



## Municipality of Mississippi Mills

### COUNCIL AGENDA

Tuesday, August 10, 2021

6:00 p.m.

E-participation

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Pages

- A. CALL TO ORDER
- B. CONSIDERATION OF A CLOSED SESSION
- C. RISE AND REPORT
- D. O CANADA
- E. MOMENT OF SILENT MEDITATION
- F. ATTENDANCE
- G. APPROVAL OF AGENDA  
Recommended Motion:  
THAT the agenda be approved as presented.
- H. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF
- I. APPROVAL OF MINUTES 5 - 17  
Recommended Motion:  
THAT the Council minutes dated June 15, 2021 and June 22, 2021 be approved as presented.
- J. DELEGATION, DEPUTATIONS, AND PRESENTATIONS
- J.1. Storm Internet Services 18 - 28  
Birket Foster CEO, Chris Reinkeluers VP Infrastructure, Michel Lalonde, VP Construction & Operations  
  
Storm to provide an update to Council on the fibre internet projects throughout Mississippi Mills to the Storm Network Infrastructure which will include the next stages of a project starting in the 2021 summer build season including the Concession 3c, Bowland Road areas.  
  
Recommended Motion:  
THAT, the delegation by Birket Foster, Storm Internet Services, be received as information.

## **K. PUBLIC MEETINGS**

- |   |                 |
|---|-----------------|
| <b>K.1. Zoning Amendment - 4867 Hamilton Rd</b>                   | <b>29 - 36</b>  |
| Tyler Duval, Planning Consultant                                  |                 |
| <b>K.2. Zoning Amendment - 66 Martin St. N</b>                    | <b>37 - 46</b>  |
| Tyler Duval, Planning Consultant                                  |                 |
| <b>K.3. Zoning Amendment - 5766 Martin St.</b>                    | <b>47 - 53</b>  |
| Tyler Duval, Planning Consultant                                  |                 |
| <b>K.4. Zoning Amendment - 4676 Dark Side Rd</b>                  | <b>54 - 93</b>  |
| Tyler Duval, Planning Consultant                                  |                 |
| <b>K.5. Zoning Amendment - Business Park</b>                      | <b>94 - 117</b> |
| Mark Rivet; Planning Consultant, Eric Forhan; Planning Consultant |                 |

## **L. COMMITTEE OF THE WHOLE REPORT 118 - 120**

### **Recommended Motion:**

**THAT** Council approve the Committee of the Whole motions L.1. - L.9. from the June 15th, 2021 meeting.

### **L.1. Consent Items**

- Committee of Adjustment - March 17, 2021
- Mississippi River Power Corporation (MRPC) - April 22, 2021
- Community and Economic Development (C&EDC) Advisory Committee - May 20, 2021 Meeting
- Parks and Recreation Advisory Committee - May 25, 2021
- 1st Quater Drinking Water Quality Management Standard

### **L.2. Agricultural Advisory Committee – June 2, 2021**

### **L.3. Traffic and Parking By-Law Amendment - Community Mailboxes**

### **L.4. Mississippi Mills Wastewater Treatment Plant 2020 Annual Report**

### **L.5. Downtown Core Costing**

### **L.6. Zoning Bylaw Amendment - 366 Spring St.**

### **L.7. Building Permit Activity: January 1, 2021 to May 31, 2021**

### **L.8. Municipal Film Policy**

### **L.9. Committee Restructuring 121 - 192**

- L.10. Information List Item #1 Motion of Support - Municipality of Calvin**  
**Recommended Motion:**  
**THAT,** The Municipality of Mississippi Mills support Municipality of Calvin, Resolution 2021-136, 2nd level of licensing to permit small organizations to hold fundraisers to benefit communities.
- L.11. Information List Item #2 Motion of Support - Town of Fort Erie**  
**Recommended Motion:**  
**THAT,** The Municipality of Mississippi Mills support the Town of Erie Resolution File #120203 – To lobby the Federal Government to cease further consideration of elimination capital gains tax exemptions on primary residences.
- L.12. Information List Item #4 Resignation Letter David Thomson**  
**Recommended Motion:**  
**THAT,** The Council of Mississippi Mills accept the resignation of David Thomson from the Heritage Advisory Committee with regrets
- L.13. Information List Item #6 Motion of Support - Shannon Stubbs, MP Lakeland**  
**Recommended Motion:**  
**THAT,** The Municipality of Mississippi Mills support the Town of Kingsville, Resolution 205-2021 and Shannon Stubbs, MP Lakeland, Opposition to Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)

**M. BY-LAWS**

**Recommended Motion:**

**THAT** By-laws 21-057 to 21-066 be taken as read, passed, signed and sealed in Open Council.

<b>M.1.</b>	<b>Bylaw 21-057 Zoning Bylaw Amendment - 366 Spring St.</b>	<b>193 - 194</b>
<b>M.2.</b>	<b>Bylaw 21-058 Part Lot Control - Leishman - 27M-96, Block 20</b>	<b>195</b>
<b>M.3.</b>	<b>Bylaw 21-059 Part Lot Control - Bracewell - 27M-96, Block 21</b>	<b>196</b>
<b>M.4.</b>	<b>Bylaw 21-060 Part Lot Control - Bracewell - 27M-96, Block 25</b>	<b>197</b>
<b>M.5.</b>	<b>Bylaw 21-061 Part Lot Control - Bracewell - 27M-96, Block 26</b>	<b>198</b>
<b>M.6.</b>	<b>Bylaw 21-062 Part Lot Control - Bracewell Street - 27M-96, Block 27</b>	<b>199</b>
<b>M.7.</b>	<b>Bylaw 21-063 Part Lot Control - Johanna Street - 27M-88, Block 25</b>	<b>200</b>
<b>M.8.</b>	<b>Bylaw 21-064 Part Lot Control - Johanna Street - 27M-88, Block 43</b>	<b>201</b>
<b>M.9.</b>	<b>Bylaw 21-065 Part Lot Control - Johanna Street - 27M-88, Block 44</b>	<b>202</b>
<b>M.10.</b>	<b>Bylaw 21-066 Part Lot Control - Johanna Street - 27M-88, Block 45</b>	<b>203</b>

**N. ANNOUNCEMENTS AND INVITATIONS**

**O. CONFIRMATORY BY-LAW**

204

**Recommended Motion:**

**THAT** By-law 21-067 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 10th day of August 2021, be read, passed, signed and sealed in Open Council this 10th day of August 2021.

**P. ADJOURNMENT**

**Recommended Motion:**

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





## The Corporation of the Municipality of Mississippi Mills

### Council Meeting

### MINUTES

June 15, 2021

5:15 p.m.

E-participation

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  
Dawn McDonald, Administrative Assistant  
Casey Munro, Deputy Clerk  
Tiffany MacLaren, Economic & Cultural Coordinator  
Cory Smith, Acting Director of Public Works

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#### A. **CALL TO ORDER**

Mayor Lowry called the meeting to order at 5:15 p.m.

#### B. **CONSIDERATION OF A CLOSED SESSION**

##### **Resolution No 112-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Dalgity

**THAT** Council enter into an in camera session at 5:16 p.m. re: a proposed or pending acquisition or disposition of land by the municipality or local board (Municipal Act s. 239 2(c)); labour relations or employee negotiations (Municipal

Act s. 239 2(d)); and personal matters about an identifiable individual, including municipal or local board employees (Municipal Act s. 239 2(b)).

**CARRIED**

**B.1 Sale of Lands**

**B.2 Labour Relations - Collective Agreement**

**B.3 Human Resources Matter**

**C. RISE AND REPORT**

**C.1 Sale of Lands**

Council received information in camera on this item.

**C.2 Labour Relations**

Council provided direction to staff in camera on the Labour Relations matter.

**C.3 Human Resources Matter**

Council received information in camera on this item.

**D. O CANADA**

Council stood for the playing of O Canada.

**E. MOMENT OF SILENT MEDITATION**

Council observed a moment of silent meditation.

**F. ATTENDANCE**

The Clerk announced attendance. All Council Present

**G. APPROVAL OF AGENDA**

**Resolution No 113-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Holmes

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

**CARRIED**

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

I. **APPROVAL OF MINUTES**

**Resolution No 114-21**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Maydan

**THAT** the Council minutes dated May 27, June 1 and June 7, 2021 be approved as presented.

**CARRIED**

J. **DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

K. **PUBLIC MEETINGS**

L. **COMMITTEE OF THE WHOLE REPORT**

**Resolution No 115-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Maydan

**THAT** Council approve Motions L1-L4 from the June 1, 2021 Committee of the Whole meeting.

**CARRIED**

**L.1 Consent Items**

**THAT** the Accessibility Advisory Committee Minutes dated April 21, 2021 be received.

**L.2 Hydro Services to Phase 3 of the Mississippi Mills Business Park**

**THAT** 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.

**L.3 Council position on MRPC Annual General Meeting business**

**THAT** Council approve Councillor Maydan as its representative to attend the Annual General Meeting of the Mississippi River Power Corporation and vote for the suggested motions of the Board.

**L.4 Council Requested Information for Joint Sharing Agreement**

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

**L.5 Recreation/Library Cost Sharing**

**Resolution No 116-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Holmes

**Motion #1a) Recreation (excluding Library)**

**THAT** Council approve the 2% increase on the 2020 budget allocations in the cost sharing agreement for recreation and pool services as proposed by the Town of Carleton Place for 2021. **THAT** Council approve the 2% increase on the 2020 budget allocations in the cost sharing agreement for recreation and pool services as proposed by the Town of Carleton Place for 2021.

YAS (7): Mayor Lowry, Deputy Mayor Minnille, Councillor Dalgity, Councillor Maydan, Councillor Holmes, Councillor Guerard, and Councillor Ferguson

**CARRIED (7 to 0)**

**Resolution No 117-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Holmes

**Motion #1b) Library Services**

**THAT** Council approve the 2% increase on the 2020 budget allocations in the cost sharing agreement as proposed by the Town of Carleton Place for Library services to cover the period from January 1, 2021 to September 30, 2021.

YAS (4): Councillor Dalgity, Councillor Maydan, Councillor Holmes, and Councillor Guerard

NAS (3): Mayor Lowry, Deputy Mayor Minnille, and Councillor Ferguson

**CARRIED (4 to 3)**

**Resolution No 118-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Holmes

**Motion #2**

**THAT** Council approve the Municipality of Mississippi Mills library services reimbursement plan to south Ramsay residents for non-resident library fees incurred effective October 1, 2021.

YAS (4): Councillor Dalgity, Councillor Maydan, Councillor Holmes, and Councillor Guerard

NAS (3): Mayor Lowry, Deputy Mayor Minnille, and Councillor Ferguson

**CARRIED (4 to 3)**

**L.6 Information List Item #3 Motion of Support - Municipality of West Elgin -Phragmites (Invasive Perennial Grass)**

**Resolution No 119-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Maydan

**THAT** the Council of the Municipality of Mississippi Mills supports the attached Resolution from the Municipality of West Elgin re: Phragmites (Invasive Perennial Grass)

**CARRIED**

**L.7 Information List Item #5 Motion of Support - Municipality of Chatham-Kent – Exempt Carbon Tax on Primary Agriculture**

Deputy Mayor Minnille left the meeting at 6:22pm.

**Resolution No 120-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Holmes

**THAT** the Council of the Municipality of Mississippi Mills supports the attached Resolution from the Municipality of Chatham-Kent re: Exempt Carbon Tax on Primary Agriculture.

**CARRIED**

**L.8 Information List Item #8 Proclamation: Deafblind Awareness Month  
June 2021**

**Resolution No 121-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Holmes

**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 Municipality of Mississippi Mills proclaims the month of June 2021 as “**Deafblind Awareness Month**”.

**CARRIED**

**L.9 Information List Item #9 – Resignation letter from Paul Crozier re: the  
Accessibility Advisory Committee and the Agricultural Advisory  
Committee**

**Resolution No 122-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Ferguson

**THAT** the Council of the Municipality of Mississippi Mills thanks Mr. Crozier for his dedicated service to the Accessibility Advisory Committee and the Agricultural Advisory Committee;

**AND THAT** Council accepts his resignation with regrets.

**CARRIED**

**M. BY-LAWS**

**Resolution No 123-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Ferguson

**THAT** By-laws 21-047 to 21-052 be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

**M.1 By-law 21-047 Part Lot Control Bracewell Street - 27M-96 Block 22**

**M.2 By-law 21-048 Part Lot Control Bracewell Street - 27M-96 Block 23**

**M.3 By-law 21-049 Part Lot Control Bracewell Street - 27M-96 Block 24**

**M.4 By-law 21-050 to amend Pool By-law No. 19-041**

**M.5 By-law 21-051 to amend Safe Property By-law No. 21-010**

**M.6 By-law 21-052 to amend Transient Trader By-law No. 07-72**

**N. ANNOUNCEMENTS AND INVITATIONS**

Councillor Mayden shared with Council that the Friends of the Library would be selling a variety of items like masks and birdhouses at the Almonte Farmers Market also ensuring that proper COVID protocols were followed.

Councillor Holmes shared with Council that the group responsible for running the dam in Appleton will be putting up a barrier to increase safety. There will be an announcement released shortly.

Mayor Lowry shared with Council that on Monday June 21 the Local Truth and Reconciliation group will be hosting an online event, in which she will help

moderate a discussion afterwards. If you are interested in attending you can register online.

Mayor Lowry shared with Council that the North Lanark Historical Society will be continuing there digital speaker series June 27th, with speaker Heather Kinkaid. The topic is from Simplicity (1865) to Complexity (2021): Marital Changes in Canada. You can register online or through the museum coordinator.

**O. CONFIRMATORY BY-LAW**

**Resolution No 124-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Guerard

**THAT** By-law 21-053 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 15th day of June 2021, be read, passed, signed and sealed in Open Council this 15th day of June 2021.

**CARRIED**

**P. ADJOURNMENT**

**Resolution No 125-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 6:29 p.m.

**CARRIED**

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Christa Lowry, MAYOR

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Cynthia Moyle, ACTING CLERK





**The Corporation of the Municipality of Mississippi Mills**

**Special Council Meeting**

**MINUTES**

**June 22, 2021**

**4:00 p.m.**

**E-participation**

**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  
Casey Munro, Deputy Clerk  
Marc Rivet, Planner  
Tyler Duval, Planner

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**A. CALL TO ORDER**

Mayor Lowry called the meeting to order at 4:00 p.m.

**B. ATTENDANCE**

**C. APPROVAL OF AGENDA**

**Resolution No 126-21**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Holmes

**THAT**, Council approve the agenda as amended.

**CARRIED**

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

**E. CONSIDERATION OF A CLOSED SESSION**

**Resolution No 127-21**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Dalgity

**THAT** Council enter into an in camera session at 4:01pm re: a proposed or pending acquisition or disposition of land by the municipality or local board (Municipal Act s. 239 2(c)) and Labour Relations or employee negotiations (Municipal Act s. 239 2(d)).

**CARRIED**

**E.1 Sale of Lands**

**E.2 Sale of Lands**

**E.3 Collective Agreement - CUPE 4277 Ratification**

**F. RISE AND REPORT**

Councillor Ferguson left the meeting at 5:56 pm.

**F.1 Sale of Lands**

Staff direction provided in camera.

**F.2 Sale of Lands**

Staff direction provided in camera.

**F.3 Collective Agreement - CUPE 4277 Ratification**

The report was received as information.

**G. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

**H. PUBLIC MEETINGS**

**I. SPECIAL REPORTS**

Building and Planning

**I.1 Request for Concurrence Telecommunications Tower/ Xplornet Communications**

**Resolution No 128-21**

**Moved by** Councillor Holmes

**Seconded by** Deputy Mayor Minnille

**THAT**, Council authorize staff to provide a letter of concurrence for the proposed location of a 45m tall communications tower at the property known municipally as 900 Ramsay Concession 7A, Carleton Place (ON7942 Galbraith) for Xplornet Communications.

**CARRIED**

**I.2 Official Plan Amendment (OPA) No. 22 - Comprehensive Review Area 4**

**Resolution No 129-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Holmes

**THAT**, Council inform Lanark County that AREA 4 be withdrawn from Official Plan Amendment No. 22 (Urban Settlement Area Boundary) and the proposed amendment to Schedule A of the Lanark County Sustainable Community Official Plan.

**CARRIED**

**J. CONSIDERATION OF A CLOSED SESSION AT 6:00PM**

**Resolution No 130-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Maydan

**THAT**, Council enter into an incamera session at 6:27pm re: A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of educating or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee. 2006, c. 32, Sched. A, s. 103 (1).

**CARRIED**

**J.1 Sensitivity Training**

**K. RISE AND REPORT**

**K.1 Sensitivity Training**

Council received an incamera training session.

**L. BY-LAWS**

**Resolution No 131-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Guerard

**THAT**, By-Laws 21-054 and 21-055 be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

**L.1 By-law 21-054 Tax Due Dates**

**L.2 By-Law 21-055 Phase 3 Business Park Agreement with the Eastern Ontario Development Fund**

**M. CONFIRMATORY BY-LAW**

**Resolution No 132-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Holmes

**THAT** By-law 21-056 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 22nd day of June 2021, be read, passed, signed and sealed in Open Council this 22nd day of June 2021.

**CARRIED**

**N. ADJOURNMENT**

**Resolution No**

**Moved by** Councillor Maydan

**Seconded by** Councillor Guerard

**THAT** the meeting be adjourned at 7:59 p.m.

**CARRIED**

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Christa Lowry, MAYOR

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Cynthia Moyle, ACTING CLERK



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# Clayton Fibre Expansion Project

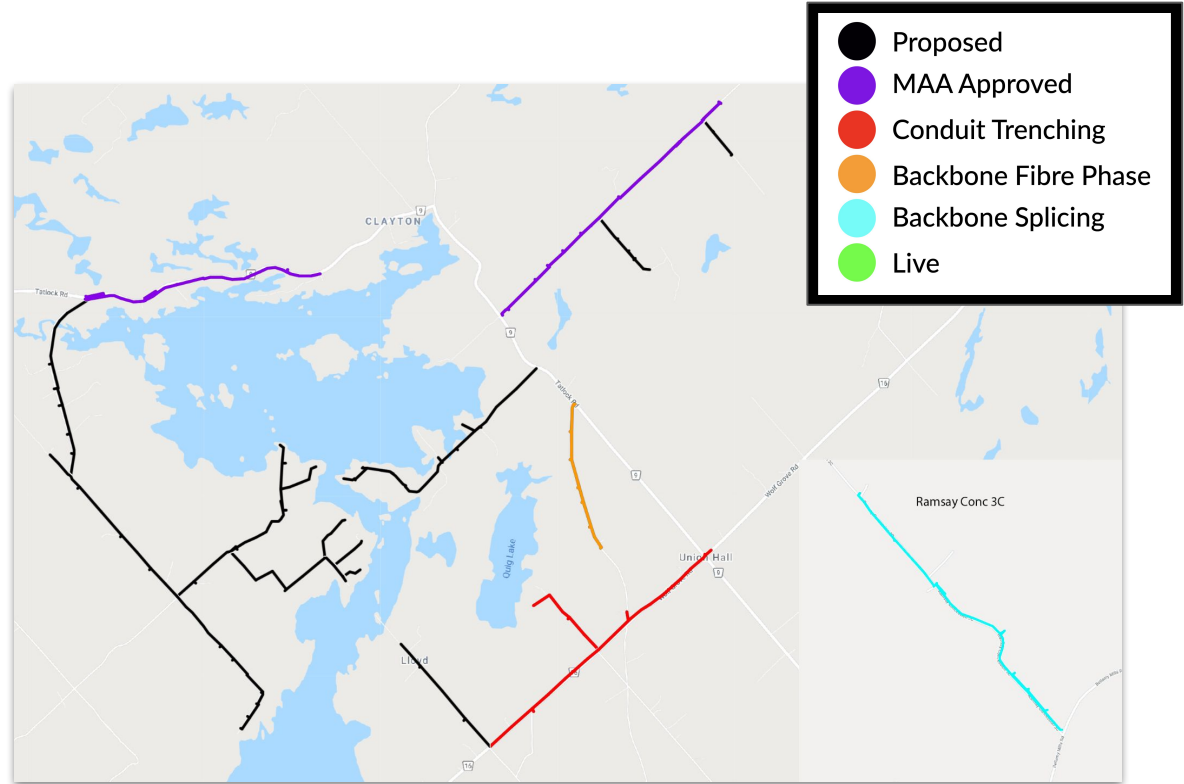
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August 10th, 2021

Birket Foster, Michel Lalonde, Andreas Tornow

# Project Overview

as of July 30th, 2021



# Clayton Fibre Expansion Project

- Storm is the major fixed wireless access supplier in Lanark County since 2008.
- In 2019, encouraged by MM2020, Storm embarked on a proof of concept for FTTH (Fibre to the Home). We have invested over \$750,000 to date.
  - Union Hall is the base station for the area.
  - Union Hall to Clayton cost about \$300,000 (lots of Canadian Shield).
  - 127 homes were hooked up to the Fibre.
  - In 2021, we added Maple & Short.
  - We applied for UBF (Universal Broadband Funding) to help and are still waiting.
  - We applied for the RRS (Rapid Response Stream) and are getting a contribution of \$516,000.
  - Storm will invest over \$600,000 in addition to the RRS funds in this phase.
  - We are installing Fibre to the Home for about 200 households.



# Construction

- Began on July 5th, 2021.
- First up: Concession 3C.
- Next is Bowland Road.
- First connections from this phase is anticipated to begin in early August.
- Construction will continue until November 2021.



# The Process

**Trench**

**Fibre into  
conduit**

**Connect  
households**

# Economic Benefit

## Citizens will be enabled to:

Work from home

Learn from home

Participate in video calls

Better access to healthcare and other Government facilities

Entertainment is fully supported by FTTH, including gaming

## The network is future-proof.

Storm is hiring locally for:  
**Technicians, Work Crew, & Sales.**

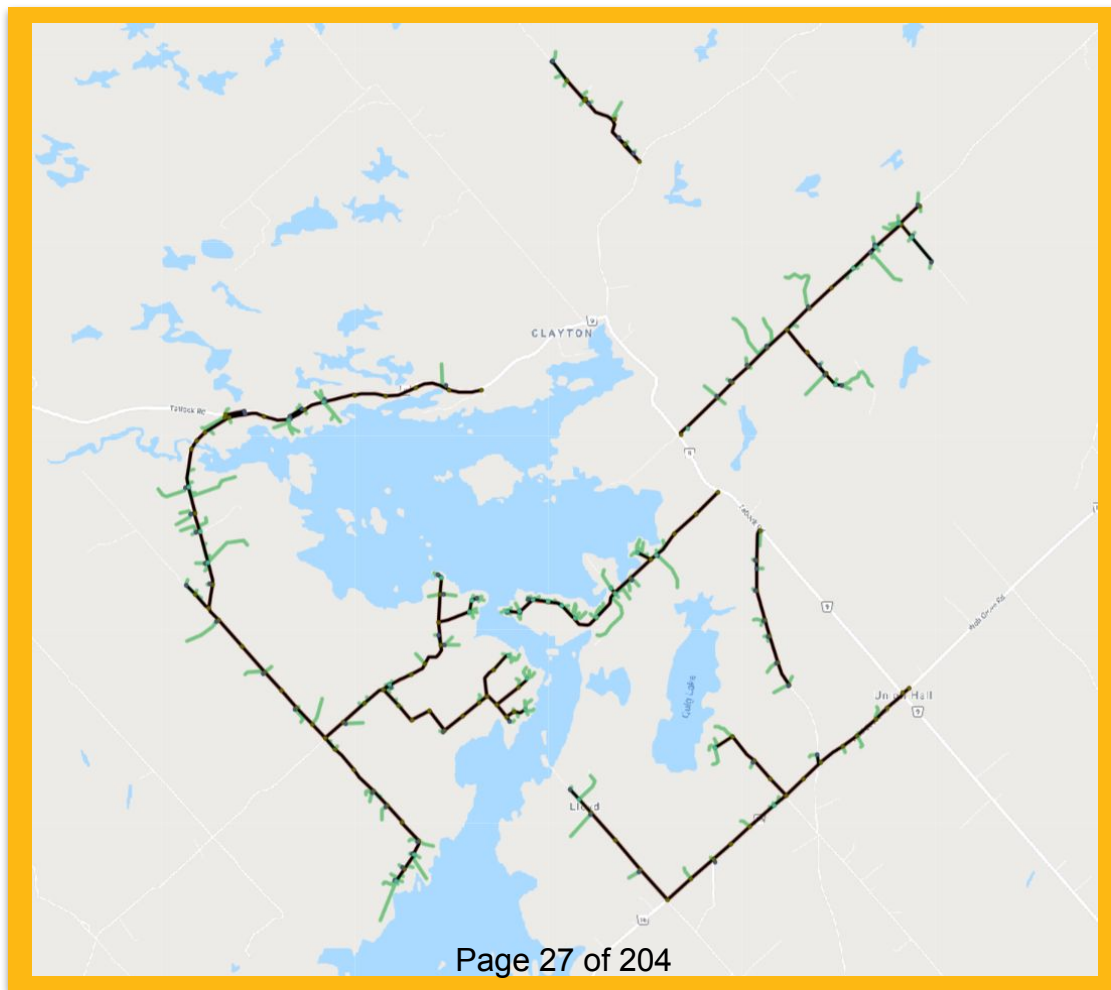
# How to Participate

**We will have Street Teams to help sign up residents.**

**Customers can sign up now at:**

<https://www.storm.ca/clayton-register-your-interest/>

Another project is an “Air Fibre” to Middleville.  
**We will offer 25/5 to replace the current Storm wireless  
3/1 and 5/1 service.**



Thank you.  
Questions?

