmers learning about food processing and handling, new ideas bring new opportunities!

As an **enabler**, you work to make sure the entrepreneurial drive and hard-working spirit of your agricultural community are able to take root. From access to funding to agriculture friendly municipal policies, your work in creating a supportive environment that will help your agricultural sector flourish.

As an **organizer**, you see the bigger picture and work to ensure your community has a plan. Not everything will happen on its own. Agricultural business operators are busy people, with a lot of responsibilities and don't always see opportunity where it lies.

Tips for Successful Agricultural Economic Development:

- Visibly demonstrate the importance of the agricultural sector (e.g., tours, brochures, infographics).
 - Understand that agriculture is about the long game; results are rarely instantaneous and are often long term. Be persistent, keep trying, and celebrate the small wins as part of a long-term process.
 - Accurately assess the needs of the local agricultural sector; base decisions on information obtained through systematic and sound analysis.
 - Build networks and capacity in the community, recognizing the value of community knowledge. Use a participatory approach to mobilize individuals and harness the resources and talents of community members and organizations.
-

STAGE 1: PLANT

Prepare your community for agriculture economic development

This stage includes:

- ☐ Community Readiness for Agricultural Economic Development
 - ☐ Evaluating Community Readiness
- ☐ Building a Preliminary Snapshot of Agriculture in Your Community
- ☐ Organizing for Action
 - ☐ Identifying Partners
 - ☐ Building Community Leadership
 - ☐ Structuring the Work — Developing Terms of Reference

Community Readiness for Agricultural Economic Development

Community readiness is the degree to which a community is prepared to take action on agricultural economic development initiatives. Readiness can vary greatly from one community to another. Understanding your community's readiness will give you a sense of where you stand today and will allow you to develop a realistic approach to what the community is willing and able to accept and support. Some communities may need to get started with simple actions like networking events, while others may be ready to take on more ambitious projects like the Business Retention and Expansion program (BR+E). This exercise should give your community an understanding of where it can get started and where it may need to focus greater attention.

Evaluating Community Readiness

There are five aspects of community readiness to take action on agricultural economic development, which include:

- Knowledge and awareness
- Leadership
- Collaboration
- Resources
- Engagement

The table below provides the community readiness questions related to these aspects that will help evaluate community readiness.

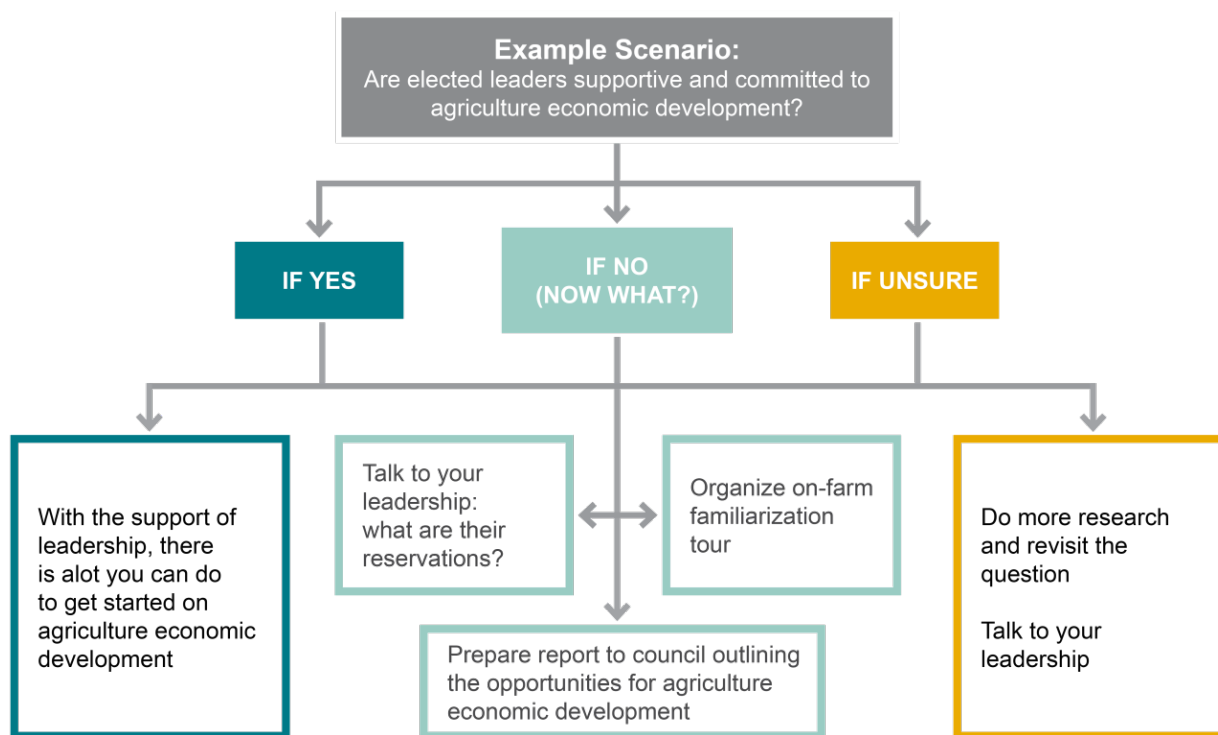
Readiness Questions		Response
Knowledge and Awareness	Is agriculture seen as a priority sector (e.g., economic development strategic plan, or official plan)?	Yes No Unsure
	Has your community identified opportunities to support the local agricultural sector?	Yes No Unsure
	Does your community understand the local agricultural sector's social and economic impacts?	Yes No Unsure
Leadership	Are elected officials supportive and committed to agricultural economic development?	Yes No Unsure
	Are there community leaders or volunteers that have time and interest to support and commit to agricultural economic development?	Yes No Unsure

Collaboration	Are local businesses, organizations and community leaders working with the local agricultural sector on common initiatives?	Yes No Unsure
	Does your community have existing working relationships or networks with other communities and development organizations?	Yes No Unsure
Resources	Are there resources available to support agricultural economic development today?	
	Time	Yes No Unsure
	People	Yes No Unsure
	Budget	Yes No Unsure
Engagement	Is there a positive prevailing attitude in the community regarding agriculture?	Yes No Unsure
	Is the agricultural community open to growth or change, and is it engaged in the process?	Yes No Unsure

As you work through these questions, remember they do not offer an exact formula for readiness. These questions do, however, lead you toward some important considerations:

- If you answered yes to any of these questions, it is a good indicator of some level of community readiness. Note, sometimes ongoing work is necessary to maintain this yes position.
- Answering *no*, is not a reason to give up on this process. Rather, this identifies an opportunity for action — an area to focus on first. By taking small steps forward that take into account your community's ability and openness to take action, you can make steady progress. Maybe nothing is needed.
- Where you are *unsure* of where your community stands on a question, take some time to look into this more. The act of inquiry is all part of the process of getting to know where your community stands. This inquiry process is important in and of itself.

Example scenario for community readiness responses



Want to build support from leadership? Try a dinner on the farm.

Showcasing agriculture first-hand helps people understand the realities of what is involved and the great diversity of this sector. Local food events such as Feast on a Farm and Harvests of Haldimand bring opportunities to increase community awareness around local agriculture and build this support from community leaders.

Remember, the intent of assessing community readiness is to identify where your community might need to focus greater attention as it moves forward, or highlight that your community is poised to make significant progress right away.

Advice from an Economic Development Practitioner: Working with your Agricultural Community

Every Community has a History

1. A history exists between farmers, governments and local residents that needs to be handled with care. This history can be positive and can also be a significant barrier to collaborative work. A strong understanding of your community's past will help you build positive relationships for the future.
2. Get to know the language of your community: which ideas will resonate with farmers and lead to positive action? Which ideas will meet strict opposition and fall dead in the water?
3. Keep conversations confidential. Agriculture can be a highly competitive industry; a detail shared by one farmer about his or her operation may be seen to give an edge to another farmer, if shared.

Learning and Growing

4. Most farmers will not claim to be an expert in their field. Don't be fooled. Respect the knowledge they have for their operation and industry.
5. Start small in the support you provide and build on your repertoire of expertise.
6. Find a local mentor who you trust to answer all of your questions and someone who will connect you to their networks.
7. Reach out to neighbouring jurisdictions with agricultural economic development officers to share ideas, experiences, and opportunities.

Building a Preliminary Snapshot of Local Agriculture

Many communities recognize agriculture's contribution to the region's economy, but it is important that community leaders have an accurate understanding of what the sector is actually producing. Building a snapshot of your local agricultural sector will support you in prioritizing agriculture in your economic development planning, building relationships, harnessing support and establishing a baseline of information against which you can benchmark the impact of future actions.

The Ontario Ministry of Agriculture, Food and Rural Affairs' (OMAFRA's) [statistics website](#) has a number of data sources it maintains with summaries of agriculture and agriculture-related businesses across rural Ontario.

OMAFRA Census Profiles

[County Agricultural Profiles](#) and [County Business Profiles](#) are a good place to start building your initial snapshot with regard to the agricultural sector. Looking at both profiles allows you to see a quick overview of the agricultural productivity in your region and to compare this with other industries/sectors of the economy.

County Agricultural Profiles

The data found within the county profiles include: number of farms, types of land use, total greenhouse area, hired farm labour, farm capital value, total gross farm receipts, major field crops, major fruit crops, major vegetable crops, livestock inventories, poultry inventories, and major field crops.

County Business Profiles

The data found within county business profiles include: population, family income, employment rates, employment by industry, and number of business locations by industry.

Norfolk County – Ontario's Garden

When Norfolk County took a long, hard look at its community profile of agriculture, it was clear the region had some comparative advantage in agriculture and horticulture. Norfolk County farmers are, in fact, Ontario's number one growers of a number of crops, from asparagus, to ginseng, to strawberries and more. After analyzing the data, and noting the local agricultural know-how, Norfolk County began promoting itself as Ontario's Garden, a slogan backed up by the data. Farmers, council and the general public have bought into the slogan enthusiastically, and it continues to be widely used today.

Understanding the County Profiles - Guiding Questions

The table below provides some guiding questions to review the county profile information.

Questions	2011	2016	What is the Trend?
1. What is the total number of farms?			
2. What is the total number of farm operators?			
3. What is the average size of farm?			
4. What are the top three farms by industry group?			
5. What are your top three commodities, by farm cash receipts?			
6. Identify the highest producing:			
• Field Crop			
• Fruit Crop			
• Vegetable Crop			
• Livestock / Poultry			
7. What is the total employment in your local agri-food industry?			
8. What is the percent of provincial employment in agri-food?			
9. Other interesting facts identified from the Profile?			

Discussion Questions

- What does the data say about your community? Are realities of local agriculture different from common public perceptions?
- Does your community stand out from the provincial average in any ways (positively or negatively)?
- What do the trends suggest? Is there need for more data to look at longer reaching trends?
- How does your community compare with neighbouring regions with similar demographics?
- How does agriculture compare to other prominent industries in your community?

Sharing Data

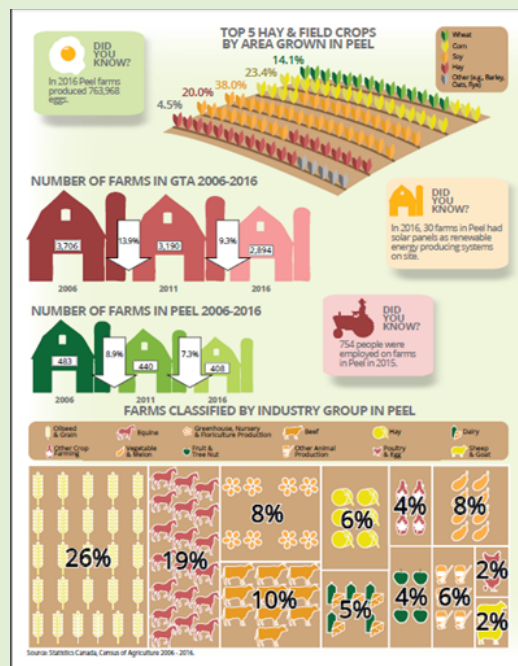
Compiling and sharing data is central to economic development because data helps people understand current strengths and identify new opportunities. Equally important is making data consumable and accessible for the right user. Creating an easily accessible and understandable data resource helps to build awareness of your local agriculture community and can be a fundamental tool in building support from community leaders and citizens.

There are a variety of mechanisms and tools communities can use to generate and disseminate data resources, such as reports, news bulletins, social media posts and infographics. Choose one that best fits your abilities and your community's needs.

Agriculture Census Bulletin: A Planning Tool for Peel Region

The Region of Peel uses a wide variety of data sources to inform policy. It recently converted Census of Agriculture data into an infographic, to serve as evidence for why agriculture is an important sector in economic development work. It was recognized by the Region of Peel that census data, if presented correctly, can help to build a storyline around agriculture.

The Region of Peel used infographics because they can be shared across a variety of platforms, and present information in an accessible way. Through effective design, complex data becomes consumable and actionable.



Organizing for Action

Identifying Partners

The partners in your agri-food sector are individuals or organizations with a stake in the sector. Partners may include agricultural producers, supportive industries, or community members who see the opportunity for agricultural economic development. Identifying mutual interests and encouraging buy in to the process is critical as this will help to ensure the long-term viability of your initiatives.

Potential partners include:

- Local chapters of farm organizations (e.g., Ontario Federation of Agriculture)
- Agricultural advisory committees
- Local agricultural societies
- Commodity groups or sector-specific organizations
- Farmers and farm employees
- Suppliers (e.g., equipment)
- Distributors
- Processors
- Community-driven agricultural groups
- Chambers of commerce
- Local health unit
- Conservation authorities
- Financial lending institutions

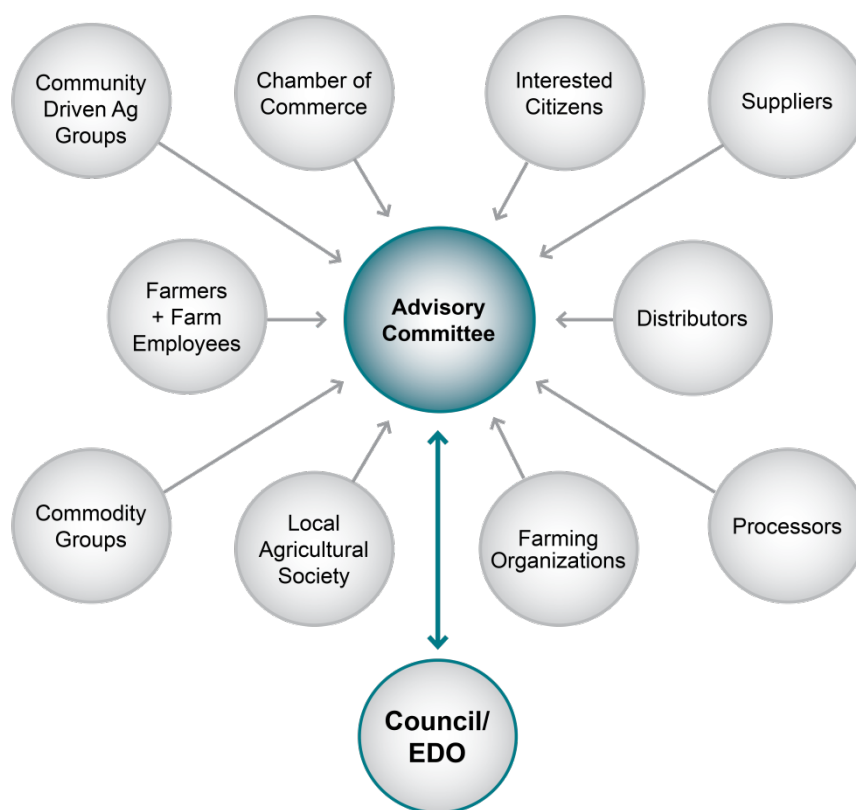
Tip: For many farmers, one's business and home are co-located. When the sun sets, the agricultural industry isn't just about making money — it is equally about a way of life. Understanding and acknowledging this will help you to build trust and acceptance.

Building Community Leadership

Agricultural economic development doesn't happen at a single point in time — there are a host of issues that come up on an ongoing basis that will affect the agriculture sector.

For a community to support agriculture, it is important to develop guidelines for municipal actions that take into account the unique needs of the agricultural sector. When evaluating municipal actions, there are many things to consider that might affect agriculture. Some of these include future growth areas, road or bridge design and construction, port development, municipal signage, trails, and economic development. The ongoing involvement of agricultural advisory committees helps ensure the agricultural sector has a voice in the municipality.

We recommend developing agriculture-focused committees that provide advice to municipal staff and councils.



An agricultural advisory committee may take on an advisory role, or may take on a more active role in implementing projects. You might choose to use this committee as a project leadership team, or you may need to recruit agricultural partners as needed for specific agricultural economic development initiatives.

No matter how it is structured, it is important to have a leadership team of engaged people to support agricultural economic development.

- **Agriculture advisory committees** provide advice and guidance to staff and council and bring important considerations to the forefront that affect the local agricultural sector. These committees help council to see decisions from an agricultural perspective.
- **Agricultural action committees** take a more active role in the community and focus on the design and delivery of local initiatives, often taking the role of agriculture-focused economic development officers.

Staff Resources

A coordinator may also be identified or hired to work with the community to provide information, organization and guidance through all stages of the agricultural economic development process. The hiring of a staff person will depend on your community's financial resources.

Halton Agricultural Liaison Officer

Halton Region created its Agricultural Liaison Officer position in 2012 to ensure staff support existed for the local agricultural sector. An agricultural liaison officer brings emphasis to the importance of agriculture, builds a broader understanding of issues, and builds capacity to take on more complex initiatives.

Provincial Staff Advisors

OMAFRA Regional Advisors are available to support agricultural economic development projects by providing coaching and guidance. For more information on your local advisor, please contact the Agriculture Information Contact Centre (AICC)

By phone: 1-877-424-1300

By email: ag.info.omafra@ontario.ca

Online: www.ontario.ca/omafra

Structuring the Work: Developing Terms of Reference

With a group of local key partners identified from across your local agricultural sector, it is now important to now consider the process you would like to follow in developing a plan for agricultural economic development.

A terms of reference will help to build a more detailed work plan which sets out the tasks, and steps you will take to complete them, over the course of the agreed upon time period.

Due to the diversity of agriculture, and often a wide array of strong opinions, developing a well-laid-out terms of reference is a good idea to guide your leadership team/committee. Developing a terms of reference is a communal activity that should be done with all members present. Check with your municipality or neighbouring municipalities as they may have an existing template to work from.

A good terms of reference document will:

1. Define the purpose
2. Establish the mandate
3. Set parameters and limitations
4. Define accountability
5. Define the time frame
6. Determine resources required
7. Determine potential membership
8. Determine the communication process

It is a good idea to use a third-party facilitator, if feasible, to ensure this process maintains objectivity. Once consensus has been reached on the structure and expectations for the committee, members are required to sign off on the terms of reference document, and this represents their ongoing commitment to the group. For support in facilitating a terms of reference, contact your OMAFRA Regional Advisor.

Tip: Sunny Skies Matter — Farmers who grow feed for animals, field crops, and horticultural crops make their income during the growing season. During sunny summer months when planting, spraying and harvesting are happening, farmers will likely not be available to provide input to your work. Try to plan your project accordingly, or move meetings to rainy days to accommodate farmers' unique schedules.

Quick Wins

The **plant** stage is also an opportunity for the committee to identify some quick wins. It is important for your team to tackle, where possible, some visible, high-impact, short-term projects to build and maintain buy in from leadership and from the community. The objective of these smaller projects will help to promote and garner support for agricultural economic development.

City of Kawartha Lakes' Food Charter

The City of Kawartha Lakes' Food Charter was a good example of a low-capacity, highly visible exercise that brought together a diverse group of stakeholders in the agriculture community. The final product was eventually turned into a life-sized document for community members to sign, and take ownership of.

STAGE 2: GROW

Getting to know your agriculture system

This stage includes:

- ☐ Developing an inventory of your agriculture system
- ☐ Talking to your agriculture sector
- ☐ Conduct an environmental scan
 - ☐ Political Economic Social Technological Other (PESTO) Analysis
 - ☐ Strengths Weaknesses Opportunities Threats (SWOT) Analysis

There are certain guiding questions that can underpin your examination of your local agricultural sector:

- What type of agriculture is most prevalent, emerging, or struggling?
- Within your local agricultural sector, what makes your community unique?
- What are the issues, challenges or barriers to growth?
- What are the opportunities for growth or expansion?
- Who are the partners throughout the local agricultural system?
- Where are the opportunities for building connections along the value chain?

Developing an Inventory of Your Agriculture System

Developing an inventory of your agricultural system is a good first activity for your committee or leadership team. The goal of this activity is not to be a full and complete inventory of the agricultural system, but to build your initial understanding of its components.

An inventory will help you identify and build on what you already have, and uncover potential opportunities for further development.

Components of an Agricultural System Inventory

- Existing Land Base: prime agricultural areas, specialty crop areas, and rural lands in (or out of) agricultural production
- Agriculture Activity: this includes the types of products grown in the area

Agri-Food Network

- Regional infrastructure
- Agricultural services
- Retail and direct sales
- Distributors
- Processors
- Agricultural partners

Agricultural Economic Development Underway

- What is your community currently doing to actively support/enhance local agriculture?

OMAFRA's Agricultural System Portal is a handy source of information that can be used to visually represent the agri-food supply chain. The portal identifies agri-food assets, clusters and supply chains within and across municipalities. While some datasets cover the Greater Golden Horseshoe (GGH), others have full provincial coverage.

Data sources that can support this process include:

- [OMAFRA Agricultural Information Atlas](#)
- [Census of Agriculture](#)
- [OMAFRA Agricultural Census Maps](#)
- [AAFC Soil Survey Reports](#)
- [County Agricultural Profiles](#)
- [County Business Profiles](#)
- [OMAFRA Asset Mapping Tools](#)
- [OMAFRA's Analyst tool](#)

Talking to Your Agriculture Sector

As you start to engage with your agricultural sector in conversation, there are three important questions to ask:

1. Who should I talk to?
2. How should I talk to them?
3. What are the right questions to ask?

1. Who should I talk to?

A broad list of agricultural partners from across the agricultural system is a good place to start. Look at the list of potential partners in agricultural economic development as well as the composition of your leadership committee or agricultural advisory committee. As you continue with data collection and you notice certain themes begin to emerge, you may want to focus more specifically on certain individuals.

2. How should I talk to them?

Consultations can take different forms: interviews, surveys or focus groups. While you can choose which method works best for your needs, we recommend using a combination of these options for a well-rounded consultation process.

Interviews: An interview-style survey provides an opportunity to build a relationship between your organization and business owners, something particularly important to long-term success in agricultural economic development. The surveyor is able to ask in-depth questions, clarify responses and ask for elaboration on key concepts. This method, however, can be time-consuming, which may limit the number of businesses that can be surveyed.

Print or Online Survey: Surveys may be distributed to agriculture businesses as a mail out, an insert into a newsletter, or as a link in an email message. This approach is less time consuming than interviews and allows businesses more flexibility in responding to survey questions. Online surveys should consider the number of businesses with computer and Internet access, as this might limit the participation. Print or online surveys often result in a lower response rate and, as such, will be most effective if used as in conjunction with interviews, focus groups or a combination of both.

Focus Groups: Focus groups typically involve six to eight people and can dive into greater depth on specific topics. The discussion questions included in the survey would be good references to start your planning. Focus groups can be used in addition to individual surveys to analyse the survey findings and probe for further information on questions of interest. We recommend using focus groups to conduct analysis and build on findings generated through either

individual or online surveys. Sharing data (i.e., survey results, community agricultural snapshot and inventory data) in advance of focus group meetings is useful to help guide the conversation.

Tip: If you are meeting in person, engage with your agriculture community where they already meet: field visits, kitchen tables, coffee shops, fair grounds and occasionally more formal venues. Take the opportunity to get involved with local committees and agriculture organizations. Reaching out to these groups and attending their meetings helps to build a relationship of trust. It provides an opportunity to learn about their priorities and shows you are looking to work together toward common interests. Show you're committed beyond your job responsibilities.

3. What are the right questions to ask?

To help you better understand your local agricultural system, a draft survey and discussion questions have been prepared to support your data-gathering efforts. This survey is flexible and can be adapted according to your community's capacity and project needs. This survey gathers:

- Information to assist communities' strategic decisions for the local agri-food sector
- General business information to support an inventory of community assets
- Strengths, weaknesses, opportunities and threats facing your agribusinesses

Leadership Review

Before conducting community consultations with agricultural operators and agri-business owners, take the opportunity to test your chosen methods with your leadership team or advisory committee. This is a good opportunity to engage them in the process and will help to build support for the process.

Getting the Word Out

The agricultural community is a small world. Leveraging your existing networks through referrals and word of mouth can go far in bringing together participants. Recruit community champions who believe in this work and can spread the word amongst their peers. These referrals are important in working with your agricultural community.

Hold Consultations, Summarize and Share Your Results

It is recommended that a small group prepare a summary of all of the survey results and the other data which then informs the larger team.