## The Storm Team:

**Birket Foster** - CEO

**Chris Reinkeluers** - Vice President, Network Infrastructure

**Michel Lalonde** - Vice President, Construction and Operations

**Andreas Tornow** - Manager, Network Infrastructure

**Al Guvener** - Commercial Sales Manager

**Jason Riddick** - Residential Sales Manager

**Samantha Hetherington** - Marketing Specialist & Communications



StormISP



storminternet



StormISP



Storm Internet

[www.storm.ca](http://www.storm.ca) | 613.567.6585



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### STAFF REPORT

**MEETING DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Tyler Duval, Planning Consultant  
**SUBJECT:** **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-13-21  
Pt Lot 5 Con 11  
Ramsay Ward, Municipality of Mississippi Mills  
Municipally known as 4867 Hamilton Road**  
**OWNER:** Garry and Lynne Monaghan

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#### **BACKGROUND**

In Summer 2020, a surplus-farm dwelling consent application – B20/101– was submitted to Lanark County and the Municipality of Mississippi Mills for the property known municipally as 4867 Hamilton Road. The surplus dwelling severance request was for ±1.35ha (3.36ac). The proposed lot would be located along the parent property's northern lot line. The County provisionally approved the request in March 2021, with a requirement that the landowners fulfil conditions set by the Municipality, one of which is to amend the zoning of the now vacant agricultural parcel to prohibit the construction of a dwelling. The associated Community Official Plan policy (Section 3.2.7) states the following:

*The [Municipality] shall impose a condition on the severance of the surplus farm dwelling which shall require a zoning by-law amendment prohibiting the construction of a new residential dwelling on the farm land parcel rendered vacant as a result of the severance.*

Consequently, the zoning of the property must be amended from "Agricultural (A)" to "Agricultural – Special Exception (A-x)" to prohibit residential uses on the retained lands and reduce the minimum required lot area to 33 hectares (81.5 acres).

#### **PURPOSE AND EFFECT**

The purpose and intent of the Zoning By-law Amendment is to rezone the property from "Agriculture Zone" (A) to "Agriculture Special Exception" (A-XX) to prohibit residential development of the retained lands subject to Consent Application B20-101, and to reduce the minimum required lot area to 33 hectares. The proposed amendment is a condition of the provisional approval made by the Lanark County Land Division Committee.

As per the Community Official Plan, the rezoned property – vacant agricultural land – would not be permitted to have a new dwelling constructed on it. The amendment would also address the existing lot size deficiency to legally permit an agricultural use.

## **DESCRIPTION OF PROPERTY & SURROUNDING LAND USES**

The subject lands are located in Ramsey Ward, approximately 0.85 km west of Appleton and 2.5 km north of the municipal boundary. The lands are  $\pm 34$  ha (84 ac) in size with  $\pm 614$  m (2014 ft) of frontage along Hamilton Road. The lands are used for agriculture with a residence with multiple outbuildings. The immediate surrounding character is predominantly agricultural, with associated farm dwellings and farming operations. The location of the subject lands within the Municipality is depicted in the following Aerial Photo:

**Figure 1. – Aerial Photo (2017)**



## **SERVICING & INFRASTRUCTURE**

The proposed severance would separate an existing farm dwelling from its parent property. It would maintain the existing private well and septic, the principal dwelling and outbuildings. Consequently, the retained property would not be serviced, with no proposed servicing as part of the application. The retained lot would maintain ±540 m of frontage along Hamilton Road and ±600 m along Ramsay Con 12, both municipal owned and maintained roads. The severed lot would have 74 m of road frontage along Hamilton Road. The municipal servicing and infrastructure demands would not change as a result of the application. The application was circulated to the Roads and Public Works Department for review and comment. The Acting Director had no objections to the application.

## **COMMUNITY OFFICIAL PLAN (COP)**

Both the retained and severed properties are, and will continue to be, designated as “Agriculture” under the Community Official Plan. Permitted uses include agriculture, agriculturally related businesses, forestry, a residential dwelling, and home-based businesses.

## **ZONING BY-LAW #11-83**

The subject lands are presently zoned “Agriculture (A)” within the Comprehensive Zoning By-law #11-83. As required by consent application B20/101, the vacant farm property must be rezoned from “Agricultural (A)” to “Agricultural – Special Exception (A-x)” to prohibit residential uses on the retained lands and reduce the minimum required lot area to 33 ha (81.5 acres).

The by-law has been drafted and is included in Attachment C of this report.

### **11.3 Special Provisions**

11.3.X *(Retained Lands) Notwithstanding their ‘A’ Zoning designation, on those lands delineated as ‘A-x’ on Schedule ‘A’ to this By-law, may be used in compliance with the A zone provisions contained in this by-law, excepting however, that:*

- i) all residential uses are prohibited; and*
- ii) the minimum lot area may be 33 ha*

## **PUBLIC COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act and at the time of posting the staff report have not received any comments from adjacent property owners.

Comments were received, at the time of preparation of this report, from the following external agencies (Included in Attachment D):

- Enbridge Gas Inc.
- Leeds, Grenville and Lanark District Health Unit
- Mississippi Valley Conservation
- Ministry of Energy, Northern Development and Mines

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

All of which is respectfully submitted by,

Approved by,



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Tyler Duval RPP MCIP M.PI.  
Planning Consultant



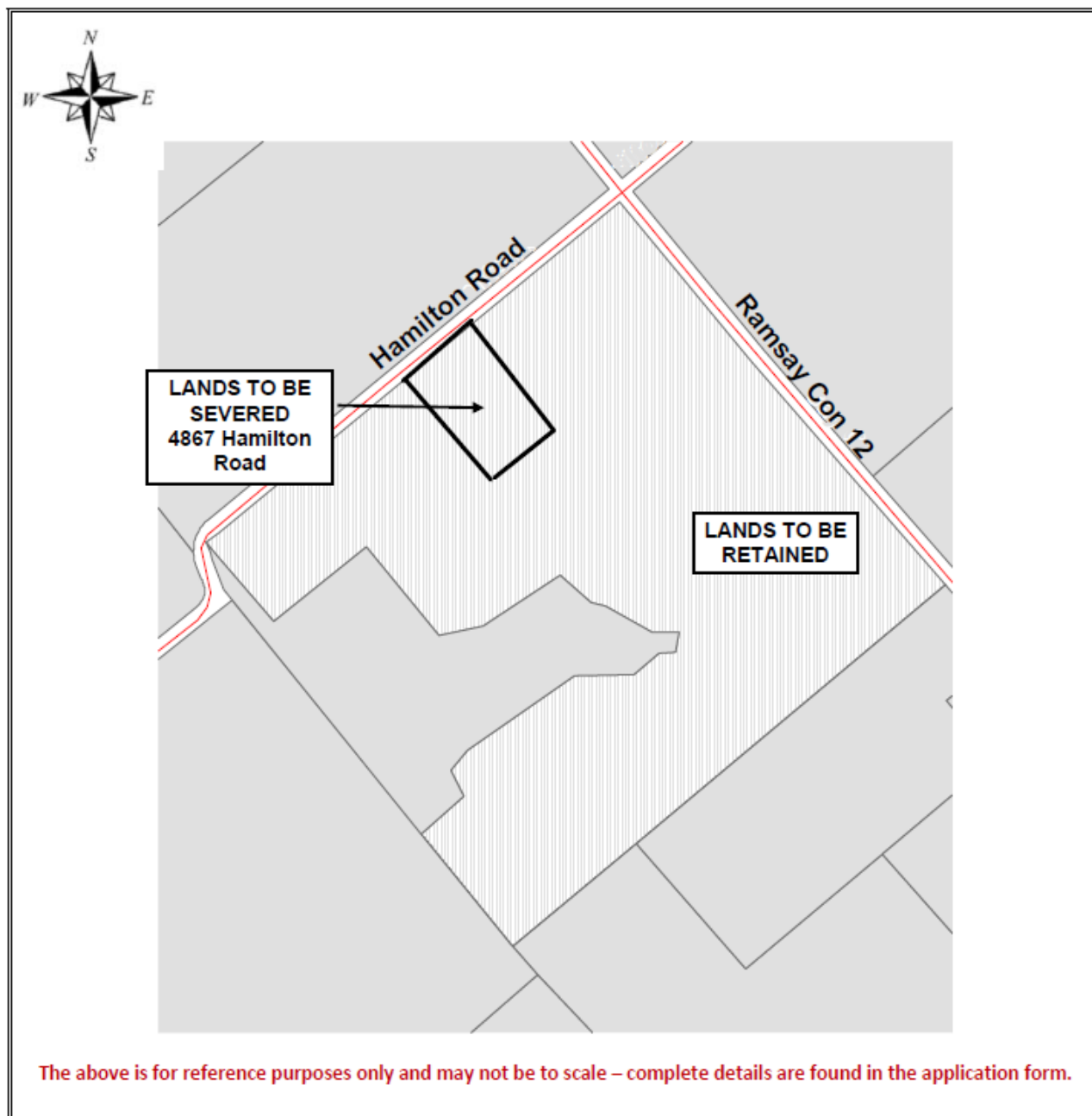
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Ken Kelly  
Chief Administrative Officer

**ATTACHMENTS:**

- Attachment A – Location Map
- Attachment B – Property Sketch
- Attachment C – Draft By-Law
- Attachment D – Comments Received

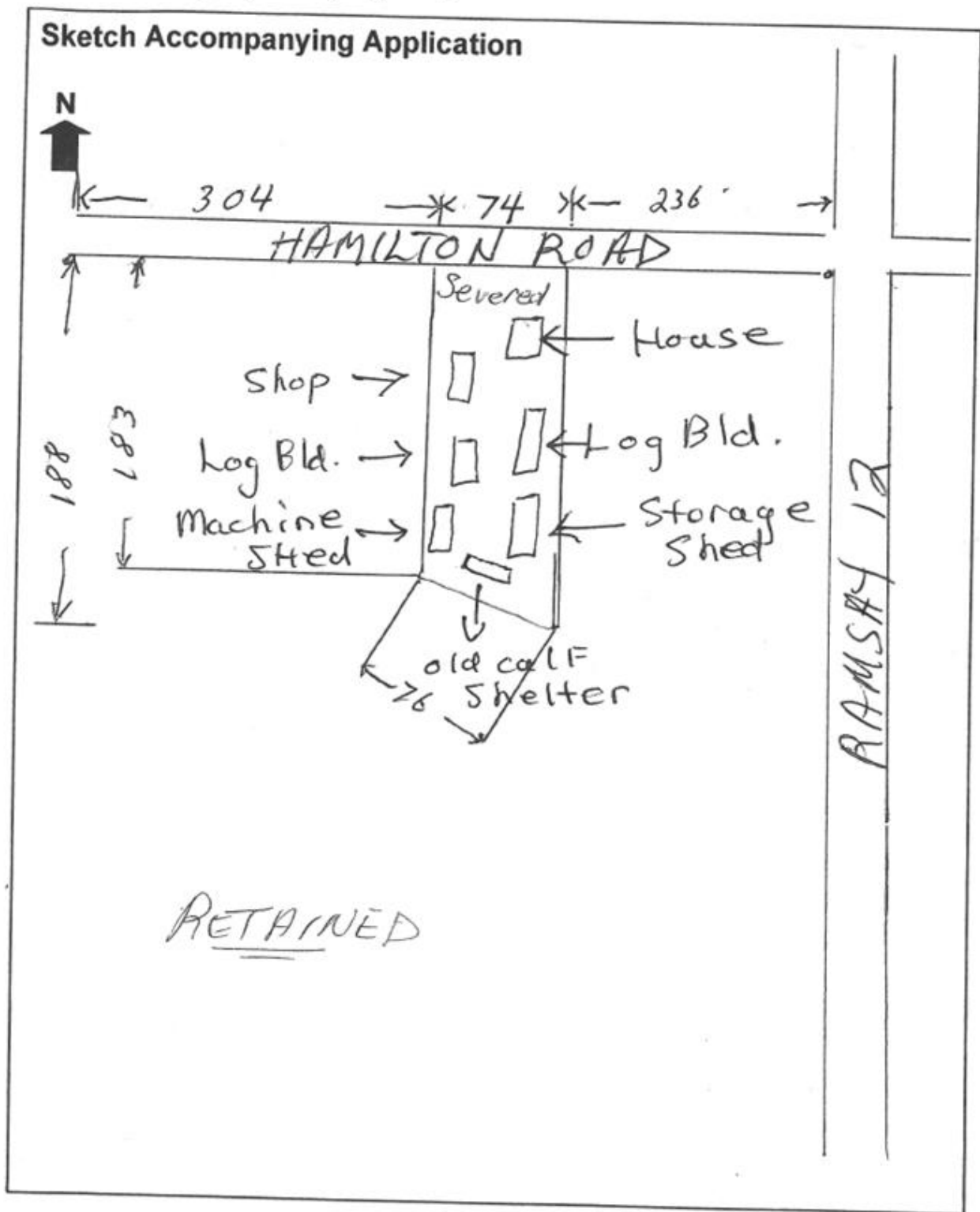
## Attachment A – Location Map



Landowner: Garry and Lynne Monaghan  
File No.: B20/101  
Subject Land: Pt Lot 5 Con11 geographic Township of Ramsay, now in the Municipality of Mississippi Mills

**APPLICATION FOR  
CONSENT**  
"Sketch Only"  
Prepared by Lanark County  
Planning Dept.  
NOT A LEGAL SURVEY

Attachment B – Property Sketch (Provided by Applicant)



**Attachment C – Draft By-Law**

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

**BY-LAW NO. 21-XXX**

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Agricultural" (A) Zone to "Agricultural – Special Exception" (A-x) for the lands identified on the attached Schedule 'A', which are legally described as Part of Lot 5, Concession 11, Ramsey Ward, Municipality of Mississippi Mills.
2. That Section 11 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 11.3:  

*"11.3.X Notwithstanding their 'A' Zoning designation, on those lands delineated as 'A-x' on Schedule 'A' to this By-law, may be used in compliance with the A zone provisions contained in this by-law, excepting however, that:*  
*i) all residential uses are prohibited; and*  
*ii) the minimum lot area may be 33 ha*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **X day of XXX, 20XX.**

---

Christa Lowry, Mayor

---

Cynthia Moyle, Clerk



## **Attachment D – Comments Received**

### **Enbridge Gas Inc.**

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

### **Leeds, Grenville & Lanark District Health Unit**

Please be advised that our office has no objections to the re-zoning of this property from “Agriculture” to “Agriculture- Special Exception” in principle, as the change does not affect a private sewage system.

### **Mississippi Valley Conservation**

MVCA previously provided a review of consent application #B20/101, for the subject property. We do not have any further comments to those provided in the review of the consent application.

### **Ministry of Energy, Northern Development and Mines**

ENDM has no concerns regarding the Zoning By-law Amendment Application at this site.



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### STAFF REPORT

**MEETING DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Tyler Duval, Planning Consultant  
**SUBJECT:** **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT  
Z-10-21**  
Lots 145, 146 and 147, Plan 6262  
Almonte Ward, Municipality of Mississippi Mills  
Municipally known as 66 Martin Street N  
**OWNER:** Natalie Dalton

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#### **BACKGROUND**

In 2020, a consent application – B20/073 – was submitted to Lanark County and the Municipality of Mississippi Mills for the property known municipally as 66 Martin Street North. The application sought to sever a 528.95 m<sup>2</sup> (0.13 ac) lot from the above noted property and retain a 528.95 m<sup>2</sup> land holding (0.13 ac). Both proposed lots would have 16.76 m (55.0 ft) frontage along Martin St N.

The County provisionally approved the request in November 2020, with a requirement that the landowners fulfil conditions set by the Municipality, one of which is to amend the zoning of both the severed and retained lots to address the minimum frontage of either lot.

Consequently, the zoning of the property must be amended from “Residential Second Density” (R2) to “Residential Second Density Special Exception” (R2-X) to reduce the minimum lot frontage requirement to 16.76 metres.

#### **PURPOSE AND EFFECT**

The purpose of the Zoning By-law Amendment application is to change the zoning of the subject lands from “Residential Second Density” (R2) to “Residential Second Density Special Exception” (R2-X) to reduce the minimum lot frontage requirement to 16.76 metres. This Zoning By-law Amendment is a condition of the provisional approval of Consent Application B20/073.

#### **DESCRIPTION OF SUBJECT LANDS**

The subject lands are located on Martin Street N, west of the intersection of Martin Street N and Maude Street. The lands are 1,057.9 m<sup>2</sup> (0.26 ac) in size with frontage of 33.52 m (110 ft) along Martin Street N. Driveway access to the subject lands is located on Martin Street N. A single detached dwelling currently exists on the retained lot.

The property is generally surrounded by low density residential uses. The location of the subject lands within the Municipality is depicted in the following Aerial Photo:

**Figure 1 – Aerial Photo (2014)**



## **SERVICING & INFRASTRUCTURE**

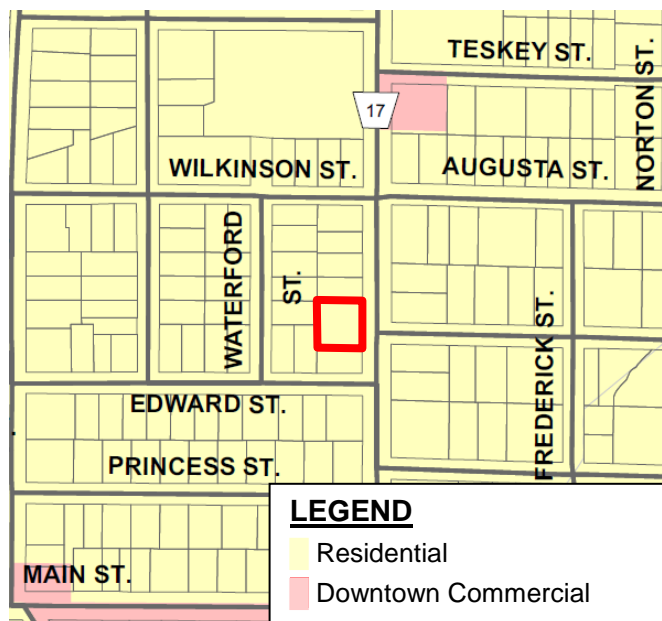
The subject property is municipally serviced and maintains driveway access from Martin Street N, a County road. The proposed lot would have driveway access from Martin Street N. Planning Staff circulated the application for review by the Roads and Public Works and no concerns with servicing the proposed lot was noted.

The subject property is serviced by municipal water and sewer. Any future development on the proposed lot would be subject to Site Plan Control, whereby the applicant would be required to submit a site plan, grading and drainage plan and identify site servicing details subject to review by Municipal Staff and external agencies.

## **COMMUNITY OFFICIAL PLAN (COP)**

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

**Figure 2 – Schedule B (Almont Ward)**



### **3.6.1 Goal and Objectives**

#### ***It is a goal of this Plan to:***

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

*The following objectives are designed to implement the goal:*

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

*[...]*

The Residential Land Use objectives instruct that the Municipality “*Promote and support development which provides for affordable, rental and/or increased density of housing types*” and where intensification is planned within existing neighbourhoods that the new development is “*compatible with surrounding uses in terms of design*”.

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

### **3.6.2 Residential Permitted Uses**

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

*[...]*

The COP permits low density residential uses for lands in the Residential designation. The subject Zoning By-Law Amendment proposes no changes to the intended use of the subject lands.

### **3.6.4 Supply of Serviced Residential Land**

*1. In order to accommodate projected residential demand, the Municipality shall strive to maintain a three-year supply of residential units available through lands suitably zoned to facilitate residential intensification and redevelopment and land with servicing capacity in draft approved or registered plans.*

*2. The Municipality shall maintain at all times the ability to accommodate residential growth for a minimum of 10 years through residential intensification and redevelopment, and if necessary, lands which are designated and available for residential development.*

*[...]*

The use of the lot created by Consent Application B20/073 will help promote residential infill development in the fully serviced Almonte Ward.

### **3.6.5 Range of Housing Types**

*1. The Town shall support a wide range of housing types, zoning standards and subdivision design standards.*

*2. The Town has established the following housing mix targets:*

- Low Density - 70%*
- Medium Density - 30%*

*3. Low density residential development shall include single detached, semidetached, duplex, converted dwellings, and triplex housing. In general, the gross density for low density residential development shall be 15 units per hectare (6 units per acre).*

*[...]*



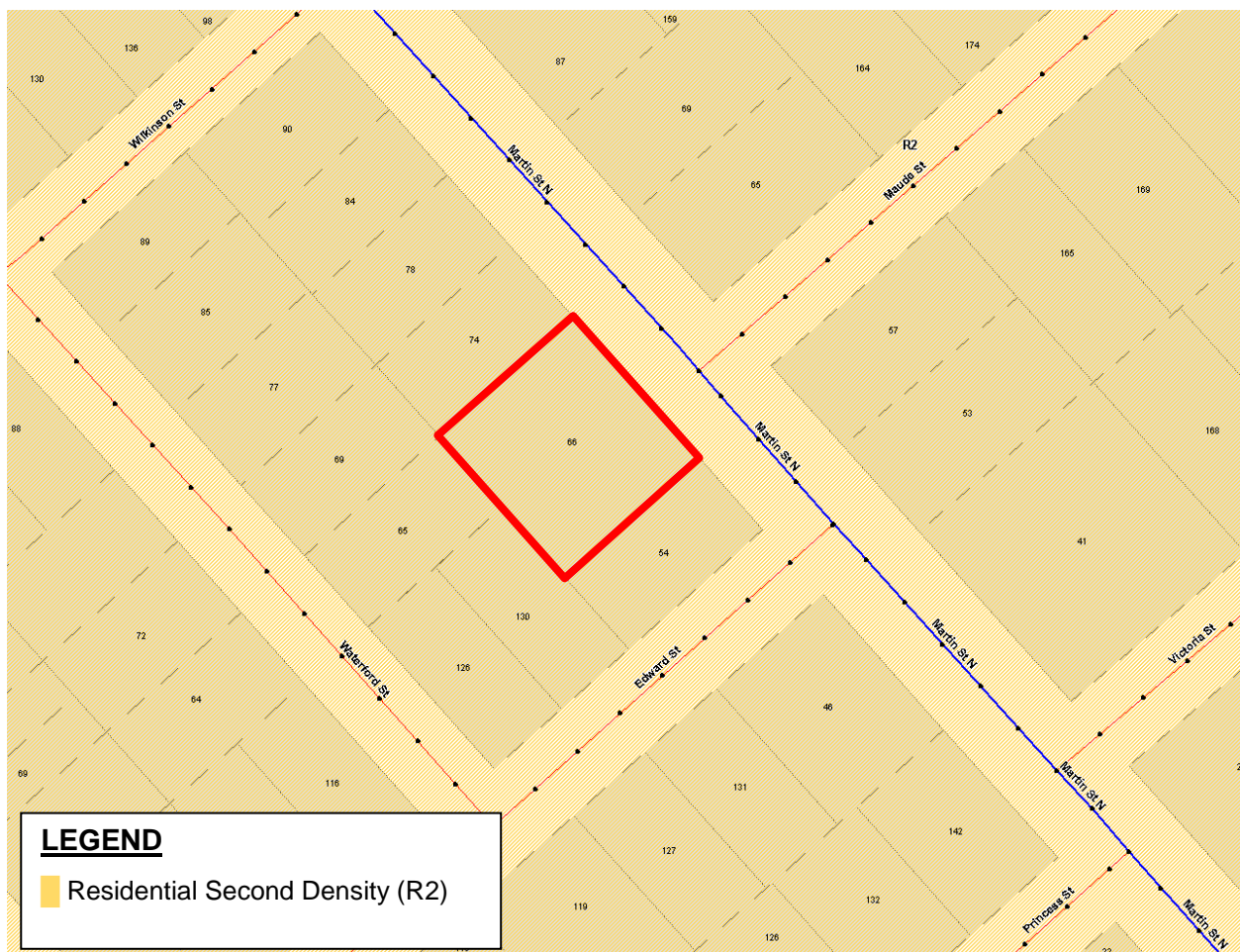
The proposed development will help contribute to the range of available housing types in Almonte.

### **ZONING BY-LAW #11-83**

The subject property is proposed to be zoned “Residential Second Density” (R2) in the Municipality of Mississippi Mills Zoning Bylaw 11-83. The Residential Second Density Zone permits a mix of low density residential uses including single, semi-, duplex, triplexes and converted dwellings.

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

**Figure 3 – Zoning By-law #11-83**



As required by consent application B20/073, both the retained and severed lot must be rezoned to “Residential Second Density – Special Exception Zone” (R2-X) to reduce the minimal required lot frontage to 16.76 metres.

The by-law has been drafted and is included in Attachment B of this report.

#### **14.4 Special Provisions**

*14.4.X Notwithstanding the provisions of the ‘R2’ Zone, on those lands delineated as ‘R2-X’ on Schedule ‘A’ to this By-law, shall be used in accordance with the following provisions:*

- i) the minimum lot frontage requirement shall be 16.76 metres*

No other amendments to the Zoning By-Law are proposed by this application.

#### **PUBLIC COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act and at the time of posting the staff report have not received any comments from adjacent property owners.

Comments were received, at the time of preparation of this report, from the following Municipal Departments and external agencies (included in Attachment C):

- Public Works
- Parks and Recreation
- Enbridge Gas Inc.
- Leeds, Grenville and Lanark District Health Unit
- Mississippi Valley Conservation
- Ministry of Energy, Northern Development and Mines

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

All of which is respectfully submitted,



Tyler Duval RPP, MCIP, M.Pl.  
Planning Consultant



Ken Kelly  
Chief Administrative Officer

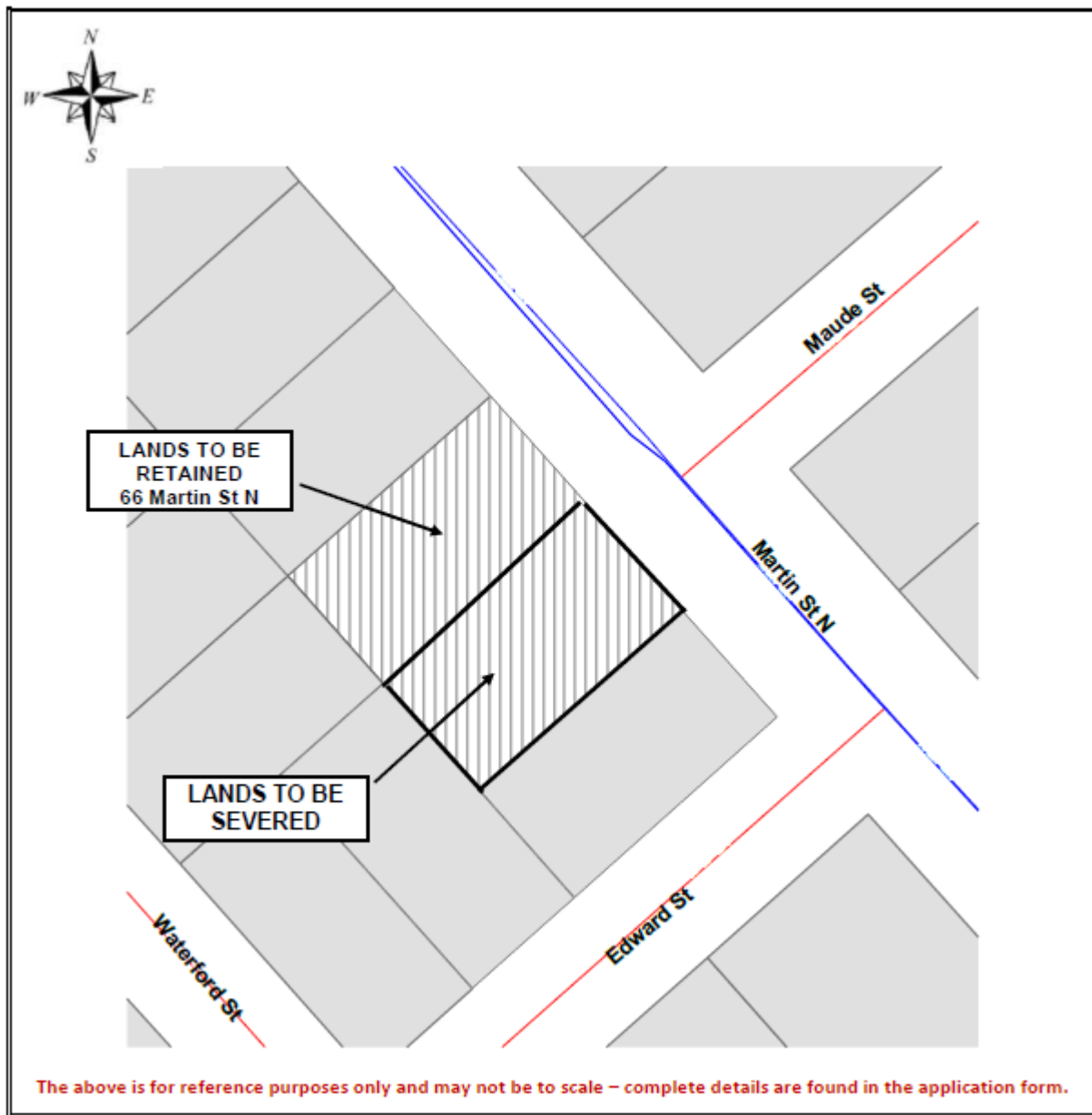
#### **Attachments:**

**Attachment A – Consent Application B20/073 Lot Configuration**

**Attachment B – Draft By-Law**

## **Attachment C – Comments Received**

## Attachment A – Consent Application B20/073 Lot Configuration





## Attachment B – Draft By-Law

### THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

#### BY-LAW NO. 21-XXX

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

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

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

1. That Schedule 'C' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential Second Density" (R2) Zone to "Residential Second Density – Special Exception Zone" (R2-x) for the lands identified on the attached Schedule 'A', which are legally known as Plan 6262 Lot 145 Martin Lot; 146RPT Lot 147RPT Edward, Almonte Ward, Municipality of Mississippi Mills.
2. That Section 14 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 14.4:  
    *"14.4.X Notwithstanding the provisions of the 'R2' Zone, on those lands delineated as 'R2-x' on Schedule 'A' to this By-law, shall be used in accordance with the following provisions:*  
  
        *i) the minimum lot frontage requirement shall be 16.76 metres.*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **X day of XXX, 2021.**

---

Christa Lowry, Mayor

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Cynthia Moyle, Acting Clerk

## **Attachment C – Comments Received**

### **Public Works**

16.76m is consistent with the other lots on this street. Public Works Does not object.

### **Parks and Recreation**

No comment.

### **Enbridge Gas Inc.**

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

### **Leeds, Grenville and Lanark District Health Unit**

The application does not involve a private sewage system, therefore, an inspection and further comment will not be required.

### **Mississippi Valley Conservation**

A cursory review of the above noted application revealed no issues with regard to Mississippi Valley Conservation Authority's plan input and review program. We have therefore screened this application out of our formal review process.

### **Ministry of Energy, Northern Development and Mines**

ENDM has no concerns regarding the Zoning By-law Amendment Application at this site.

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### STAFF REPORT

**MEETING DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Tyler Duval, Planning Consultant  
**SUBJECT:** **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-06-21  
CON 10 W PT LOT 18; 26RP206 Part 1  
Ramsay Ward, Municipality of Mississippi Mills  
Municipally known as 5766 Martin Street North**  
**OWNER:** Luc Poirier and Beverly Frans

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#### **BACKGROUND**

In 2010, the subject lands received a temporary zoning approval to permit a Garden Suite on the subject lands for a period of 10 years (file no. Z-09-10). The building used as the Garden Suite is a 1,666 square foot single story structure. Today, the building is still occupied for residential use and requires further Planning Approval in order to bring the property into compliance with the Municipality's Zoning By-Law as the temporary use has lapsed.

Rather than use a temporary zone to extend the time period, the owners/applicants are seeking to permanently re-zone the property to allow the Garden Suite building in perpetuity; to be recognized as an additional dwelling. Recent policy changes in the Planning Act and Provincial Policy Statement have facilitated the use of Additional Residential Units (aka Secondary Dwelling Units) – and so, the owners/applicants are electing to consider the existing building as *detached* Secondary Dwelling Unit rather than a Garden Suite in order to avoid another temporary zoning.

#### **PURPOSE AND EFFECT**

The purpose and intent of the Zoning By-law Amendment is to rezone the property from "Rural Special Exception 25 Temporary Zone" (RU-25-t) to "Rural Special Exception" (RU-XX) to permit a Secondary Dwelling Unit in an existing detached building that is ancillary to the primary existing dwelling unit. The Secondary Dwelling Unit would be 120% the GFA of the of the primary dwelling unit.

As per the Municipality's Zoning By-Law, Secondary Dwelling Units are only permitted *within* an existing single detached *within* a settlement area limited to 40% of the Ground Floor Area of said dwelling. As such, the application seeks a site-specific amendment.

#### **DESCRIPTION OF PROPERTY & SURROUNDING LAND USES**

The subject property, located at Part Lot 18, Conc. 10, RP 26R206, Part 1, Ramsay Ward, is municipally known as 5766 Martin Street North. The property is 10.17 hectares (25 acres) in

size and has had a residential use since 1974. The subject property has frontage onto a County road.

The subject lands are located in Ramsey Ward, approximately 500 metres north of the Almonte Ward boundary. The property is presently occupied by a single storey detached dwelling and an existing Garden Suite building. The lot is on full private services (shared well and individual septic systems).

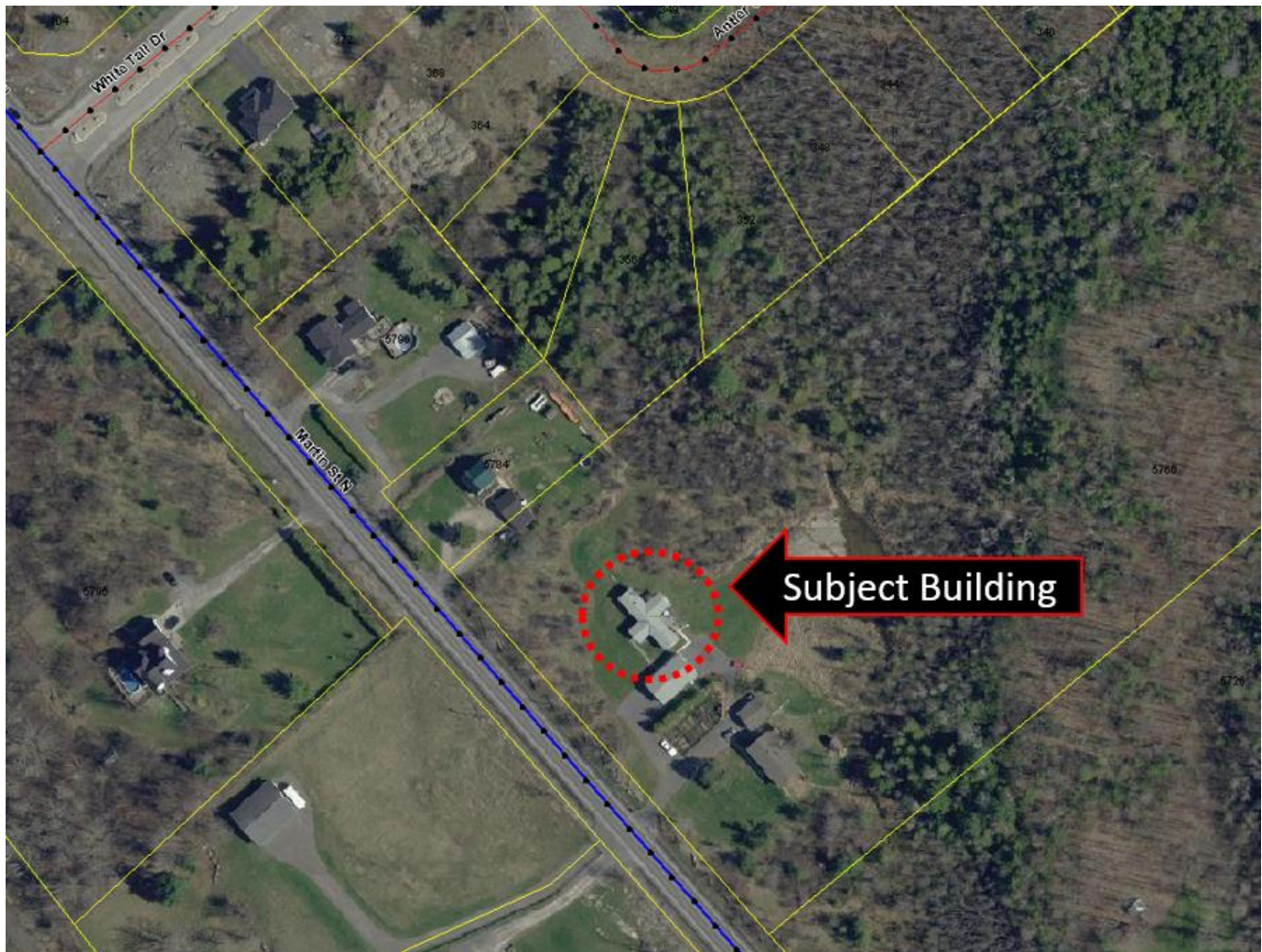
The immediate surrounding character is predominantly rural, with the exception of the White Tail Ridge subdivision located immediately to the north of the property. The location of the subject lands within the Municipality is depicted in the following Aerial Photo:

**Figure 1 – Aerial Photo (2019)**





**Figure 2 – Aerial Photo (2019)**



### **SERVICING & INFRASTRUCTURE**

The proposed development does not propose any changes to the existing servicing or infrastructure of the site. The property is accessed from Martin Street North, a County of Lanark road. The lot is on full private services. The primary dwelling and the Garden Suite building have their own septic systems but share a well.

### **COMMUNITY OFFICIAL PLAN (COP)**

The subject property is designated as “Rural” under the Community Official Plan. Permitted uses include non-farm residential dwellings and accessory uses, including Second Dwelling Units (Section 3.6.9).

Section 3.6.9 of the COP States:

*“One second unit may be permitted within a single detached dwelling, semi-detached dwelling or duplex dwelling or in a building or structure ancillary to these housing types subject to the requirements of the Zoning By-law.*

*The Zoning By-law may provide for second unit regulations which allow for such units without an amendment to the Zoning By-law provided the following criteria are satisfied:*

- i. only one second unit per property;*
- ii. all requirements of the Zoning By-law are met, including adequate off-street parking, and minimum floor area for apartment units;*
- iii. all building code and fire code requirements are addressed; and,*
- iv. Secondary dwelling unit must connect to existing residential servicing.”*

### **ZONING BY-LAW #11-83**

The subject lands are presently zoned “Rural Special Exception 25 Temporary Zone” (RU-25-t) within the Comprehensive Zoning By-law #11-83. The lot received its temporary zoning in 2010 (file no. Z-09-10). As required by the temporary status, the lot must be re-zoned in order to bring the lot and its buildings into compliance with the Zoning By-Law.

The amendment to the Rural Zone Section of the Zoning By-Law is proposed as follows:

### **12.3 SPECIAL PROVISIONS**

- 12.3.X *Notwithstanding their ‘RU’ Zoning designation, on those lands delineated as ‘RU-x’ on Schedule ‘A’ to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however, that:*
- i) a Secondary Dwelling Unit in an existing detached building that is ancillary to the primary existing dwelling unit shall be permitted; and*
  - ii) a Secondary Dwelling Unit shall have a maximum Ground Floor Area of 120% the GFA of the of the primary dwelling unit*

The by-law has been drafted and is included in Attachment A of this report.

### **PUBLIC COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act and at the time of posting the staff report have not received any comments from adjacent property owners.

Comments were received, at the time of preparation of this report, from the following Municipal Departments and external agencies (Included in Appendix B):

- Building Department
- Fire Services
- Parks and Recreation

- Enbridge
- Leeds, Grenville and Lanark District Health Unit
- Mississippi Valley Conservation
- Ministry of Energy, Northern Development and Mines

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

All of which is respectfully submitted by,

Approved by,




---

Tyler Duval RPP MCIP M.PI.  
Planning Consultant




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Ken Kelly  
Chief Administrative Officer

**ATTACHMENTS:**

Attachment A – Draft By-Law

Attachment B – Comments Received

## **Attachment A – Draft By-Law**

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

#### **BY-LAW NO. 21-XXX**

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural – Special Exception 25 – Temporary Zone" (RU-25-t) Zone to "Rural – Special Exception" (RU-x) for the lands identified on the attached Schedule 'A', which are legally described as West Part Lot 18, Concession 10, Ramsey Ward, Municipality of Mississippi Mills.
2. That Section 12 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:  
    *"12.3.X Notwithstanding their 'RU' Zoning designation, on those lands delineated as 'RU-x' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however, that:*
  - i) a Secondary Dwelling Unit is permitted in an ancillary building; and*
  - ii) the maximum Ground Floor Area of a Secondary Dwelling Unit in an ancillary building be limited to 120% the Ground Floor Area of the primary dwelling.*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **X day of XXX, 20XX.**

---

Christa Lowry, Mayor

---

Cynthia Moyle, Clerk



## **Attachment B – Comments Received**

### **Building Department**

No objections.

### **Fire Services**

No objections or concerns.

### **Parks and Recreation**

No concern.

### **Enbridge**

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

### **Leeds, Grenville & Lanark District Health Unit**

Please be advised that our office has found a sewage permit for the “Garden suite”, file number SF-55758-11 and have no objections to the re-zoning of the above mentioned property in principle. If any alterations are made in the future, a sewage maintenance inspection may be required.

### **Mississippi Valley Conservation**

The subject proposal involves an increase in the maximum allowable GFA of a Secondary Dwelling Unit. The maximum permitted in the by-law is 40% the GFA of the primary dwelling unit, while the proposed is 120%. This is such a significant deviation from what is currently permitted, that we suggest the intent of the by-law be considered as part of an overall policy change, rather than a site-specific zoning amendment. This would provide the opportunity to conduct a more rigorous evaluation of the intent of the by-law. Approval of the subject application has the potential to set a precedent for applications of a similar nature.

MVCA also recommends that Water Quality and Quantity be considered for secondary units, as part of a scoped hydrogeological assessment. Sustainable groundwater use and the provision for secondary dwelling units is of particular concern for privately serviced areas. Design thresholds for occupancy is generally based on 5 people max per dwelling (property). To permit more could potentially create issues with safe well yields and groundwater contamination.

### **Ministry of Energy, Northern Development and Mines**

ENDM has no concerns regarding the Zoning By-law Amendment Application at this site.

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### STAFF REPORT

**DATE:** August 10, 2021

**TO:** Committee of the Whole

**FROM:** Tyler Duval, Planning Consultant

**SUBJECT:** **BACKGROUND REPORT –ZONING BY-LAW AMENDMENT Z-05-21  
CON 12 PT LOT 12 - 26R1440; PART 1  
Pakenham Ward, Municipality of Mississippi Mills**

**CIVIC  
ADDRESS:** 4676 Dark's Side Road, Pakenham

**OWNER:** 2755249 ONTARIO INC

**AGENT:** Tracy Zander, ZanderPlan Inc.

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### **PURPOSE AND EFFECT**

The purpose of the Zoning By-law Amendment application is to change the zoning of the subject lands from "Residential Third Density Special Exception 5" (R3-5) to "Residential Fourth Density Special Exception" (R4-X) to permit the conversion of the existing building into a 22-unit apartment dwelling. The special exception to the R4 Zone is to omit the standard requirements for *privacy yards* and *equipped children's play area*. The proposed zoning provisions are as follows:

1. Minimum lot area of 600 m<sup>2</sup>;
2. Minimum lot frontage of 30 m;
3. Minimum front yard setback of 5 m;
4. Minimum rear yard setback of 7.5 m;
5. Minimum interior side yard setback of 6 m
6. Minimum exterior side yard setback of 6 m;
7. Maximum building height of 11 m;
8. Maximum lot coverage of 45%
9. Courts: Where a building is in a court, the distance between opposing sidewalls of the building forming the court shall be not less than 12 m (39 ft);
10. Privacy Yards: Nil; and
11. Equipped Children's Play Area: Nil

### **DESCRIPTION OF SUBJECT LANDS**

The subject property is situated in the northeast part of the Village of Pakenham on the eastern side of the Mississippi River with frontage along Dark's Side Road. The property is approximately 3.8 acres (1.5 hectares) in area, with 156 metres (511 feet) of frontage on Dark's Side Road

Located on the property is an unoccupied building which previously was used for long-term care and light industrial uses. The vacant building is serviced by private well and sanitary systems.

Land uses adjacent to the site are primarily agriculture, with some low density single detached dwellings along 12 Concession South Pakenham and Dark's Side Road.

### **SERVICING & INFRASTRUCTURE**

The lot is serviced by private well and sanitary services.

The lot fronts onto Dark's Side Road with three (3) vehicular accesses.

There are no sidewalks along the frontage of the property; none are currently proposed to be added.