- What data stands out either positively or negatively?
- What surprised you about the data?
- Are there any trends?

Share and present a summary of the data to inform your leadership team. It is

AGRICULTURAL BR+E PROGRAM

Carrying out an OMAFRA-guided, community-driven, Business Retention and Expansion (BR+E) is another option for getting to know your agriculture community. This option requires significant commitment of time and resources. A BR+E survey is a structured, action-oriented and community-based approach to economic development. It promotes economic and job growth by helping communities learn about issues as well as opportunities for local businesses and sets priorities for projects to address these needs.

A BR+E project is supported by a team of trained volunteers who visit businesses in-person to conduct confidential interviews with senior level management, owners or managers. Data analysis and action planning is then undertaken by a broader steering committee to address issues and opportunities facing businesses. Ideally, BR+E should be incorporated as a key component of the community's ongoing economic development strategy.

Sector specific BR+E surveys are very useful where communities have defined a priority sector. There have been very successful BR+E initiatives that have focussed specifically on the local agricultural sector, or on local food production and consumption.

"A BR+E is really important for small rural municipalities in the absence of an economic development strategy. As a new EDO to the area, every initiative I launched came back to the BR+E. Because it was previously endorsed by council, it gave credibility to projects and was the evidence I needed to enable action. I presented to council and said, "you've approved this, here is how we're addressing the goals and objectives and here is how we will implement the plan." – Bluewater EDO Mark Cassidy speaking about his local food focussed BR+E.

For more information or to start the BR+E process in your community, please visit:
<https://www.ontario.ca/page/business-retention-and-expansion-program>

OMAFRA's Analyst Tool

Analyst is a web-based tool that provides data on regional economies and work forces. It helps economic development organizations better understand their regions and use evidence-based decision making to build strong regional economic strategies. Analyst combines multiple data sources such as Census, Canadian Business Patterns, employment and labour force surveys, Canadian Occupational Projection System, CANSIM Demographics and Postsecondary Student Information System Education Data. It can be used to identify regional strengths, conduct workforce analysis and cluster analysis, business attraction and regional comparison/competitiveness analysis. Training on use of Analyst is available and advice and guidance may be obtained from OMAFRA's specialists and advisors.

Conduct an Environmental Scan

Drawing on the collective insights of your committee, environmental scanning processes are a good way to sort through the wealth of data you have collected. Again, this is another great opportunity for conversation and for strengthening relationships amongst those on your committee.

Some different approaches to organizing and understanding information include:

- ✓ PESTO (Political, Environmental/Economy/Education, Social, Technological, and Other)
- ✓ SWOT (Strengths, Weaknesses, Opportunities and Threats).

Using the results of the PESTO and SWOT analysis, the group should generate a list of ideas. Some questions that may be asked to help refine the results include:

- How can we utilize our strengths to capitalize on the opportunities?
- How can we use our strengths to mitigate each weakness?
- Can any of the opportunities identified offset the identified threats?
- What will have the biggest impact?

Following PESTO and SWOT analyses, the final step is to identify if there are any potential issues not previously identified. These issues should be fundamental issues for your group (e.g., potential loss of major funding). If addressing an issue will not have a major impact on your group, it is not a critical issue. The results of these exercises will be used in the next stage to develop goals and actions.

PESTO Analysis

PESTO analysis is an exercise used to examine different factors that a group should take into consideration during their planning. Based on the following table, the group should discuss the following questions:

- What trends are apparent?
- What issues or challenges are there?
- What advantages or opportunities are there?

P	Political – political climate, shifts in thinking, changes to programs or regulations, and changes in administration or leadership. These should consider municipal, provincial or national jurisdictions (ex: Provincial Policy Statement zoning bylaws for on-farm value-added activity)
E	Environment/Economy/Education – changes in environmental trends or potential impacts, new funding opportunities, or the general economic state of the region, educational needs of staff, volunteers/citizens.
S	Social – changing demographics, cultural trends, ways of interacting. (e.g., ethno cultural food production for immigrant communities)
T	Technological – emerging trends in communications, technology and the various applications, and/or availability of technology (e.g., precision agriculture)
O	Other – trends in the sector, clients, customers (e.g., public understanding of agriculture sector)

The results of the PESTO analysis will be used to inform the external aspects of the SWOT analysis.

SWOT Analysis

A SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis is a group exercise that examines the current state of your agriculture sector. By evaluating current conditions using a SWOT analysis, a group is better positioned to effectively set goals and define strategies.

Internal	S	Strengths are positive internal aspects to the group or sector that can contribute to achieving the group's vision. Example: We have innovative farmers.
	W	Weaknesses are negative internal aspects that can hinder the group from meeting its vision. Example: Our agriculture community won't work together
External	O	Opportunities are positive aspects, circumstances or trends external to the group with the potential to contribute to successful achievement of the vision. Example: There is increasing demand for new crops (i.e., world foods) as our communities become more and more diverse
	T	Threats are negative aspects, circumstances or trends external to the group with the potential to hinder the successful realization of the vision. Example: Development pressure is removing cropland from production

Tip: When conducting this exercise, remember to consider:

- PESTO analysis
- Agricultural systems inventory/community profile
- Survey results

STAGE 3: HARVEST

Harvest the good ideas and take action!

This stage includes:

- ☐ *Goals, objectives and action plans*
- ☐ *Actions for agricultural economic development*
- ☐ *Capacity rankings*
- ☐ *Measuring and reporting outcomes*

- ✓ *You've collected and analyzed data*
- ✓ *You've identified strengths, weaknesses opportunities and threats*
- *It's time to harvest the good ideas and take action*

Goals, Objectives and Action Plans

With a good understanding of the local agricultural sector and the internal and external environments that affect and support progress, it's time to answer the question: what actions do we need to take to best support local agriculture?

Goals

Setting goals and objectives go hand in hand. Goals describe what your group wants to accomplish. They refer to the desired end results (outcome) that a group wants to achieve in fulfilling its mission and moving toward its vision. Goals describe areas of emphasis and what your group looks to accomplish.

Objectives

Objectives are the next level below the goal statements and they answer questions like: how much? or by when? The group's objectives drive strategy formation and should follow the SMART formula:

S	SIMPLE AND SPECIFIC	Is this easy to understand and communicate to others?
M	MEASURABLE	How can we measure our achievement? How will we know if we have reached our target?
A	ACHIEVABLE	Is this something we are capable of doing? Do we have the capacity to achieve this?
R	REALISTIC	In light of the day-to-day work of our group, is it realistic to expect that we can accomplish this?
T	TIMELY	Have we identified a timeframe or deadline for achieving this?

Action Plans

Action plans answer the question, what do we need to do to achieve the goals and objectives? There could be few or many actions for each goal and objective, depending on your group's human and financial resources. The collective activities from the action plan directly contribute to achieve your goals which, in turn, contribute to achieve the vision. This is the on-the-ground level in strategic planning. At this stage, each goal and related objectives are matched with the activities needed to achieve the goal.

Goal 1	Objective 1	Action 1.1
		Action 1.2
		Action 1.3
	Objective 2	Action 2.1
		Action 2.2
		Action 2.3

Actions for Agricultural Economic Development

In reviewing the list of possible actions your community can take on, look back to the agricultural system inventory you have completed with members of your leadership committee and local agricultural partners. Where is your community already taking action? What can be improved upon and where can you avoid duplication of efforts? It's useful to look beyond your borders as well to see where neighbouring communities may be able to support your action plans, or where you can get involved in existing efforts. Functional agricultural systems often extend beyond municipal boundaries.

Across the agriculture value chain, there are a number of different action areas for agricultural economic development. These include:

- Stakeholder engagement
- Communications and marketing
- Business development
- Workforce and leadership development
- Investment attraction
- Agriculture infrastructure and land-use planning
- Research and innovation

Depending on the actions you choose, your role will change and/or evolve over time. Remember there are five different roles for you to take on in doing agricultural economic development:



Promoter



Connector



Educator



Enabler



Organizer

Stakeholder Engagement

Agricultural Advisory/Action Committee	Municipalities are encouraged to establish agricultural advisory committees and consult with them on decisions that affect agriculture. The ongoing involvement of agricultural advisory committees ensures the agricultural sector has a voice in the municipality. Agricultural advisory committees can have planning and/or economic development as a priority. Many organize annual agricultural tours that provide community leaders with exposure to the local sector. Advisory committees are typically supported administratively by municipal staff who help to keep council informed on agricultural issues.
Agribusiness Networking Events	Connecting the partners along the agricultural value chain, or agricultural system helps foster resilience, can point to missing elements in the value chain or new opportunities and innovations. Whether it's bringing people together over lunch, or recruiting committees to work together toward a specific goal, don't underestimate the value in creating new connections.
Regular Communication with Agricultural Organizations	Relationships are important in working with the agricultural sector, perhaps more so than other sectors as many businesses are family run. Maintain ongoing communications with your agricultural sector to keep them informed of what you are doing and to stay abreast of any emerging issues/needs. New opportunities for collaboration and support often emerge from keeping lines of communication open.

Communications and Marketing

Agriculture Familiarization Tours	Hosting familiarization tours can involve taking a group of potential investors, community leaders and interested citizens to visit some of the agricultural operations in the community. Where people can see first-hand what is taking place in the community, they may build a greater appreciation for the sector's needs going forward.
Agri-Tourism Initiatives	Focussed initiatives such as seasonal tours, dinners, flavour trails and events including farms, markets, restaurants, wineries, ciders and other food experiences may all help to build awareness of availability, and grow the demand for local food. OMAFRA's website provides information on developing agri-tourism operations and training on value-added agriculture is available through workshops such as OMAFRA's Exploring Value-Added Opportunities and Selling Food to Ontario .

Community/ Regional Branding	This Involves overseeing all elements of the design of the community brand (e.g., logo, slogans, tag lines, colour schemes, messaging, etc.) and setting guidelines for the use of the brand. Regional brands help individual businesses to access new markets and to raise awareness of your local/regional strengths. Municipalities may consider taking on these initiatives themselves or supporting local not-for-profits or farm fresh organizations already doing this work.
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Business Development

Agribusiness Recognition Programs	Activities and events bring together business people in an effort to stimulate new business opportunities and opportunities for collaboration and cooperation. Events can also provide an opportunity to celebrate excellence within the local business community.
Export & Trade Development	Export and Trade Development Services support local businesses in understanding, assessing and reaching international markets.
Business Retention + Expansion (BR+E)	A Business Retention and Expansion (BR+E) survey is an approach to economic development that focuses on nurturing existing businesses as key drivers of ongoing economic health and vitality in a community. Recognizing that the majority of new jobs created come from existing businesses, BR+E initiatives engage local business owners in a dialogue in order to fully understand the challenges they are facing and the opportunities on the horizon. Where possible, strategies are developed to assist the agri-food business community in addressing those challenges and realizing opportunities for growth. A specialized survey exists for agriculture and local food.
Local Food Procurement	Municipalities and public institutions may adopt local food procurement targets. Through actions or policies, your municipality can promote and encourage the purchase of local goods and services. Institutions, organizations and municipalities can harness their purchasing power to support local farmers, food entrepreneurs, distributors and processors who may have been unable to access large institutional markets in the past. Aside from supporting local agriculture, these initiatives fit with Ontario's Climate Change Action Plan in terms of greenhouse gas emission reductions and access to more local, healthy, affordable food choices. The <u>Association of Municipalities of Ontario</u> has a guide to best practises in local food for municipalities.

Agribusiness Incubator	Business Incubators are designed to accelerate the development of new ventures by reducing costs and providing ready access to management advice. Tenants of an incubator might share common space, business equipment, administrative support, technical support and other overhead, thereby realizing cost efficiencies in the critical start-up phase of each enterprise.
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Workforce and Leadership Development

Workforce Development	Economic development strategies may need to consider human capital and workforce development. Local workforce planning and development boards, in partnership with industry, can develop agri-food labour force strategies that may include identification of emerging careers in agri-food and agriculture technology, attraction of newcomers to the sector and working with industry for potential job fairs for the sector. This strategy may also incorporate training and education including apprenticeships, engagement and retention of youth in the industry.
Youth in Agriculture	Opportunities to promote youth leadership in agriculture may involve organizations, such as 4-H and Junior Farmers that are already actively involved in this area. These organizations often have local or regional chapters to contact. There may be opportunities to support or expand existing programs to reach a broader audience, or tailor programs to fit agricultural employer demands.
Promote mentorship and co-operative education programs	Mentorship programs bring together seasoned business professionals with new entrepreneurs to assist the development of new businesses. Co-operative education programs likely exist through your local high school and provide an opportunity to actively engage local youth with local agri-businesses.
Future Needs for the Labour Force	Keeping an ongoing relationship with local employers in the agricultural and agri-food sector will help you identify where future demands may arise and will help you tailor other programming to support their needs. Work with local workforce planning and development boards to develop an agri-food labour force strategy for the sector. In partnership with industry appropriate training, apprenticeships or education, consider engagement and retention of youth in agriculture.

Agribusiness Recruitment Initiatives	There is an important role to be played in bridging the gap between agri-businesses and local youth – the workforce of tomorrow. Are members of your community (e.g., guidance counsellors, parents, youth etc.) aware of the opportunities for employment that exist in agriculture? Open houses and employment fairs are important in supporting ongoing productivity and helping businesses grow by educating the community about opportunities and allowing employers to recruit employees.
Workshops/ Resources for Succession Planning	The average age of farm operators across the province is increasing. With this comes the challenge of connecting the next generation with opportunities in farming, as they become available. Succession planning involves a strategy to transfer knowledge, skills, labour, management, control and ownership of the farm business from one generation, sometimes known as the founder or retiring generation, to the successor generation. This is a continuous process.
Leadership Development Training	Connect with existing organizations already working in this field (e.g., Junior Farmers, 4H and the Rural Ontario Institute). Identify opportunities for the agricultural community to get engaged in your community in other ways.
Resources for Agribusiness Entrepreneurs	Entrepreneurs are crucial to fostering a vibrant and diverse agri-food sector for the future, through the production of local food and niche-market products that meet growing consumer demands. There are a variety of ways to support emerging agricultural businesses such as developing tailored and specific training opportunities and maintaining an environment that is supportive of innovation.
Access to Farmland	Obtaining access to farmland can be a significant challenge, especially for new farmers. There are several opportunities to facilitate this and examples to draw on, whether by linking prospective farmers up with landowners, leasing public land to farmers or using agricultural easements and land trusts. FarmLink.net , for example, connects farm seekers, farmers and landowners. This online match-making service posts information on farm seekers, their vision, experience and skills. It also identifies farm businesses seeking farmers to run, or partner with in running, their farms. FarmLink also supports broader municipal efforts to attract farmers to their community.

Business Counselling	<p>Business counselling refers to one-on-one business consulting services provided to owners and managers of a single business entity. The business could be an agri-food entity that is a new start-up or an existing business. Information provided to the client might include advice on financing, marketing, exporting, human resources, or any other functional area of the operation.</p> <p>Business counselling resources for new farm businesses can be found in Starting a Farm in Ontario or Starting a Farm in Northern Ontario. The Ontario Soil and Crop Improvement Association also offers Growing Your Farm Profits Workshops to help entrepreneurs maximize their long-term business goals.</p>
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Investment Attraction

Investment Attraction	Municipalities with high capacity economic development departments may engage in investment attraction activities related to the agri-food sector. Generating leads, attending trade shows where buyers and suppliers connect, and marketing local assets suited to a particular industry can help to attract potential investors.
Resources for Investment Attraction	Investment attraction in the agriculture system can range from farmland purchases to new producers or processors who are looking to occupy industrial lands. It is important to have prepared resources that document your community's competitive advantages for agri-business and facilitate answering investors' inquiries for when they become necessary.
Land Inventory Database	A land/property inventory is an up-to-date listing of all the commercial and industrial lands and buildings available for sale or lease in a community. In addition to containing all of the relevant contact information related to the property, the inventory usually lists other key information such as a comprehensive description of the property (i.e., square footage, zoning, servicing, lease rate etc.).
Inquiries Office for Investors & Agribusiness	The importance of having staff available to respond to questions on short notice cannot be underestimated. Responding to site selector inquiries involves providing answers to key questions (i.e., land availability, labour costs, utility costs etc.) posed by a potential investor. It is not uncommon for a site selector to request a response within 24 hours. Engaging the province (i.e. OMAFRA and the Ministry of Economic Development and Growth) is recommended to help ensure provincial investment attraction specialists are aware of the

	assets, sector strengths and opportunities in their respective regions.
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Agriculture Infrastructure and Planning

Infrastructure	<p>Agri-food businesses depend on a variety of infrastructure including transportation assets such as bridges, roads, rail and ports; electricity; natural gas; broadband internet; water for irrigation, livestock and processing; and more. Investments into rural Ontario infrastructure can boost agri-food production, processing and distribution, while expanding the commercial and industrial tax base and creating jobs. Municipalities should consider identifying infrastructure improvements needed to support the agri-food sector. Municipalities can also develop design guidelines for roads, bridges and traffic circles to allow for safe passage of large farm equipment. Municipalities could lead or support initiatives to increase access to natural gas, broadband and multi-modal transportation. Regional agri-food strategies or BR+E studies may help identify infrastructure priorities.</p>
Open for Business Approaches	<p>An "Open for Business Approach" means a community implements policies, procedures and regulations that accomplish their underlying goals but work in harmony with the needs of the business community. Developing clear and timely municipal processes, that take into account unique agricultural timelines, is one way your community can assist both existing and new businesses in making investments.</p>
Official Plans and zoning bylaws that support agri-food & related activities e.g., value-added	<p>The Provincial Policy Statement and the four GGH land use plans permit a wide range of uses in <i>prime agricultural areas</i> which includes <i>agricultural, agriculture-related and on-farm diversified uses</i>. These uses are often part of the agricultural system, making a positive contribution to the agricultural industry either directly or indirectly. They may result in new farm products or necessary and/or valued rural services. Striking a balance between good planning practice and economic development can be a challenge and OMAFRA has guidelines to assist with this. Note: Agriculture advisory committees are helpful to ensure official plan policies and zoning are supportive to agriculture.</p>
Identify Gaps and Support Expansion of Regional Infrastructure	<p>Work with regional partners and governments to promote the importance of increasing access to natural gas, broadband and cellular expansion. With your agricultural advisory committee, promote the importance of agriculture in local planning decisions (e.g., transportation networks that are suitable for agricultural equipment, grain dryers, cold storage</p>

	facilities etc.)
Develop agriculture/rural focussed Community Improvement Plan	<p>Ontario's <i>Planning Act</i> gives municipalities the power to implement Community Improvement Plans (CIPs) to provide financial incentives (grants or loans) to private property owners to undertake physical improvements in areas designated within the municipal official plan. This tool has traditionally been used in urban areas; however, a growing number of municipalities in Ontario are directing CIPs to agricultural and rural areas.</p> <p>The Ministry of Municipal Affairs has a handbook on community improvement plans.</p>
Agricultural Impact Assessments (AIA) and Edge Planning	<p>As outlined in OMAFRA's Agricultural Impact Assessment Guidelines, the <i>Growth Plan</i> and <i>Greenbelt Plan</i> may require AIAs for settlement area expansions, aggregate applications and infrastructure projects. Edge planning addresses the interface between settlement areas and active farmland and aims to achieve compatibility between these two uses. Where high quality farmland is close to areas of concentrated growth, edge planning can help ensure the two can co-exist.</p>
Food Systems Planning	<p>At least 25 rural and urban communities in Ontario have food charters and/or food policy councils (MacRae and Donahue, 2013). These initiatives often involve participants from across the food system including producers, municipal leaders, universities, schools, hospital, public health and food and beverage businesses. When developing food charters/strategies or establishing food policy councils, agricultural representation would be beneficial.</p>

Research and Innovation

Agri-food Asset Mapping	Agri-food asset mapping can highlight Ontario's agri-food strengths. It can also provide an overview of research and industry research collaborations, food and agriculture resources, unique commercialization facilities and government supports in place to drive the growth of food processing. Gaining a more comprehensive understanding your community's agri-food assets will help you to draw important connections along the value chain and tailor your economic development activities to be relevant to your local agriculture sector.
Agricultural Value Chain Analyses	Agricultural value chains can be adapted or expanded to increase local competitive advantage. Collaborations along the value chain link producers, processors, marketers, food service companies, retailers and supporting groups such as shippers, research groups and suppliers. A value chain can be defined as a strategic partnership among inter-dependent businesses that collaborate to progressively create value for the final consumer resulting in a collective competitive advantage. Gaining a better understanding of your local agricultural value chain will help you draw new connections and support the overall sector.
Celebrate Local Agribusiness Innovations	Celebrate and showcase where local agri-businesses are adopting or developing innovative technologies or practices. Sharing new innovations with farmers and agri-businesses is an important capacity-building role for a community to take on.
Share Best Management Practices	Identify and deliver education and training opportunities for local producers. Your role lies in identifying where local producers would benefit from additional information and education, and connecting them with the necessary resources and authorities on these topics. Topics range from new crop opportunities to new technologies and processes for planting, spraying, harvesting and food processing.
Agribusiness Research and Development	Research and innovation is important to produce safe and higher quality food, protect our environment, produce bio-products and renewable fuels, achieve growth and profitability and build stronger rural communities.

Capacity Rankings

Capacity is based on the availability of dedicated staff and volunteers, awareness of the agriculture sector and budget allocation for agricultural economic development. All communities are unique and have varying levels of capacity to take on agricultural economic development. The following section has ranked each activity according to its relative capacity. The legend describes how level of capacity is defined and is categorized by colour in the following table.

Capacity Ranking Legend

Low Capacity	
No dedicated staff with little to no volunteer support. Current staff have little familiarity with the agri-food sector. Little to no budget is available to support agricultural economic development activities.	
Medium Capacity	
1/2 FTE staff and/or some volunteer support. They have moderate experience and expertise in the agri-food sector. Moderate budget for carrying out some activities.	
High Capacity	
1 or more FTE staff and active volunteers to support economic development activities. Staff have a wealth of expertise and experience working in the agri-food sector. Significant budget is available to support agricultural economic development.	

It is important to remember that capacity rankings are not absolute. The capacity required for any given activity will vary depending on the scale and scope of your community's needs. There are opportunities to adapt each of these activities to fit your community's capacity. Collaborating with neighbouring communities, sponsoring existing initiatives, and scoping an initiative's activities may help adapt agricultural economic development initiatives to your community's capacity. Anyone can be a community champion and volunteers will join in when they see momentum building, even through small successes.

There are many other programs, tools and resources to help communities achieve their long-term sustainable economic development goals. Many initiatives are scalable and deliverable with support and assistance from OMAFRA's Regional Agricultural and Rural Economic Development Advisors. Working with an OMAFRA regional advisor can help a municipality identify which economic development tools are most appropriate for their community.

Community-Based Programs to Support Agricultural Economic Development

Agriculture Sector Support Activities	Low Capacity	Medium Capacity	High Capacity
Investment Attraction			✓
Export and Trade Development Services			✓
Agriculture / Local Food BR+E			✓
Regional Infrastructure (e.g., Food Processing Facilities, Grain Terminals etc.)			✓
Agriculture Community Improvement Plan			✓
Agriculture System Inventory - Value Chain Gap Analysis		✓	✓
Implement Local Food Procurement Policies		✓	✓
Agriculture Strategic Action Plan		✓	✓
Implement/Update Agriculture Impact Study		✓	✓
Develop & Promote Agri-Tourism and Local Food Initiatives		✓	✓
Promote Local Agri-Business Innovations	✓	✓	✓
Regional Collaborations	✓	✓	✓
Food Charter	✓	✓	✓
Familiarization / VIP Ag Tours	✓	✓	✓
Agricultural Advisory Committee	✓	✓	✓
Stakeholder Engagement	✓	✓	✓
Agriculture Innovation, Research and Development	✓	✓	✓
Agri-Business Workshops: New Crop Opportunities, Value-Added Food etc.	✓	✓	✓
Community Leadership & Volunteer Development	✓	✓	✓
Agriculture Sector Community Profile	✓	✓	✓

Additional Resources to Support Agricultural Economic Development Initiatives

Agriculture Resources: Explore OMAFRA's ["Agriculture"](#) page for detailed information on a wide variety of agricultural products and practices

Food Production Resources: Explore OMAFRA's ["Food"](#) page for detailed information on programs, tools and resources available to industry stakeholders and the public at large.