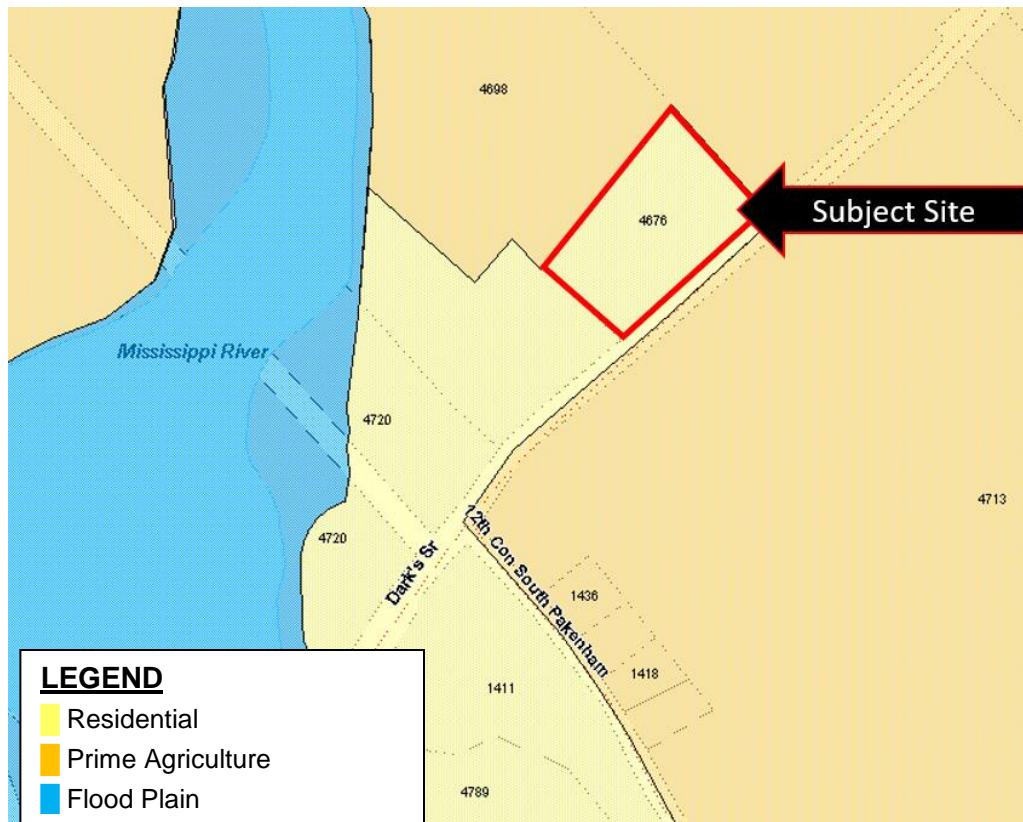
**Figure 1 – Context Map**



## **COMMUNITY OFFICIAL PLAN (COP)**

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

**Figure 2 – Community Official Plan Designation**



### **3.6.1 Goal and Objectives**

#### ***It is a goal of this Plan to:***

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

*The following objectives are designed to implement the goal:*

*1. Promote and support development which provides for affordable, rental and/or increased density of housing types.*

*[...]*

*3. Ensure that land use policies and zoning do not establish barriers to a more balanced supply of housing.*

*[...].*

*5. Ensure that residential intensification, infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.*

*[...]*

Generally, “Residential” lands shall be used for low and medium density uses and accessory uses (Policy 3.6.2).

The Residential Land Use objectives instruct that the Municipality “*Promote and support development which provides for affordable, rental and/or increased density of housing types*” and where intensification is planned within existing neighbourhoods that the new development is “*compatible with surrounding uses in terms of design*”.

### **3.6.2 Residential Permitted Uses**

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

*[...]*

The COP permits medium density residential uses for lands in the Residential designation. The subject Zoning By-Law Amendment proposes a low-rise medium density apartment dwelling use for the subject lands.

### **3.6.5 Range of Housing Types**

*1. The Town shall support a wide range of housing types, zoning standards and subdivision design standards.*

*2. The Town has established the following housing mix targets:*

- Low Density - 70%*
- Medium Density - 30%*

*[...]*

*4. Medium density residential development shall include four-plex housing, townhouses, 3 storey apartments, converted dwellings of three or more units and similar multi-unit forms of housing. In general, medium density residential development shall have a maximum net density of 35 units per net hectare (15 units per net acre).*

*5. All medium density residential development proposals shall address the following criteria:*

*i. Proximity to shopping, parkland, health care, education and other community amenities;*

- ii. compatibility with existing land uses in the immediate area and the historical character of existing buildings;*
  - iii. designed with a maximum of three (3) stories and where possible, a building profile which conforms visually with the surrounding residential structures;*
  - iv. availability of adequate off-street parking and appropriate access and circulation for vehicular traffic, including emergency vehicles*
  - v. necessary buffering from abutting uses;*
  - vi. suitable landscaping, lot grading, drainage and on-site amenities; and,*
  - vii. the availability of full municipal services to accommodate the proposed density of development.*
- 6. Medium density residential development shall be placed in separate zones in the Zoning By-law and shall be subject to Site Plan Control.*
- 7. The Municipality shall strive to maintain the existing mix of housing tenure. To this end, the Municipality establishes the following housing tenure targets:*
- i. Ownership 70%*
  - ii. Rental 30%*

As proposed, the gross density generated by the 22 units would be 14.7 units per hectare, whereas the maximum permitted density for a low-rise apartment is 35 UPH, as per Policy 3.6.5 (4).

### **ZONING BY-LAW #11-83**

The subject property is proposed to be zoned “Residential Fourth Density Special Exception” (R4-X) in the Municipality of Mississippi Mills Zoning Bylaw 11-83. The Residential Fourth Density Zone permits a mix of residential uses including the proposed low-rise apartment dwelling.

The intent of the R4 Zone is to allow a range of residential uses to provide additional housing choices within the urban area of Almonte and rural settlement areas and villages as described in the Community Official Plan.

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

**Table 1 – Zone Provisions of the Residential Fourth Density Zone**

Provisions	Dwelling, Apartment (low-rise)	Proposed Development (special exception)
Lot Area, Minimum (m <sup>2</sup> )	600	15,000
Lot Frontage, Minimum (m)	30	156
Front Yard, Minimum (m)	5	10.1
Rear Yard, Minimum (m)	7.5	13.1
Side Yard, Minimum (m)	6	16.1
Exterior Side Yard, Minimum (m)	6	n/a
Maximum Height (m)	11	Existing building less 11 m
Lot Coverage, Maximum (%)	45	9.6
Courts	(a)	Existing 30 m court
Privacy Yards	(b)	<b>Nil *</b>
Equipped Children's Play Area	(c)	<b>Nil *</b>

*\* - criteria marked with \* are the development standards where the special exception is applied*

*(a) Where a building is in a court, the distance between opposing sidewalls of the building forming the court shall be not less than 12 m (39 ft).*

*(b) Privacy yards with a minimum depth of 6 m (19.6 ft) which are clear and unobstructed by any parking area or driveway, other than a private driveway for the exclusive use of a dwelling unit, shall be provided adjoining any ground floor habitable room window, except for a dwelling containing less than 10 dwelling units, in which case a driveway shall be permitted to be within 3 m of an end wall in an interior side yard.*

*Within a privacy yard, an area with a minimum depth of 3 m (9.8 ft) unobstructed by any public or joint pedestrian access shall be provided adjoining any ground floor habitable room window.*

*For the purpose this provision a window shall be considered to be a ground floor window if any part of the glazing is less than 2.5 m (8.2 ft) above the adjacent finished grade.*

*(c) For dwelling houses which do not have a separate privacy yard for the exclusive use of each dwelling unit, a children's play area shall be provided.*

*The children's play area shall be a minimum of 4% of the lot area which may be included in the area calculated as required landscaped open space.*

*The children's play area shall be located not less than 6 m (19 6 ft) from a ground floor habitable room window and not in the front or exterior side yards.*

*For the purpose of this provision, a window shall be considered to be a ground floor window if any part of the glazing is less than 2.5 m (8.2 ft) above the adjacent finish grade.*

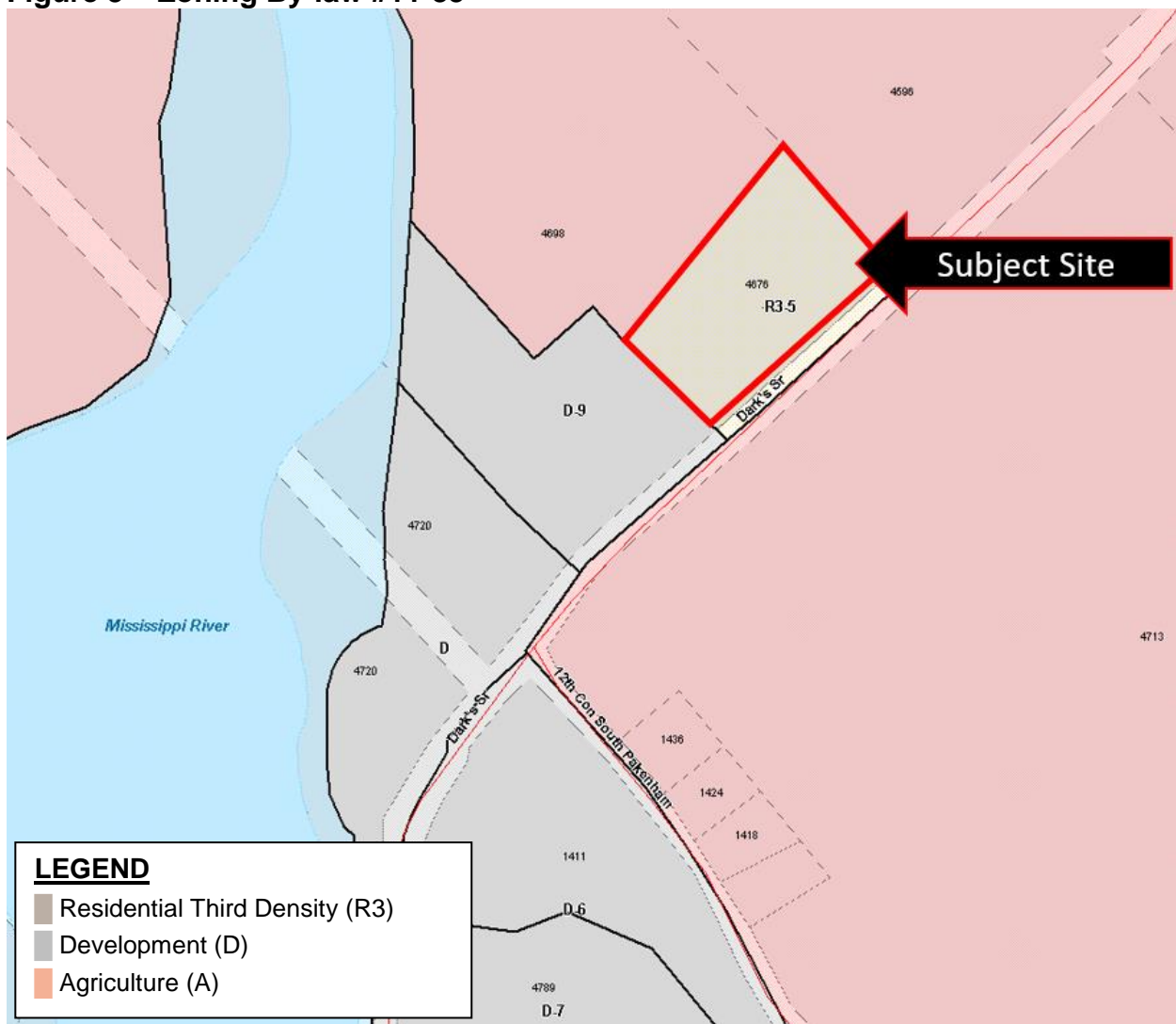


The proposed use will meet or exceed the minimum required parking as prescribe by the zoning by-law, as shown in Table 2 below.

**Table 2 – Parking Requirements**

Provisions	Dwelling, Apartment (low-rise)	Proposed Development
Minimum Parking Spaces (1.2 spaces per unit)	27 spaces	27 spaces
Minimum Visitor Parking Spaces (0.2 spaces per unit)	5 spaces	8 spaces
Minimum Accessible Parking Spaces (26-50 total spaces)	2 spaces	2 spaces

**Figure 3 – Zoning By-law #11-83**





The by-law has been drafted and is included in Attachment B of this report.

### **16.3 Special Provisions**

16.3.X *Notwithstanding the provisions of the 'R4' Zone, on those lands delineated as 'R4-X' on Schedule 'A' to this By-law, shall be used in accordance with the following provisions:*

- i) *Privacy Yard: Nil*
- ii) *Equipped Children's Play Area: Nil*

### **PUBLIC COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act. At the time of posting the staff report, five submissions from residents or resident groups have been received.

Comments were also received, at the time of preparation of this report, from the following Municipal Departments and external agencies:

- Clerk's Department
- Parks and Recreation
- Fire Services
- Building Department
- Enbridge Gas Inc.
- Leeds, Grenville and Lanark District Health Unit
- Mississippi Valley Conservation

All comments submitted by commenting agencies and members of the public will be collected, summarized and included in the final staff report received by municipal Council.

Attachment C of this background report includes all comments received to date.

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

All of which is respectfully submitted,



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Tyler Duval RPP, MCIP, M.PI.  
Planning Consultant



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Ken Kelly  
Chief Administrative Officer

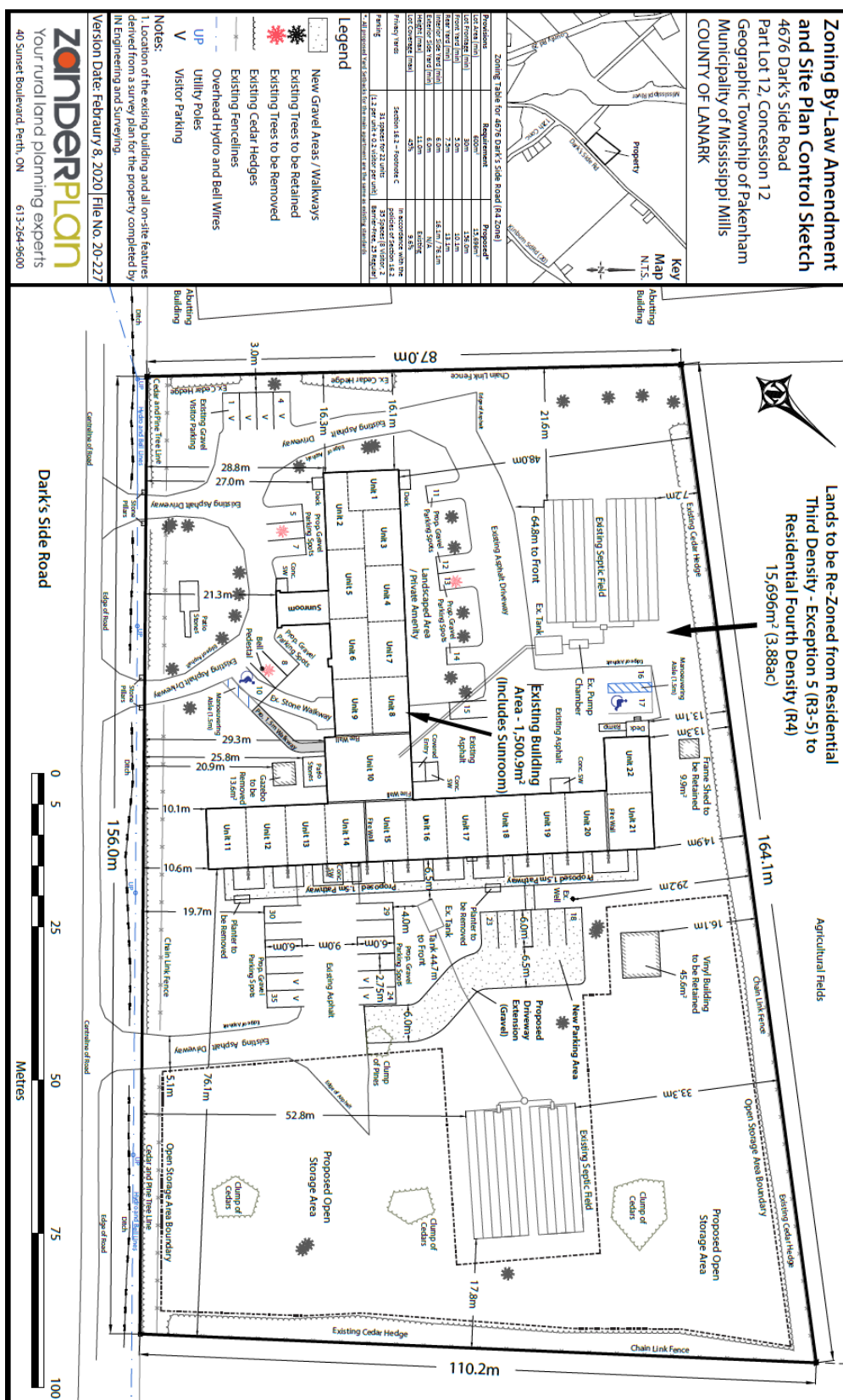
**Attachments:**

**Attachment A – Proposed Site Plan**

**Attachment B – Draft By-Law**

**Attachment C – Comments Received**

## Attachment A – Proposed Site Plan



## Attachment B – Draft By-Law

### THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

#### BY-LAW NO. 21-XXX

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

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

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

1. That Schedule 'D' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential Third Density – Special Exception 5" (R3-5) to "Residential Fourth – Density Special Exception" (R4-X) for the lands identified on the attached Schedule 'A', which are legally known as CON 12 PT LOT 12 - 26R1440; PART 1, Village of Pakenham, Municipality of Mississippi Mills.
2. That Section 16 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 16.3:  
    "16.3.X        *Notwithstanding the provisions of the 'R4' Zone, on those lands delineated as 'R4-X' on Schedule 'A' to this By-law, shall be used in accordance with the following provisions:*  
  
                    *i) Privacy Yard: Nil*  
                    *ii) Equipped Children's Play Area: Nil*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **X day of XXX, 2021.**

---

Christa Lowry, Mayor

---

Cynthia Moyle, Acting Clerk

## Appendix C – Comments Received

### Submission #1

#### From:

David and Christina Humber (1411 12th Con South Pakenham)

Michael O'Brien and Leslie Murray (1418 12th Con South Pakenham)

Christopher Hobbs and Chantal Comeau (1424 12th Con South Pakenham)

Bruce and Ro Orok (1371 12th Con South Pakenham)

John and Leigh Gorman (4789 Dark's Side Road)

.....

RE: Dark Side Road - Zoning Meeting May 4, 2021

David Humber [REDACTED]

Tue 4/27/2021 9:32 PM

To: Mills Planner <mplanner@mississippimills.ca>

[REDACTED]

3 attachments (4 MB)

Dillon planning report FINAL.pdf; Dillon site plan.pdf; Z-05-21-Dillon\_PM\_Zoning-Notice.pdf;

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

Good Day,

After examining the zoning change request, planning report and site plans, I would like to raise an objection to the zoning amendment on behalf of the residents of Pakenham 12<sup>th</sup> Concession South and Dark's Side Road. We feel the rezoning of the former Country View Lodge to support a 22 unit affordable housing low-rise is not appropriate based on the following points;

- The Mississippi Mills Community Official Plan.
  - The rezoning of the former 4676 Dark's Side Road does not fit within the Residential Goals and Objectives in section 3.6.1, Residential Conversion Policy in section 3.6.8, or section 2.5.2 Smart Growth concepts presented in the COP.
  - This rezoning would create yet another specific by-law supporting the special exception to the R4 Zone is to omit the standard requirements for privacy yards and equipped children's play area.
  - The current neighbourhood is mixed agriculture and rural residential a high-density low-rise apartment complex does not fit the existing neighbourhood.
- Infrastructure impacts to the neighbourhood.
  - Dark's Side Road and Pakenham Concession 12 South are both in poor condition with limited lighting, limited signage for speed, farm vehicles and children.
  - With no sidewalks, bike lanes, or amenities within walking distance it is reasonable to expect a significant increase in vehicle traffic. Potentially 22 additional cars. This is additionally problematic with no recreational services located at 4676 Dark's Side Road or any apparent indication there would be based on the zoning request and planning documents residents are forced to drive everywhere increasing the traffic in the area.
  - There does not appear to be sufficient off-street parking or lighting for such parking at 4676 Dark's Side Road.
  - Telecommunications with Mississippi Mills and specifically Pakenham are limited at best, it is reasonable to expect a significant strain on the existing infrastructure, and this is not addressed in the planning report
  - With an increase in residents it is reasonable to expect a negative impact on the local aquifer supplying the lodge and or it's neighbours.
- Environmental impacts to the neighbourhood.
  - There is an overlap with infrastructure items, increase in traffic, increased water usage that have environmental impacts to the neighbouring farms and homes.
  - Increased water usage leads to increase septic usage and drainage requirements that could negatively impact neighbouring properties and farms and the Mississippi River.
  - The Community Official Plan suggests that with such a substantial change, a proper environmental impact assessment would need to be completed prior to this zoning change being approved.

- None of the above items are addressed satisfactorily within the ZanderPlan Report dated March 5, 2021.

We would also provide the following questions that need to be answered prior to considering removal of any objection to the zoning change.

- How does this rezoning fit into the Community Official Plan, Residential Goals and Objectives, Residential Conversion Policy, or "Smart Growth"
- How does the town see this rezoning fitting the existing neighbourhood?
- Has there been an impact assessment/traffic study been completed on the roads supplying 4676 Dark's Side Road? Is it available?
- Will on street parking be prohibited in and around 4676 Dark's Side Road.
- Has an Environmental Impact Assessment been completed for allowing a 22 apartment dwelling? Is it available?
- As indicated in this article <https://www.insideottawavalley.com/news-story/8991809-pakenham-seniors-home-hit-with-several-regulation-orders/> there were several issues with the facility prior to ownership changing. How many of these items have been addressed?
- Are there any Building Permits issued for the facility? Are they available?

Should Council proceed with the rezoning without addressing the above items in full, we will be filing a Notice of Appeal to the Local Planning Appeal Tribunal.

Thank you,

Signed on behalf of;

David and Christina Humber, 1411 12<sup>th</sup> Concession South Pakenham

Michael O'Brien and Leslie Murray, 1418 12<sup>th</sup> Concession South Pakenham

Christopher Hobbs and Chantal Comeau, 1424 12<sup>th</sup> Concession South Pakenham

Bruce and Ro Orok, 1371 12<sup>th</sup> Concession South Pakenham

John and Leigh Gorman, 4789 Dark's Side Road

—  
David Humber

---

**From:** Roxanne Sweeney <rsweeney@mississippimills.ca>

**Sent:** April 19, 2021 3:59 PM

**To:** David Humber <[REDACTED]>

**Cc:** Mills Planner <mplanner@mississippimills.ca>

**Subject:** Dark Side Road - Zoning Meeting May 4, 2021

Hi Mr. Humber –

Please submit your written comments/questions to Tyler Duval. I have cc'd Tyler Duval on this e-mail.

Planning staff during the public meeting portion will either read the comments or if received in advance of the agenda provide the comments in the agenda.

Council and COW meetings are also available through live stream.

<https://events.mississippimills.ca/council>



Thanks,

Roxanne Sweeney  
Municipality of Mississippi Mills  
613-256-2064 ext 209

*This message is confidential. It is intended only for the individual(s) named. If you have received it by mistake, please let me know by e-mail reply and delete it from your system; you may not copy or distribute this message and its attachments or disclose its contents to anyone without consent.*



---

**From:** David Humber [REDACTED]  
**Sent:** Wednesday, April 14, 2021 9:04 PM  
**To:** Roxanne Sweeney <[rsweeney@mississippimills.ca](mailto:rsweeney@mississippimills.ca)>  
**Subject:** Zoning Meeting May 4, 2021

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

Good evening,

I am enquiring about the registration process for submitting comments prior to, or during, the zoning meeting scheduled for May 4, 2021. I have attached the zoning notification for 4676 Dark's Side Road, Pakenham for clarification.

[https://www.mississippimills.ca/en/municipal-hall/resources/Documents/By-laws/Z-05-21-Dillon\\_PM\\_Zoning-Notice.pdf](https://www.mississippimills.ca/en/municipal-hall/resources/Documents/By-laws/Z-05-21-Dillon_PM_Zoning-Notice.pdf)

Thank you,

--

David Humber  
[REDACTED]

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**Submission #2**

**From:**

Keith Bean (4596 Dark's SD)

.....

FW: Public Meeting regarding Z-05-21 Dillon 4676 Dark's Side Road

Roxanne Sweeney <rsweeney@mississippimills.ca>

Mon 5/3/2021 12:17 PM

To: Mills Planner <mplanner@mississippimills.ca>; Jennifer Russell <jrussell@mississippimills.ca>

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

From: Keith Bean

Sent: Monday, May 3, 2021 11:48 AM

To: Roxanne Sweeney <rsweeney@mississippimills.ca>

Cc:

Subject: Public Meeting regarding Z-05-21 Dillon 4676 Dark's Side Road

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

Hi Roxanne

I would like to formally submit some questions and concerns about the proposed 22 unit apartment project at 4676 Dark's Side Road

To start, I have a lot of respect for Tim and Lori's vision and passion for this project.

If the building had been put up for sale through normal channels I would have purchased it, if only to have quiet enjoyment of my own property.

My fields about the subject property on the North and East sides. The fields are awesome clay and are tiled. They have been in corn and soybeans since I bought the property in 2018.

I have three fears:

1. With 80 plus occupants possible, the water needs will be much higher than ever before, if the wells draw more and more water from the aquifer and the water is eventually contaminated from pesticides or fertilizer used on my property am I liable?

2. We are fencing and preparing to raise Polled Herefords. If we need to wean cattle or make any other farm noises, will we have to deal with stress of noise complaints?

3. If we need to spread manure, again, will have stressful calls from authorities even if we are in the right?

I hate to bring up these points, but looking ahead we may be dealing with different owners than Tim and Lori who may not understand country life.

I think residential apartments is a big difference, even from previous use as a seniors home that would have one resident per unit and few cars to park.

What strain will the Municipality have if water or septic fail and the building has 80 or so residents to find a place for. Is there a tank if water needs to be hauled in?

What happens if my fields get contaminated because the septic beds are overtaxed? Is the developer responsible or whoever is in current ownership or is it the municipality for approving the septic system?

I spoke with a planner and had them review the proposal. They suggested it is not a far jump from R3 to R4. In reality though, a seniors home that is properly managed is different than a residential unit with 22 families, all from different walks of life.

In summary I will deal with the planning dept decision but I felt I needed to make my thoughts known

Thank you for allowing me to submit.

Keith Bean  
4596 Dark's Side Road  
Pakenham, ON



.....

**Submission #3**

**From:**

Jeanna Barr (4713 Dark's SR)

## Fwd: Dark's Side Road Public Meeting

Roxanne Sweeney <rsweeney@mississippimills.ca>

Mon 4/26/2021 8:04 PM

To: Mills Planner <mplanner@mississippimills.ca>; Marc Rivet <mrivet@jlrichards.ca>

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---

**From:** jeanne [REDACTED] >

**Sent:** Sunday, April 25, 2021 1:23:48 PM

**To:** Roxanne Sweeney <rsweeney@mississippimills.ca>

**Subject:** Dark's Side Road Public Meeting

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

Hello,

I would like to be informed of the information on this public meeting. I have read the concerns of other residents in the area, some points do need addressing.

Please send information on this subject to me at [REDACTED]

Thank you,

Jeanne Barr

.....

**Submission #4**

**From:**

Tracy Julian (375 Tait McKenzie Dr)

.....

## Objection to Rezoning

Tracy Julian [REDACTED] >

Tue 5/4/2021 6:54 PM

To: Mills Planner <mplanner@mississippimills.ca>

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

SUBJECT: BACKGROUND REPORT –ZONING BY-LAW AMENDMENT Z-05-21 CON 12  
PT LOT 12 - 26R1440; PART 1 Pakenham Ward, Municipality of Mississippi Mills CIVIC  
ADDRESS: 4676 Dark's Side Road, Pakenham

I will be objecting to this zoning bylaw amendment. My objections are due to the following:

- There is no report on whether any Affordable rental units will be provided in this new development of 22 units. (Affordable as defined in the Provincial Policy statement and the price point provided annually by the Ministry of Municipal Affairs and Housing)
- The new development will not be conforming to our Community Official Plan in regards to our Affordable Housing policy.

Thank you, Tracy Julian

.....

**Submission #5**

**From:**

Nathan Bourgeault and Alana Petrie (4698 Dark's SR)

.....



Nathan Bourgeault and Alana Petrie  
4698 Darks Side Road  
Pakenham, ON K0A 2X0

April 28, 2021

**RE: Zoning Amendment Application Z-05-21**

To Whom It May Concern,

Please find attached our comments regarding the proposed rezoning of 4676 Dark's Side Road, Pakenham from "Residential Third Density Special Exception 5" (R3-5) to "Residential Fourth Density Special Exception"(R4-X) to permit the conversion of the existing building into a 22-unit apartment dwelling.

After reviewing the zoning change request, planning report and site plans, I would like to raise the following concerns regarding the proposed rezoning. I would request that comments in **bold** be addressed prior to our consent being given for the proposed zoning amendment.

1. The planning report submitted to support the zoning application notes "*The property includes an unoccupied institutional building which previously housed fifty five seniors*" (Page 1). It is noted that under the R3-5 zoning the permitted use is for a maximum of 10 residents in a retirement home or group home Type A.
  - a. **Is there a variance to the R3-5 zoning which allowed for an exceedance of the maximum occupancy?**
  - b. **What is the current permitted maximum number of residents as per the R3-5 zoning?**
  - c. If there is not a variance to the R3-5 zoning permitted uses, then the fact the previous owners were in violation of their permitted use is not relevant to this application.
2. The planning report and site plan submitted to support the zoning application notes "*There is a cedar and pine treeline that runs along the property's frontage onto*



- d. Burden of maintaining existing privacy features (hedges) fall on neighboring landowner (4698 Darks Side Rd).
  - e. **We would like to propose the site plan be updated to reflect proper location of cedar hedges and existing privacy features.**
  - f. **Also, we would ask that a permanent privacy fence be installed along the shared property boundary with 4698 Darks Side Rd.**
3. The planning report submitted to support the zoning application notes "*The applicant is intending to re-use the existing unoccupied building and plans to contain all twenty twenty-two units within the structure at this time.*" (Page 3)
- a. Based on the language it is indicative that there may be plans to expand this facility beyond the proposed 22 units at a later date.
  - b. **Are there any provisions in the zoning by-law or the R4-X zoning which would require further public consultation prior to any future developments on the existing site?**
4. The planning report submitted to support the zoning application notes in numerous locations access to pre-existing infrastructure being sufficient to support the proposed 22 units.
- a. **Are there any studies, reports or impact assessments which support these statements regarding existing infrastructure being adequate?**
  - b. Roads:
    - i. Currently both Darks Side Road and 12<sup>th</sup> Concession are in poor condition with limited lighting, no sidewalks, bike lanes and limited signage for speed, farm vehicles and children.
    - ii. **Are there any plans by the municipality for upgrade or repair of both access roads to accommodate the additional traffic?**
    - iii. As seen in previous years during maintenance closures on Kinburn Side Rd the additional traffic on Darks Side Road has a negative impact to both road quality and safety.
  - c. Well Water:
    - i. **Has an inspection of the existing well located on the proposed site been completed?**
- .....

- ii. **Is there sufficient flow available within the well and local aquifer to support the increased residents living in the neighborhood?**
  - iii. Have water quality issues been resolved since boil water order from local health unit in February of 2017?
- d. Sewage:
  - i. **Has an inspection been completed of the septic infrastructure on the proposed site and is it sufficient for the additional residents?**
  - ii. Have issues with septic tank identified by previous owners been resolved?
- e. Fire
  - i. The site plan and planners report do not identify any fire safety measures such as fire routes, provisions for fire water, sprinklers, etc.
  - ii. Have fire safety concerns raised by Mississippi Mills Fire department in 2018 been resolved?
- f. Broadband:
  - i. The municipality of Mississippi Mills has identified internet access as an essential service for Canadians. This has only become more evident during the COVID-19 pandemic with an increased demand of remote work and schooling, online shopping, health care and communication with family members.  
<https://www.mississippimills.ca/en/municipal-hall/broadband-access.aspx>.
  - ii. Currently the options for internet access (DSL, dial-up and LTE) in the village of Pakenham (specifically on the eastern shore of the Mississippi River) are strained specifically during prime hours (daytime and evening hours).
  - iii. The planning report submitted to support the application does not mention the supply of broadband internet access for the 22 units and the impact these additional units will have on the existing supply of reliable broadband internet for homes and businesses in the Village of Pakenham.
  - iv. **It is requested that as part of this zoning application provisions be included for the supply of broadband internet to**

.....



**the homes and businesses in the neighborhood to reduce the impact on existing residents.**

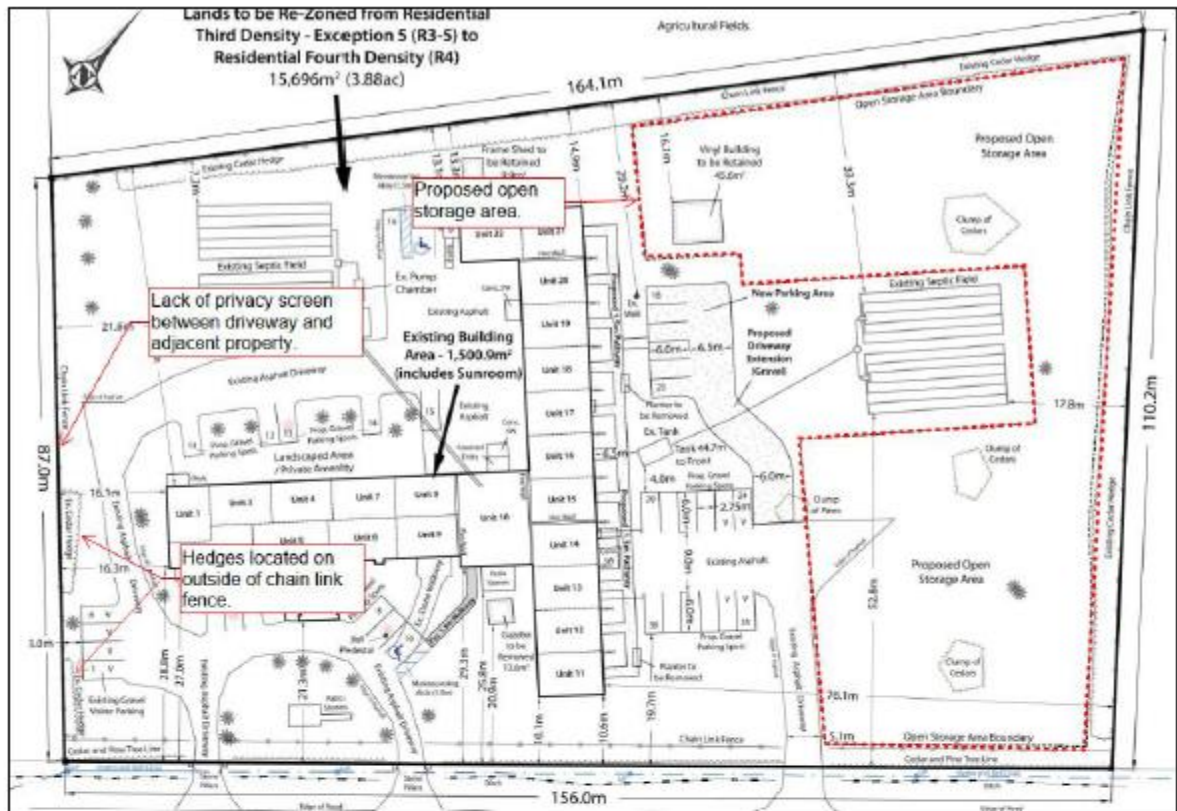
Note: We understand that the municipality is currently working with Federal and Provincial agencies to improve the access to broadband in rural areas. Even though this neighborhood technically falls within the Village of Pakenham it is woefully underserved and cannot support the existing population let alone the additional burden of 22 rental units.

This addition burden will have real impacts on our ability to earn a living, manage our business, receive an education, and communicate with family members. The Municipality has identified broadband access the resulting "digital divide" as a key area of concern for rural areas.

**This development without any immediate investment in infrastructure will only further this divide.**

5. The planning report submitted to support the zoning application notes in numerous locations that the proposed development is located within the Village of Pakenham. Although it is noted as such in current zoning maps, from a practical perspective it is located on the eastern shore of the Mississippi River and does not have easy access to many of the amenities located in the Village of Pakenham proper.
  - a. Currently the bridge providing access to the Village of Pakenham does not have a provision for pedestrian access. And there are no sidewalks or walking paths between the proposed development and the bridge. Any access to the village would require vehicle access as public transportation does not service the area.
  - b. In the event that the bridge is closed for maintenance purposes, the proposed development (and surrounding area) will be restricted from accessing the Village of Pakenham and will be forced to travel a great distance to access basic amenities.
6. The site plan submitted as part of the rezoning application indicates a large open storage area on the eastern portion of the property.

.....



- a. What is the intended use of this open storage area?
  - b. Is this area intended for tenant use or will it be utilized as a commercial storage area? (i.e. rented out separately for storage of recreation vehicles, etc.).
    - i. If the intended usage of this area is as a commercial storage area, is it an approved usage for the R4-X zoning? (Section 13.3.9 6 of COMPREHENSIVE ZONING BY-LAW #11-83).
  - c. Is the provision for this open storage area accounted for in the calculation of minimum amenity space for the 22 units?
7. The planning report submitted to support the rezoning application does not address the requested special exception to omit the requirements for privacy yards and equipped children's play area as required by the R4 Zone.
- a. Given the distance of the proposed development from any recreational amenities and the lack of sidewalks, bike lanes and traffic control measures

on Darks Side Rd and the bridge crossing the Mississippi River, is it reasonable to exempt this development from these requirements?

- b. Although the planners report does specify that the target demographic is seniors (Page 4) there does not appear to be any requirement which would exclude visitors with children or units being rented to a young family with children.
- c. **What is the justification for these exemptions and what alternatives will the residents (and visitors) of the proposed development be offered to offset these requirements?**

After lengthy review of the proposed rezoning plan, planners report, proposed site plan and existing municipal zoning by-laws we cannot support this application for rezoning. As such we would like to formally raise an objection to the zoning amendment.

Our chief concerns are related to the increased traffic along Dark's Side Road, the increased burden on infrastructure (both physical and digital infrastructure) and the loss of privacy along our shared property boundary due to increased vehicular traffic and lack of privacy fencing.

The most pressing concern is the lack of digital infrastructure in place to support this rezoning application. We strongly believe that without an immediate investment in broadband infrastructure this development will have devastating impact on both existing residents and the residents of the proposed development.

Should Council proceed with the rezoning without addressing the items in bold, we will be filing a Notice of Appeal to the Local Planning Appeal Tribunal.

Regards,



Nathan Bourgeault, M.Eng., P.Eng., PMP



Alana Petrie, M.Sc, PT,

Property Owners: 4698 Darks Side Rd, Pakenham, Ontario, K0A 2X0

.....



## Appendix A – Photos of Property



*Figure 1- Photo from 4698 Darks Side Rd principal residence showing alignment with access driveway.*

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*Figure 2-Photo (looking towards road) showing cedar hedges on outside of chain link fence.*

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*Figure 3-Photo (looking North-East towards proposed development) showing cedar hedge on outside of chain link fence.*

.....





Figure 4-Photo (looking along property line towards road) showing cedar hedges on outside of fence



Figure 5-Satellite image showing proposed driveway alignment with principal residence.

.....

Re: Comments Re: Zoning amendment application: Z-05-21

Nathan Bourgeault [REDACTED]

Mon 5/3/2021 6:57 AM

To: Mills Planner <mplanner@mississippimills.ca>; Roxanne Sweeney <rsweeney@mississippimills.ca>

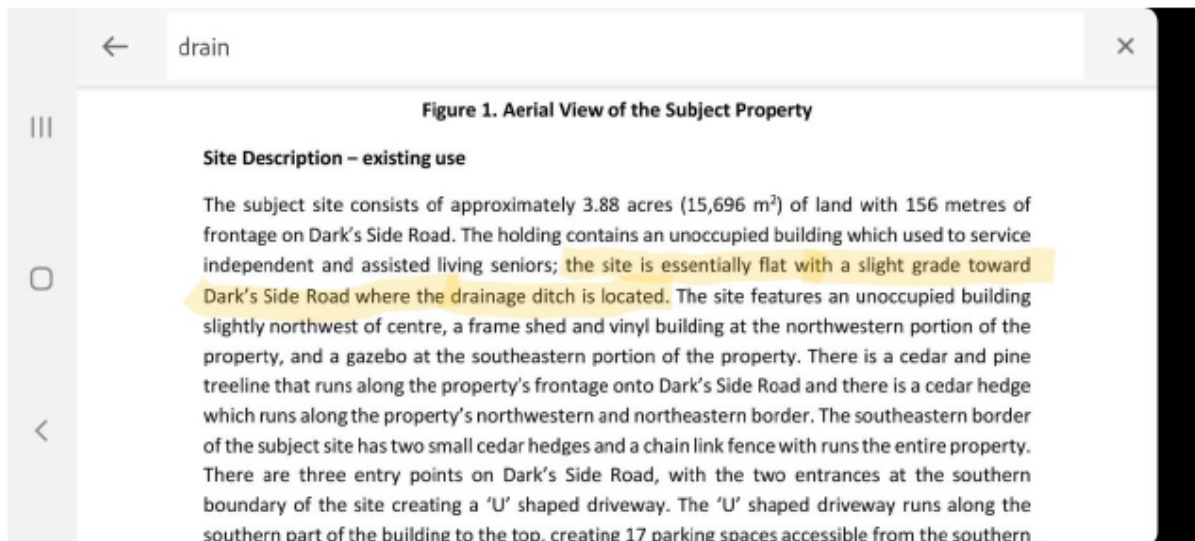
Cc: Jennifer Russell <jrussell@mississippimills.ca>; Cynthia Mowle <cmowle@mississippimills.ca>; [REDACTED]

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

Tyler

In addition to my previous comments I would like to add that the planners report by Zaderplan also misidentifies the site drainage.

In their report they note the site is flat with a slight grade towards the ditch at road.



This is not the case as the rear of the property grades towards my property and the farm land behind. This is pretty evident by standing on the back corner of the lot or along the lot line. There is actually a drainage ditch which runs on my property from the property line towards the north west. This is a concern as any issues with that septic tank or field bed will drain directly into our prime recreational area of our property.

Given the elementary errors made in the planning report I'm having a hard time trusting any of the information provided especially when it is referring to infrastructure capacity.

You mentioned previously that all concerns related to servicing will be dealt with prior to issuance of a building permit (related to septic and water capacity). I am wondering if building permits have been issued as they have started construction on the site and there is currently 5-6 camper trailers on the site housing their construction crews.



Please add my concerns regarding the planners reports errors with respect to site drainage to my submission.

Also please advise regarding the issuance of building permits.

Regards,

Nathan and Alana  
[REDACTED]

Get [Outlook for Android](#)

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**From:** Nathan Bourgeault [REDACTED]  
**Sent:** Wednesday, April 28, 2021, 3:16 p.m.  
**To:** Mills Planner; Roxanne Sweeney  
**Cc:** Jennifer Russell; Cynthia Moyle; [REDACTED]  
**Subject:** Comments Re: Zoning amendment application: Z-05-21

Tyler

Please find attached our comments regarding the pending zoning amendment in advance of the public meeting to be held May 4, 2021.

Please note we currently do not support this rezoning application as there are a number of outstanding concerns (see bold items in attached) which we feel need to be addressed before this project should be given approval.

If you have any questions or can follow upon any of the issues please do not hesitate to reach out to me.

[REDACTED]

[REDACTED]

[REDACTED]

in

**Clerk's Department**

No comment.

**Parks and Recreation**

No issues.

**Fire Services**

While the fire department has no objection to the change of use, there are known issues that affect fire protection. Not all issues are Fire Code related but may impact the safety of responders. Please note the following concerns from the fire department regarding:

1. We understand that the septic system may have been condemned and there is an open pit in the yard. This has been identified as a known hazard on the north side of the structure by the department. Fire department planning limits firefighters from working on that side of the building until repairs are performed and the grounds are made safe. Has the local health unit been involved to review and approve the system as it exists?
2. The fire department access must be evaluated as there is limited access to firefighting when entering the property. Department access routes must be reviewed to ensure compliance with the Building Code. Current access limits fire protection services to the rear portion of the structure.
3. We are unclear where parking will be provided for residents and the pending impact to response apparatus.
4. There is no water supply at this location for the pending risk. The fire department will not approve any reduction of fire protection requirements required by the building code including any onsite water supply.
5. The previous transition to a Vulnerable Occupancy was the primary cause of concern. The Vulnerable Occupancy definition in the Building Code requires a significant increase in fire protection requirements. The fire department will enforce the Fire Code if there is a change in the business model from residential to vulnerable occupancy when admitting residents.

**Building Department**

No objection to the proposal.

Phase 1 ESA would be required before we can issue a building permit.

**Mississippi Valley Conservation Authority**

A cursory review of the above noted application revealed no issues with regard to Mississippi Valley Conservation Authority's plan input and review program. We have therefore screened this application out of our formal review process.

We note that if Site Plan Control is required, with a SWMP, we will provide a review upon request by the municipality

**Enbridge Gas Inc.**

Enbridge Gas Inc. does not object to the proposed application however, we reserve the right to amend our development conditions.

**Leeds, Grenville and Lanark District Health Unit**

From a Part 8 sewage system perspective it appears that the daily sewage design flow is exceeding 10,000 litres per day, therefore it will fall under MOECP approval.

Please contact the Ministry of Environment, Conservation and Parks for comment regarding sewage disposal and approvals.

**Canada Post**

Thank you for contacting Canada Post regarding plans for a new development in Pakenham. Please see Canada Post's feedback regarding the proposal, below. If the Dwellings all have separate entrances they will be serviced by Community mail boxes supplied by CPC. If the property is multi dwelling with common entrance refer to # 3.

**Service type and location**

1. Canada Post will provide mail delivery service to the development through centralized Community Mail Boxes (CMBs).
2. Given the number and the layout in the development there should 2 CMB modules located on or near the property
3. If the development includes plans for (a) multi-unit building(s) with a common indoor entrance, the developer must supply, install and maintain the mail delivery equipment within these buildings to Canada Post's specifications.

**Municipal requirements**

1. Please update our office if the project description changes so that we may determine the impact (if any).
2. Should this subdivision application be approved, please provide notification of the new civic addresses as soon as possible.

**Developer timeline and installation**

1. Please provide Canada Post with the excavation date for the first foundation/first phase as well as the date development work is scheduled to begin. Finally, please provide the expected installation date(s) for the CMB(s),

.....