Agri-Business Resources

- [Direct Farm Marketing Business Resources](#)
- ["Selling Food to Ontario" Workshops](#)
- [Value Chains in Agriculture, Food and Agri-Products Sectors](#)
- [Best Practices in Local Food: A Guide for Municipalities](#)
- [Guide to Food and Beverage Manufacturing in Ontario](#)
- [Exploring Value-Added Opportunities – Workshops and Resources](#)
- [Growing a Food Processing Business](#)
- [Growing Your Farm Profits](#)
- [OMAFRA Business Development Consultants](#)
- [OMAFRA Investment Consultants](#)
- [OMAFRA's Ontario Food Exports \(OFEX\) Program](#)

Agricultural Data Resources

- [OMAFRA Agricultural Information Atlas](#)
- [Census of Agriculture](#)
- [OMAFRA Agricultural Census Maps](#)
- [AAFC Soil Survey Reports](#)
- [County Agricultural Profiles](#)
- [County Business Profiles](#)
- [OMAFRA Asset Mapping Tools](#)
- [OMAFRA's Agricultural System Portal](#)
- [Business Retention & Expansion Survey Data](#)
- [Statistics Canada: Canadian Census and National Household Survey](#)
- [OMAFRA's Online Analyst Tool \(includes input/ output data\)](#)
- [Municipal Property Tax Assessment \(MPAC\) data \(shared with municipalities\)](#)
- Agricultural organizations (e.g. [Food and Beverage Ontario](#))
- [Food, Agricultural and Resource Economics](#) (University of Guelph)
- Agriculture Impact Studies (where available)
- Municipal Business Count Data and Business Directories
- [Golden Horseshoe Food and Farming Asset Mapping \(for GGH\)](#)

Measuring and Reporting Outcomes

As the action plans are being implemented, you and your leadership team or advisory committee will need to monitor performance measures and report on your progress. It is your responsibility to monitor progress and ensure that the community will follow through on its actions.

The leadership team should work with the coordinator to develop a process for tracking the results of the projects. This will help identify the impact your work is having on the local economy and community. Taking a purposeful approach to performance measurement will help foster a culture of continuous improvement within an organization that can lead to more successful outcomes for all initiatives.

Benefits of measuring performance

By using performance measures on a regular basis to make informed decisions, plans can be corrected mid-course or priorities can be reset to take advantage of emerging opportunities. An internal performance measurement system will drive results and enable your organization to learn from its successes and failures. Regular performance measurement:

- ✓ Provides insight on how to improve organizational practices
- ✓ Helps demonstrate and document changes in initiatives over time
- ✓ Informs decision-making processes including budgeting and staff resources
- ✓ Increases accountability by demonstrating the value of initiative activities in achieving desired outcomes
- ✓ Supports communication of achievements to agricultural partners and the public

Performance Measurement: A Guide for Agriculture and Agri-Food Organizations

OMAFRA has developed a resource guide to help organizations understand, develop and benefit from the performance measurement process. It can be applied to programs and projects that are new or ones that are already up and running. It employs qualitative and quantitative measures and can be used as a report back measure for the success of funded projects and strategic plans.

Conclusion

Agriculture is an important sector in Ontario's economy and to the rural communities throughout the province, in particular. There is unquestionably great opportunity in the agri-food sector to support growth in productivity and foster expansion of innovation.

It is important to note that every community is unique – each with its own challenges and opportunities. While your community may not implement every idea presented in this guide, there are certainly some important elements that extend to most situations. It is important to:

- build community leadership and public support for agricultural economic development;
- get to know your local agriculture sector – both the key players and the type of agriculture taking place;
- understand what businesses need and where they want to go; and
- take action, big or small.

At the end of the day, understand that agriculture does not exist in a vacuum. The actions you take are important and will make a significant difference.

Acknowledgements

The materials in this manual have been adapted from a variety of economic development resources including the Economic Developers of Alberta Agriculture as an Economic Opportunity guide.

The Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) would like to thank the following communities and their representatives for their input into making this guide relevant to the needs of communities across Ontario.

- | | |
|--------------------------------|-------------------------------------|
| • Municipality of South Dundas | • Northumberland County |
| • Town of Lincoln | • Ontario Federation of Agriculture |
| • Temiskaming Shores | • City of Kawartha Lakes |
| • Haldimand County | • Norfolk County |

Contact Information

Agricultural Information Contact Centre: 1-877-424-1300

www.Ontario.ca/Rural

DRAFT COMMITTEE AGENDA

The Corporation of the Municipality of Mississippi Mills

Development & Infrastructure Services Committee

Date
Time
Location

Chair's Name

A. CALL TO ORDER

B. ATTENDENCE

C. DISCLOSURE OF PECNIARY INTEREST AND GENERAL NATURE THEREOF

D. APPROVAL OF AGENDA

E. APPROVAL OF MINUTES

F. PUBLIC MEETINGS at 7:00 p.m.

G. DELEGATIONS AND PRESENTATIONS

H. PLANNING

G.1. Staff Reports

G.1.1 Subdivision Status Information Report – *report to provide information on new residential construction including the status and illustration of Draft Approved Plans of Subdivision, Registered Plans of Subdivision and Active Plans in Process.*

G.1.2. Property Standards & Committee of Adjustment Consent Report – *report to provide information on minor variance applications (refer to definition) and property standards appeals on orders issued.*

G.1.3 Planning Activity Report – *report to provide information on minor site plans approved under delegated authority, pre-consultation meetings and any other activity.*

G.1.4 Other Planning Reports – zoning, site plans, etc.

G.2 Mississippi Valley Conservation Authority Board of Directors Report

I. BUILDING PERMITS AND INSPECTIONS

H.1 Staff Reports

H. 1 Quarterly Building Status Report

F.2. Other Building Reports

J. PUBLIC WORKS (including Utilities)

I.1 Staff Reports

I.1.1 Capital Projects/Contracts Status Report

I.1.2 Operations Status Report

I.1.3 Other Public Works Reports

K. ENVIRONMENT

J.1 Climate Change

J.2 Waste/Recycling

L. INFORMATION AND CORRESPONDENCE

M. MEETING DATE

N. ADJOURNMENT

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 18, 2021
TO: Committee of the Whole
FROM: Cynthia Moyle, Acting Clerk
SUBJECT: Safe Property By-Law (By-Law No. 21-010)
Section 7 Administration and Enforcement Amendments

RECOMMENDATION:

THAT the Committee of the Whole directs the Acting Clerk to prepare the By-Law Amendment to the Safe Property By-Law.

BACKGROUND:

By-Law No. 21-010, being a by-law respecting the cleaning up of yards and vacant lots in the Municipality of Mississippi Mills was adopted on February 16, 2021 referred to as "The Safe Property By-Law".

It has been brought to the attention of the Acting Clerk of an oversight in preparing this by-law. Recommended changes to Section 7, Administration and Enforcement were not incorporated prior to Council enacting this by-law. The By-Law Enforcement Officer has also reviewed the by-law with changes to Section 7.

The Acting Clerk is recommending Section 7, Administration and Enforcement to strike out in its **entirety**:

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

~~b) When any property, after being advised about the concerns by the above, and that the property does not maintain the requirements of this by-law, the officer will notify the property owner, occupant, or other person responsible for the maintenance of the property and if it fails to comply with the Safe Property By-Law and that the property has not been brought into compliance with the~~

~~provisions of the by-law within a specified period, but not less than 24 (twenty-four) hours from the date of the notification;~~

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

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

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

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

And replaced by inserting the following wording:

- a) When any property is not maintained to the requirements of this by-law, the officer may notify the owner, tenant or occupant, or other person responsible for the maintenance of the property, by issuing a *Safe Property Notice* directing that the property be brought into compliance with the provisions of the by-law within a specific period of time, but not less than 24 hours from the date of the Notice. Said Notice shall be sent by registered mail to the last known address as shown on the last tax assessment rolls of the municipality or delivered personally or sent electronically to the owner, tenant or occupant or person responsible for the property.
- b) Where the property owner/occupant is served a *Safe Property Notice* pursuant to Section 7a) and refuses to or fails to comply with the *Safe Property Notice* the officer may initiate corrective actions to bring the property into compliance with the provisions of this by-law. The costs associated with the work done to bring

the *property* into compliance may be recovered by adding the costs to the tax roll and collecting them in the same manner as taxes, pursuant to Section 446(3) of the *Municipal Act 2001, S.O. 2001, C.25*, as amended. The Municipality may apply an administration fee in accordance with the Fees and Charges Bylaw.

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

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

DISCUSSION:

Staff will ensure every effort is made to ensure accuracy in by-laws presented to Council.

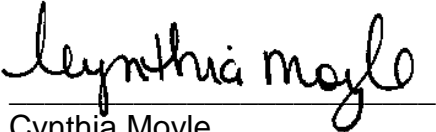
FINANCIAL IMPLICATIONS:

None

SUMMARY:

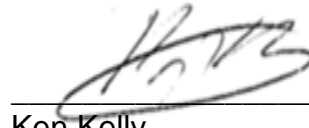
Staff recommendation is to proceed with the amendment.

Respectfully submitted by,



Cynthia Moyle,
Acting Clerk

Reviewed by:



Ken Kelly,
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 1, 2021

TO: Committee of the Whole

FROM: Cynthia Moyle, Acting Clerk

SUBJECT: Part 1 – Provincial Offences Act
Set Fine Schedule
By-Law No. 07-72, Transient Traders
By-Law No. 19-41, Pool
By-Law No. 21-010, Safe Property

RECOMMENDATION:

THAT the Committee of the Whole directs the Acting Clerk to proceed with Part 1 – Provincial Offences Act, Set Fine Schedule amendments to By-Law No. 07-72 Transient Traders, By-Law No. 19-41 Pool and By-Law No. 21-010 Safe Property.

BACKGROUND:

By-laws are enforced under the *Provincial Offences Act, R.S.O. 1990, c.P.33* (commonly referred to as POA). There are three (3) ways that an officer may lay a charge:

- Part I Offence (tickets) with a set fine amount (general offences for which a Municipality has received consent to issue Certificates of Offence);
- Part II Offence (parking ticket) with a set fine amount; and
- Part III Offence (court) with a penalty, if so determined by a Justice of the Peace.

The POA defines a **set fine** as the amount specified for an offence under section 91.1 by the Chief Justice of the Ontario Court of Justice or by a regional senior judge of that court for the purpose of proceedings under Part I or II.

In order to issue a Part I or II ticket, a municipality must pass a by-law prohibiting the offence and apply to the Chief Justice for approval of the set fine amount. Applications to approve set fines are submitted to the Ministry of the Attorney General for consideration.

The maximum set fine for a Part 1 offence is \$1,000.

DISCUSSION:

Set fines provide three (3) benefits for an effective enforcement program:

- Set fines deter the public from contravening a by-law. Fines should be enough to discourage the public from contravening by-laws, but not so high that it is considered excessive;
- Set fines help to communicate to the public the severity of the offence; and
- Set fines also provide an efficient method for officers to lay a charge.

Without a set fine, the By-Law Enforcement Officer must lay a charge under a Part III offence, schedule a court date, attend court and ask the Justice to assess the situation and determine appropriate penalty, if applicable. Issuing a ticket is a more efficient process for both the By-Law Officer and the accused. The set fine is approved by the Justice.

Staff is seeking to have the set fines for various by-laws. Once approval has been received, the Clerk's Department will amend the various by-laws and attach the schedules.

After final approval, the Clerk's Office will prepare and apply to the Justice for approval.

APPENDIX "A"
THE MUNICIPALITY OF MISSISSIPPI MILLS
TRANSIENT TRADERS BY-LAW No. 07 - 72
PART 1 - PROVINCIAL OFFENCES ACT
SET FINE SCHEDULE

Item	Column 1 Short Form Wording	Column 2 Section Creating Offence	Column 3 Set Fine
1	Sale / offer for sale goods or services - No License	Section 2	\$200
2	Sell / Expose for sale from Motor vehicle – No License	Section 4	\$200
3	Prohibited Yard Sale – More than two per year	Section 7	\$200
4	Hold Yard Sale – Prohibited Time	Section 7	\$200
5	Conduct sales from private property with consent of property owner	Section 9	\$200
6	Fail to post license in a conspicuous place - Premise	Section 24 a)	\$200
7	Fail to Possess License - Person	Section 24 b)	\$200

* Note: The general penalty provision for the offences indicated above is Section 29 of By-law 07 - 72, a certified copy of which has been filed.

APPENDIX "A"
THE MUNICIPALITY OF MISSISSIPPI MILLS

Pool By-law No.19 - 41

PART 1 - PROVINCIAL OFFENCES ACT

SET FINE SCHEDULE

Item	Column 1 Short Form Wording	Column 2 Section Creating Offence	Column 3 Set Fine
1	Fail to construct / maintain pool enclosure	Section 9	\$200
2	Water in Pool - Improper enclosure	Section 10	\$200
3	Owner / agent / occupant Permit Abandoned Pool	Section 11	\$200
4	Construct / Cause to construct pool – No Permit	Section 13	\$500
5	Construct / Cause to construct pool – No Valid Permit	Section 22	\$250
6	Owner / agent fail to notify C.B.O. of the commencement of construction	Section 25	\$200
7	Owner / agent fail to notify C.B.O. prior to use.	Section 26	\$200
8	Improper Pool Enclosure	Section 30 a) to f)	\$200
	Fail to Maintain Pool – Water Stagnant	Section 38	\$200
	Fail to restore / remove stagnant pool water	Section 38	\$200

* Note: The general penalty provision for the offences indicated above is Sections 46 & 47 of By-law 19 - 41, a certified copy of which has been filed.

APPENDIX "A"
THE MUNICIPALITY OF MISSISSIPPI MILLS
SAFE PROPERTIES BY-LAW NO. 21-010
PART 1 - PROVINCIAL OFFENCES ACT
SET FINE SCHEDULE

Item	Column 1 Short Form Wording	Column 2 Section Creating Offence	Column 3 Set Fine
1	Fail to Maintain Property – Refuse/Debris	Section 4 a)	\$200
2	Permit Overgrowth of Vegetation	Section 4 b)	\$200
3	Fail to Maintain Adjacent Property	Section 4 c)	\$200
4	Fail to Maintain Hedge/Shrub/Tree	Section 4 d)	\$200
5	Littering	Section 4 e)	\$200
6	Permit Pest Infestation	Section 4 f)	\$200
7	Prohibited Storage	Section 4 g)	\$200
8	Pool/Hot Tub/Pond – Not Maintained	Section 4 h)	\$200
9	Permit Prohibited Water Discharge	Section 4 i)	\$200
10	Commercial Waste Bin/Dumpster - Overloaded	Section 4 j)	\$200

* Note: The general penalty provision for the offences indicated above is Section 9 of By-law No. 21-010, a certified copy of which has been filed.

FINANCIAL IMPLICATIONS:

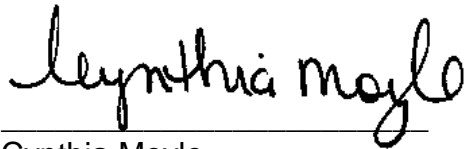
There would be no financial implications with having set fines approved other than the costs of ordering the short forms for the By-Law Enforcement Officer.

SUMMARY:

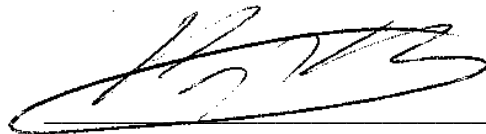
Staff recommendation is to proceed with the Part 1 – Provincial Offences Act, Set Fine Schedule amendments to the various by-laws.

Respectfully submitted by,

Reviewed by:



Cynthia Moyle,
Acting Clerk



Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. By-Law No. 07-72, Transient Traders
2. By-Law No. 19-41, Pool
3. By-Law No. 21-010, Safe Property

TOWN OF MISSISSIPPI MILLS

BY-LAW NO. 07- 72

BEING a by-law to license, regulate and govern the sale or hire of goods or services on an intermittent or one-time basis and the activities of a transient trader.

WHEREAS under the Municipal Act, 2001 (S.O. 2001 c.25) a municipality may provide for a system of licenses with respect to a business

AND WHEREAS the Council of the Corporation of the Town of Mississippi Mills deems it desirable and necessary to enact a by-law regarding the licensing, regulating and the governing the sale or hire of goods or services on an intermittent or one-time basis and the activities of a transient trader.

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

DEFINITIONS

1. For the purpose of this by-law, the following definitions shall apply:

Applicant - means a person applying for a license under this by-law

Business - the sale or hire of goods or services on an intermittent or one-time basis and the activities of a transient trader

By-law Enforcement Officer - means a by-law enforcement officer so appointed by the Corporation of the Town of Mississippi Mills under the Police Services Act

Clerk - means the Clerk of the Corporation of the Town of Mississippi Mills

Council - means the Council of the Corporation of the Town of Mississippi Mills

License - means a license issued under this by-law

Licensed - means licensed under the provisions of this by-law

Licensee - means a person licensed under this by-law

Salesperson - means any and every person who goes from place to place or to a particular place with goods, wares or merchandise for sale or who carries and exposes samples, patterns or specimens of any goods, wares or merchandise that are to be delivered in the Town of Mississippi Mills. A salesperson includes any person who is an employee of a company

Town - means the Corporation of the Town of Mississippi Mills

LICENSES

2. No person shall carry on, within the Town of Mississippi Mills, the sale or hire of goods or services on an intermittent or one-time basis or the activities of a salesperson unless he/she has obtained from the Town a license authorizing him/her to carry on such business in accordance with this by-law.
3. Each and every person who holds a license shall, in carrying on or engaging in a business for which the license is issued, comply with this by-law

4. No person shall sell or expose for sale any sample, patterns or specimens of goods, wares or merchandise to the public from an automobile or truck or other such motor vehicle unless he/she has obtained from the Town a license authorizing him/her to carry on such business in accordance with this by-law..

EXEMPTIONS

5. No permit shall be required for:
 - a. yard sales (garage sales)
 - b. sales included as part of a community festival, performance or event: Puppets Up, Almonte Fair, Celtfest, 5-Span Jam etc where the salesperson has an agreement with the organizers of the event;
 - c. sales included as part of the Almonte Farmers' Market Association; and
 - d. sales included as a non-profit community organizations fundraising event
 - e. services provided by any construction trade
 - f. locally grown seasonal produce.

RESTRICTIONS

6. Further, this restriction does not include a licensed refreshment vehicle in accordance with the Seasonal Stand by-law.
7. Notwithstanding this provision, no person shall be permitted to hold a yard sale of items from the individual's home more that twice each calendar year. A yard sale shall not start before 7:00 a.m. and all sales shall terminate by 6:00 p.m.
8. No such license is required for hawking, peddling or selling goods, wares or merchandise:
 - a. to wholesale or retail dealers in similar goods, wares or merchandise, or
 - b. if the goods, wares or merchandise are hawked, peddled or sold by a person who pays business tax in the Town of Mississippi Mills, or by his/her employee, or by his/her agent, or leases/rent space from a person who pays business tax in the Town of Mississippi Mills
 - c. if the goods, wares or merchandise are hawked, peddled or sold by an agent of the grower, producer or manufacturer, acting on behalf of a dealer who pays business tax in the Town of Mississippi Mills in respect of premises used for the sale of such goods, wares or merchandise, or
9. The issuance of a license does not constitute the granting of authority by the Town for salespersons to operate on privately owned property, without the property owner's consent. The liability to obtain such consent rests solely on the licensee.

APPLICATION FOR LICENSE

10. Every person who requires a license under the provisions of this by-law shall:
 - a) apply to the Clerk upon such form or forms as shall be prescribed by the Town;
 - b) provide any documentation required in accordance with this by-law; and
 - c) pay, by cash, debit card or certified cheque, the applicable license and application fee set out in Schedule C to this by-law.

11. If a license is not issued, the application fee referred to in Section 10. c) shall not be refunded.
12. The license fee referred to in Section 10. c) shall not be reduced or pro-rated
13. Where a business or an association applies for a license in accordance with Section 2, the names and addresses of each member of the partnership or association shall be set out in the application.

PROCESSING AND ISSUANCE

14. The Town reserves the right to investigate any business or individual who applies for a license under this by-law. Such investigation shall be conducted by the Ontario Provincial Police and reported to the Clerk. The issuance of any license may be subject to the written approval of the following:
 - a) Ontario Provincial Police
 - b) Fire Department
 - c) Medical Officer of Health
 - d) Town's Planning Department
 - e) Town's Building Department
15. Each person who obtains a salesperson license under the provisions of this by-law shall wear the license identification badge as issued by the Clerk. This badge shall be worn at all times during the conduct of business. The said badge shall display the person's name, his/her picture, company/business, license number and expiry date of the license. A sample badge is attached hereto as Schedule B.

REFUSAL TO ISSUE

16. The Clerk shall refuse to issue any license if the applicant does not meet the requirements for application as set out in this by-law, or if there is a breach of this or any by-law of the Town, Provincial Law or Federal Law, or which may be contrary to the public interest, including public safety and/or health.

EXPIRY

17. An annual license issued under this by-law shall be valid only from the date of its issue until December 31st of the year of its issue. A monthly license shall be valid for one month from the date of issue.

RENEWAL

18. The Clerk may renew an existing license if the licensee fulfills the application requirements set out in Section 10-13.
19. An application for renewal made thirty (30) days after the expiry date of the license set out in Schedule A to this by-law shall be treated as a new application.

REFUSAL TO RENEW

20. A license shall not be renewed by the Clerk until it has been determined that the licensee has complied with:
 - a) the regulations under the jurisdiction of the Police Services;

- b) this or any other by-laws of the Town; and
 - c) any other Federal or Provincial statutes.
21. The Clerk may refuse to renew the license if the licensee does not meet all of the requirements for renewal as set out in Sections 18-19 of this by-law.
22. If the Clerk refuses to renew the license, the licensee shall receive notice of refusal in writing, said notice to be served personally upon or sent by prepaid registered mail to the licensee.

TRANSFERS

23. Licenses issued to salespersons are not transferable

GENERAL PROVISIONS

24. Every person obtaining a license under this by-law shall:
- a) where the license applies to a premises, keep his/her license posted up in a conspicuous place on the premises in respect to which the license is issued; and
 - b) where the same does not apply to a premises, keep on his/her person, the license issued.
25. Every person applying for or holding a license under this by-law shall comply with the regulations set out in the respective schedules to this by-law.
26. A license is issued subject to the condition that the holder of the license indemnifies in writing and saves harmless the Town and the employees, contractors and agents of the Town from all loss, damage, legal action, costs and expenses arising from the carrying on of the business for which the license was issued.
27. No person shall enjoy vested rights in the continuance of a license and upon the issue, renewal, cancellation or suspension thereof, the value of the license shall be the property of the Town of Mississippi Mills.

REVOCATION AND SUSPENSION

28. Council may suspend or revoke any license issued under this by-law. Before suspending or revoking any such license, the holder thereof shall be given at least seven (7) days notice by registered letter signed by the Clerk and mailed or hand-delivered to address given by the licensee in his/her application, and shall be permitted either by himself/herself or his/her representative to appear before the Council to show cause why he/she believes such license should not be revoked.

PENALTY AND ENFORCEMENT

29. Any person who contravenes any of the provisions of this by-law and the procedures with respect thereto is guilty of an offence and the enforcement and the penalty imposed thereunder shall be subject to the provisions of *The Provincial Offences Act*, R.S.O. 1990, chapter P. 53 and any amendments thereto, and the penalty for the commission of any such offence shall be as provided for in the said *Provincial Offences Act*.

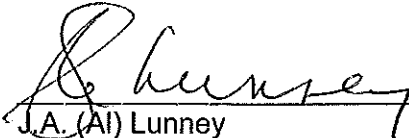
30. Where a provision of this by-law conflicts with a provision of another by-law in force in the Town of Mississippi Mills, provisions that establish the higher standards shall prevail in order to protect the health, safety and welfare of the general public.
31. This by-law shall be enforced by the By-Law Enforcement Officer and/or an officer of the Ontario Provincial Police.
32. Schedules A, B, C, attached to this By-law shall form part of this by-law.
33. Should any part, section, subsection or portion of this by-law be repealed or declared by a court of competent jurisdiction to be illegal, the same shall not affect the validity of the by-law as a whole or in part thereof, except for that which was declared to be invalid.
34. This by-law shall come into force and take effect on the date of its passing.

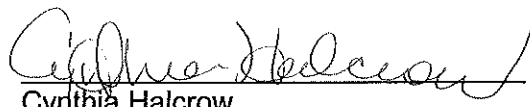
SHORT TITLE

35. This By-law may be cited as the "Transient Trader" By-law

BY-LAW READ a first and second time, this 5th day of November, 2007.

BY-LAW READ a third time, passed, signed and sealed in open council, this 5th day of November, 2007.


J.A. (Al) Lunney
MAYOR


Cynthia Halcrow
TOWN CLERK

SCHEDULE "A"
FEES FOR LICENSES



Business License Fees:

- a) Up to two locations or four salespersons:
 - Full Year \$ 500.00
 - 30 days \$ 100.00

- b) Over two locations or four salespersons:
 - Full Year \$1,000.00
 - 30 days \$ 200.00

SCHEDULE "B"

SAMPLE IDENTIFICATION BADGE

 Mississippi Mills	SALESPERSON'S LICENSE # _____
By-law 07- _____ Town Clerk	
License expires: December 31, 2007	NAME: _____

**SCHEDULE "C"
APPLICATION FORM**



Mississippi
Mills

- ☐ New application
☐ Renewal

APPLICATION FOR TRANSIENT TRADER LICENSE
(Pursuant to By-law 07 -)

Name: _____

Address: _____

Mailing Address: (if different) _____

Home phone # _____ Work phone # _____

License applied for: Full Year ☐
 30 days ☐

Type of merchandise/sales: _____

Proposed Locations: _____

INFORMATION REQUIRED TO ACCOMPANY APPLICATION:

		Attached	To Come
1.	Indemnification (attached to this application)		
2.	Applicable License Fee: Salesperson (each)		
	<input type="checkbox"/> Full Year \$500.00		
	<input type="checkbox"/> 30 days \$100.00		

Signature of Applicant

Date of Application

Office Use Only

License Approved

☐ Date: _____

INDEMNIFICATION

I _____ acknowledge that the Town of Mississippi Mills has granted me a license to operate a transient trader business within the geographic boundaries of the Corporation of the Town of Mississippi Mills.