**Additional Developer Requirements:**

- The developer will consult with Canada Post to determine suitable permanent locations for the Community Mail Boxes. The developer will then indicate these locations on the appropriate servicing plans.
  - The developer agrees, prior to offering any units for sale, to display a map on the wall of the sales office in a place readily accessible to potential homeowners that indicates the location of all Community Mail Boxes within the development, as approved by Canada Post.
  - The developer agrees to include in all offers of purchase and sale a statement which advises the purchaser that mail will be delivered via Community Mail Box. The developer also agrees to note the locations of all Community Mail Boxes within the development, and to notify affected homeowners of any established easements granted to Canada Post to permit access to the Community Mail Box.
  - The developer will provide a suitable and safe temporary site for a Community Mail Box until curbs, sidewalks and final grading are completed at the permanent Community Mail Box locations. Canada Post will provide mail delivery to new residents as soon as the homes are occupied.
  - The developer agrees to provide the following for each Community Mail Box site and to include these requirements on the appropriate servicing plans:
    - Any required walkway across the boulevard, per municipal standards
    - Any required curb depressions for wheelchair access, with an opening of at least two meters (consult Canada Post for detailed specifications)
- .....

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** August 10<sup>th</sup>, 2021

**TO:** Council

**FROM:** PLANNING DEPARTMENT

**SUBJECT:** Proposed Zoning Change for Mississippi Mills Business Park (Almonte)

---

### **BACKGROUND:**

**The proposed Zoning By-Law Amendment seeks to permit both open storage areas as accessory uses, as well as parking in all required yards on the lands zoned Business Park Exception 4 (E1-4).**

A significant portion of the Mississippi Mills Business Park (Almonte), as shown in **Figure 1** below, was recently rezoned from Business Park Special Exception 1 (E1-1) to Business Park Special Exception 4 (E1-4) to permit a broader range of light industrial and commercial uses subject to applicable source water protection policies.

By-law 21-030 was passed on April 20<sup>th</sup>, 2021, and the provisions of the E1-1 Zone still apply to the subject lands. The E1-1 Zone currently prohibits open storage areas as both principle and accessory use and parking for industrial uses is not currently permitted in the front yard.

At the time of the rezoning, Staff were only provided direction to add uses via THE rezoning of the lands, not to examine the uses prohibited by the E1-1 Zone, nor the zoning provisions that prohibit parking in front yard.

Since the rezoning of the subject lands to E1-4, the Planning Department has received various development applications for these lands which include accessory open storage areas and propose required parking in the front yard.

Given the size and configuration of the lots found within the Business Park, the requests to permit parking in the front yard and to permit open storage areas as accessory to a permitted principal use are considered reasonable provided that appropriate landscape buffers and screening are implemented.

All accessory open storage areas and parking will still be subject to the applicable provisions of Zoning By-Law #11-83.



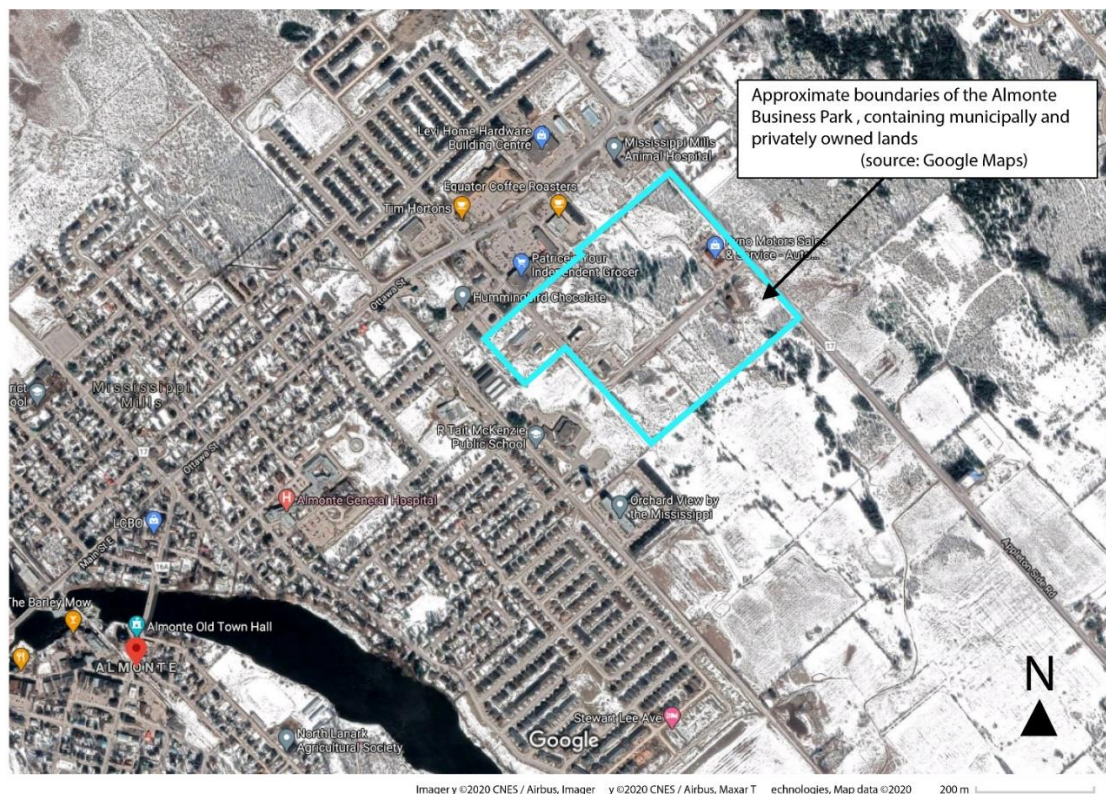
Internally, the Chief Building Official raised concerns with types of accessory storage permitted and appropriate fencing, screening and buffering. There are no concerns from the Fire Department.

The proposed Amendment conforms to the Sustainable Communities Official Plan (SCOP) and the Community Official Plan (COP). A draft of the proposed By-Law is found in **Appendix B** to this report.

### **LOCATION:**

The Mississippi Mills Business Park is located near the northeast corner of the Almonte settlement area and can be easily accessed from Ottawa Street (County Road 49) and Appleton Side Road via Industrial Drive.

The Business Park contains a range of municipally and privately-owned lands. **Figure 2** shows the approximate boundaries of the Mississippi Mills Business Park (Almonte).



**Figure 2: Business Park Location**

### **CONTEXT:**

The Mississippi Mills Business Park in Almonte is vital to the Municipality's existing economic and employment footprint. The Municipality of Mississippi Mills Business Park was created to allow a wide range of commercial and industrial uses for small to large businesses and encourage additional employment opportunities. Phase 1 and 2 have been sold and the municipality is currently focusing on the development of Phase 3.

The summary below provides further information on the players that need to be involved in any decision regarding the proposed land use changes in the Business Park:

*Province of Ontario*

Policies to protect the drinking water source under the Mississippi-Rideau Source Protection Plan were developed under the *Clean Water Act*, a provincial regulation.

The policies that stem from this and other provincial regulations and have been implemented in the Official Plans of the County of Lanark and the Municipality of Mississippi Mills, will need to be reviewed.

*Mississippi Valley Conservation Authority (MVCA)*

The subject lands are located within the regulation limits of the MCVA. In areas where there known Wellhead Protection Areas, the Risk Management Official (RMO) at the Mississippi Valley Conservation Authority (CA) should be consulted prior to the approval of development and land uses in these areas.

*Municipal Governments:*

*County of Lanark:*

The County of Lanark has the authority to approve consents (severances), plans of subdivision and condominium, condominium exemptions, part-lot control by-laws, local Official Plan Amendments and local Official Plan 5-Year Reviews.

If required, the Council would be the approval authority for any proposed Amendment to a local Official Plan.

*Municipality of Mississippi Mills:*

The Municipality is the principal land use planning authority responsible for setting policies to encourage and support employment and commercial lands. The Municipality of Mississippi Mills also owns some land in the Business Park, as previously mentioned.

The Planning Department plays an integral role in implementing the policies of the Municipality's Official Plan and the provisions of the Zoning By-Law.

The Economic & Cultural Coordinator plays an integral role in encouraging, incentivizing and advertising business activity throughout Mississippi Mills.

*Private Sector:*

Landowners, business owners and business employees would all be impacted by the proposed use changes to the business park. While the Municipality can regulate and encourage a wider range of uses in the business park, there needs to be a demand for the proposed uses. Economic development in the area will rely

upon cooperation and partnership-building between the Municipality and all private sector stakeholders.

## **POLICY FRAMEWORK:**

### **LANARK COUNTY SUSTAINABLE COMMUNITY OFFICIAL PLAN (SCOP)**

Almonte is considered a Settlement Area in the context of Lanark County's Sustainable Community Official Plan (SCOP), where a range of light industrial and commercial uses are encouraged. Section 2.3.1(6) provides:

*Local land use policies shall provide for mixed use development including residential, commercial, employment lands, parks and open space and institutional uses in areas designated as a settlement area in local Official Plans.*

Section 2.6.1(5) (Objectives) states the objective for land use distribution, which is to:  
*"...provide for mixed use communities with appropriate commercial, institutional and employment uses."*

Also, Section 2.6.2.4 further states *"The implementation of this Official Plan through local Official Plans, zoning regulations, subdivision and condominium control and site plan control shall consider the following criteria:*

*4. identify and zone an appropriate range of commercial, institutional and employment lands;"*

Section 5.5.9 contains one policy for municipal source water protection and enhancement:

*Areas in the County are identified as a Wellhead Protection Zone in the Source Protection Plan which is under development. Local Official plans should include mapping which identifies these areas and should refer to the Source protection Plan for information about applicable policy.*

The proposed Amendment conforms to the policies of the SCOP.

### **COMMUNITY OFFICIAL PLAN (COP)**

The subject lands are designated Business Park – Employment Area, as per Schedule 'B' of the Official Plan.

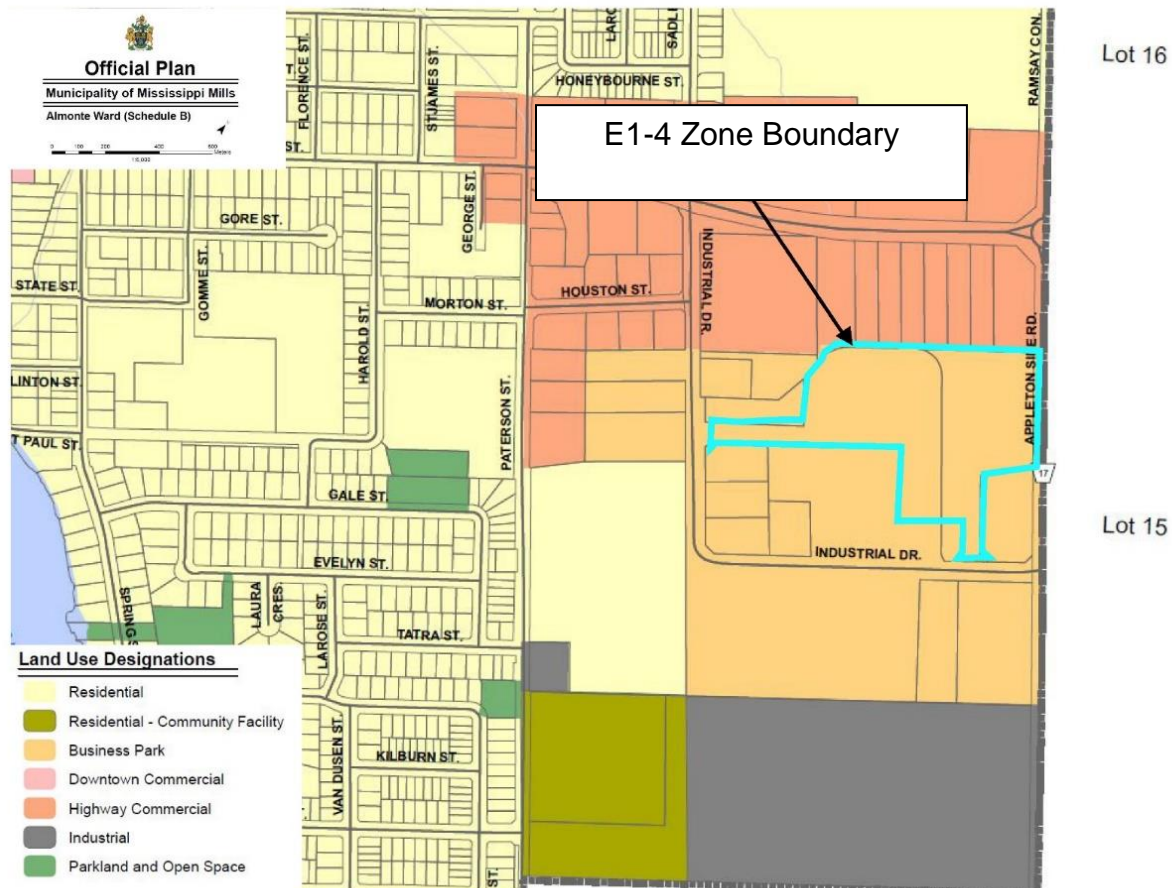
Purpose of the Business Park – Employment Area (Section 3.7.4):

*The "Business Park – Employment Area" land use designation applies to lands on the east side of Almonte, south of County Road 49. Lands designated Business Park – Employment Area are planned to function as a major*



*employment centre within the Town Municipality. The development policies are intended to promote high quality and consistent development standards for the Mississippi Mills Business Park – Employment Area.*

**Figure 3** shows the extent of the Official Plan's Business Park land use designation, as well as the approximate location of the lands owned by the Municipality of Mississippi Mills.



**Figure 3: Official Plan Designation & Location of Municipally-owned lands**

Section 3.7.4.1 of the Official Plan contains the permitted uses in the Business Park designation. *These include:*

*i) Highway Commercial uses including those typically dependent upon high volumes of traffic or which is heavily transportation oriented. The scope of uses shall typically include, but are not limited to:*

- *restaurants,*
- *recreational and automotive sales,*
- *repair and services establishments,*
- *building contractors,*

- *building supply and home furnishing retail and wholesale outlets,*
- *farm machinery,*
- *hotel/motel,*
- *lodging facilities,*
- *garden centres and nurseries,*
- *warehousing,*
- *wholesaling and distribution centres;*

*ii) Retail stores, factory outlets and business offices that require large land areas and/or have large parking and/or outdoor storage or display requirements not consistent with the compact nature of downtown commercial cores*

*(iii) Medical clinics, rental outlets, garden centres, education and training facilities, industrial and business services, research and development facilities, computer, electronic or data processing establishments, scientific or technological establishments, communication and information establishments;*

*(iv) **Light Industry (Class I)** and **Medium Industry (Class II)** as defined in the Industrial section of this Plan.*

Section 3.7.5.1(i) describes Light Industry (Class I) uses:

*A place of business for a small scale, self-contained plant or building that produces, manufactures, assembles or warehouses a product which is contained in a package and has a low probability of fugitive emissions e.g. noise, odour, dust and vibration. Such industries generally operate in the daytime only with infrequent movement of products and/or heavy trucks and no outside storage.*

*Examples may include:*

- *electronics manufacturing and repair,*
- *high technology industries,*
- *furniture repair and refinishing,*
- *beverage bottling,*
- *package and crafting services,*
- *small scale assembly, parts supply.*

Section 3.7.5.1(ii) describes Medium Industry (Class II) uses:

*“A place of business for medium scale process and manufacturing with outdoor storage of wastes or materials (e.g. it has an open process) and where there are periodic or occasional outputs of fugitive emissions e.g. noise, odour, dust and/or*



*vibration. Shift operations occur and there is frequent movement of products and/or heavy trucks during daytime hours.*

*Examples may include:*

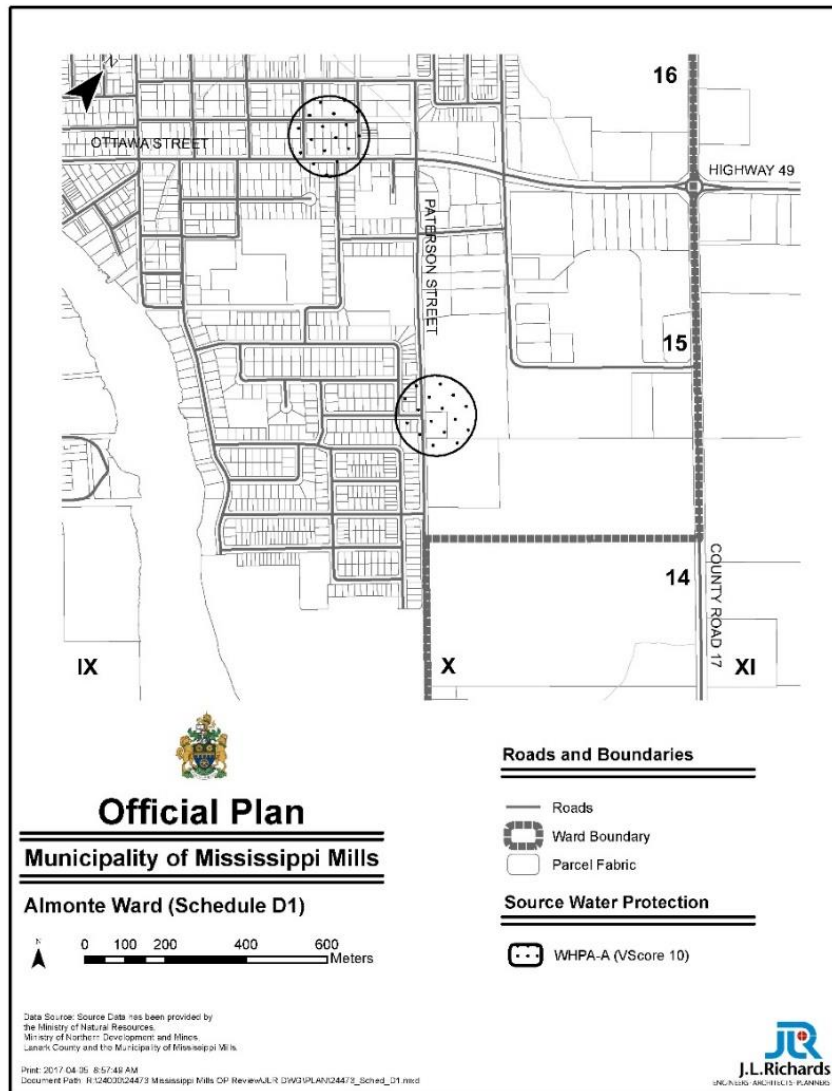
- *dry cleaning services,*
- *printing establishments,*
- *paint spray booths,*
- *welding shops, courier and transport services,*
- *heavy vehicle repairs,*
- *bulk fuel storage,*
- *raw product storage (aggregates, logs/lumber),*
- *warehousing, and*
- *contractors' yard."*

A portion of the Business Park designated lands is located within the one-kilometer buffer of Abandoned Mine, as per Appendix A2, which contains 'Constraints'. This should not have any impacts on the proposed uses listed in this memo.

There are also known Wellhead Protection Areas within range of the Business Park, as per Schedule D1 of the Official Plan (See **Figure 4**). Wellhead Protection Areas are areas where certain activities have the potential to adversely affect the groundwater that supplies a municipal well. Section 3.1.8 of the Municipality's COP provides the goals and policies that aim to protect vulnerable areas within the municipal boundaries.

During the rezoning of the Business Park, Staff had initially discussed the proposed list of uses with the Source Water Protection specialists at the conservation authorities. It was discussed that some of the proposed land uses may be prohibited if they store/handle quantities of more than 25l of dense non aqueous phase liquids (DNAPLs). Examples of this could include, dry cleaning facilities or some uses under technology industry. Retail facilities who store/handle quantities above 25L are not prohibited, there is a retail exemption in the DNAPL policy. Based upon policy and discussions with the MVCA, Staff included a provision in the E1-4 Zone that prohibits uses that exceed this threshold.

Staff do not anticipate any source water protection issues arising from permitting open storage areas as accessory uses and parking in all required yards



**Figure 4: Schedule D1 – Wellhead Protection Areas**

### MISSISSIPPI MILLS BUSINESS PARK DESIGN GUIDELINES

The Mississippi Mills Business Park (Almonte) is also subject to the “Mississippi Mills Business Park Design Guidelines”. These guidelines were considered in the context of the proposed uses identified in the table above.

The Design Guidelines offer a preferred concept and phasing plan for the Business Park.

The Design Guidelines are intended to ensure high quality aesthetic standards for the Park and provide quality control assurances to protect the long-term investment of

property owners and / or their tenants. The guidelines provide direction for overall business park elements, as well as individual sites. The guidelines are further intended to be reviewed in conjunction with Site Plans, the Zoning By-Law and the Signage By-law.

In particular, the Design Guidelines provides “Site Planning and Landscape Development Guidelines”, including considerations for Site Screening and Parking Areas (Section 3.3.1):

*Convenient, easily identifiable visitor and disabled parking shall be provided as close to main entrances as possible. Parking shall be located primarily in side and rear yards, but will be allowed in the front yard, subject to the provisions of the Zoning By-law and provided that a landscaped yard buffer is constructed between the public road and parking, screening the parking from view of the street. This might consist of a berm with planting, low wall, etc. (See 3.3.8, 3.3.11, 3.3.12).*

*Parking areas and internal roads shall be covered with a hard, dust free surface (e.g. asphalt, concrete, unit pavers, etc.).*

*Poured-in-place concrete curbs are to separate all parking areas and internal roadways from landscaped areas. The partial elimination or depressing of curbs may be considered in areas where stormwater storage or flows are to occur as part of an on-site management program.*

*To break up parking lots, provide shade and windbreaks for people and cars, landscape islands and medians 3 m minimum width will be required. One median for every 6 rows of parking is recommended. However, other configurations will be considered, provided they sufficiently break up larger expanses of parking.*

*Wherever possible, parking areas should be linked internally to minimize the number of entrance and exists to the public road, and to avoid “dead-ended” parking spaces.*

*Buildings should be surrounding by landscaped space, which separates them from roads and parking.*

*Along rear and side yard lines of abutting Business Park properties, a planting strip with a minimum width of 3.0 m shall be provided to ensure an effective site to site landscape buffer. Significant evergreen content is preferred as plant material for these buffers. The buffer strip shall increase to 6.0 m when a development site has a rear or side yard abutting a residential property.*

*If Snow is to be stored on site, areas shall be designated which do not disrupt vehicular or pedestrian movement, utilize disabled parking space or significantly*

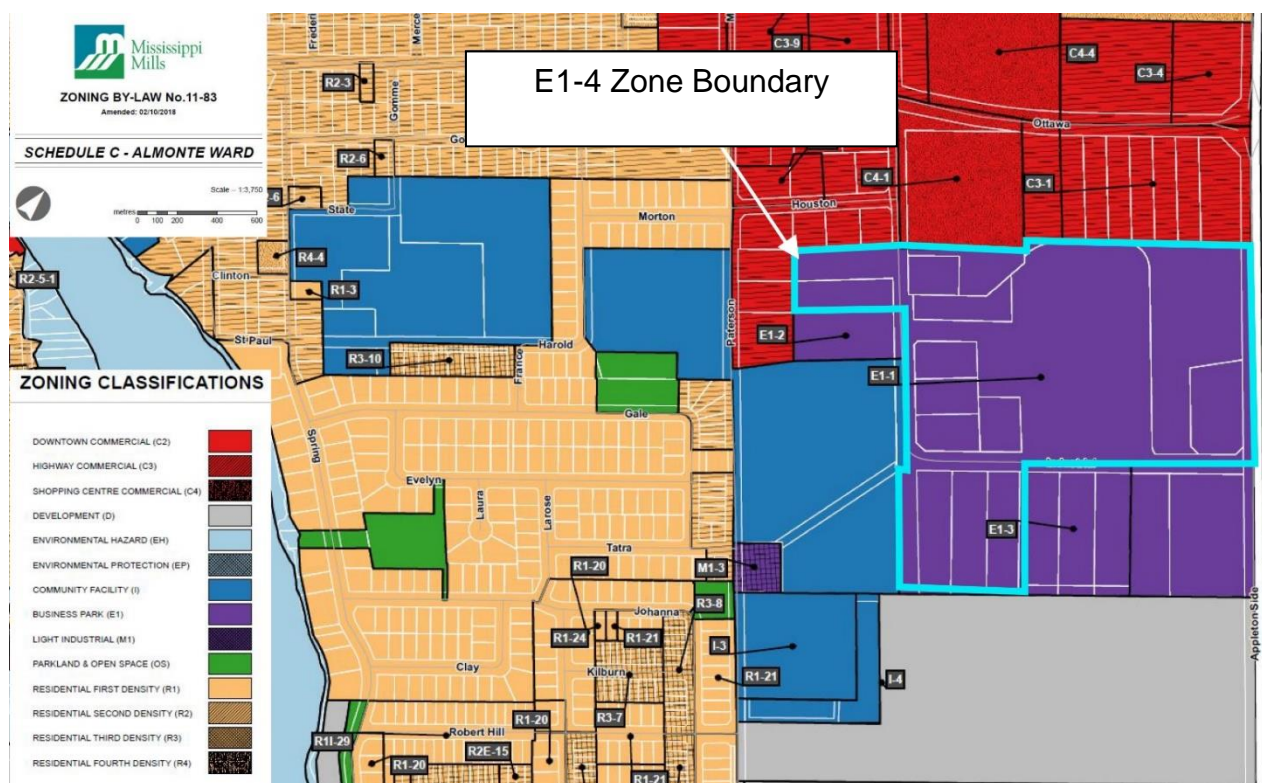
*reduce the number of parking spaces, or interfere with or damage landscaped areas and plantings.*

The Design Guidelines do not provide any guidance on the range of uses permitted, as this is accomplished in Zoning By-Law #11-83.