I, therefore, agree to indemnify and save harmless the Corporation of the Town of Mississippi Mills, its heirs, executors, administrators and assigns, from all actions, causes of action, damages, expenses, costs, claims and demands which may be brought against it by any person in respect of or arising out of the operation of my seasonal stand for which a license was granted by the Corporation of the Town of Mississippi Mills.

(Licensee's signature)

Date

Witness

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-41

BEING a by-law respecting the enclosure of pools.

WHEREAS section 11(2), paragraphs 6 and 10, of the *Municipal Act 2001*, S.O. 2001 c. 25 (hereinafter the "*Municipal Act 2001*"), authorizes a lower tier municipality to pass by-laws respecting health, safety and well-being of persons, and by-laws respecting structures, including fences and signs;

AND WHEREAS section 8(3) of the *Municipal Act 2001*, authorizes a municipality to regulate or prohibit in respect of matters within their jurisdiction, and to require persons to obtain permits and provide for a system of obtaining permits in relation to those matters;

AND WHEREAS under section 128 of the *Municipal Act 2001*, a local municipality may prohibit and regulate with respect to public nuisances, including matters that in the opinion of council is or could become or cause public nuisances;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it necessary to regulate pools and enclosures for pools;

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

PART I – DEFINITIONS AND INTERPRETATION

DEFINITIONS

1. In this by-law,
 - a) "*abandoned pool*" means a *pool* that is abandoned whether or not it contains water and whether or not it is being used, or a *pool* by reason of its state of repair is incapable of safely being used and may include, but is not limited to, its structure, support structure, and containment liner, deck or state of its being maintained;
 - b) "*agent*" means a person duly authorized by the *owner* in writing to act for or represent the *owner* of land on which a *pool* or *enclosure* is to be *constructed* or is located;
 - c) "*Chief Building Official*" means the chief building official appointed by the council of the *municipality*, and for the purposes of administering and enforcing the provisions of this by-law, includes a person authorized to exercise the same powers and duties as the chief building official;

- d) "*construct*" means to do anything in the erection, installation, extension, material alteration, removal or demolition of a *pool* or *enclosure*, or construction of a building as defined and regulated by the *Building Code Act* 1992, S.O. 1992 c. 23, (hereinafter the "*Building Code Act*"), and "construction", "constructed", "reconstruction" and "reconstructed" has a corresponding meaning;
- e) "*enclosure*" means any combination of fence, wall, *safety cover*, or other structure, including any permitted door, gate, or other access opening, surrounding a *pool* to restrict access thereto;
- f) "*exterior side lot line*" has the same meaning as "exterior side lot line" or "lot line, exterior side" as defined in the Comprehensive Zoning By-Law of the *municipality*;
- g) "*front lot line*" has the same meaning as "front lot line" or "lot line, front" as defined in the Comprehensive Zoning By-Law of the *municipality*;
- h) "*grade*" means the elevation of the finished surfaces immediately surrounding the *pool* or the *enclosure*;
- i) "*hot tub*" means a type of *pool*, capable of producing and containing hot aerated water, and commonly used for recreation or physical therapy, and includes tubs commonly referred to as "whirlpool" and "spa";
- j) "*lot line*" has the same meaning as "lot line" as defined in the Comprehensive Zoning By-Law of the *municipality*;
- k) "*municipality*" means the Corporation of the Municipality of Mississippi Mills;
- l) "*occupant*" means a person who is in physical possession of premises, or a person who has responsibility for and control over the condition of premises or the activities carried on, or control over persons allowed to enter the premises, even if there is more than one occupant of the same premises;
- m) "*officer*" means a person appointed by the council of the *municipality* as a municipal by-law enforcement officer for the purposes of enforcing by-laws, and may also be referred to as a by-law officer, peace officer, inspector, or property standards officer;
- n) "*owner*" means a person who is the registered owner of the land on which a *pool* or *enclosure* is to be constructed or is located;

- o) “*permit*” means a permit issued by the *Chief Building Official* as prescribed in this by-law for the *construction* of a *pool* and *enclosure*;
- p) “*pool*” means a pool of water for swimming, bathing, wading or reflecting, including a *hot tub*, which is capable of retaining a water depth equal to or greater the 600 mm (23 5/8 in) at any point, but shall not include facilities for the purposes of providing water to livestock or for irrigation of crops which are associated with and located on land devoted to the practice of farming, or stormwater management ponds;
- q) “*rear lot line*” has the same meaning as “rear lot line” or “lot line, rear” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- r) “*safety cover*” means a rigid cover or lid on a *hot tub* to restrict access thereto;
- s) “*side lot line*” has the same meaning as “side lot line” or “lot line, side” as defined in the Comprehensive Zoning By-Law of the *municipality*; and,
- t) “*stagnant*” means water that is untreated or having no current or flow, often having an unpleasant smell and appearance, can become a breeding location for insects, or pose a hazard to health as a consequence of its condition.

INTERPRETATION

- 2. In the event of any conflict between the provisions of this by-law and any provision of contained in a by-law of the *municipality* respecting fences, the provisions of this by-law shall prevail.
- 3. Unless otherwise defined, the words and phrases used in this by-law have their normal and ordinary meaning.
- 4. This by-law includes the schedules annexed hereto and the schedules are hereby declared to form part of this by-law.
- 5. The headings and subheadings used in this by-law are inserted for convenience of reference only, form no part of this by-law, and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
- 6. Unless the context requires otherwise, references to items in the plural include the singular unless used with a number modifying the term.
- 7. All distances, areas, weights, or other measurements in this by-law shall be read and enforced as the specified metric units, and other converted units specified in parentheses are inserted for convenience only.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-41

BEING a by-law respecting the enclosure of pools.

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AND WHEREAS section 8(3) of the *Municipal Act 2001*, authorizes a municipality to regulate or prohibit in respect of matters within their jurisdiction, and to require persons to obtain permits and provide for a system of obtaining permits in relation to those matters;

AND WHEREAS under section 128 of the *Municipal Act 2001*, a local municipality may prohibit and regulate with respect to public nuisances, including matters that in the opinion of council is or could become or cause public nuisances;

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 - b) "*agent*" means a person duly authorized by the *owner* in writing to act for or represent the *owner* of land on which a *pool* or *enclosure* is to be *constructed* or is located;
 - c) "*Chief Building Official*" means the chief building official appointed by the council of the *municipality*, and for the purposes of administering and enforcing the provisions of this by-law, includes a person authorized to exercise the same powers and duties as the chief building official;

- d) "*construct*" means to do anything in the erection, installation, extension, material alteration, removal or demolition of a *pool* or *enclosure*, or construction of a building as defined and regulated by the *Building Code Act* 1992, S.O. 1992 c. 23, (hereinafter the "*Building Code Act*"), and "construction", "constructed", "reconstruction" and "reconstructed" has a corresponding meaning;
- e) "*enclosure*" means any combination of fence, wall, *safety cover*, or other structure, including any permitted door, gate, or other access opening, surrounding a *pool* to restrict access thereto;
- f) "*exterior side lot line*" has the same meaning as "exterior side lot line" or "lot line, exterior side" as defined in the Comprehensive Zoning By-Law of the *municipality*;
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- l) "*occupant*" means a person who is in physical possession of premises, or a person who has responsibility for and control over the condition of premises or the activities carried on, or control over persons allowed to enter the premises, even if there is more than one occupant of the same premises;
- m) "*officer*" means a person appointed by the council of the *municipality* as a municipal by-law enforcement officer for the purposes of enforcing by-laws, and may also be referred to as a by-law officer, peace officer, inspector, or property standards officer;
- n) "*owner*" means a person who is the registered owner of the land on which a *pool* or *enclosure* is to be constructed or is located;

- o) “*permit*” means a permit issued by the *Chief Building Official* as prescribed in this by-law for the *construction* of a *pool* and *enclosure*;
- p) “*pool*” means a pool of water for swimming, bathing, wading or reflecting, including a *hot tub*, which is capable of retaining a water depth equal to or greater the 600 mm (23 5/8 in) at any point, but shall not include facilities for the purposes of providing water to livestock or for irrigation of crops which are associated with and located on land devoted to the practice of farming, or stormwater management ponds;
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- r) “*safety cover*” means a rigid cover or lid on a *hot tub* to restrict access thereto;
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- t) “*stagnant*” means water that is untreated or having no current or flow, often having an unpleasant smell and appearance, can become a breeding location for insects, or pose a hazard to health as a consequence of its condition.

INTERPRETATION

- 2. In the event of any conflict between the provisions of this by-law and any provision of contained in a by-law of the *municipality* respecting fences, the provisions of this by-law shall prevail.
- 3. Unless otherwise defined, the words and phrases used in this by-law have their normal and ordinary meaning.
- 4. This by-law includes the schedules annexed hereto and the schedules are hereby declared to form part of this by-law.
- 5. The headings and subheadings used in this by-law are inserted for convenience of reference only, form no part of this by-law, and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
- 6. Unless the context requires otherwise, references to items in the plural include the singular unless used with a number modifying the term.
- 7. All distances, areas, weights, or other measurements in this by-law shall be read and enforced as the specified metric units, and other converted units specified in parentheses are inserted for convenience only.

8. It is declared that if any section, subsection, paragraph or part thereof is declared by any Court to be bad, illegal, or ultra vires, such section, subsection, paragraph part or parts shall be deemed to be severable and all other parts of this by-law are declared to be separate and independent, and enacted as such.

PART II – GENERAL

GENERAL

9. Every owner shall ensure that a *pool* and an *enclosure* is *constructed* and maintained according to the provisions of this by-law.
10. No person shall place water in a *pool*, or allow water to remain in a *pool*, unless the *pool* and prescribed *enclosure* has been *constructed* and maintained in accordance with the provisions of this by-law.
11. No *owner, agent, or occupant* shall allow a *pool* to become an *abandoned pool*.
12. Every *owner, agent, or occupant* shall ensure that all lockable openings and devices prescribed in this by-law serving an *enclosure* are locked and in effect while the *pool* is not in use, other than times when access to the *enclosure* is necessary for other purposes.

PART III – PERMITS

PERMIT REQUIREMENTS

13. Except as provided in Section 14, no person shall *construct* or cause to *construct* a *pool* unless a *permit* has been issued by the *Chief Building Official*.
14. A *permit* is not required in the case of a *pool* or *enclosure* which is being *reconstructed* provided that,
 - (a) a *permit* was obtained for the original *pool*;
 - (b) the *pool* is *reconstructed* in the same position and the same manner in which it was previously *constructed*; and,
 - (c) the *reconstruction* of the *enclosure* meets the requirements with the provisions of this by-law.

APPLICATION FOR A PERMIT

15. An *owner* or their *agent* shall file an application for a *permit* to *construct* a *pool* with the *Chief Building Official* on the application form prescribed by the *Chief Building Official*.
16. Every application for a *permit* shall be accompanied by,

- (a) two (2) copies of a site-plan that will identify the location of the *pool*, any buildings or structures, *enclosure* location in relation to the *pool* and buildings or structures, location(s) of any permitted door, gate, or other opening in the *enclosure*, *pool* equipment location, well and septic location (if applicable) and closest measured distance from the *pool* and *enclosure* to each *lot line* of the property it is being installed on;
- (b) two (2) copies of plans indicating the dimensions of the *pool* (diameter, width, length), the depth of the *pool* (in deep and shallow end if applicable), and height of the *pool* above *grade* if applicable;
- (c) the payment of the required fee as prescribed in the Fees By-law of the *municipality* in effect on the day the application is made;
- (d) the information and address of the property that the *pool* will be located, the names, addresses, telephone numbers, and email addresses of the *owner*, their *agent*, and the contractor performing the work, where applicable, on the application form; and,
- (e) any other information that the *Chief Building Official* deems necessary to determine whether the proposed *construction* will comply with this by-law and any other applicable by-law.

17. Every application for a *pool permit* that proposes the *construction* of a deck, floor, platform, structure, public pool or public spa, or any other building, as defined and regulated under the *Building Code Act*, shall be accompanied by a separate building permit application that complies with all requirements of that application and any building by-law made under the *Building Code Act*.

ISSUANCE, CANCELLATION AND REVOCATION

18. The *Chief Building Official* shall inform the *owner* or their *agent* in writing of any reason that a *permit* is refused or cannot be issued if the application or any *construction* proposed in the application does not comply with the provisions of this by-law or any other applicable by-law.
19. Where the application and the *construction* proposed in the application is in general conformance with the provisions of this by-law, the *Chief Building Official* shall issue a *permit* to the *owner* or their *agent* within a reasonable timeframe.
20. The application for a *permit* will remain active for a period of six (6) months from the date of receipt, after which, if the *permit* has not been issued, the application shall be deemed abandoned and the *Chief Building Official* shall cancel the application and, except as provided in Section 21, the *permit* application fee shall be forfeited.
21. Where a *permit* has not been issued, a refund amounting to fifty percent (50%) of the *permit* application fee shall be provided where the *owner* or their *agent*

requests in writing within a period of ten (10) business days from the date of receipt of the application that the application be cancelled.

22. A *permit* shall be valid for an initial period of one (1) year from the date of issuance of the *permit*, after which, if the *permit* has not been deemed complete under Section 28, the *permit* shall be renewed for an additional period of one (1) year for each consecutive year that the *permit* is not complete, including payment of the required annual *permit* renewal fee as prescribed in the Fees By-law of the *municipality* in effect on the day a renewal fee is due.
23. Where a *permit* has been issued, the *owner* or their *agent* may request in writing that the *permit* be cancelled, provided that either no *construction* of the *pool* has taken place, or any *pool* forming part of the *permit* has been removed from the property, and the *permit* application fee shall be forfeited.
24. The *Chief Building Official* may revoke a *permit* that has been issued,
 - (a) if it was issued on mistaken, false or incorrect information;
 - (b) if, one (1) year after its issuance, the *construction* in respect of which it was issued has not, in the opinion of the *Chief Building Official*, been seriously commenced; or
 - (c) if it was issued in error.

PART IV – INSPECTION, COMPLETION AND USE

25. The *owner* or their *agent* shall notify the *Chief Building Official* of commencement of *construction*.
26. The *owner* or their *agent* shall notify the *Chief Building Official* of readiness for inspection and schedule for an inspection by an *officer* upon completion of *construction* of the *pool* and *enclosure*, prior to use of the *pool*.
27. Upon the inspection required in Section 26, if the *officer* has deemed the *pool* and/or *enclosure* is not in conformance with the provisions of this by-law, the *owner* or their *agent* shall, in addition to complying with Section 10 and 11, remedy the *construction* as necessary, and re-schedule for an inspection by an *officer*, prior to use of the *pool*.
28. Upon the inspection required in Section 26, if the *officer* has deemed the *pool* and *enclosure* to be in conformance with the provisions of this by-law, the *Chief Building Official* or the *officer* shall notify the *owner* or their *agent* of completion of the *permit*.

PART V – POOL AND ENCLOSURE SPECIFICATIONS

ENCLOSURE REQUIREMENTS

29. Every *pool* shall be provided with an *enclosure*.
30. Except as permitted in Sections 31, 32, and 34, every *enclosure* shall comply with the following criteria:
- (a) shall have a minimum height of 1.5 m (4 ft 11 in) above adjacent *grade*;
 - (b) shall have a vertical orientation, and be of a close boarded, chain link, or other suitable design, to reasonably deter children from climbing or gaining access to the *pool*;
 - (c) shall have no openings under or in the *enclosure* that will allow the passage of a 100 mm (4 in) diameter sphere;
 - (d) any door, gate, or other access opening, other than those in the wall of a building that forms part of the *enclosure*, shall be self-closing with lockable and self-latching hardware installed no lower than a height of 1.35 m (4 ft 5 in);
 - (e) any door in the wall of a building that forms part of the *enclosure* shall be lockable from the inside of the building, with the lockable device installed no lower than a height of 1.35 m (4 ft 5 in); and,
 - (f) shall have a minimum horizontal distance of 750 mm (2 ft 5 1/2 in) between any part of the *enclosure* and the nearest wetted surface of the *pool* for a continuous distance of at least fifty percent (50 %) of the perimeter of the *pool*.
31. An *enclosure* is deemed to comply with Section 30 if it complies with the following criteria:
- (a) the *pool* shall have a sidewall height of at least 1.2 m (3 ft 11 in) above adjacent *grade* around the outside perimeter of the *pool*;
 - (b) the sidewalls in (a) shall be vertical, smooth, and have no horizontal projections, or any other projections that will facilitate climbing;
 - (c) no *pool* equipment or any other climbable surface above adjacent *grade* shall be located within 1.2 m (3 ft 11 in) of the sidewall of the *pool* or any access to the *pool*;
 - (d) any ladder providing access to the *pool* shall be either readily removable without the use of tools, or shall be lockable in a non-climbable or upright position;
 - (e) any deck, floor, or platform that is adjacent to the *pool*, and/or provides access to the *pool*, shall have a minimum height of 1.2 m (3 ft 11 in) that is considered non-climbable around its entire perimeter, with no openings that will allow the passage of a 100 mm (4 in) diameter sphere;
 - (f) any access opening, other than those in the wall of a building that forms part of the *enclosure*, shall have a self-closing gate with a minimum height

- of 1.5 m (4 ft 11 in), and with lockable and self-latching hardware installed no lower than a height of 1.35 m (4 ft 5 in); and,
- (g) any door in the wall of a building that forms part of the *enclosure* shall be lockable from the inside of the building, with the lockable device installed no lower than a height of 1.35 m (4 ft 5 in).
32. An *enclosure* that serves a *hot tub* is deemed to comply with Section 30 if it complies with the following criteria:
- (a) a *safety cover* shall be permanently attached to the *hot tub* and completely cover the top of *hot tub*;
 - (b) the *safety cover* shall incorporate a lockable device; and,
 - (c) the *safety cover* shall be structurally adequate to resist entry to the *hot tub*.
33. Barbed wire or fencing energized by electrical current, sharp projections or any other dangerous characteristics shall not be used as an *enclosure*.
34. A *pool* need not comply with Sections 30 through 32 where the *pool* is entirely indoors and enclosed within a building, and the building and any access to the *pool* acts as an *enclosure* that, in the opinion of the *Chief Building Official*, meets the same level of performance of the *enclosures* prescribed in Sections 30 through 33.

POOL REQUIREMENTS

35. Every *pool*, other than a *hot tub*, shall be provided with a least one exit ladder nearest to the deepest part of the *pool*, where the *pool* area does not exceed 56 m² (603 ft²), with an additional exit ladder to be provided from any other part of the *pool* where the *pool* area exceeds 56 m² (603 ft²).
36. Electrical services to a *pool*, including surrounding decking and operational equipment, shall comply with all requirements of the Ontario Electrical Safety Code and the Electrical Safety Authority (ESA) as necessary, and upon request of an *official*, a copy of an ESA certificate of inspection shall be provided to the *official*.
37. Hose bibs servicing a *pool* shall be provided with back flow protection.
38. Water in a *pool* shall be maintained and not become *stagnant*, and any *stagnant* water in a *pool* shall be fully restored to an acceptable standard or be removed.

ZONING AND SETBACK REQUIREMENTS

39. The nearest wetted surface of any *pool* shall be located no closer than 1.5 m (4 ft 11 in) to any *side lot line* or *rear lot line*, and no closer than that required by the

Comprehensive Zoning By-law of the *municipality* to any *front lot line* and *exterior side lot line* for the zone in which it is located.

40. Water circulating or treatment equipment, such as a pump or filter, that serves a *pool*, shall be located no closer than 1.2 m (3 ft 11 in) to any *side lot line* or *rear lot line*, and no closer than that required by the Comprehensive Zoning By-law of the *municipality* to any *front lot line* and *exterior side lot line* for the zone in which it is located.
41. All *pools* shall comply with setback requirements from municipal drains, natural water courses and environmental protection zones (EP), required by the Comprehensive Zoning By-law of the *municipality*.

PART VI – COMPLIANCE, OFFENCES AND PENALTIES

COMPLIANCE

42. Where an *enclosure* or *pool* is not *constructed* or maintained in accordance with the provisions of this by-law, or where a person is in contravention with this by-law, the *Chief Building Official* or an *officer* may make an order requiring a person to discontinue the contravening activity, and/or requiring the person to carry out such work or *construction* as may be required to bring the *enclosure* and *pool* into conformance with the requirements of this by-law.
43. An order made under Section 42 shall specify the person(s) to which the order is made, the date(s) by which there must be compliance with the order, and the order shall either be served personally to the person(s), or sent to by registered mail to their last known address, and where the order is made on a person who is not the *owner*, a copy of the order shall be served on the *owner*.
44. Where an order made under Section 42 has not been complied with, the *Chief Building Official* may cause the work or *construction* required by the order to be done, and the cost of the work shall be at the expense of the *owner*.
45. The *municipality* may recover the costs of effecting compliance with an order made under Section 42 by action or by adding the costs to the tax roll and collecting them in like manner as municipal taxes.

OFFENCES AND PENALTIES


46. Every person who contravenes any of the provisions of this by-law is guilty of an offence.
47. Every person who is convicted of an offence is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33 as amended.

48. When a person has been convicted of an offence under this by-law, The Ontario Court of Justice or any court of competent jurisdiction thereafter, may, in addition to any penalty imposed on the person convicted, issue an order prohibiting the continuation of repetition of the offence by the person convicted.

PART VII – TRANSITION, REPEAL AND ENACTMENT

49. A *permit* issued or continued under a previous by-law respecting *pools* and/or *enclosures*, as amended, is hereby continued and remains in force and shall be deemed to be issued under this by-law for regulatory and enforcement purposes, provided that the *enclosure* and/or *pool* in question was lawfully *constructed* in conformity with the provisions of the by-law that was in effect on the day the *permit* was issued, and is maintained in good repair on the date of enactment of this by-law.
50. By-law No. 16-68 is hereby repealed.
51. This By-law may be cited as the Pool By-law.
52. This By-law shall come into force and take effect upon the passing thereof.

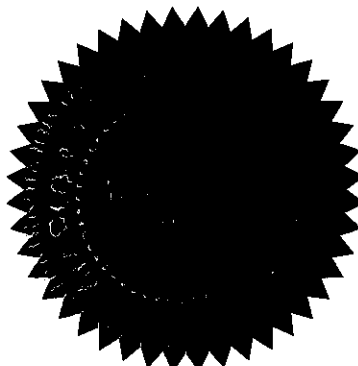
BY-LAW read, passed, signed and sealed in open Council this 16th day of April 2019.



Christa Lowry, Mayor



Jeanne Harfield, Clerk



CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 21-010

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

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

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

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

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

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

1. Application

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

2. Definitions:

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

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

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

"debris" see *'refuse'*.

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

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

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

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

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

"owner" means the registered owner of the property.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

3. Scope

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

4. General Standards

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

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

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

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

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

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

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

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

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

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

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

5. Liability

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

6. Right of Entry

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

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

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

7. Administration and Enforcement

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

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

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

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

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

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

8. Power of the Corporation to Repair

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

9. Penalty

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

10. Validity

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

11. Enactment

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

BY-LAW read, passed, signed, and sealed in Open Council this 16th day of February, 2021.


Ricki Minnille, Deputy Mayor


Cynthia Moyle, Acting Clerk



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 1, 2021

TO: Committee of the Whole

FROM: Ken T. Kelly

SUBJECT: Council position on MRPC Annual General Meeting business

RECOMMENDATION:

THAT the Committee of the Whole recommend to Council to designate its representative to attend the Annual General Meeting of the Mississippi River Power Corporation and vote for the suggested motions of the Board.

BACKGROUND:

The Corporation of the Municipality of Mississippi Mills is the sole shareholder of 100% of the capital stock (shares) of the Mississippi River Power Corporation (MRPC).

As the sole shareholder a Unanimous Shareholder Declaration was created to ensure that the shareholder was informed and involved in key decisions. Some of the safeguards in this agreement included holding an Annual General Meeting prior to June 30 of each year.

In order for Council, as the shareholder, to vote at the Annual General Meeting it needs to have the business that is to be presented by the MRPC tabled at a Council meeting so Council can decide whether to support a particular item.

DISCUSSION:

MRPC has provided notice of its intention to hold an Annual General Meeting (AGM) and consider the following business. The items listed below will be voted on at the AGM and supporting documentation has been included for the relevant item:

- Audited Financial Statements and Auditors Report for 2020 (See Attachments to this report);
- Appointment and Remuneration of the Auditor for a one-year term ending March 31, 2022;
- MRPC approved budget for 2021 (See Attachments to this report); and

- Appointment of new Directors – none in this case.