Future development of these lands should consider the guidelines in their entirety for land use compatibility. The proposed Amendment will not conflict with the objectives of the Business Park design guidelines, as parking can be permitted in the front yard subject to the applicable Zoning provisions and provided that a landscape buffer be established between the parking and the street. There is no guidance for open storage areas.

### ZONING BY-LAW 11-83

The subject lands are zoned Business Park Exception 4 (E1-4). See **Figure 5** below.



**Figure 5: Zoning Schedule C – Business Park Zones**

All lands within the Business Park share the parent zoning of the Business Park (E1) Zone but are currently differentiated by various Site-Specific Zoning Exceptions, which include:

- E1-2 Zone

- E1-3 Zone
- E1-4 Zone – which replaced the E1-1 Zone but kept its provisions.

According to Section 27 of the Zoning By-Law, the purpose of the Employment Park (E1) Zone is to:

*(1) permit a wide range of commercial and industrial uses in accordance with the Business Park designation of the Community Official Plan;*

*(2) promote high quality and consistent development standards for the Mississippi Mills Business Park;*

*(3) develop in accordance with business park design guidelines which set out a unified master plan approach.*

The E1-4 Zones establishes the following:

“Notwithstanding the ‘E1’ zoning designation, on those lands delineated as ‘E1-4’:

- 1) *The provisions of the ‘E1-1’ Zone shall apply*
- 2) *The following uses shall also be permitted provided that they do not store/ handle quantities of more than the threshold of 25 Litres (L) of dense non aqueous phase liquids (DNAPLs), or are exempted by the applicable sour water protection policies:*

- a. *automobile body shop*
- b. *automobile car wash*
- c. *automobile care*
- d. *automobile dealership*
- e. *automobile rental establishment*
- f. *building supply outlet*
- g. *bulk sales establishment*
- h. *Commercial storage*
- i. *contractor’s or trade establishment*
- j. *custom workshop*
- k. *dry cleaning establishment*
- l. *office*
- m. *post office*
- n. *printing establishment*
- o. *recreational vehicle sales*
- p. *service and repair shop*
- q. *taxi station*
- r. *technology industry.*

The E1-4 is therefore subject to the provisions of the E1-1 zone, which establishes the following:

*The following uses are permitted in the E1 Zone (Section 27.1):*

- *business offices*
- *communication and information establishments*
- *computer, electronic or data processing establishments*
- *drive-through facility*
- *education and training facilities*
- *factory outlets*
- *home furnishing retail*
- *hotel*
- *light industrial uses*
- *lodging facilities*
- *medical facility*
- *motel*
- *equipment rental outlet*
- *repair and service establishment*
- *research and development centre*
- *restaurants*
- *retail stores*
- *training centre*
- *warehousing*
- *wholesale outlets*
- *wholesaling and distribution centre*

*In addition to the uses of Section 27.1, the following uses are permitted on the lands zoned E1-1 [Section 27.3.1(2)]:*

- *medical facility*
- *showroom*
- *equipment rental outlet*
- *garden centre*
- *education or training facilities*
- *research and development facilities*
- *computer, electronic or data processing establishments*
- *scientific or technological establishment*
- *communication and information establishment*
- *business and government services*

- *public use*
- *parking lot*

*As per Section 27.3.1(1) of the Zoning By-Law, the following uses shall not be permitted on the lands zoned E1-1:*

- *an open storage area*
- *residential uses, and*
- *commercial storage*

By way of the E1-1 Zone provisions, the E1-4 Zone does not permit open storage areas as accessory to a permitted principal use.

Typically, open storage areas would be permitted as accessory to a permitted principal use in the E1 Zone, provided that the zoning requirements below are sufficient met:

*Section 27.2 Zone Provisions  
(2) Open Storage*

*The rear storage of goods or materials shall be permitted only to the rear of the main building provided that:*

- *such open storage is accessory to the use of the main building;*
- *such open storage complies with the yard and setback requirements of this By-law;*
- *any portion of the area used for open storage is concealed from view of abutting residents or directly abutting streets by a fence or landscaping;*  
*and*
- *no open storage shall be located within 20 m of a Residential Zone.*

For the purpose of this Amendment, parking provisions need to be considered:

*9.3.7 Provisions and Location of Spaces*

*(d) Unless otherwise provided for herein, uncovered parking spaces shall be permitted in yards in accordance with the following:*

- iv) **For industrial and institutional uses interior side and rear yards only**, except for visitor parking covering not more than 15% of the front yard area, provided that no part of any parking area, other than a driveway, is located closer than 1.5 m to any street line.*

As per the above, industrial uses are not currently permitted parking in front yards.

### **PROPOSED ZONING BY-LAW AMENDMENT**

The proposed Amendment (Appendix B) is to change the Business Park Exception 4 (E1-4) Zone, to permit an open storage area as an accessory to a permitted use and parking in all yards.

Accessory open storage areas and parking will still be subject to all relevant provisions of Zoning By-Law #11-83. The proposed Amendment will conform to the general intent of Zoning By-Law #11-83.

### **PUBLIC COMMENTS**

Since the Notice of Public Meeting was circulated to the public, we received only two (2) comments, which are found in **Appendix A** to this Report:

- One (1) public comment from a landowner wondering why their lot was excluded from the proposed zoning change.
- One (1) public comment from an individual inquiring whether self-storage was permitted by the existing zoning.

We also received responses from the Ministry of Northern Development, Mines, Natural Resources and Forestry (MNRF) and the Mississippi Mills Valley Conservation Authority (MVCA). These agencies did not identify any concerns with the proposed Zoning By-Law Amendment (See **Appendix A**).

Internally, the Chief Building Official raised concerns with types of accessory storage permitted and appropriate fencing, screening and buffering. There are no concerns from the Fire Department.

As per the above, Staff have received comments regarding the inclusion of all business park lands via Zoning By-Law Amendment. This option would amalgamate all zones into one exception that permits all uses, including open storage areas as accessory and parking in all yards.

### **SUMMARY:**

The role of the Municipality in the Business Park is that of part landowner and part strategic partner. In coordination with the County of Lanark, the Risk Management Official, the MVCA, as well as our community partners, the Municipality evaluates and establishes policies to ensure that there are a variety of employment and light industrial



opportunities made available to landowners, business owners and future employees of those businesses.

The Municipality of Mississippi Mills is committed to establishing a diverse and adaptive business park that meets the intent of Official Plan policies.

Through the proposed Zoning By-Law Amendment, Municipal staff believe that allowing open storage areas and parking in all yards in the Business Park will support the long-term economic vitality of the Municipality and the County more broadly speaking.

All of which is respectfully submitted,



---

Marc Rivet, MCIP, RPP  
Planning Consultant



---

Ken Kelly  
Chief Administrative Officer

**APPENDIX A:**  
Public Comments

---

From: Paul Dick [REDACTED]  
Sent: August 3, 2021 11:41 AM  
To: Mills Planner <[mplanner@mississippimills.ca](mailto:mplanner@mississippimills.ca)>  
Subject: Zoning bylaw amendment Z-03-21

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

Hi Tyler,

Can you please send a copy of proposed zoning by-law Amendment for us to review?  
Are they planning self-storage on these lots?

Thanks,

Paul Dick  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]

---

From: Omid McDonald [REDACTED]  
Sent: Thursday, July 15, 2021 5:50 PM  
To: Mills Planner <[mplanner@mississippimills.ca](mailto:mplanner@mississippimills.ca)>  
Subject: Z-03-21 / Amendment to By-Law #11-83

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

Hello,

My name is Omid McDonald and I'm the owner of 34 Industrial Drive (Dairy Distillery). I received the notice about the proposed amendment to by-law #11-83 to "permit parking in the front yard for all permitted uses and permit Open Storage Area" as an accessory use".

Why is my lot excluded from the proposed zoning change?

I look forward to hearing from you.

Omid  
[REDACTED]

**APPENDIX B:**  
Zoning By-Law Amendment for the Business Park

**ZONING BY-LAW AMENDMENT**  
**No. Z-03-21**  
Almonte Business Park

Prepared for:  
**MUNICIPALITY OF MISSISSIPPI MILLS**

July 29, 2021

**J.L. RICHARDS & ASSOCIATES LIMITED**  
Engineers • Architects • Planners  
1565 Carling Avenue, Suite 700  
Ottawa, Ontario  
K1Z 8R1

JLR 24473

## **EXPLANATORY NOTE**

The purpose of the proposed Zoning By-law Amendment is to change the zoning for the “Business Park Special Exception (E1-4)” to permit an open storage area as accessory to a permitted use and to permit parking in all yards.

This Amendment affects lands within the Almonte Business Park as shown on Schedule A.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 21-xxx

Being a By-law to Amend Zoning By-law No.11-83

WHEREAS By-law No.11-83 regulates the use of land and the use and erection of buildings and structures within the Municipality of Mississippi Mills;

AND WHEREAS the Council of the Municipality of Mississippi Mills deems it advisable to amend By-law No. 11-83 as hereinafter set forth;

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

1. The properties affected by this By-law includes all lands within the Almonte Business Park (shaded tone), as shown on "Schedule A" attached hereto.
2. Section 27.3.4 of By-law No. 11-83 is hereby deleted in its entirety and replaced with the following:

"Notwithstanding the 'E1' zoning designation, on those lands delineated as 'E1-4':

- 1) The provisions of the 'E1-1' Zone shall apply.
- 2) The following uses shall also be permitted provided that they do not store/handle quantities of more than threshold of 25 Litres (L) of dense non aqueous phase liquids (DNAPLs), or are exempted by the applicable source water protection policies:
  - automobile body shop
  - automobile car wash
  - automobile care
  - automobile dealership
  - automobile rental establishment
  - building supply outlet
  - bulk sales establishment
  - Commercial storage
  - contractor's or trade establishment
  - custom workshop
  - dry cleaning establishment
  - office
  - post office
  - printing establishment
  - recreational vehicle sales
  - service and repair shop
  - taxi station
  - technology industry.



- 3) Parking shall be permitted in all yards for all permitted uses subject to all other provisions of this By-law.
- 4) An Open Storage Area is permitted as an accessory use to all permitted uses subject to all other provisions of this By-law.”

**BY-LAW** read, passed, signed and sealed in open Council this **20<sup>th</sup> day of** **2021.**

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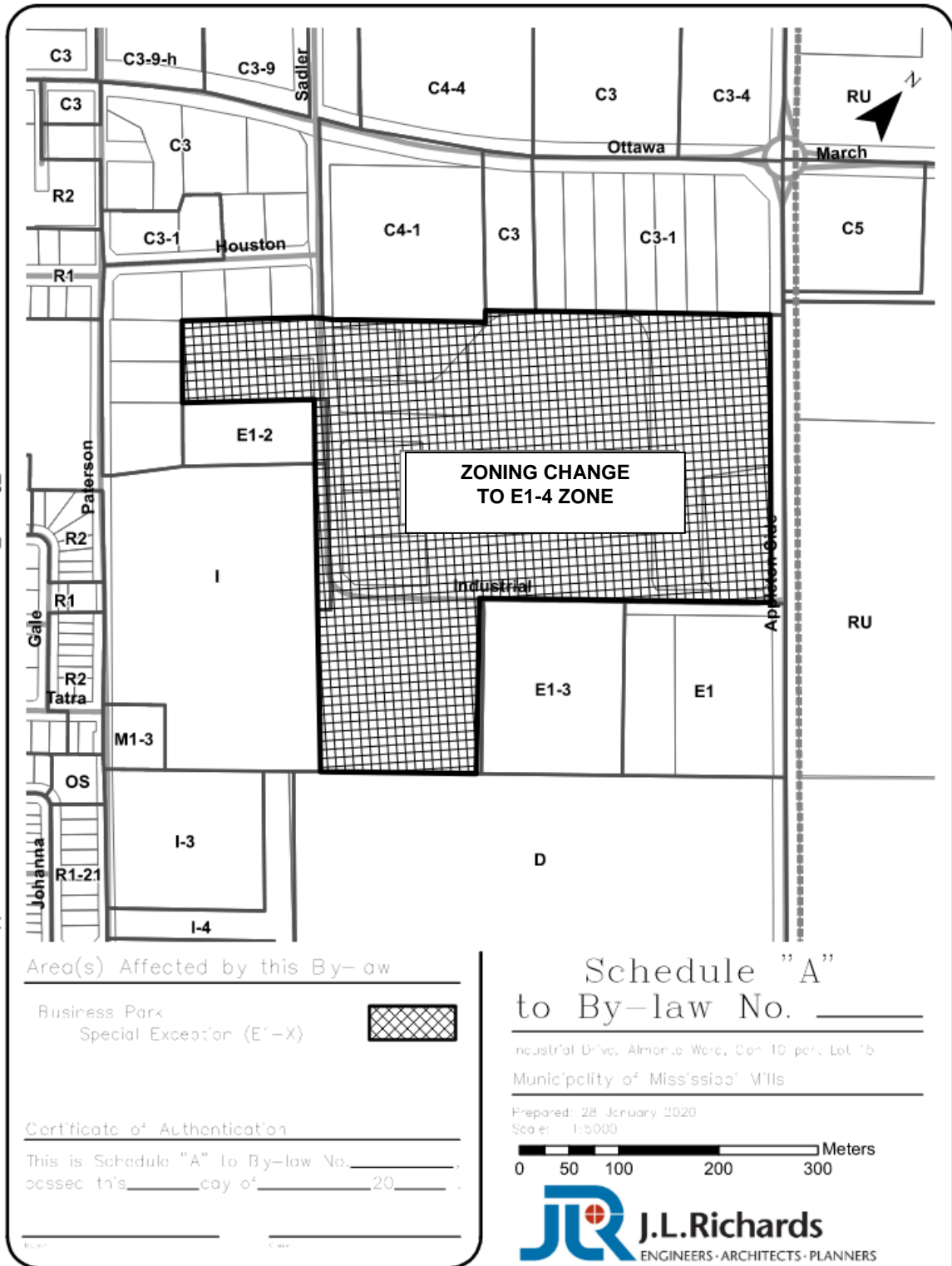
Christa Lowry, Mayor

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Cynthia Moyle, Acting Clerk

# SCHEDULE 'A'

File Location: P:\24000\24473-005 - Mississippi Mills OPA 22\6-Production\2-Plan\OPA\24473\_Zoning\_E1.mxd





## **REPORT OF THE COMMITTEE OF THE WHOLE**

### **August 10, 2021**

The following is the Committee of the Whole report from the June 15, 2021 meeting.

#### **Consent Items**

**L.1a-e** **THAT** the following committee minutes be received as information:

**Resolution No CW176-21**

**Committee of Adjustment - March 17, 2021**

**Mississippi River Power Corporation (MRPC) - April 22, 2021**

**Community and Economic Development (C&EDC) Advisory  
Committee - May 20, 2021 Meeting**

**Parks and Recreation Advisory Committee - May 25, 2021**

**1st Quarter 2021 Drinking Water Quality Management Standard**

**L.2** **Agricultural Advisory Committee – June 2, 2021**

**Resolution No CW175-21**

**THAT** a LEAR working group be developed comprised of the  
Agricultural Advisory Committee members plus the Council  
representatives from Ramsay and Pakenham wards.

#### **Staff Reports**

**L.3** **Traffic and Parking By-law Amendment - Community Mailboxes**

**Resolution No CW177-21**

**THAT** the Committee of the Whole recommend to Council that By-law 02-27 - Traffic and Parking, Schedule C – Restricted Parking be amended to restrict parking in front of a community mailbox to five-minute parking” and that a five-minute parking sign be erected at these locations to be determined by the Director of Roads and Public Works.

**L.4 Mississippi Mills Wastewater Treatment Plant 2020 Annual Report**

**Resolution No CW178-21**

**THAT** Committee of the Whole recommend Council receive the 2020 Annual Summary Report for the Mississippi Mills Wastewater Treatment Plant as prepared by the Ontario Clean Water Agency for information purposes.

**L.5 Downtown Core Costing**

**Resolution No CW179-21**

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

**AND THAT** the staff bring back information to the August 10, 2021 Committee of the Whole meeting with further information relating to business survey results, as well as to programming and funding opportunities.

**L.6 Zoning By-law Amendment - 366 Spring Street**

**Resolution No CW180-21**

**THAT** Committee of the Whole recommends that Council enacts and passes Zoning By-law Amendment No.21-XXX being a site-specific amendment to change the zoning of the subject property (366 Spring Street) from Residential First Density (R1-20) Zone to Residential Second Density (R2E-18) Zone to permit a semi-detached dwelling

**L.7 Building Permit Activity: January 1, 2021 to May 31, 2021.**

**Resolution No CW181-21**

**THAT** Committee of the Whole recommend Council receive the staff report on building permit activity for the period January 1, 2021 to May 31, 2021 for information.

**L.8 Municipal Film Policy**

**Resolution No CW182-21**

**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.

**L.9 Committee Restructuring**

**Resolution No CW183-21**

**THAT** the Committee of the Whole recommends to Council to approve the Committee Restructuring Report as presented.

**Information Items**

**Information List 12-21**

**Resolution No CW184-21**

**L.10 Item #1**

**THAT**, The Municipality of Mississippi Mills support Municipality of Calvin, Resolution 2021-136, 2nd level of licensing to permit small organizations to hold fundraisers to benefit communities.

**L.11 Item #2**

**THAT**, The Municipality of Mississippi Mills support the Town of Erie Resolution File #120203 – To lobby the Federal Government to cease further consideration of elimination capital gains tax exemptions on primary residences.

**L.12 Item #4**

**THAT**, The Council of Mississippi Mills accept the resignation of David Thomson from the Heritage Advisory Committee with regrets;

**L.13 Item #6**

**THAT**, The Municipality of Mississippi Mills support the Town of Kingsville, Resolution 205-2021 and Shannon Stubbs, MP Lakeland, Opposition to Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)

Submitted by,

Reviewed by,

---

Cynthia Guerard,  
Committee of the Whole Chair

---

Cynthia Moyle,  
Acting Clerk

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 15, 2021  
**TO:** Committee of the Whole  
**FROM:** Cynthia Moyle, Acting Clerk  
**SUBJECT:** Committee Restructuring Report

---

### RECOMMENDATION:

**THAT the Committee of the Whole recommends to Council to approve the Committee Restructuring Report as presented.**

### 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The Committee receives reports from Staff on all departmental and programming issues;

**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

### **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 – report to provide information on minor site plans approved under delegated authority, consent applications, zoning amendments, applications, official plan

application amendments and pre-consultations, and any other activity.

- 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.

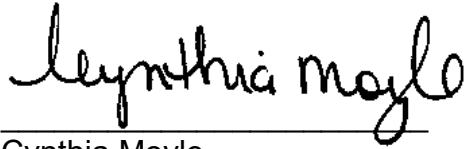
### **SUMMARY:**

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.

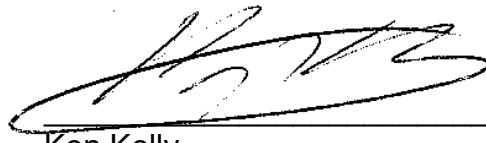
Staff would also need to amend the procedural by-law based on the changes in the adopted report.