There are additional information items that will be presented at the AGM but these do not require a vote of the shareholder in order to be considered or implemented. These additional items are noted in the memo from Chair of the MRPC Mr. Adrian Foster.

FINANCIAL IMPLICATIONS:

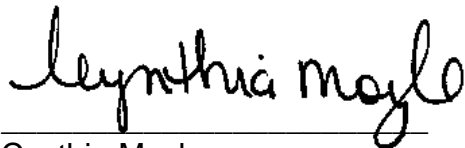
There are no financial implications of this report.

SUMMARY:

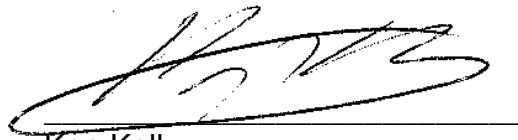
Council provide direction to the Council representative that will attend the Annual General Meeting of Mississippi River Power Corporation and vote on each item as directed by Council.

Respectfully submitted by,

Reviewed by:



Cynthia Moyle,
Acting Clerk



Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Memo from MRPC Chair Mr. Adrian Foster
2. MRPC Financial Statements for Fiscal year 2020
3. MRPC 2021 Budget
4. MRPC 2021 Budget Summary Presentation

Memo

To: Ken Kelly
CAO, Municipality of Mississippi Mills

Cc: Scott Newton, MRPC GM

From: Adrian Foster

Date: 26/05/2021

Re: MRPC Audited F/S, Approved Budget and Other Matters for Council May 25.

Dear Ken,

As we discussed and agreed, MRPC is forwarding to you on behalf of Council copies of MRPC's Audited F/S and Board Approved Budget for 2021 in the form of a summary presentation.

In connection with the AGM (TBD), MRPC will be seeking approval from the shareholder (council designate) for the following items required by Business Corporations Act R.S.O; Articles 149 (2), (7), 154 (1) (a), (c), (d).

- Audited Financial Statements and Auditors Report for 2020;
- Appointment and Remuneration of the Auditor for a one-year term ending March 31, 2022;
- MRPC approved budget for 2021.
- Appointment of new Directors – none in this case.

At the AGM, MRPC will report on the following items:

- Operations results for 2020 plus review of F/S
- Election of officers by the MRPC Board.
 - I. President - Adrian Foster
 - II. Vice-President - David Goldsmith

III. Treasurer – Lyman Gardiner

IV. Secretary – Scott Newman

- Capital Projects for the forthcoming period.

Please have Council consider these items in advance of the AGM so that a designated representative can attend the AGM and vote on behalf of the sole shareholder. If you have revisions to this note please send them to Scott and myself to address.

We have a revised Unanimous Shareholder Agreement to send to you shortly where we have addressed the Articles dealing with the AGM and the information to be brought forward. Recognizing Councils requirements for financial information at the earliest, a new article will require submission of Audited F/S and the MRPC Board approved Budget no-later than March 31 of the following year. The AGM Article will be revised to align with the Act, i.e., an AGM called by the Board with 30 days notice no-later than 15 months following the previous AGM.

End of Note

A Foster

Phone Office (613-256-6128)

**FINANCIAL STATEMENTS
DECEMBER 31, 2020**

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**Mississippi River
Power Corporation
Financial Statements
December 31, 2020**



Management's Responsibility for the Financial Statements


Management is responsible for the integrity of the financial data reported by Mississippi River Power Corporation. Fulfilling this responsibility requires the preparation and presentation of financial statements using management's best judgement and estimates in accordance with International Financial Reporting Standards, applied on a basis consistent with the preceding year.

Management maintains appropriate systems of internal control and corporate-wide policies and procedures, which provide reasonable assurance that Mississippi River Power Corporation's assets are safeguarded and that financial records are relevant and reliable.

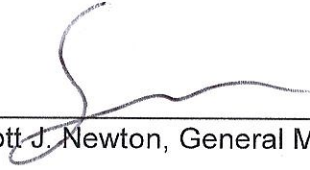
The Board of Directors ensures that management fulfills its responsibility for financial reporting and internal control. The Board of Directors consists of outside directors and at regular meetings review audit, internal control and financial reporting matters with management and external auditors.

The financial statements were reviewed and approved by the Board of Directors. The financial statements have been examined by our independent external auditors appointed by the Board of Directors. The external auditor's responsibility is to express their opinion on whether the financial statements are fairly presented in accordance with International Financial Reporting Standards. The attached Independent Auditor's Report outlines the scope of their examination and their opinion.

On behalf of management,



Adrian Foster, President



Scott J. Newton, General Manager

INDEPENDENT AUDITOR'S REPORT

To the Shareholders of Mississippi River Power Corporation:

We have audited the financial statements of Mississippi River Power Corporation (the Entity) which comprise:

- the statement of financial position as at December 31, 2020;
- the statement of comprehensive income for the year then ended;
- the statement of changes in equity for the year then ended;
- the statement of cash flows for the year then ended;
- and notes to the financial statements, including a summary of significant accounting policies;

(Hereinafter referred to as the 'financial statements').

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at December 31, 2020, and its separate financial performance and its cash flows for the year then ended in accordance with International Financial Reporting Standards (IFRS).

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the '**Auditors' Responsibilities for the Audit of the Financial Statements**' section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with International Financial Reporting Standards (IFRS), and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis of our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditors' report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditors' report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Allan and Partners LLP
Chartered Professional Accountants
Licensed Public Accountants

Perth, Ontario
April 8, 2021.

Mississippi River Power Corporation
Statement of Financial Position

(Expressed in Canadian Dollars)

December 31	2020	2019
	\$	\$
ASSETS		
Current Assets		
Cash	2,670,362	2,442,759
Accounts receivable (net of allowance) (note 3)	1,114,082	1,030,713
Payment in lieu of income taxes receivable (note 7)	9,098	---
Prepaid expenses	25,329	21,376
	3,818,871	3,494,848
Non-Current Assets		
Property, plant and equipment (note 4)	18,337,052	19,107,865
Total Assets	22,155,923	22,602,713
EQUITY AND LIABILITIES		
LIABILITIES		
Current Liabilities		
Accounts payable and accrued liabilities	142,957	177,732
Government taxes payable	49,520	28,774
Gross revenue charge - Province of Ontario payable	15,961	---
Payments in lieu of income taxes payable (note 7)	---	4,930
Interest payable	119,432	238,866
Dividend payable	225,000	225,000
Short term financial liabilities (note 6)	1,425,434	1,221,654
	1,978,304	1,896,956
Non-Current Liabilities		
Long term financial liabilities (note 6)	17,332,880	18,220,292
Deferred tax liabilities (note 7)	472,000	474,000
	17,804,880	18,694,292
Total Liabilities	19,783,184	20,591,248
EQUITY		
Capital Stock		
Authorized • an unlimited number of shares of one class		
Issued • 2,000 shares	2,000	2,000
Retained Earnings	2,370,739	2,009,465
	2,372,739	2,011,465
Total Equity and Liabilities	22,155,923	22,602,713

Basis of Presentation (note 1) Commitments (note 10)
and Contingent Liabilities (note 11)

On Behalf of the Board:

_____, Chair

_____, Treasurer

The accompanying notes are an integral part of these financial statements.

Mississippi River Power Corporation
Statement of Comprehensive Income and Changes in Equity
(Expressed in Canadian Dollars)

For the year ended December 31	(Note 14) Budget	2020	2019
	\$	\$	\$
Revenue ▶ sale of power	2,422,929	3,062,511	3,018,069
Cost of Power ▶ Direct Expenses			
Amortization ▶ plant and equipment	731,897	704,370	727,154
Heat, light and power	12,500	11,943	11,666
Insurance	29,576	29,568	28,893
Plant automation	3,500	7,027	4,089
Repairs and maintenance ▶ building	35,500	65,391	25,034
▶ equipment	135,450	113,115	89,930
▶ professional fees	55,000	38,367	61,029
▶ vehicle	4,800	2,941	6,079
Taxes, fees and licences	15,586	13,560	15,586
Wages and benefits	93,000	106,800	88,766
	1,116,809	1,093,082	1,058,226
Income Before Operating Expenses	1,306,120	1,969,429	1,959,843
Operating Expenses			
Advertising and promotion	17,000	13,447	10,265
Amortization	30,346	46,853	28,335
Finance			
Bank charges and interest	1,300	1,720	876
Debenture interest	725,852	725,096	744,672
Loan interest	206,524	209,878	219,206
Feasibility studies	53,800	39,014	14,852
Occupancy			
Heat, light and power	7,250	6,922	7,567
Insurance	1,582	1,590	1,582
Repairs and maintenance ▶ building	16,500	25,513	19,900
▶ equipment	5,800	3,799	2,502
▶ grounds keeping	19,500	14,360	23,394
Taxes, fees and licenses	6,200	6,297	6,077
Office			
Bookkeeping	3,800	3,723	2,585
Office	8,500	8,763	7,777
Telephone and communications	8,400	10,315	7,363
Professional fees	12,100	12,100	11,963
Wages			
Directors fees	31,500	31,500	31,500
Wages and benefits	173,900	143,604	165,729
	1,329,854	1,304,494	1,306,145
Operating Income (Loss)	(23,734)	664,935	653,698
Other Income and Expense			
Other income and net rent	50,600	50,073	95,588
Gross revenue charge (note 8)	---	(15,961)	---
	50,600	34,112	95,588
Income Before Amount in Lieu of Income Taxes	26,866	699,047	749,286

Continued on Next Page

The accompanying notes are an integral part of these financial statements.

Mississippi River Power Corporation
Statement of Comprehensive Income and Changes in Equity
(Expressed in Canadian Dollars)

For the year ended December 31	(Note 14) Budget	2020	2019
	\$	\$	\$
Income Before Amount in Lieu of Income Taxes / continued	26,866	699,047	749,286
Income Taxes (note 7)			
Payment in lieu of income taxes	---	114,773	119,235
Deferred income taxes	---	(2,000)	(1,000)
	---	112,773	118,235
Net Income for the Year	26,866	586,274	631,051
Retained Earnings, Beginning of Year	2,009,465	2,009,465	1,625,164
Adjustment for Adoption of IFRS 16	---	---	(21,750)
Dividends	---	(225,000)	(225,000)
Retained Earnings, End of Year	2,036,331	2,370,739	2,009,465

The accompanying notes are an integral part of these financial statements.

Mississippi River Power Corporation
Statement of Cash Flows
(Expressed in Canadian Dollars)

For the year ended December 31	2020	2019
	\$	\$
Cash Flows from Operating Activities		
Net income for the year	586,274	631,051
Amortization	751,223	755,489
Gain on disposal of assets	---	(6,000)
Income tax expense	(2,000)	(1,000)
	1,335,497	1,379,540
Movements in Working Capital		
Accounts receivable	(83,369)	65,638
Government taxes receivable	---	199,498
Payments in lieu of income taxes receivable	(9,098)	113,346
Prepaid expenses	(3,953)	26,031
Accounts payable and accrued liabilities	(34,775)	(322,981)
Government taxes payable	20,746	28,774
Payments in lieu of income taxes payable	(4,930)	4,930
Gross revenue charge payable	15,961	---
Interest payable	(119,434)	---
	(218,852)	115,236
Cash Flows from Investing Activities		
Disposition of capital asset	112,275	6,000
Payments to acquire capital assets (note 4)	(92,685)	(376,789)
	19,590	(370,789)
Cash Flows from Financing Activities		
Dividends paid and payable	(225,000)	(225,000)
Advance of long term borrowings	---	142,211
Repayment of long term borrowings	(683,632)	(647,019)
	(908,632)	(729,808)
Change in Cash, During the Year	227,603	394,179
Cash, Beginning of Year	2,442,759	2,048,580
Cash, End of Year	2,670,362	2,442,759

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

The Mississippi River Power Corporation (the 'Corporation') was incorporated in Canada under the Business Corporations Act (Ontario) on April 27, 2000 by the Municipality of Mississippi Mills, its sole shareholder, to comply with provincial legislation. This Corporation's principal activities include the generation and sale of hydro-electric power in the Municipality of Mississippi Mills, Ontario and is licensed by the Ontario Energy Board (OEB). The address of the Corporation's registered office is 12B Mill Street, Almonte, Ontario, K0A 1A0.

1. Basis of Presentation

Statement of Compliance

The financial statements of the Mississippi River Power Corporation are the representation of management and are prepared in accordance with International Financial Reporting Standards (IFRSs) as issued by the International Accounting Standards Board (IASB) and the interpretations are issued by the International Financial Reporting Interpretations Committee (IFRIC) of the IASB.

Basis of Measurement

The financial statements have been prepared on the historical cost basis.

Functional and Presentation Currency

The financial statements are presented in Canadian dollars, which is the Corporation's functional currency. All financial information presented has been rounded to the nearest dollar.

Use of Estimates and Judgments

The presentation of financial statements in compliance with IFRS requires management to make certain critical accounting estimates. It also requires management to exercise judgment in applying the Corporation's accounting policies. The areas involving a higher degree of judgment, complexity, or areas where assumptions and estimates are significant to the financial statements are disclosed in each relevant significant accounting policy where applicable.

Estimates and judgments are continually evaluated based on historical experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances. In the future, actual experience may differ from these estimates and assumptions.

2. Significant Accounting Policies

The preparation and presentation of the financial statements can be significantly affected by the accounting policies selected by the Corporation. The financial statements reflect the following significant accounting policies, which are an integral part of understanding them.

The accounting policies set out below have been applied consistently to all periods presented in these financial statements unless otherwise indicated.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

2. Significant Accounting Policies / continued

Leases

Effective January 1, 2019 the Corporation has adopted IFRS 16 – Leases.

At the inception of the contract, the Corporation assesses whether the contract is, or contains, a lease based on whether the contract conveys the right to control the use of an identified asset for a period of time, in exchange for consideration.

The corporation recognizes right-of-use ('ROU') assets and a lease liability at the lease commencement date. ROU assets are initially measured at cost and subsequently carried at cost less accumulated depreciation and impairments, if any. The initial cost of an ROU asset equals the amount of the initial measurement of the corresponding lease liability, plus an initial direct cost incurred to bring the assets into operation.

Lease liabilities are initially measured at the present value of lease payments that are not paid at the commencement date. The lease payments are discounted using the rate implicit in the lease, or, if that rate cannot be readily determined, the Corporation's incremental borrowing rate which reflects the Corporation's ability to borrow money over a similar term, for an asset of similar value to the underlying asset, similar security or in a similar economic environment. Variable lease payments that do not depend on an index or rate are not included in the measurement of the lease liability.

Lease liabilities are subsequently measured at amortized cost using the effective interest method. It is remeasured when there is a change in future lease payments arising from a change in an index or rate, if there is a change in the Corporation's estimate of the amount expected to be payable under a residual value guarantee, or if the Corporation changes its assessment of whether it will exercise a purchase, extension or termination option.

When a lease liability is remeasured in this way, a corresponding adjustment is made to the carrying amount of the ROU asset, or is recorded in profit or loss if the carrying amount of the ROU asset has been reduced to zero. Payments under lease liabilities are apportioned between interest expense and a reduction of the outstanding lease liability.

Where the Corporation is reasonably certain it will obtain ownership of the ROU asset before the end of the lease term, the asset is depreciated over its useful life on a straight-line basis. Otherwise, depreciation is calculated over the shorter period of the lease term and the asset's useful life. The lease term includes periods covered by an option to extend if the Corporation is reasonably certain to exercise that option.

The Corporation has elected to apply the practical expedient not to recognize ROU assets and lease liabilities for short-term leases that have a lease term of 12 months or less and leases of low-value assets. The lease payments associated with these leases are recognized as an expense on a straight-line basis over the lease term.

Revenues

Revenue is measured based on the consideration specified in a contract with a customer and excludes amounts collected on behalf of third parties. The Corporation recognizes revenue when it transfers control over a product or service to a customer.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

2. Significant Accounting Policies / continued

Revenues

The Corporation's principal activities include the generation and sale of hydro-electric power within the Municipality of Mississippi Mills. The sales are made between the Corporation and the IESO through settlement agent, Ottawa River Power Corporation.

Receivables, from contracts with customers, are included in 'Accounts receivable' on the statement of financial position.

Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held on demand with financial institutions, other short term, highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and subject to an insignificant risk of change in value.

Financial Assets

Financial assets are classified as loans and receivables.

These include cash and accounts receivable. Collectability of accounts receivable is reviewed on an ongoing basis. Accounts receivable which are known to be uncollectible are written off. A provision for doubtful receivables is established when there is objective evidence that the Corporation will not be able to collect all the amounts due according to the original term of the receivables. In determining the allowance for doubtful accounts, the Corporation considers historical loss experience of account balances based on the aging and arrears status of accounts receivable balances. The amount of the provision is the difference between the asset's carrying amount and the present value of future cash flows. The amount of the provision is recognized in the statement of comprehensive income.

Financial Liabilities

Accounts payable and accrued liabilities and long-term debt are classified as other financial liabilities. These liabilities are measured at amortized cost.

Property, Plant and Equipment

Property, plant and equipment (PP&E) are recorded at cost, being the purchase price and directly attributable cost of acquisition or construction required to bring the asset to the location and condition necessary to be capable of operating in the manner intended by the Corporation.

Amortization of PP&E is recorded in the statement of comprehensive income on a straight-line basis over the estimated useful life of the related asset. Half of a year's amortization is taken for the first year, regardless of when the property was actually put into service during the year. The estimated useful lives, residual values, and amortization methods are reviewed at the end of each annual reporting period, with the effect of any changes in estimate being accounted for on a prospective basis.

Gains and losses on disposal of an item of PP&E are determined by comparing the net proceeds from disposal with the carrying amount of the asset, and are included in the statement of comprehensive income when the asset is disposed.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

2. Significant Accounting Policies / continued

Property, Plant and Equipment / continued

The estimated useful lives are as follows:

Buildings	40 years
Substation	20 years
Generation Equipment	20 years
Office Equipment	10 years
Water Rights	10 years
Vehicles	5 years
Signage	5 years
Safety Equipment	5 years
Computer Equipment	5 years
Paving, Landscaping and Fencing	5 years
Leasehold Improvements	5 - 20 years
Right of Use Asset	lease term

Borrowing Costs

The Corporation capitalizes interest expenses and other finance charges directly relating to the acquisition, construction, or production of assets that take a substantial period of time to get ready for its intended use. Capitalization commences when expenses are being incurred, borrowing costs are being incurred, and activities that are necessary to prepare the assets for their intended use or sale are in progress. Capitalization will be suspended during periods in which active development is interrupted. Capitalization should cease when substantially all of the activities necessary to prepare the asset for its intended use or sale are complete.

Impairment of Non-Financial Assets

The Corporation conducts assessments of the values of PP&E to determine whether there are events or changes in circumstances that indicate that their carrying amount may not be recoverable. Where carrying value exceeds its recoverable amount, which is the higher of value in use and fair value less costs to sell, the asset is written down accordingly. An impairment loss is charged to the statement of comprehensive income except to the extent it reverses gains previously recognized in other comprehensive income.

Pension Plan

The permanent employees of the Corporation participate in the Ontario Municipal Employees Retirement System ("OMERS"). The Corporation also makes contributions to the OMERS plan on behalf of its employees. The plan has a defined benefit option at retirement available to employees, which specifies the amount of the retirement benefit plan to be received by the employees based on length of service and rates of pay.

Payments in Lieu of Taxes Payable

The Corporation is a Municipal Electricity Utility (MEU) for purposes of the payments in lieu of taxes (PILs) regime contained in the Electricity Act, 1998. As a MEU, the Corporation is exempt from tax under the Income Tax Act (Canada) and the Corporations Tax Act (Ontario).

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

2. Significant Accounting Policies / continued

Payments in Lieu of Taxes Payable / continued

Under the Electricity Act, 1998, the Corporation is required to make, for each taxation year, PILs to Ontario Electricity Financial Corporations ("OEFC"). These payments are calculated in accordance with rules for computing income and taxable capital and other relevant amounts contained in The Income Tax Act (Canada) and the Corporations Tax Act (Ontario) as modified by the Electricity Act, 1998 and related regulations.

Provision in lieu of taxes (PILs) is comprised of current and deferred tax. Current tax and deferred tax are recognized in net income except to the extent that they relate to items recognized directly in equity.

Current PILs are recognized on the taxable income or loss for the current year plus any adjustment in respect of previous years. Current PILs are determined using tax rates and tax laws that have been enacted or substantively enacted by the year-end date.

Deferred tax assets and liabilities are recognized where the carrying amount of an asset or liability differs from its tax base. The amount of the deferred tax asset or liability is measured at the amount expected to be recovered from or paid to the taxation authorities. This amount is determined using tax rates and tax laws that have been enacted or substantially enacted by the year-end date and are expected to apply when the liabilities/(assets) are settled/(recovered).

Significant judgment is required in determining the provision for income taxes. There are many transactions and calculations undertaken during the ordinary course of business for which the ultimate tax determination is uncertain.

At the end of each reporting period, the Corporation reassesses both recognized and unrecognized deferred tax liabilities.

Finance Income and Finance Costs

Finance income is comprised of interest income on funds invested such as cash and short-term investments. Interest income is recognized as it accrues in the statement of comprehensive income, using the effective interest method.

Finance cost is comprised of interest payable on debt.

Equity

Share capital represents the nominal value of shares that have been issued. Retained Earnings include all current and prior period retained profits. Dividend distribution payable to equity shareholders are included in other liabilities when the dividends have been approved prior to the recording date.

Financial Instruments

(i) Non-Derivative Financial Assets

All of the Corporation's non-derivative financial assets are classified as loans and receivables. Loans and receivables are financial assets with fixed or determinable payments that are not quoted in an active market. Such financial assets are recognized initially at fair value plus any directly attributable transaction costs. Subsequent to initial recognition, loans and receivables are measured at amortized cost using the effective interest rate method, less any impairment losses.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

2. Significant Accounting Policies / continued

Financial Instruments / continued

The Corporation recognizes loans and receivables on the date they are originated.

The Corporation derecognizes a financial asset when the contractual rights to the cash flows from the asset expire, or it transfers the rights to receive the contractual cash flows in a transaction in which substantially all the risks and rewards of ownership of the financial asset are transferred.

(ii) Non-Derivative Financial Liabilities

All of the Corporation's non-derivative financial liabilities are classified as other financial liabilities. Other financial liabilities comprise loans and borrowings, and trade and other payables. Such financial liabilities are recognized initially at fair value less any directly attributable transaction costs. Subsequent to initial recognition, these financial liabilities are measured at amortized cost using the effective interest rate method.

The Corporation recognizes other financial liabilities on the trade date, which is the date that the Corporation becomes a party to the contractual provisions of the instrument.

The Corporation derecognizes a financial liability when its contractual obligations are discharged, cancelled or expire.

It is management's opinion that the facility is not exposed to significant interest, currency or credit risks arising from its non-derivative financial instruments.

3. Accounts Receivable

During 2012 there was a malfunction within the generating station, after which no revenues were able to be generated until repairs were completed in 2013. The Corporation received partial payments in 2013, but there remain monies outstanding. Management has provided its best estimate of lost revenues to be recuperated from other parties responsible and these amounts are included in accounts receivable.

	2020	2019
	\$	\$
Due from Ottawa River Power Corporation for sale of power representing December revenues generated.	394,391	311,022
Other receivables	719,691	719,691
	1,114,082	1,030,713

Mississippi River Power Corporation
Notes to the Financial Statements

December 31, 2020

4. Property, Plant and Equipment

	2020			2019
	Cost	Amortization	Net Book Value	Net Book Value
	\$	\$	\$	\$
Land	188,717	---	188,717	188,717
Generating Station Building				
▸ Lower Falls	17,640,117	4,536,087	13,104,030	13,545,030
▸ Upper Falls	4,425,064	2,648,954	1,776,110	1,886,736
Millfall Dam	2,203,247	106,955	2,096,292	2,139,502
Paving, Landscaping and Fencing	140,001	107,504	32,497	41,782
Generating Equipment	1,872,966	976,152	896,814	992,430
Right of Use ▸ office building	92,685	4,634	88,051	112,274
Substation	119,510	115,141	4,369	6,549
Vehicles	41,163	17,341	23,822	30,628
Signage	10,890	10,890	---	---
Safety Equipment	18,642	18,259	383	1,152
Office Equipment	68,907	68,907	---	2,421
Water Rights	27,452	27,452	---	---
Computer Equipment	47,551	47,551	---	---
Leasehold Improvements	204,266	78,299	125,967	160,644
	27,101,178	8,764,126	18,337,052	19,107,865

Additions during the year were as follows:

	2020	2019
	\$	\$
Land ▸ Millfall Dam	---	464
Millfall Dam	---	149,794
Generating Equipment ▸ plant automation	---	2,307
Right of Use ▸ office building	92,685	142,211
Paving, Landscaping and Fencing ▸ Des Houston Park	---	46,425
Vehicles	---	34,032
Leasehold Improvements ▸ Metcalfe Park	---	1,556
Total Net Additions	92,685	376,789

5. Bank Indebtedness

The Corporation's financial agreement with its bank provides for an operating credit facility of up to \$200,000 to finance expenses, pending receipt of income. Interest on funds drawn is charged at the bank's prime rate. As at December 31, 2020, there was \$Nil (2019 \$Nil) drawn on the facility.

Mississippi River Power Corporation
Notes to the Financial Statements

December 31, 2020

6. Long Term Debt

	2020	2019
	\$	\$
Ontario Infrastructure Projects Corporation debenture (5.2023%), repayable in blended monthly payments of \$92,673.06, secured by a general security agreement covering all assets, due October 2040.	13,741,654	14,127,879
Bank of Montreal Loan (3.5400%), repayable in blended monthly payments of \$17,673.50, secured by a general security agreement, due November 2028.	1,462,368	1,616,297
Bank of Montreal Loan (2.5900%), repayable in monthly payments of \$5,308.53, secured by a general security agreement, due March 2021.	548,361	598,024
Bank of Montreal Loan (3.3900%), repayable in monthly payments of \$2,787.47, secured by a general security agreement, due March 2022.	265,276	289,290
Bank of Montreal Loan (2.9400%), repayable in monthly payments of \$2,717.53, secured by a general security agreement, due March 2021.	263,952	288,415
Municipality of Mississippi Mills promissory note, with no fixed terms of repayment, the term and the interest rate to be renegotiated annually between the Board of Directors and corporate shareholder. Interest accrued for 2020 was at a rate of 5.0000% (2019 5.0000%).	2,388,653	2,388,653
Municipality of Mississippi Mills, right of use building lease, (3.5000%), repayable in blended annual payments of \$36,000.00, secured by lease agreement over right of use building, due September 2023.	---	133,388
Right of use building lease, (3.5000%), repayable in blended annual payments of \$20,528.00, secured by lease agreement over right of use building, due September 2025.	88,050	---
	18,758,314	19,441,946
Less: current portion of long term borrowing	1,425,434	1,221,654
	17,332,880	18,220,292

Principal payments fall due as follows:

	\$
2021	1,425,434
2022	856,255
2023	644,722
2024	675,060
2025	702,271
2026 and thereafter	14,454,572
	18,758,314

Interest on promissory note is calculated annually and payable annually to the shareholders.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

7. Payments in Lieu of Corporate Income Taxes

Statutory Canadian Federal and Provincial tax rates for the current year comprise 15.00% (2019 15.0%) for Federal corporate tax and 11.50% (2019 11.5%) for corporate tax in Ontario. The PILs expense varies from amounts which would be computed by applying the Corporation's combined statutory income tax rate as follows:

	2020	2019
	\$	\$
Income Before Provision for PILs	699,047	749,286
Statutory Canadian provincial tax rate (blended)	26.50%	26.50%
Provision for PILs at statutory rate	185,247	198,561
Decrease in Income Tax Resulting From:		
Small business deduction	(71,500)	(70,000)
Capital cost allowance in excess of amortization	1,026	366
Gain on disposal of assets per financial statements	---	(1,590)
Charitable donations from Schedule 2	---	(8,102)
Total Provision	114,773	119,235
Effective Tax Rate	15.50%	15.91%

The change in the deferred tax liability is as follows:

	2020	2019
	\$	\$
Opening Balance, January 1	474,000	475,000
Recognized in Statement of Comprehensive Income	(2,000)	(1,000)
Closing Balance, December 31	472,000	474,000

Deferred tax liabilities are attributable to property, plant and equipment.

The Corporation has losses for tax purposes to carry forward against future income in the amount of \$Nil (2019 \$Nil).

8. Gross Revenue Charge

The Corporation is liable to pay a charge based on their gross generation of kilowatts hours to the Ontario Electricity Financial Corporation. The Corporation has applied with the Ministry of Natural Resources for a deduction under the Electricity Act 1998 to waive this charge for 10 years. In 2016, the application was approved and the charge was waived effective May 9, 2010 for a ten year period ending May 9, 2020. Consequently the December 31st, 2020 financial statements show a liability of \$15,961.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

9. Related Party Balances on Transactions

The Ultimate Parent

The common shares of Mississippi River Power Corporation are owned by the Municipality of Mississippi Mills which constitutes local government. Consequently, the Corporation is exempt from some of the general disclosure requirements of IAS 24 with relation to transactions with government-related parties, and has applied the government-related disclosure requirements.

Transactions with Related Parties

The following summarizes the Corporation's related party transactions for the year. These transactions are in the normal course of operations and are measured at the exchange value (the amount of consideration established and agreed to by the related parties), which approximates the arm's length equivalent for sales of product or provision of service.

During the year, the Corporation paid \$119,433 (2019 \$119,433) of interest on long term and short term debts and \$60,000 (2019 \$36,000) of rent to its shareholder, the Municipality of Mississippi Mills. The Corporation owes its shareholder, the Municipality of Mississippi Mills, \$2,733,086 (2019 \$2,924,519) at the year end.

10. Commitments

The Corporation leases Metcalfe Geo Heritage Park from the Municipality of Mississippi Mills under the terms of an operating lease at an annual cost of \$1.00. The lease has a term of 20 years with an expiration date of December 31, 2033, with an option to renew for one further period of 20 years, upon the same terms.

11. Contingent Liabilities

The nature of the Corporation's activities is such that there may be litigation pending or in prospect at any time. With respect to claims as at December 31, 2020, management maintains that the Corporation has valid defences and appropriate insurance coverage in place. In the event any claims are successful, management believes that such claims are not expected to have a material effect on the Corporation's financial position.

12. Risk Management

In the normal course of operations, the Corporation is exposed to a variety of financial risks which are actively managed by the Corporation.

The Corporation's financial instruments consist of cash, accounts receivable and accounts payable and accrued liabilities. The fair values of cash, and accounts payable and accrued liabilities approximate their carrying values because of their expected short term maturity and treatment on normal trade terms.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

12. Risk Management / continued

The Corporation's exposure to and management of risk has not changed materially from December 31, 2019.

Credit Risk

Credit risk arises from the possibility that the entities to which the Corporation provides services may experience difficulty and be unable to fulfill their obligations. The Corporation is exposed to financial risk that arises from the credit quality of the entities to which it provides services. The Corporation has recorded receivables as disclosed in Note 3. While there is concentration of risk due to the fact that the receivable amounts are due from two parties, both parties have indicated their responsibility for the amounts and as such the recorded allowance as per note 3 is believe to be adequate.

Interest Rate Risk

Interest rate risk arises from the possibility that the value of, or cash flows related to, a financial instrument will fluctuate as a result of changes in market interest rates. The Corporation is exposed to financial risk that arises from the interest rate differentials between the market interest rate and the rates on its cash and cash equivalents and operating loan. Changes in variable interest rates could cause unanticipated fluctuations in the Corporation's operating results.

Liquidity Risk

Liquidity risk is the risk that the Corporation will not be able to meet its obligations as they fall due. The Corporation requires working capital to meet day-to-day operating activities. Management expects that the Corporation's cash flows from operating activities will be sufficient to meet these requirements.

13. Capital Management

The Corporation considers its capital to be its capital stock and retained earnings. The Corporation's main objectives when managing capital are to: i) ensure sufficient liquidity to maintain and improve its electricity generating system, support its financial obligations and execute its operating and strategic plans, ii) minimize the cost of capital while taking into consideration current and future industry, market and economic risks and conditions, and iii) provide an adequate return to its shareholders.

The Corporation relies on its cash flow from operations to fund its dividend distributions to its shareholders.

14. Budget Figures

Mississippi River Power Corporation reviews its operating and capital budgets each year. The approved operating budget for 2020 is included in the budget figures presented in the Statement of Comprehensive Income but they are not subject to audit.

Mississippi River Power Corporation

Notes to the Financial Statements

December 31, 2020

15. Compensation of Key Management Personnel

The remuneration of directors and other members of key management personnel during the year was as follows:

	2020	2019
	\$	\$
Management and Director Remuneration	159,588	148,064
Other Long Term Benefits	15,178	13,807
	174,766	161,871

16. Approval of the Financial Statements

The financial statements were approved by the Board of Directors and authorized for issue on March 30, 2021.

17. Pension Contributions

The Corporation makes contributions to the Ontario Municipal Employees Retirement System ("OMERS"), which is a multi-employer plan, on behalf of all permanent members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of service and rates of pay. Employers and employees contribute to the plan. Since any surpluses or deficits are a joint responsibility of all Ontario municipalities and their employees, the Corporation does not recognize any share of the OMERS pension surplus or deficit in these financial statements.

The amount contributed to OMERS was \$54,254 (2018 \$51,248) for current services and is included as an expenditure on the Statement of Operations classified under the appropriate functional expenditure. Contributions by employees were a similar amount.

**MISSISSIPPI RIVER POWER CORPORATION
FORECASTED STATEMENT OF INCOME
FOR THE YEAR ENDED DECEMBER 31, 2021**

	BUDGET Dec 31/20	ACTUAL Dec 31/20	BUDGET DEC 31/21
Revenue			
Sale of Power	2,422,929	3,062,511	2,606,677
	2,422,929	3,062,511	2,606,677
Direct Costs			
Amortization - plant and equipment	731,897	704,370	704,370
Heat, light and power	12,500	11,943	12,000
Insurance	29,576	29,568	36,008
Plant Automation	3,500	7,027	6,000
Repairs and maintenance - building	35,500	65,391	37,500
- equipment	132,100	113,115	136,550
- equip - Prof/Legal Fees	55,000	38,367	14,000
- vehicle	4,800	2,941	3,250
River Bed Rental	15,586	13,560	15,586
Wages and benefits	93,000	106,800	105,000
	1,113,459	1,093,082	1,070,264
Gross Profit	1,309,470	1,969,429	1,536,413
Expenses			
Advertising and promotion	17,000	13,447	10,500
Amortization	30,346	46,853	46,853
Bank charges and interest	1,300	1,720	1,500
Debenture interest	725,852	725,096	705,273
Loan interest	206,524	209,878	192,718
Feasibility studies	53,800	39,014	66,100
Heat, light and power	7,250	6,922	5,500
Insurance	1,582	1,590	0
Repairs and maintenance - building	16,500	25,513	0
- equipment	5,800	3,799	500
- groundskeeping	19,500	14,360	25,700
Taxes, fees and licences	6,200	6,297	6,298
Bookkeeping	3,800	3,723	4,000
Office	8,500	8,763	16,200
Telephone and communications	8,400	10,315	11,500
Professional fees	12,100	12,100	12,100

Directors fees	31,500	31,500	30,500
Wages and benefits	173,900	143,604	167,600
	1,329,854	1,304,494	1,302,842
Other Income (Expenses)			
Other income	65,000	37,177	33,000
Net rent	-14,400	12,897	-1,379
Gross Revenue Charge		-15,961	-22,000
	50,600	34,113	9,621
Income for the Period	30,216	699,048	243,192
Less: Payment in lieu of income taxes (23% blended rate)	6,950	114,773	55,934
Less: Deferred income taxes	-5,000	-2,000	-5,000
Net Income (Loss) for the Period	28,266	586,275	192,258
Retained Earnings (Deficit) Beginning of Period	2,009,465	2,009,465	2,325,593
Adjustment to Retained Earnings			
Less: Dividends	225,000	225,000	225,000
Retained Earnings End of Year	1,812,731	2,370,740	2,292,851
Pre-tax profit percentage	1.25%	22.83%	9.33%

The logo for Mississippi River Power Corp. features a stylized river and land. At the top, a blue wavy line represents the sky or water. Below it, a large blue wave curves across the upper middle. Underneath the blue wave is a green landmass shape. The company name is written in a bold, black, sans-serif font across the middle.

MISSISSIPPI RIVER POWER CORP.

Presentation to Mississippi Mills Council
2021 Budget Approved by the MRPC Board, April 22, 2021
June 1, 2021

MRPC Budget High-lights

- Revenues

- 2021 Budgeted Revenue and Production

- Generation Revenues - \$2,606,077
 - Other Revenue - \$9,621
 - 20,975,688 KWh

- 2020 Actual Revenue and Production

- Generation Revenues - \$3,062,511
 - Other Revenue - \$34,133
 - 24,649,416 KWh

MRPC Budget High-lights

- Total Expenses
 - 2021 Total Budgeted Expenses - \$2,368,706
 - Operating Expense \$1,070,264
 - General Expense \$1,298,442
 - 2020 Total Actual Expenses - \$2,397,576
 - Operating Expense \$1,093,082
 - General Expense \$1,304,494

MRPC Budget High-lights

- Salaries and Benefits included in Total Expenses
 - Budgeted Salaries 2021 - \$282,500
 - Budgeted Benefits 2021 - \$47,050
 - Actual Salaries 2020 - \$255,239
 - Actual Benefits 2020 - \$44,145

MRPC Budget High-lights

- Net Profit after Interest and Taxes
 - Net Profit after Interest and Taxes 2021 - \$226,446
 - Taxes Paid 2021 - \$66,146
 - Interest Paid (included in General Expense) 2021 - \$897,991
 - Net Profit after Interest and Taxes 2020 - \$586,275
 - Taxes Paid 2020 - \$114,773
 - Interest Paid (included in General Expense) 2020 - \$934,974

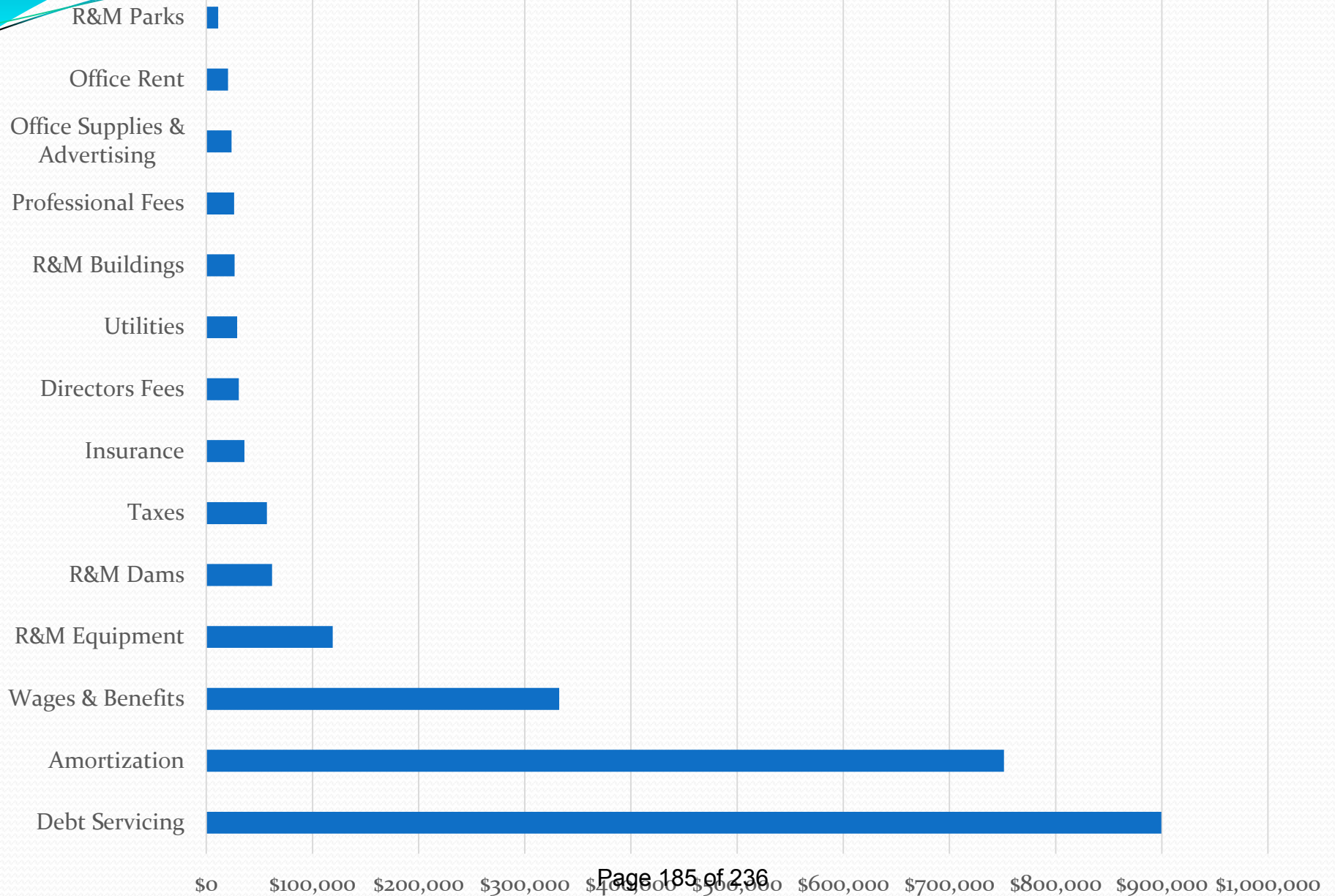
MRPC Budget High-lights

- Shareholder Cashflows
 - Anticipated Distribution to MM* 2021 - \$225,000
 - Budget Interest (included in Interest Paid) 2021 - \$119,433
 - Actual Dividend 2020 - \$225,000
 - Actual Interest (included in Interest Paid) 2020 - \$119,433

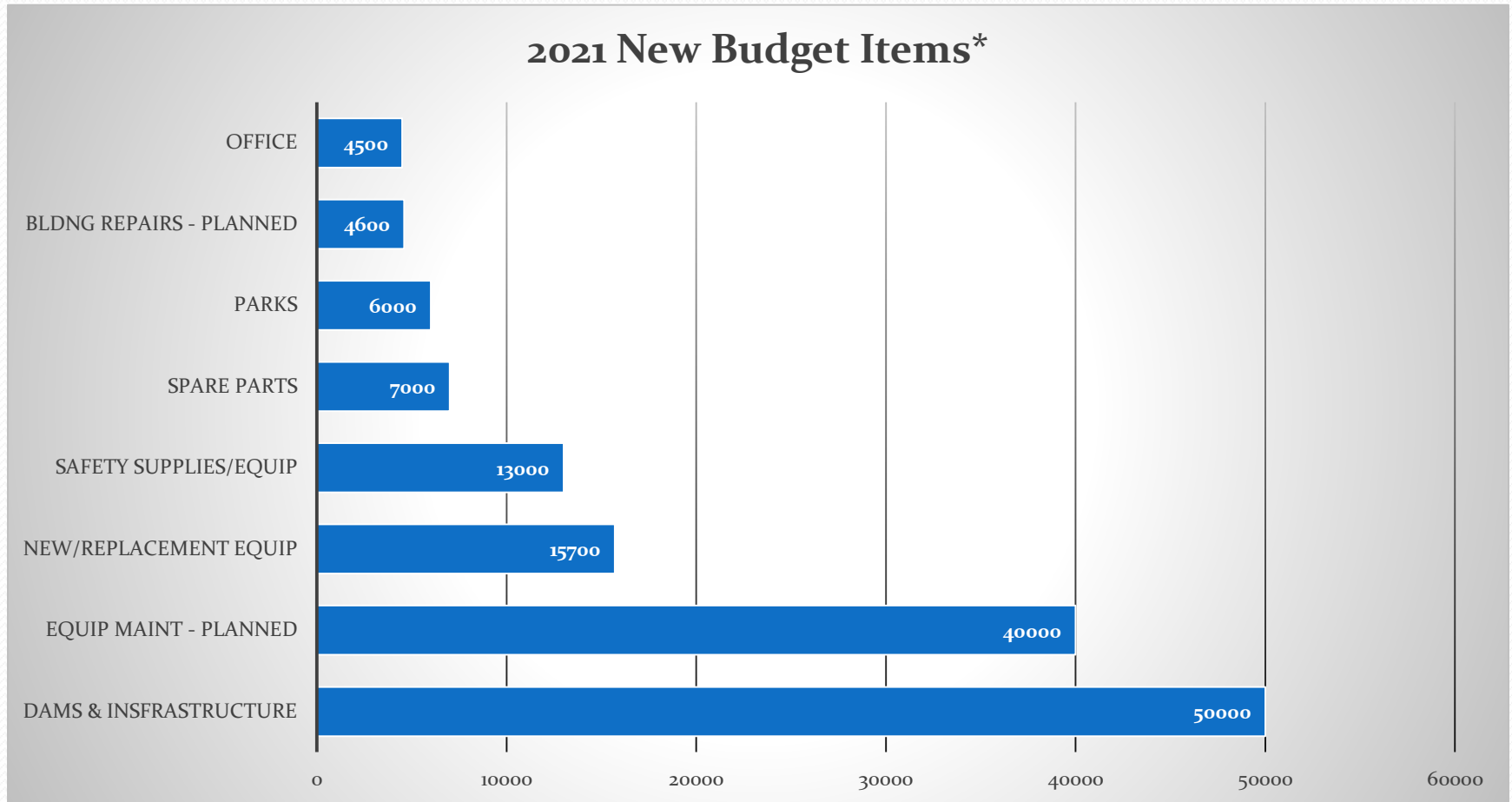
*Depends on meeting budgeted revenues and expense. Requires approval by the Board of MRPC.

Budgeted Expenses 2021

Steady State



MRPC Budget High-lights



- New Budget Items are for discretionary expense items above steady state/normal course expenditures

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 1, 2021
TO: Committee of the Whole
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Council requested information for Joint Cost Sharing Agreement

RECOMMENDATION:

THAT Committee of the Whole recommend Council receive this staff report as information to satisfy the resolution adopted at the May 11, 2021 Special Committee of the Whole meeting.

BACKGROUND:

At a Special Meeting of the Committee of the Whole held on May 11, 2021 the following motion was considered and adopted:

Moved by Councillor Holmes
Seconded by Councillor Dalgity

THAT the Committee of the Whole provides direction to staff to prepare a report for Council in preparation of payment for the recreation services component of the joint cost sharing agreement, excluding library services, and staff to request minutes and proposal from the previous Recreation Joint Cost Sharing meeting on March 31, 2021 to be brought back to the June1, 2021 Committee of the Whole meeting.

CARRIED

This staff report is meant to provide information to respond to the requests made in this motion for additional information to facilitate a decision to address the letter received from the Town of Carleton Place dated April 7, 2021 with regards to an alternate invoicing proposal for the year 2021.

DISCUSSION:

The minutes of the Recreation Joint Cost Sharing meeting held on March 31, 2021 were requested and received. The draft minutes have been attached to this report for information, but Council should be aware that these are draft and have not been adopted by the Recreation Joint Cost Sharing Committee.

FINANCIAL IMPLICATIONS:

The Mississippi Mills 2021 Budget for Cost Sharing included the following approved expenditures which are a 3% increase over the 2020 budget. The alternate invoicing proposal included a 2% increase over the 2020 budgeted amount.

TABLE 2 – Mississippi Mills 2021 Budget information Cost Sharing

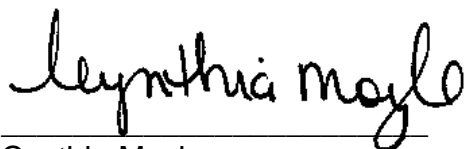
	2021	2020	\$	%	2020	2019	2018	2017	2016
Description	Budget	Budget	Change	Change	Actual	Actual	Actual	Actual	Actual
CP Pool	29,685.00	28,821.00	864.00	3%	28,821.00	22,922.00	21,537.00	17,839.00	17,323.00
CP Recreation	62,870.00	61,037.00	1,833.00	3%	61,037.00	53,318.00	49,667.00	45,546.00	41,186.00
	92,555.00	89,858.00	2,697.00	3%	89,858.00	76,240.00	71,204.00	63,385.00	58,509.00

SUMMARY:

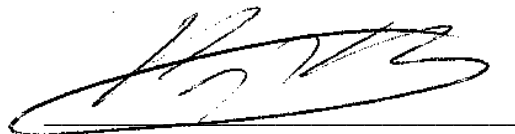
That Council receive this information for their discussion on the payment of the 2021 portion of the Joint Recreation Cost Sharing agreement.

Respectfully submitted by,

Reviewed by:



Cynthia Moyle,
Acting Clerk



Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Recreation Joint Cost Sharing draft meeting minutes dated March 31, 2021
2. Recreation Joint Cost Sharing Terms of Reference
3. Cost Sharing Proposal for 2021



RECREATION AND CULTURE COST SHARING COMMITTEE AGENDA

**Wednesday, March 31st, 2021
1 p.m.
VIA Zoom**

PRESENT:

Carleton Place

**Doug Black, Mayor
Linda Seccaspina, Councillor
Diane Smithson, CAO
Trisa McConkey, Treasurer
Joanne Henderson, Manager of Recreation and Culture
Meriah Caswell, Manager of Library Services**

Beckwith

**Richard Kidd, Reeve
Fay Campbell, Councillor
Cassandra McGregor, Clerk Administrator/Recreation Director
Joy Kehoe, Treasurer**

Mississippi Mills

**Christa Lowry, Mayor
John Dalgity, Councillor
Cynthia Guerard, Councillor
Ken Kelly, CAO
Calvin Murphy, Recreation Manager**

A. OPENING OF MEETING

Mayor Black called the meeting to order at 1pm.

B. APPROVAL OF AGENDA

Moved by John Dalgity
Seconded by Cynthia Guerard
That the agenda be accepted as presented.

CARRIED

C. DISCLOSURE OF PECUNIARY INTEREST

None

D. APPROVAL OF MINUTES FROM THE MEETING - February 15, 2020

Moved by John Dalgity

Seconded by Faye Campbell

That the agenda be accepted as presented.

CARRIED

E. DELEGATIONS

None

F. BUSINESS

1) Town of Carleton Place

- Discussion regarding 2021 Budget
 - Trisa McConkey presented the 2021 Apportionment for Recreation and Culture.
 - Trisa McConkey presented the Town of Carleton Place alternate proposal for invoicing the partners for 2021 based on the 2020 budget plus 2% plus a reconciliation at year end. Carleton Place was asked to follow up with a letter detailing its alternate invoicing proposal. Mississippi Mills and Beckwith are to forward this proposal to their respective Councils and respond to the Town of Carleton Place by April 30, 2021.
- Discussion regarding draft Terms of Reference for the Committee
 - Diane Smithson presented the draft Terms of Reference and presented the changes requested by Mississippi Mills Council and the changes that were included in the draft following a meeting of the Heads of Council and CAOs for the three parties. No further changes were made to the draft Terms of Reference. The final draft of the Terms of Reference will be forwarded to the respective Councils for final comments.
- Updates
 - Arena dressing room project is progressing and the 2nd floor is expected to be completed by May 1st.
 - Staff have started to have requests for baseball but have not heard from soccer.

2) Town of Mississippi Mills

- Updates
 - Beginning to prep fields for baseball and soccer.
 - Gearing up for spring opening of parks, boat launches. The parks are expected to open in mid-April.

- Mississippi Mills is working on a Community Services Master Plan.

3) **Township of Beckwith**

- Updates
 - Virtual Rural Recreation workshop was a success. Discussions/presentations involved dealing with COVID-19 in recreation.
 - The arena is booked starting Mon., April 5, 2021 with 10 people per ice time.
 - Outdoor turf will be booked with groups of 25.
 - An additional 2kms of trail will be added from Franktown Road to the end of Richmond Road.
 - Trails will be built in Gillies Corners to meet up with the OVRT – hoping that grant funding will be received for this project.
 - Football is not running this year.
 - The oval skating rink was a success.
 - A new Zamboni will be purchased in 2021.

Reeve Richard Kidd took over as Chair at 2:35PM

Mayor Black addressed the committee regarding the importance of the Howard Allan Agreement and that he is hoping that all three municipalities work together with regards to the agreement.

G. DATE OF NEXT MEETING –
Township of Beckwith – June 23rd, 2021 at 10:30am

H. ADJOURNMENT
Moved by John Dalgity
Seconded by Fay Campbell
That the meeting be adjourned.

CARRIED

The meeting adjourned at 2:53pm.

Joint Recreation Cost Sharing Committee

Terms of Reference

A. Purpose

While it is the legislative mandate of the individual Councils of the Town of Carleton Place, Municipality of Mississippi Mills and the Township of Beckwith to make the final decision on all matters that affect their respective municipalities, the purpose of this specific Advisory Committee is to:

1. provide recommendations, advice and information to the respective Councils on those specialized matters which relate to the purpose of the Joint Recreation Cost Sharing Committee (JRCSC) and more specifically recreation, pool and library services;
2. on behalf of the respective municipalities, administer the Recreation Cost Sharing Agreement prepared by Howard Allan in 1987 as amended from time to time in accordance with Section B Roles and Responsibilities of these Terms of Reference;
3. be the mechanism to receive input on programs and ideas recommended by the JRCSC to Council;
4. assist in enhancing the quality of life of the respective communities, in keeping with the respective Council's Strategic Plan principles;
5. conduct themselves in keeping with the policies set by the respective Council pertaining to Advisory Committees/Boards, and also in keeping with the respective Town's Procedural By-law;
6. share best practice information;
7. work consistently with organizations that use the respective municipalities' Recreation and Culture facilities (i.e. Little League).

B. Roles and Responsibilities

1.1 Scope of Study and Advice

The JRCSC will provide information, general advice and/or specific recommendations to their respective councils/Library Board with respect to:

- a) any matter or question Councils may specifically refer to it;
- b) reviewing, discussing and providing feedback on the annual cost sharing capital and operating budgets in the areas of pool, library and recreation within 30 days of the budget being presented in October each year;
- c) reviewing reconciled revenues/expenditures for the previous calendar year at the February JRCSC meeting;
- d) overseeing the functionality of the cost sharing formula including the percentage to be allocated to a capital cost reserve fund and making recommendations regarding changes to these structures;
- e) negotiating or entering into other agreements outside of the cost sharing arrangement for specific capital projects in the areas of pool, recreation and library of the partnering municipalities to be ratified by each respective municipality;
- f) as required, reviewing annual usage rates/statistics for the individual components of the cost sharing formula to assess reasonableness of the cost sharing formula;

- g) a major review of the agreement is required every 5 years, the costs of which will be shared equally by the parties wanting the review and recommending changes to the agreement based on the results of the review, if any;
- h) sharing information on related ongoing projects, activities, festivals and events;
- i) sharing information on proposed facility rental rates or other fees charged

1.2 Role of Sub-Committee

- a) The JRCSC may create a sub-committee to study or work on a specific topic or issue. This sub-committee will be led by at least one representative from each of the partner municipalities along with any assigned staff and/or volunteers.
- b) The term of the sub-committee begins upon approval by the JRCSC and ends upon project completion.

The chair of the sub-committee will prepare and present a budget if funds are required to implement their findings. This budget must be approved by the respective Councils prior to commencing work on the project.

C. Communication Authority

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

The Joint Recreation Cost Sharing Committee:

1. Shall work jointly on social media / media releases as they relate to the work of the Committee;
2. Shall not post independently to social media but rather social media postings shall be forwarded to the respective municipalities for distribution and approval which may be shared by the Committee;
3. It shall be the Head of Council who speaks on behalf of each municipality;
4. Shall not authorize any expenditures outside their respective Council approved budgets;
5. Shall have the authority to undertake special projects, or research matters that arise and that are within the scope of these Terms of Reference. The responsibility for these assignments remains with the JRCSC or designate.

D. Reports To

Respective Municipal Councils through their Committee structures.

E. Composition

1. Membership

Membership shall be comprised of two (2) elected members of Council from each municipality as per the Procedural By-law of each respective Council.

2. **Appointments to Advisory Committees and Boards**

All appointments to the JRCSC shall be made through the respective municipality's approved Procedural By-laws.

3. **Term of Membership**

The Term of office for members on the JRCSC shall be concurrent with the term of Council.

4. **Filling Vacancies:**

The respective Municipality shall be responsible for selecting a member to fill their vacancy.

5. **Assigned Staff Members:**

- a. Each municipality shall appoint their Recreation Manager who shall be the key staff member responsible for preparing agendas and minutes when JRCSC meetings are held in their respective municipalities.
- b. As required, the Treasurers and/or CAOs of the respective municipalities may attend JRCSC meetings at any time or to address particular agenda topics.

6. **Structure:**

- a. Chair
 - i. The Chair shall rotate depending on the location of the meeting. When a meeting is held in a particular municipality, that municipality shall decide which of their two members assigned to the Committee shall chair the meeting.
 - ii. In the absence of the Assigned Chair, the other council representative on the JRCSC shall be the Acting Chair for the meeting.
- b. Recording Secretary:
The Recording Secretary shall be the respective Recreation Manager of the meeting's hosting municipality.

F. Procedures

1. All applicable Federal, Provincial and Municipal legislation and regulations shall be adhered to. This includes, but is not limited to the respective municipality's:
 - a. Accountability and Transparency Policy
 - b. Procedural By-law
 - c. Code of Conduct
2. The JRCSC shall establish an annual meeting schedule including determining the host municipality. The schedule shall include at least three (3) regular meetings per year (February, June and October) with additional meetings scheduled as required.
3. Each partner municipality has one (1) vote on motions presented to the Committee.

4. The Committee may solicit, document and consider public input where appropriate upon approval of the respective municipal councils.
5. The agenda shall be distributed at least three (3) business days in advance of the meeting with the minutes of the previous meeting and any associated reports attached thereto. Each municipalities' members including staff members shall be given the opportunity via email at least a week in advance of the agenda preparation to put forth items to be included on the agenda including a roundtable discussion by each municipality.
6. Distribute the minutes once approved, to the Clerk of the partner municipalities in a timely fashion.
7. Meetings of the JRCSC are open to the public.

G. Quorum

One representative from each municipality in attendance at meetings shall constitute quorum.

Corporation of the Town of Carleton Place

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

April 7, 2021

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



Dear Mayor Lowry:

Re: Cost Sharing Agreement – 2021 Proposal

This letter is a follow up to the discussions which took place at the Joint Recreation and Cost Sharing meeting held on March 31, 2021 wherein the Town of Carleton Place proposed an alternative method of invoicing for the 2021 fiscal year for the commitments under the agreement. Under the current Howard Allan Cost Sharing Agreement, the Town of Carleton Place invoices its partners based on updated percentages calculated by Allan & Partners LLP each year multiplied by the net difference between revenues and expenditures in each of the areas of pool, recreation and library.

Given that COVID has impacted both revenues and expenditures for recreation, pool and library services in an unprecedented manner, the Town of Carleton Place is proposing that instead of the normal calculations for invoicing its partners for 2021, the Town would invoice based on the 2020 budget allocations (prior to the impacts of COVID) plus 2% and would fully reconcile to actuals at the end of 2021.

As you are aware, in 2020, the provincial government provided funding to municipalities to mitigate the operational impacts of COVID. Carleton Place allocated its COVID funding on a proportional basis to its departments that experienced losses in 2020.

If the provincial government provides additional funding in 2021 to mitigate the impact of COVID on its operations (which at this point is unclear), the Town of Carleton Place is agrees to again allocate this funding on a proportionate share basis with all of its departments experiencing losses which includes recreation, pool and library. This proportionate allocation of provincial funding (if any) will be included in the final reconciliation to the cost sharing partners.

Lastly, as this proposal involves a reconciliation at year end, the Town of Carleton Place commits that if it sees from a regular review of its finances that the difference between revenues and expenses in the areas of recreation, pool and library is approaching the amount invoiced to its partners, it will advise its partners as early as possible and provide justification for any anticipated increase(s). At the very least, the Town will provide a financial report to its partners on actuals versus budget for the current year when it presents its 2022 budget in October 2021.

...2

We ask that you consider the above proposal for 2021 invoicing and advise the Town of Carleton Place in writing by no later than end of day, Friday April 30, 2021 if you are in support of proceeding in this manner. In order to proceed, both Beckwith and Mississippi Mills will need to be in agreement.

If you have any questions regarding what is being proposed, please feel free to contact Trisa McConkey, Treasurer at 613-257-6221; tmcconkey@carletonplace.ca or I.

Yours truly,



Diane Smithson,
Chief Administrative Officer
613-257-6255
dsmithson@carletonplace.ca

Corporation of the Town of Carleton Place

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

April 7, 2021

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



Dear Mayor Lowry:

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If the provincial government provides additional funding in 2021 to mitigate the impact of COVID on its operations (which at this point is unclear), the Town of Carleton Place is agrees to again allocate this funding on a proportionate share basis with all of its departments experiencing losses which includes recreation, pool and library. This proportionate allocation of provincial funding (if any) will be included in the final reconciliation to the cost sharing partners.

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Yours truly,



Diane Smithson,
Chief Administrative Officer
613-257-6255
dsmithson@carletonplace.ca

May 4, 2021

Mayor and Members of Council,

Representatives of the Carleton Place Public Library Board and the Mississippi Mills Public Library Board met on April 29, 2021 to discuss the future of library service. The agenda included a discussion on the 2021 invoice for library service and the future reimbursement plan for south Ramsay residents using the Carleton Place Public Library.

The Mississippi Mills Public Library Board presented the following recommendation:

THAT Mississippi Mills Council pays the Library portion of the Recreation Cost Sharing Agreement payment from January 1, 2021 to September 30, 2021; the reimbursement payment plan to south Ramsay residents to come into effect on October 1, 2021.

The Carleton Place Public Library Board requests the following recommendation be considered:

THAT Mississippi Mills Council pays the Library portion of the Recreation Cost Sharing Agreement payment from January 1, 2021 to December 31, 2021.

In this scenario, the reimbursement payment plan to south Ramsay residents comes into effect January 1, 2022.

The MMPL Board requests that MM Council choose between one of these two recommendations.

Respectfully submitted,

Cathy Peacock, Mississippi Mills Public Library Board Chair

Here are the highlights from the regular Lanark County Council meeting held Wednesday, May 26.

Council Endorses Actions Following Housing Meeting Series: Council has approved motions resulting from a series of meetings about housing and homelessness that were held in March and April. The purpose of the meetings was to improve understanding of the housing and homelessness situation in the county and explore ways to expedite the 10-Year Housing and Homelessness Plan.

The first meeting provided an overview of existing services offered by the Housing Services Department and the service manager role. The second highlighted municipal planning tools and opportunities to encourage development of more affordable housing in communities, and the final meeting featured non-profit organizations and ways they have supported housing and homelessness initiatives.

As a result of the meetings, council re-endorsed the 10-Year Plan, which was developed by staff and committed to two actions:

- Council authorized staff to issue a request for proposals to hire a consultant to conduct a study on affordable housing demand and make recommendations on municipal planning tools that improve outcomes. Costs for the consultant are covered by municipal COVID-19 funding provided to the county by the province due to the increased demand on housing since the onset of the pandemic.
- Council created a small working group of community representatives to make recommendations on Action No. 8 of the 10-Year Housing and Homelessness Plan, which focuses on development of rent-geared-to-income housing, rent supplement spaces and the portable housing benefit. This working group will consist of county staff (CAO, Director of Social Services, Planner, Treasurer, Housing Services Manager), as well a representative from Lanark County Mental Health, the Lanark County Situation Table, a non-profit housing provider in the county, Lanark County Interval House, and a developer. The group has a short term mandate in order to be able to make recommendations for the 2022 budget process, which begins in the fall. The working group will report to the community services committee.

For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

Warden Proclaims June as PRIDE Month: Warden Christa Lowry (Mississippi Mills Mayor) has proclaimed June as PRIDE Month in Lanark County and encourages residents to reflect on the ongoing struggle for equality faced by members of the 2SLGBTQ+ community while celebrating the contributions that enhance the county.

The proclamation expresses support for every citizen to experience equality and freedom from discrimination, and notes all people, regardless of race, national or ethnic origin, colour, religion, age, sex, sexual orientation, gender identity or expression, marital status, genetic characteristics or disability, have the right to be treated on the basis of their intrinsic value as human beings.

“Lanark County accepts, welcomes and celebrates people of varied backgrounds and believes a diverse population leads to a more vibrant community. The Two Spirited, Lesbian, Gay, Bisexual, Transgender, Queer and + communities contribute to the cultural, civic and economic successes of Lanark County,” Lowry said. “While we as a society at large are slowly embracing new definitions of sexuality and gender, we must also acknowledge that the need for education and awareness remains vital to end discrimination and prejudice.”

Lowry highlighted the significance of this proclamation. “I am proud that Lanark County Council has proclaimed June is PRIDE Month and that for the first time ever the rainbow flag will fly at the county offices. This is a true sign that we are slowly embracing everyone in our vibrant communities, that we stand as allies and celebrate with pride being who we were born to be.”

To help raise awareness of the continuing evolution of the 2SLGBTQ+ PRIDE movement, the county will display the rainbow flag, representing light, healing, sun, calmness, art and spirit, in front of the county administration building for the month of June.

For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

County to Submit AMO Delegation Requests: Council has passed a motion to request a number of delegations with ministers at the Association of Municipalities of Ontario conference scheduled for Aug. 14 to 18. This gives municipal politicians an opportunity to present concerns or requests on specific issues with various ministry representatives.

One request is to meet with the Ministry of Municipal Affairs and Housing to provide feedback on concerns related to the Code of Conduct and Integrity Commissioner legislation that go beyond the scope of a consultation process currently being administered by the ministry. A number of recommendations and comments have been compiled by a county working group created to examine the current legislation.

Another request is to meet with the Ministry of Government and Consumer Services regarding the permitted sale of after-market parts (e.g. exhaust, studs) to replace original equipment manufacturer components on ATVs and snowmobiles, which are illegal and cause substantial disruption, particularly to those who live adjacent to or near the county’s trails.

The county is requesting a meeting with the Ministry of Transportation to express concerns related to the lack of a left-turning lane onto Concession 5A off in Ramsay off Hwy. 7. The request is in response to heavy traffic flow on the highway, which sees vehicles waiting for the opportunity to turn and creates a build-up of traffic and the potential for accidents. The county will seek data from the OPP related to accidents and hopes to learn from MTO about plans for this intersection.

The county is asking to meet with the Ministry of Environment to provide feedback and engage in dialogue regarding the environmental and economic benefits of electric vehicles, the need to encourage, accelerate and provide incentives for their use, and to make the province aware of the county’s incentive program for local municipalities to help them begin purchasing electric vehicles for their fleets (funding provided to match the federal grant).

Finally, the county is seeking a meeting with the Ministry of Health to express concerns related to the exponential increase in client referrals to Lanark County Mental Health (LCMH) over the past year and to discuss the inadequate level of resources available to attend to this surge and the increasingly complex needs being seen in the community. LCMH is funded by Ontario Health to provide services to the whole county, but was already lacking enough capacity and resources to address need before the pandemic and the resulting surge in referrals. LCMH is the only mental health agency in the county and has about 24 clinical staff. It has received more than 3,600 new referrals and request for services in the past year alone. LCMH is seeking equitable and consistent funding across the regions, including additional funds to attract and retain psychiatrists in the county.

For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

Upcoming Meetings: County Council, Wednesday, June 9, 5 p.m.; Community Services, June 9 (following County Council); Corporate Services, June 9 (following Community Services). **County Council, Wednesday, June 23, 5 p.m.;** Public Works, June 23 (following County Council); Economic Development, June 23 (following Public Works). 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 –



Uncertain Future for MVCA Conservation Areas

May 26, 2021 - Proposed provincial regulations governing conservation authorities (CAs) will remove visitor amenities such as parking lots and trails from the core mandate of CAs. Doing this will remove their eligibility for funding under the municipal levy and create uncertainty at thousands of conservation areas across the province. Under the new regulation, these amenities must be funded through increased user fees, grants, and the generosity of local municipalities. Mississippi Valley Conservation Authority (MVCA) General Manager, Sally McIntyre, says all six of its conservation areas face an uncertain future. “For example, at the Mill of Kintail, we have an extensive trail network, washrooms, directional signage, a picnic shelter and the Gatehouse used by community groups. As with the museum, none of those amenities are to be eligible for the base municipal levy going forward.”

Conservation areas provide exercise opportunities, forest therapy and serve as rest stops across Ontario and are seen by many as a public asset. As the summer season begins and COVID-19 restrictions loosen, attendance at conservation areas are expected to see record attendance numbers again in 2021. “Last year we saw a 50% increase in attendance at the Mill of Kintail and Morris Island Conservation Areas,” says Shannon Gutoskie, MVCA’s Community Relations Coordinator. “The pandemic has shown everyone how important these facilities are to public health as well as conservation of the natural environment.”

If the regulation is approved as proposed, only activities that are directly tied to protecting nature heritage values will be eligible for the municipal levy.

The Province is hosting two webinars in the coming days to explain its proposals to the public: Thursday May 27 at 10:30 am and Tuesday June 1 at 2:00 pm. To register for the webinar, contact ca.office@ontario.ca.

-30-

Media Contact

Shannon Gutoskie

Community Relations Coordinator

sgutoskie@mvc.on.ca

INFORMATION LIST #11-21

June 1, 2021

The following is a list of information items received up until May 25, 2021.

Item #	Date	Originator	Subject	Page #
1	May 14	Town of Plympton-Wyoming	Ontario Golfing Prohibition	207
2	May 10	Municipality of Chatham-Kent	Proposed MFIPPA Update	209
3	May 14	Municipality of West Elgin	Phragmites australis (invasive perennial grass)	212
4	May 12	Municipality of Chatham-Kent	Cannabis Licensing and Enforcement	215
5	May 12	Municipality of Chatham-Kent	Exempt Carbon Tax on all Primary Agriculture Producers	2118
6	May 12	Municipality of Chatham-Kent	Ontario Golfing Prohibition	224
7	May 20	Lanark County	Roadside Pollinator Habitat Restoration Pilot Project Underway	226
8	May 20	CNIB Deafblind Community Services	Request for Proclamation Deafblind Awareness Month	228
9	May 20	Paul Crozier	Resignation from the Accessibility Advisory Committee and the Agricultural Advisory Committee	230



Hon. Doug Ford, Premier
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

May 14th 2021

Attn: Premier Ford,

Please be advised that at the Town of Plympton-Wyoming Council Meeting held Wednesday, May 13th 2021, the following resolution was adopted:

Motion 20

Moved by Mike Vasey, Seconded by Netty McEwen that Council support item 'p' of correspondence from the City of Brantford regarding a request for the Province of Ontario to withdraw its prohibition on golfing and any other outdoor recreational activities.

Motion Carried.

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak
Clerk
ekwarciak@plympton-wyoming.ca

Cc: (via e-mail)
Bob Bailey, MPP
AMO
All Ontario Municipalities



April 30, 2021

Hon. Doug Ford, Premier
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

Dear Premier Ford,

Please be advised that at the Brantford City Council Meeting held April 27, 2021, the following resolution was adopted:

Request - Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities

WHEREAS COVID-19 restrictions have had significant impacts; and

WHEREAS many forms of socializing, recreation and sport have been curtailed; and

WHEREAS the game of golf can be enjoyed while maintaining proper social distancing;

THEREFORE BE IT RESOLVED THAT The Corporation of The City of Brantford recommends:

- A. THAT The Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities which can be enjoyed while maintaining proper social distancing; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Premier of Ontario; Will Bouma, MPP, Brantford-Brant, the Association of Municipalities of Ontario, Ontario Big City Mayors; and the list of other Municipalities in Ontario.

Yours truly,

A handwritten signature in black ink, appearing to read "Tanya Daniels".

Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc MPP Will Bouma, Brantford-Brant
Association of Municipalities of Ontario (AMO)
Ontario Big City Mayors
All Ontario Municipalities

CITY CLERK'S OFFICE City Hall, 100 Wellington Square, Brantford, ON N3T 2M2 P.O Box 818, Brantford, ON N3T 5R7
Phone: (519) 759-4150 Fax: (519) 759-7840 www.brantford.ca

May 10, 2021

Via Email: Lisa.Thompson@pc.ola.org

Hon. Lisa M. Thompson
Minister of Government and Consumer Services
5th Floor, 777 Bay Street
Toronto, ON M7A 2J3

Dear Hon. Thompson:

**Re: Time for Change
Municipal Freedom of Information and Protection of Privacy Act**

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on March 1, 2021 passed the following resolution:

WHEREAS the Municipal Freedom of Information and Protection of Privacy Act R.S.O. 1990 (MFIPPA) dates back 30 years;

AND WHEREAS municipalities, including the Municipality of Chatham-Kent, practice and continue to promote open and transparent government operations, actively disseminate information and routinely disclose public documents upon request outside of the MFIPPA process;

AND WHEREAS government operations, public expectations, technologies, and legislation surrounding accountability and transparency have dramatically changed and MFIPPA has not advanced in line with these changes;

AND WHEREAS the creation, storage and utilization of records has changed significantly, and the Municipal Clerk of the Municipality is responsible for records and information management programs as prescribed by the Municipal Act, 2001;

AND WHEREAS regulation 823 under MFIPPA continues to reference antiquated technology and does not adequately provide for cost recovery, and these financial shortfalls are borne by the municipal taxpayer;

AND WHEREAS the threshold to establish frivolous and/or vexatious requests is unreasonably high and allows for harassment of staff and members of municipal councils, and unreasonably affects the operations of the municipality;

AND WHEREAS the Act fails to recognize how multiple requests from an individual, shortage of staff resources or the expense of producing a record due to its size, number or physical location does not allow for time extensions to deliver requests and unreasonably affects the operations of the municipality;

AND WHEREAS the name of the requestor is not permitted to be disclosed to anyone other than the person processing the access request, and this anonymity is used by requesters to abuse the MFIPPA process and does not align with the spirit of openness and transparency embraced by municipalities;

AND WHEREAS legal professionals use MFIPPA to gain access to information launch litigation against institutions, where other remedies exist;

AND WHEREAS there are limited resources to assist administrators or requestors to navigate the legislative process;

AND WHEREAS reform is needed to address societal and technological changes in addition to global privacy concerns and consistency across provincial legislation;

BE IT RESOLVED THAT the Ministry of Government and Consumer Services be requested to review the MFIPPA, and consider recommendations as follows:

1. That MFIPPA assign the Municipal Clerk, or designate to be the Head under the Act;
2. That MFIPPA be updated to address current and emerging technologies;
3. That MFIPPA regulate the need for consistent routine disclosure practices across institutions;
4. That the threshold for frivolous and/or vexatious actions be reviewed, and take into consideration the community and available resources in which it is applied;
5. That the threshold for frivolous and/or vexatious also consider the anonymity of requesters, their abusive nature and language in requests to ensure protection from harassment as provided for in Occupational Health and Safety Act;
6. That the application and scalability of fees be designed to ensure taxpayers are protected from persons abusing the access to information process;
7. That administrative practices implied or required under the Act, including those of the IPC, be reviewed and modernized;
8. That the integrity of the Act be maintained to protect personal privacy and transparent governments.

If you have any questions or comments, please contact Judy Smith at ckclerk@chatham-ketn.ca

Sincerely,

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

c.

Lianne Rood, MP
Dave Epp MP
Rick Nicholls, MPP
Monte McNaughton, MPP
Information and Privacy Commissioner of Ontario
Association of Municipalities of Ontario
AMCTO Legislative and Policy Advisory Committee
Ontario municipalities



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

May 14, 2021

At the Regular Meeting of Council on May 13, 2021 the Council of the Municipality of West Elgin passed the following Resolution:

Resolution No. 2021- 147

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

Whereas *Phragmites australis* (*Phragmites*) is an invasive perennial grass that continues to cause severe damage to wetlands and beaches in areas around the Great Lakes; and

Whereas *Phragmites australis* grows and spreads rapidly, allowing the plant to invade new areas and grow into large monoculture stands in a short amount of time, and is an allelopathic plant that secretes toxins from its roots into the soil which impede the growth of neighbouring plant species; and

Whereas *Phragmites australis* results in loss of biodiversity and species richness, loss of habitat, changes in hydrology due to its high metabolic rate, changes in nutrient cycling as it is slow to decompose, and increased fire hazard due to the combustibility of its dead stalks, and can have an adverse impact on agriculture, particularly in drainage ditches; and

Whereas invasive *Phragmites* has been identified as Canada's worst invasive plant species by Agriculture and AgriFood Canada;

Whereas the Ontario government has made it illegal to import, deposit, release, breed/grow, buy, sell, lease or trade invasive *Phragmites* under the Invasive Species Act; and

Whereas volunteers, non-governmental organizations and various municipalities have invested hundreds of dollars in investments and labour annually for more than eight years in executing management plans to control invasive *Phragmites* on roads, shorelines and in wetlands; and

Whereas roads and highways where *Phragmites* that are left untreated become spread vectors that continually risk new and treated wetlands and shoreline areas; and

Whereas according to “Invasive Phragmites Best Management Practices” by the Ontario Phragmites Working Group, best roadside management practices for Phragmites australis include detection, herbicide application, cutting, and re-treatment of re-growth as necessary; and

Whereas these best management practices are most effective when used in a multi-pronged approach as opposed to when used as stand-alone control measures; and

Whereas mother nature does not recognize political boundaries. Therefore, it is imperative that Municipalities, Districts, the Province and the Federal government work together in collaboration to eradicate Canada’s worst invasive plant species Phragmites australis;

Whereas the Municipality of West Elgin has been implementing measures for eradication of Phragmites over the past 3 years, including mapping of cells along Municipal and County Roadways, applying herbicide, cutting and monitoring re-growth; and ensuring clean equipment protocols for appropriate contract tenders; and

Whereas the Ontario Ministry of Transportation (MTO) has carried out some Phragmites eradication along Provincial highways, however this process has not been successful because the process has not included a program to deal with surviving plants, and also has not dealt with growth beyond the road allowance, therefore enabling fast re-growth; and

Whereas in the past there has been no approved herbicide for use in wet sites; however, in 2020 a product (Habitat Aqua) has been approved for use in areas of lying water and along waterways in Ontario;

Now Therefore be it Resolved that the Municipality of West Elgin request the Ontario Ministry of Transportation (MTO) to map, treat, monitor, and eradicate re-growth of invasive Phragmites annually on all Provincial highways, including areas beyond the road allowances, where Phragmites cells extend; and

Be It Further Resolved that the Ontario Ministry of Transportation (MTO) communicates that strategy on mapping (detecting sites) and controlling invasive Phragmites on provincial highways, the specific highway management plans and results by each MTO region and each highway in the region and work in coordination with the Municipality of West Elgin; and

Be it Further Resolved that the Province of Ontario designate Phragmites australis as a noxious weed under the Noxious Weed Act; and in collaboration with the Ontario Federation of Agriculture, the Ontario Phragmites Working Group, and Ontario Municipalities, carry out a public education campaign regarding best practices in

eradicating Phragmites; and if possible, develop a system of grants to support the uptake of these best practices by citizens; and

Be it Further Resolved that the Council for the Corporation of the Municipality of West Elgin directs staff to send this resolution to all Municipalities in Ontario; Honourable Omar Alghabra, Minister of Transportation (Canada); Honourable Caroline Mulroney, Ontario Minister of Transport; James Corcoran, General Services Coordinator, vegetation, MTO West Region; Honourable Ernie Hardeman, Ontario Ministry of Agriculture, Food, and Rural Affairs; Jeff Yurek, MPP; and Karen Vecchio MP.

Carried

Sincerely,

A handwritten signature in blue ink, appearing to read 'Jana Nethercott', written in a cursive style.

Jana Nethercott
Clerk

May 12, 2021

Via email: amber.lapointe@portcolborne.ca

City of Port Colborne
Corporate Service Department
66 Charlotte Street
Port Colborne, ON L3K 3C8

Re: Support Resolution for Cannabis Licensing and Enforcement

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on May 10, 2021 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by Councillor Latimer, Seconded by Councillor Faas

"That Chatham-Kent Council supports the resolution from the City of Port Colborne supporting the Township of Brock re: Cannabis Licensing and Enforcement"

A copy of the above noted resolution is enclosed for your reference. If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,

Judy Smith

Digitally signed by Judy
Smith
Date: 2021.05.13 11:15:57
-04'00'

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

C

Honourable Patty Hajdu, Federal Minister of Health
Honourable Christine Elliott, Minister of Health
Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs
Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food
Local MP and MPP
Chatham-Kent Police Services Board
Association of Municipalities of Ontario (AMO)
Ontario Municipalities



The Corporation of
The Township of Brock
1 Cameron St. E., P.O. Box 10
Cannington, ON L0E 1E0
705-432-2355

March 2, 2021

The Honourable Patty Hajdu
Minister of Health Canada
Via email: Patty.Hajdu@parl.gc.ca

Health Canada
Ottawa, Ontario
via email: hcinfo.infosc@canada.ca

Dear Honourable Madam:

Re: Cannabis Licencing and Enforcement

Please be advised that the Council of the Township of Brock, at their meeting held on February 22, 2021 adopted the following resolution:

Resolution Number 22-2

MOVED by **Michael Jubb** and SECONDED by **Cria Pettingill**

WHEREAS the Government of Canada introduced Bill C-45 (the Cannabis Act) to create the foundation for a comprehensive national framework to provide restricted access to regulated cannabis, and to control its production, distribution, sale, importation, exportation, and possession;

WHEREAS the police have not been given lawful authority to lay charges under the Cannabis Act to appropriately respond to violations of Health Canada Registrations and Licenses;

WHEREAS there is no direct communication or dedicated effort to provide a communication channel between Municipal government staff or Police Agencies for dealing with Health Canada Registrations and Licenses;

WHEREAS the Township of Brock has not been consulted by Health Canada prior to the issuance of licenses for properties not in compliance with municipal zoning by-laws;the future;

BE IT RESOLVED THAT the Township of Brock requests that Health Canada:

1. Require Federal Licenses and Registrations for Designated Growers to conform with local zoning and control by-laws;
2. Ensure local authorities are provided with notification of any licence issuance, amendment, suspension, reinstatement or revocation within their region;

If this information is required in an accessible format,
please contact the Township at 705-432-2355.

3. Provide dedicated communication with local governments and Police services;
4. Provide lawful authority to Police agencies to lay charges when registered or licences operations grow in excess of their registration or licence through Health Canada; and,
5. Provide enforcement support and guidance to local municipalities for dealing with land use complaints relating to Cannabis.

AND FURTHER BE IT RESOLVED THAT the Township of Brock will forward this motion by email to the following partners: All municipalities in Ontario; the MP and MPP of Haliburton-Kawartha Lakes-Brock; the Minister of Agriculture, Food and Rural Affairs; the Minister of Agriculture and Agri-Food; and the Durham Region Police Services with the request that the Federal government enact legislation to better support local governments with land use management and enforcement issues as they relate to Cannabis Production and Processing.

MOTION CARRIED

Thank you for your consideration. Should you have any questions please do not hesitate to contact the undersigned.

Yours truly,

THE TOWNSHIP OF BROCK



Becky Jamieson
Municipal Clerk

BJ:dh

cc. The Honourable Christine Elliott, Minister of Health, Ontario –
christine.elliott@ontario.ca
The Honourable Laurie Scott, MPP, Haliburton-Kawartha Lakes-Brock -
laurie.scottco@pc.ola.org
Jamie Schmale, MP, Haliburton-Kawartha Lakes-Brock - Jamie.schmale@parl.gc.ca
The Honourable Ernie Hardeman, Minister of Agriculture, Food and Rural Affairs –
minister.omafra@ontario.ca
The Honourable Marie-Claude Bibeau, Minister of Agriculture and Agri-Food - Marie-
Claude.Bibeau@parl.gc.ca
Inspector Ryan Connolly, DRPS - northdivision@drps.ca
Ontario municipalities

May 12, 2021

The Honourable Jonathan Wilkinson
Minister of Environment and Climate Change
House of Commons
Ottawa, ON K1A 0A6

The Honourable Marie-Claude Bibeau
Minister of Agriculture and Agri-Food
House of Commons
Ottawa, ON K1A 0A6

Re: Support Resolution for Exempt Carbon Tax on all Primary Agriculture Producers

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on May 10, 2021 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by CI Latimer; Seconded by CI Pinsonneault:

"That Chatham-Kent Council support the resolution from the County of Norfolk re: Exempt Carbon Tax on all Primary Agriculture Producers."

and

"In addition, that the exemption extend to the transportation system for all trucking across Canada."

A copy of the above noted resolution is enclosed for your reference. If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,

Judy Smith

Digitally signed by Judy
Smith
Date: 2021.05.14 14:49:01
+0400

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

- c. Premier of Ontario
Association of Municipalities of Ontario
Federation of Canadian Municipalities
All Municipalities in Ontario

CORPORATION OF THE MUNICIPALITY OF CALVIN
Resolution


DATE: April 13, 2021 NO. 2021-097

MOVED BY Heather Olmstead

SECONDED BY Sandy Cross

“THAT the Council of the Corporation of the Municipality of Calvin supports the Norfolk County Agricultural Advisor Board’s letter dated December 20, 2020 regarding the application of the carbon tax on primary agriculture producers, and;

THAT this resolution be sent to the Premier of Ontario, the Minister of Environment and Climate Change, the Honourable Vic Fedeli, MPP and circulated to all municipalities in Ontario. ”

CARRIED  _____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	<u>X</u>	<u> </u>
<u>Coun Maxwell</u>	<u>X</u>	<u> </u>
<u>Coun Olmstead</u>	<u>X</u>	<u> </u>
<u>Mayor Pennell</u>	<u>X</u>	<u> </u>



Norfolk County
Officer of the Mayor
Governor Simcoe Square
50 Colborne St., S.
Simcoe, Ontario N3Y 4H3
519-426-5870
Fax: 519-426-7633
norfolkcounty.ca

February 23, 2021

The Honourable Jonathan Wilkinson
Minister of Environment and Climate Change
House of Commons
Ottawa, ON K1A 0A6

The Honourable Marie-Claude Bibeau
Minister of Agriculture and Agri-Food
House of Commons
Ottawa, ON K1A 0A6

Dear Ministers,

I am writing to advise that Norfolk County Council supports the attached Norfolk County Agricultural Advisory Board's letter regarding the application of the carbon tax on primary agriculture producers. It is the recommendation of Norfolk County Council that the Federal Government consider the concerns of the agricultural community and move to exempt all primary agriculture producers from current and future carbon taxes. Please find attached the full recommendation.

Thank you for your attention,

Yours truly,

A handwritten signature in black ink that reads "Kristal Chopp".

Kristal Chopp
Mayor, Norfolk County

P.c. Norfolk County Council
Association of Municipalities of Ontario
Federation of Canadian Municipalities
Ontario Municipalities

Dec 7, 2020

The Honourable Marie-Claude Bibeau, MP
Minister of Agriculture and Agri-Food House of Commons
Ottawa, Ontario
K1A 0A6

Dear Minister Bibeau

Our agricultural advisory board (AAB) who represents the agricultural sector in Norfolk County, Ontario is very concerned about the federal government's current carbon pricing policies. It is our hope that you consider our concerns and move to exempt all primary agriculture producers from current and future carbon taxes.

Carbon tax remains as a major cost of production for producers in Norfolk County. Although some farm fuel purchases are exempt, it is selective and does not meet the needs of the entire agriculture industry. Currently crop drying, heating/cooling of livestock barns and cooling of perishable commodities are still subject to full carbon taxes.

Currently there are no replacements for fossil fuels in agricultural production. As a result, carbon tax policies are not appropriate for the agricultural sector and only decrease farm margins.

Norfolk County which is known as Ontario's garden is home to one of the country's largest diversity of crop production. In addition to the extensive vegetable, fruit and grain production it boasts some of the highest ecological diverse natural habitats, plants and animals in Canada. There is approximately 25% tree cover in the county which is the highest percentage of forested land in Southwestern Ontario. Norfolk County It is also home to over 10,000 acres of woodlots and wetlands protected under Long Point Conservation Authority. In addition to the natural woodlots and wetlands there is also extensive fruit production with 2000 acres of apples and 1000 acres of sour cherries. A mature orchard can fix upwards of 18 mt of CO₂ annually.

The adoption of production practices to protect the soil and environment are advanced in Norfolk County. There has been a wide implementation of cover cropping, planting green and reduced tillage practices all of which sequester carbon. Additional farming practices of 4R nutrient management coupled with precision technology ensure that appropriate nutrients are applied at the right time, place and rate. In many cases sensitive water sources around ponds and wetlands are planted with buffer strips and soil erosion control measures of grassed waterways and windbreaks are also common practices. ALUS (alternative land use) programs have been embraced across the county, taking unproductive land out of production, and returning it to natural native grass plantings, trees and constructed wetlands. Currently there are 1148 active projects with 189 producers covering 1573 acres in Norfolk County managed under the ALUS program.

The agriculture industry has made great strides to protect the environment and will continue to improve production practices that reduces the carbon footprint in food production.

The AAB board believes that all on farm fuels used in agricultural production should be exempt from carbon tax. This should include natural gas, propane, gas, and diesel. We strongly urge the government to be consistent with a sectorwide exemption to current carbon tax policies.

Sincerely,

Dustin Zamecnik
Chair of Norfolk County Agriculture Advisory Board

May 12, 2021

Via email: tdaniels@brantford.ca

City Of Brantford
P.O Box 818
Brantford, ON N3T 5R7

Re: Support Resolution
Withdraw Prohibition on Golfing and other Outdoor Recreational Activities

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on May 10, 2021 considered the aforementioned topic and subsequent to discussion, the following was resolved:

Moved by CI Thompson Second by CI Crew

That Chatham-Kent Council supports the resolution from the City of Brantford dated April 30, 2021 re: Withdraw Prohibition on Golfing and other Outdoor Recreational Activities.

A copy of the above noted resolution is enclosed for your reference. If you have any questions or comments, please contact Judy Smith at judys@chatham-kent.ca

Sincerely,

Judy Smith

Digitally signed by Judy
Smith
Date: 2021.05.13 11:16:28
-04'00'

Judy Smith, CMO
Director Municipal Governance
Clerk /Freedom of Information Coordinator

Hon. Doug Ford, Premier
Local MP& MPP
Association of Municipalities of Ontario (AMO)
All Municipalities in Ontario



April 30, 2021

Hon. Doug Ford, Premier
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Sent via email: premier@ontario.ca

Dear Premier Ford,

Please be advised that at the Brantford City Council Meeting held April 27, 2021, the following resolution was adopted:

Request - Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities

WHEREAS COVID-19 restrictions have had significant impacts; and

WHEREAS many forms of socializing, recreation and sport have been curtailed; and

WHEREAS the game of golf can be enjoyed while maintaining proper social distancing;

THEREFORE BE IT RESOLVED THAT The Corporation of The City of Brantford recommends:

- A. THAT The Province of Ontario withdraws its prohibition on golfing and any other outdoor recreational activities which can be enjoyed while maintaining proper social distancing; and
- B. THAT the City Clerk BE DIRECTED to forward a copy of this resolution to the Premier of Ontario; Will Bouma, MPP, Brantford-Brant, the Association of Municipalities of Ontario, Ontario Big City Mayors; and the list of other Municipalities in Ontario.

Yours truly,

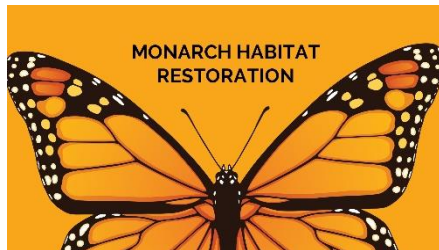
A handwritten signature in black ink, appearing to read "Tanya Daniels", is located below the "Yours truly," text.

Tanya Daniels
City Clerk
tdaniels@brantford.ca

cc MPP Will Bouma, Brantford-Brant
Association of Municipalities of Ontario (AMO)
Ontario Big City Mayors
All Ontario Municipalities

CITY CLERK'S OFFICE City Hall, 100 Wellington Square, Brantford, ON N3T 2M2 P.O. Box 818, Brantford, ON N3T 5R7
Phone: (519) 759-4150 Fax: (519) 759-7840 www.brantford.ca

Roadside Pollinator Habitat Restoration Pilot Project Underway



PERTH, Ont. May 20, 2021 - Lanark County is launching a new roadside restoration pilot project in partnership with the Canadian Wildlife Federation (CWF) to create critical pollinator habitat for species at risk including Monarch butterflies.

"The long-term goal of Lanark County's Vegetation Management Plan is to restore pollinator habitat on roadsides which reduces

maintenance costs, improves pollinator habitat, and stores more carbon in the soil with native plants," said Michelle Vala, Climate Environmental Coordinator for Lanark County.

Proper site preparation is critical to ensure the long-term success of the project, which will establish native meadow habitat over the next three years, Vala said.

Project details

- The site is on CR21 Elm Grove Road between Sunset Drive and Hughes Road in Lanark County, Eastern Ontario.
- An area about 350m long will be seeded with a custom native seed mix with native pollinator plant species and grasses.
- The seed mix will include a cover crop to give the native seed time to establish in the first year.
- Site preparation begins in May with a combination of herbicide, tilling, and rolling to compact soil based on advice from restoration experts.
- Once the native meadow community establishes, it will be able to help fight invasion of invasive species like wild parsnip.

This project is part of an ongoing partnership between Lanark County and the Canadian Wildlife Federation to restore and improve pollinator habitat on roadways in Lanark County.

The Canadian Wildlife Federation is building a national network of Rights-of-Way managers interested in creating pollinator habitat on roadsides. This includes municipalities, utility companies, solar farm operators, and pipeline companies.

"Canadians want to be part of pollinator recovery efforts, and rights-of-way present fabulous opportunities to restore meadow habitat," said Carolyn Callaghan, CWF senior conservation biologist, terrestrial wildlife.

Lanark County is in the breeding range and along the migratory route of the iconic Monarch butterfly.

For more information, to join the network or to download a best practices guide for Ontario, visit [HelpThePollinators.ca](https://www.helpthepollinators.ca).

About the Canadian Wildlife Federation

The Canadian Wildlife Federation is a national, not-for-profit charitable organization dedicated to fostering awareness and appreciation of our natural world. By spreading knowledge of human impacts on the environment, carrying out research, developing and delivering education programs, promoting the sustainable use of natural resources, recommending changes to policy and co-operating with like-

minded partners, CWF encourages a future in which Canadians can live in harmony with nature. For more information visit CanadianWildlifeFederation.ca.

-30-

Contacts:

Michelle Vala, Climate Environmental Coordinator, Public Works, Lanark County

1.888.952.6275 /613-267-4200 x3114

mvala@lanarkcounty.ca

Heather Robison, Media and Community Relations Officer, Canadian Wildlife Federation

1.877.599.5777 x212

heatherr@cwf-fcf.org

Contact Information:

Sherry Grabowski
Vice President, Deafblind Community Services
CNIB Deafblind Community Services
sherry.grabowski@deafblindservices.ca

Title and Date:

Deafblind Awareness Month
June 2021

Proclamation:

WHEREAS deafblindness is a unique information-gathering disability that incorporates the dual-sensory loss of both sight and hearing. Individuals who are deafblind can live full, meaningful lives as independently as possible with the right supports in place, such as Intervenor Services; and

WHEREAS the National Deafblind Awareness Committee is led by groups and organizations in Ontario and across Canada that support individuals who are deafblind to increase their independence and improve their quality of life through specialized services; and

WHEREAS the National Deafblind Awareness Committee encourages the promotion of deafblindness and National Deafblind Awareness Month, including flag raisings and lighting up of local landmarks in communities across Canada; and

WHEREAS June is the birth month of Helen Keller, a person who was deafblind, known around the world for her perseverance and achievements and an inspiration to the deafblind community; and

WHEREAS June should be designated as Deafblind Awareness Month to recognize and celebrate the contributions that individuals who are deafblind make in their communities throughout Ontario with the support of Intervenor Services who serve as a bridge to communication for individuals who are deafblind;

NOW THEREFORE LET IT BE KNOWN THAT the month of June 2021 shall hereby be proclaimed as

“Deafblind Awareness Month”.

On December 21, 2000, the Ontario Legislature officially proclaimed the month of June in each year as Deaf-Blind Awareness Month, to recognize that "Deafblindness is a unique disability that incorporates the sensory loss of both sight and hearing" and was created to help "recognize that increased public awareness of this disability is crucial to increase opportunities for those who live with it."

The Canadian Senate passed a motion on May 28, 2015 also recognizing June as Deafblind Awareness Month across Canada. This motion helps "to promote public awareness of deafblind issues and to recognize the contribution of Canadians who are deafblind."

June is also the birth month of Helen Keller, an internationally recognized person who was deafblind.

In 2017, the Canadian Survey on Disability: Concepts and Methods Guide¹ provided customized data on deafblindness in their survey (based on the reported seeing and hearing disabilities). These findings are found in the Stakeholder Consultation Project for DeafBlind Ontario Services².

Join us in celebrating National Deafblind Awareness Month virtually in communities across Canada. Please note, due to the unpredictable circumstances surrounding COVID-19, opportunities to hold events may be restricted or postponed for the health and safety of communities across Canada.

¹ Canadian Survey on Disability, 2017: Concepts and Methods Guide (beginning on page 12).

² https://deafblindontario.com/wp-content/uploads/2019/10/2019_Stakeholders_Consultation_Report_FINAL-s_1022047.pdf (submitted August 2019; Atul Jaiswal, PhD in Rehabilitation Science, MA in Disability Studies & Action, BSc. Occupational Therapy)

Notice of Resignation from Mississippi Mills Advisory Committees

Received from Paul Crozier, May 20, 2021 via email

Accessibility Advisory Committee

"I am resigning from the committee. I changed jobs a year ago and there is no way to get the time to support this.

My son has been inside his apartment since March 13 2020. He is doing well. We are supporting him to achieve his goals.

My son recently said to me that he felt that people with physical disabilities are somehow still invisible."

Agricultural Advisory Committee

It is with deep regret that I have to resign after having attended one meeting.

At the same time you are all ramping up the meeting schedule; work is 60 hrs/wk. My clients in agriculture need my undivided attention. The rest of my time I have to support my family.

Intentionally

Left

Blank

COUNCIL CALENDAR

June 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 Council 6PM	2 Agriculture 12 O'Clock Noon	3	4	5
6	7	8	9	10	11 Library Board 3pm	12
13	14	15 Council 6 PM	16	17 C&EDC 8 AM	18	19
20	21	22	23	24	25	26
27	28	29 Parks and Rec 3:45 pm	30	31		

COUNCIL CALENDAR

July 2021

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

SUMMER RECESS

COUNCIL CALENDAR

August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Civic Holiday	3	4	5	6	7
8	9	10 6 PM Council	11	12	13 Library Board 3pm	14
15 AMO London	16 AMO London	17 AMO London	18 AMO London	19	20	21
22	23	24 6 PM Council	25	26	27	28
29	30	31				



Municipality of Mississippi Mills
PENDING LIST
June 1, 2021

Title	Department	Comments/Status	Report to Council (Date)
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	Treasurer/Public Works	Special meeting and report detailing breakdown of costing to reflect water and sewer costs and other costs	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 Advisory 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
Priorities of Council for the Remainder of Term of Office	CAO	Updated list to be brought forward in August	Q3 2021