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, consent applications, zoning amendments, applications, official plan application amendments and pre-consultations, 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

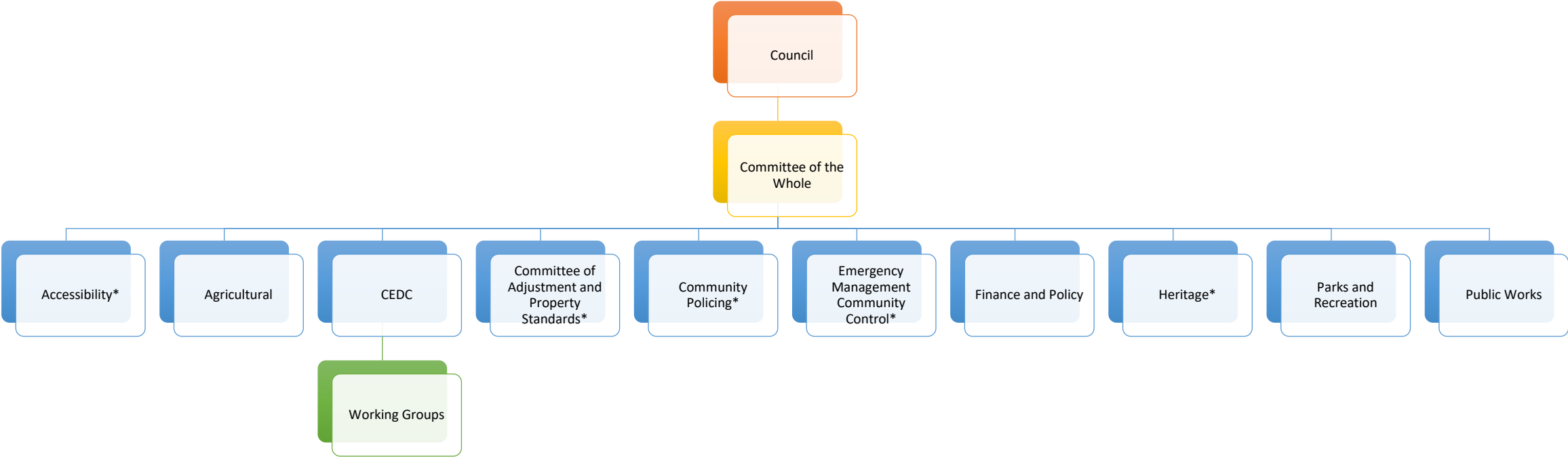
**L. INFORMATION AND CORRESPONDENCE**

**M. MEETING DATE**

**N. ADJOURNMENT**



CURRENT COMMITTEE DESIGN



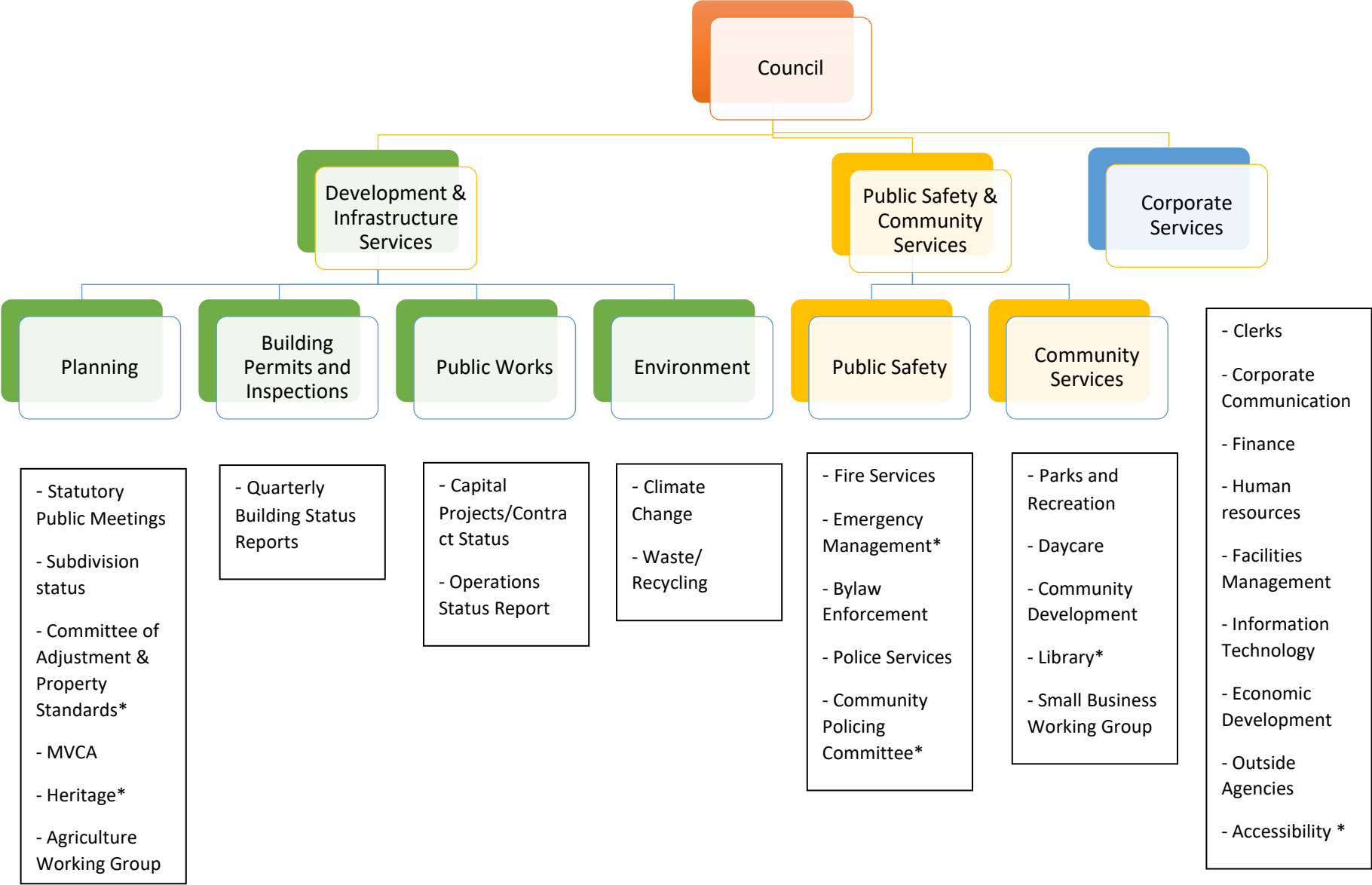
\*Statutory Committees or Boards

Additional Committees/Boards include:

- Joint Recreation Cost Sharing Committee
- 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:

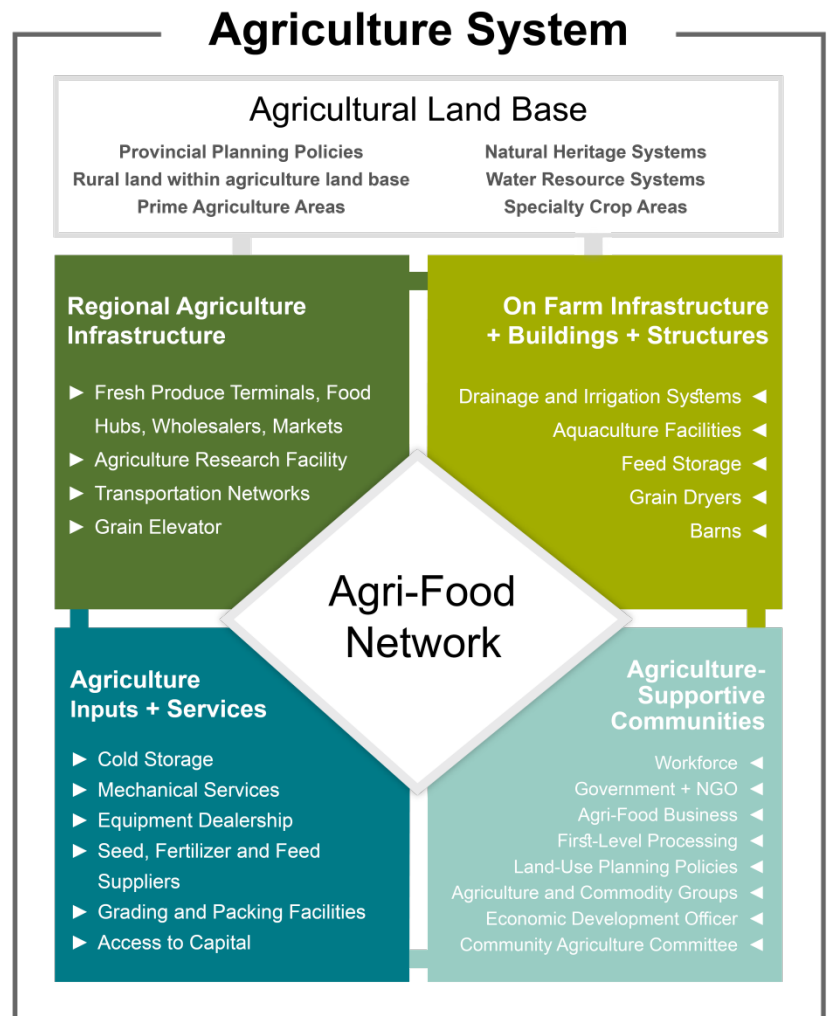
- Agricultural land base
- Agri-food network<sup>1</sup>

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

<sup>1</sup> 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.

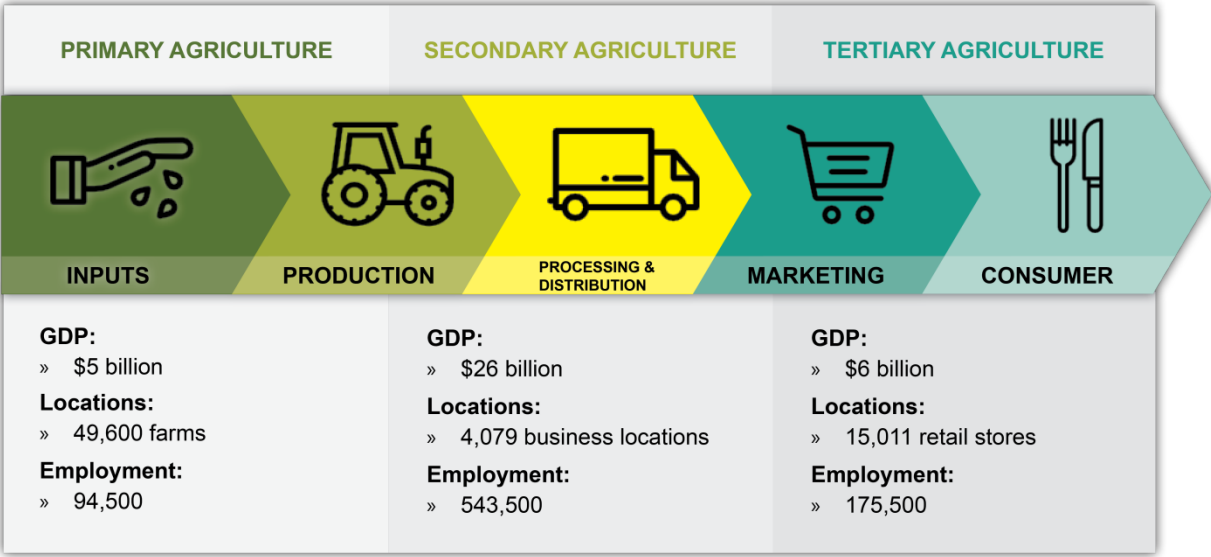
### **Ontario's Agricultural Sector**

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

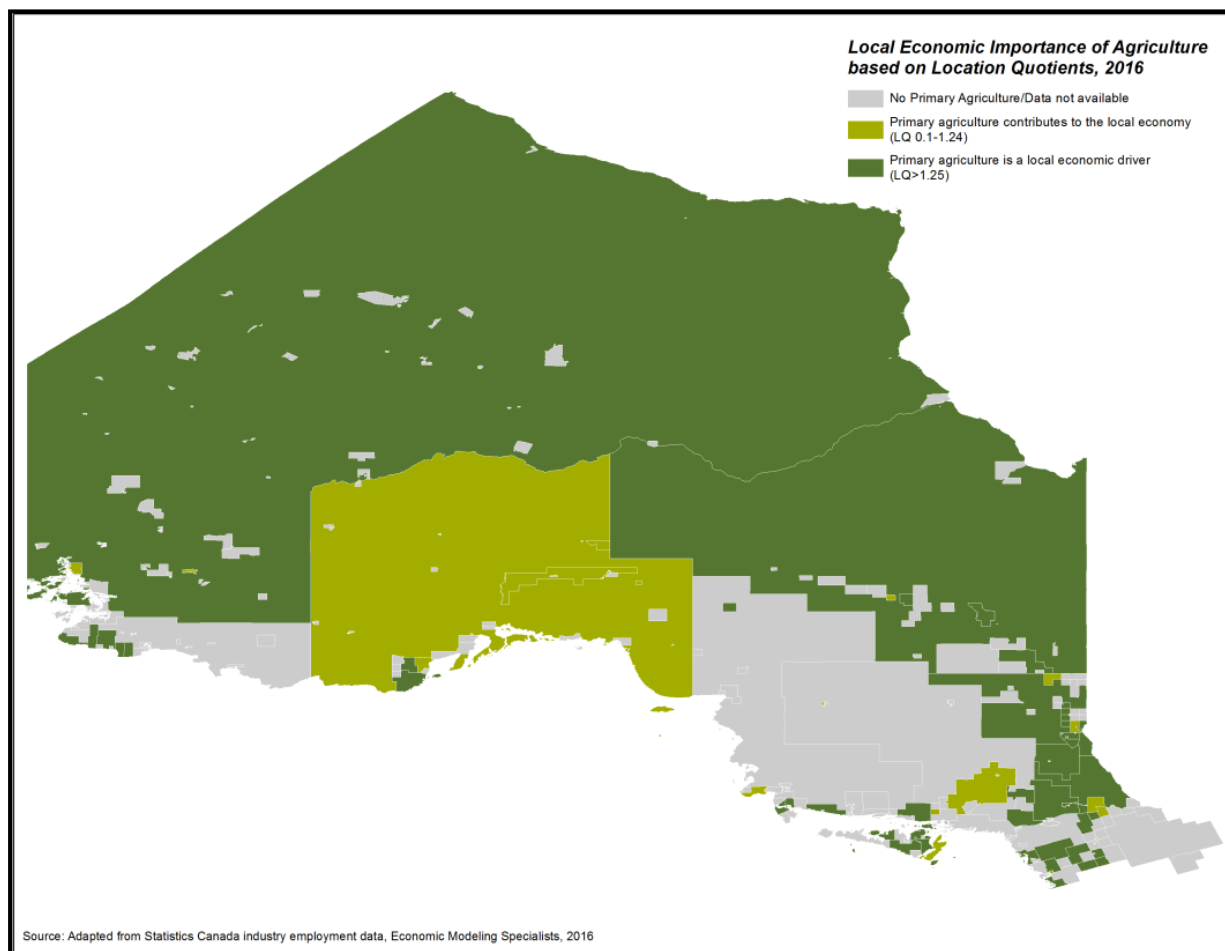


Ontario is not just a leader in productivity, it's also a leader in emerging and ground-breaking new research and development. New technologies and agricultural practices are continually being developed in Ontario — ready to be used close to home and exported around the world. The future of agribusiness 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.

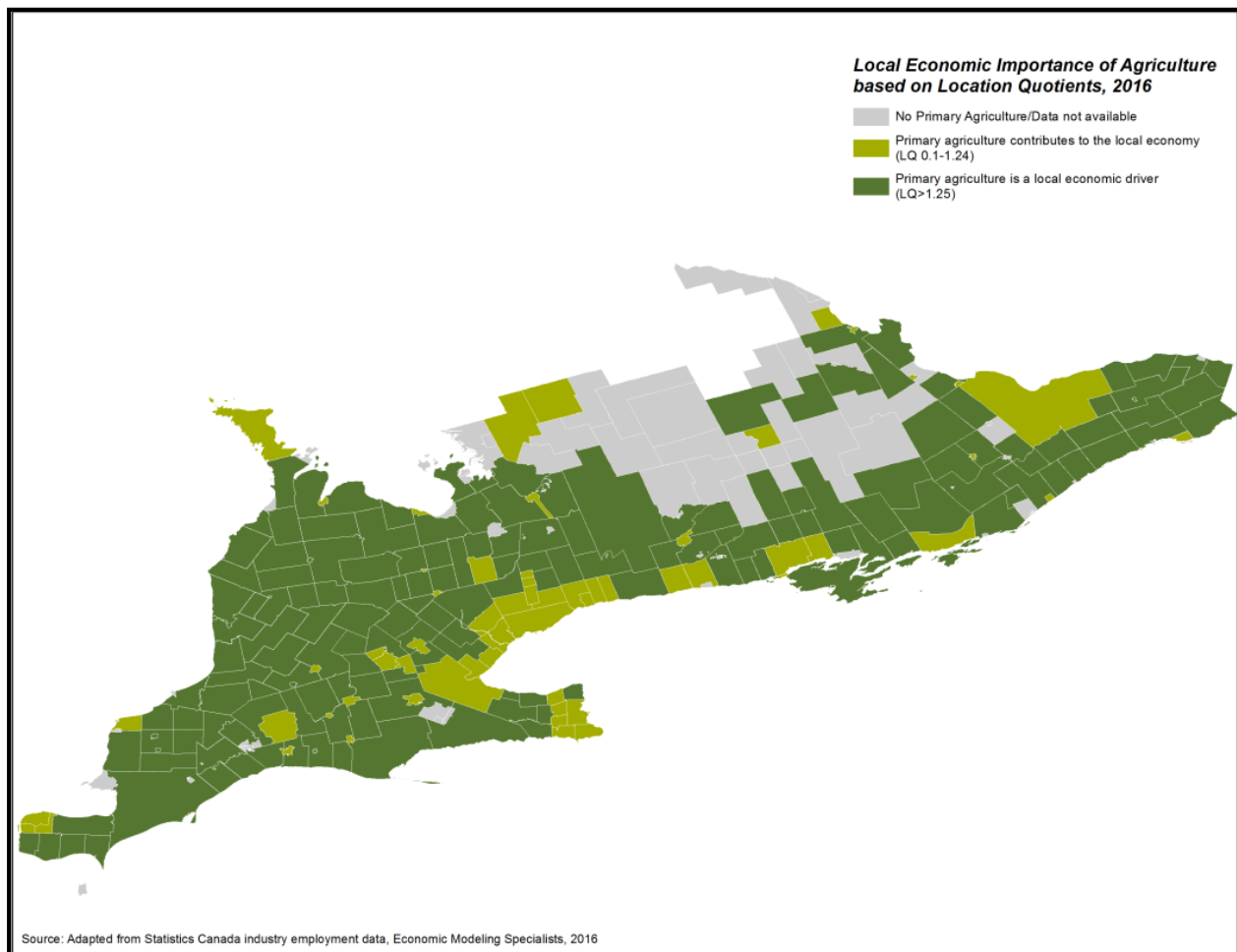
### Local Economic Importance of Agriculture, 2016 – Northern Ontario



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

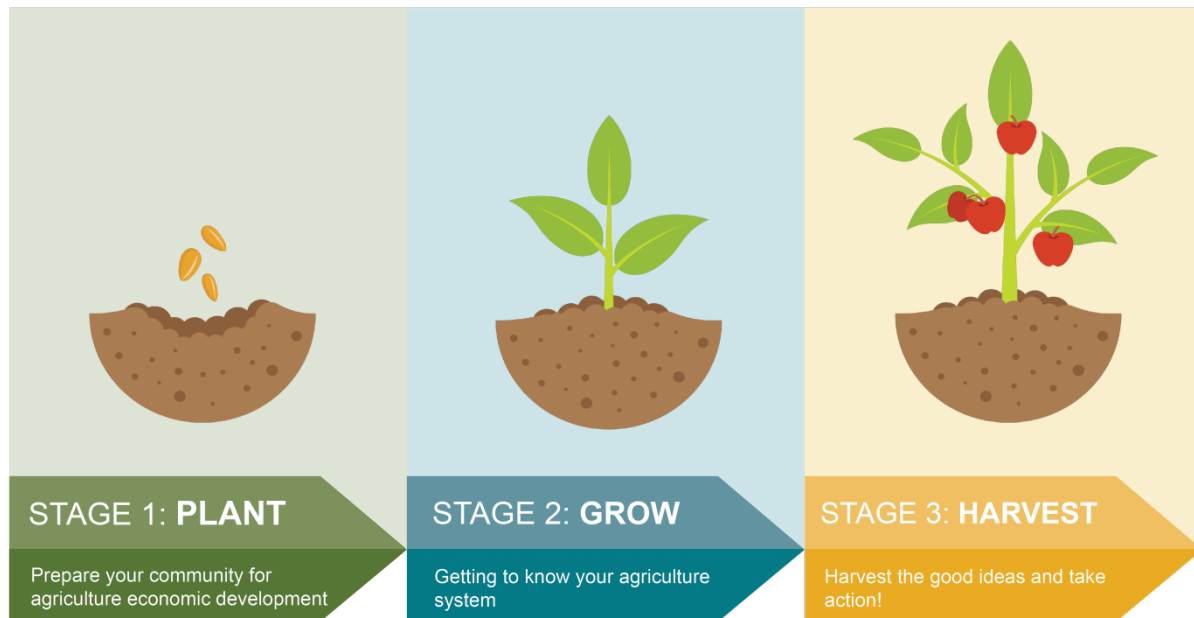
There are many economic development activities that can be undertaken to support agriculture. These categories include:

- 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.

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### 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.

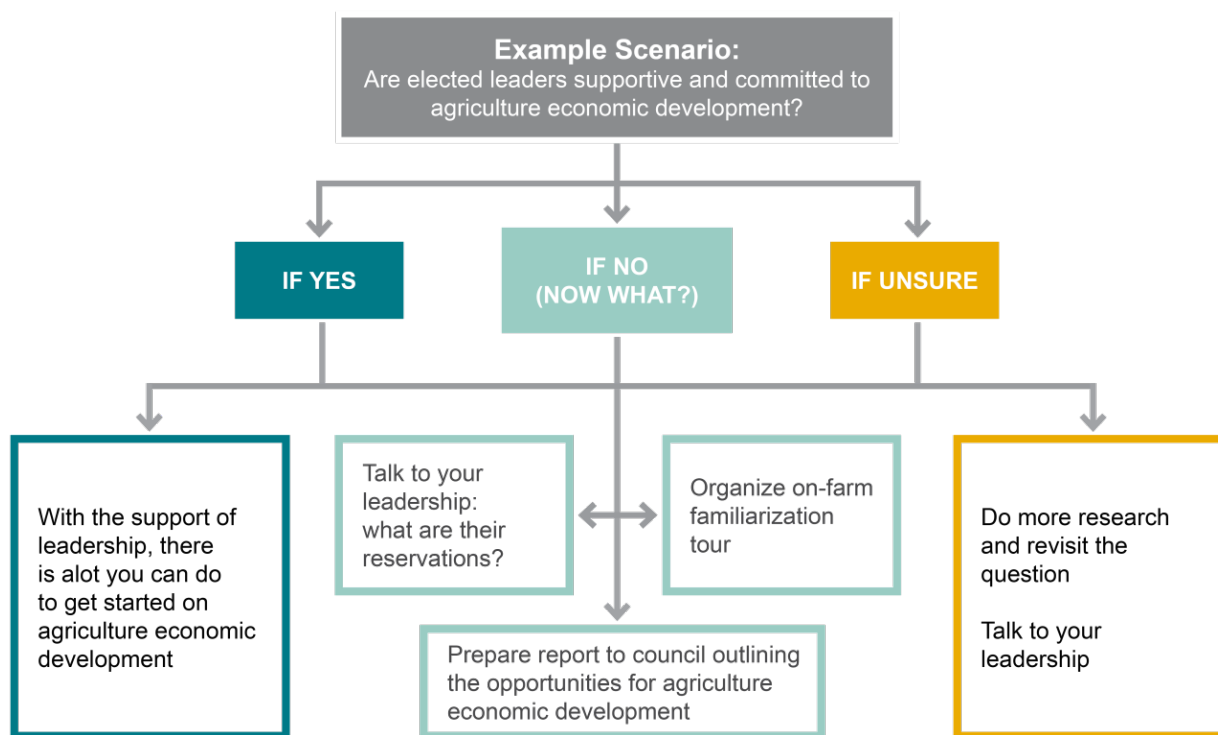
Readiness Questions		Response
Knowledge and Awareness	Is agriculture seen as a priority sector (e.g., economic development strategic plan, or official plan)?	Yes   No   Unsure
	Has your community identified opportunities to support the local agricultural sector?	Yes   No   Unsure
	Does your community 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



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### 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.

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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.

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### **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.

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## 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

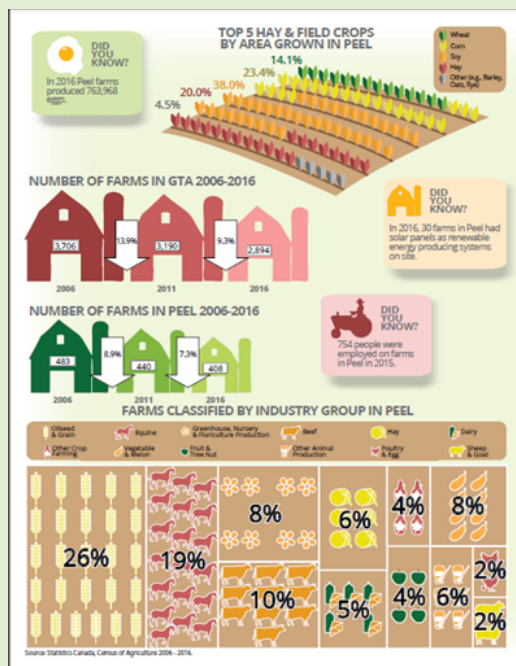
Compiling and sharing data is central to economic development because data helps people understand current strengths and identify new opportunities. Equally important is making data consumable and accessible for the right user. Creating an easily accessible and understandable data resource helps to build 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

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**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.

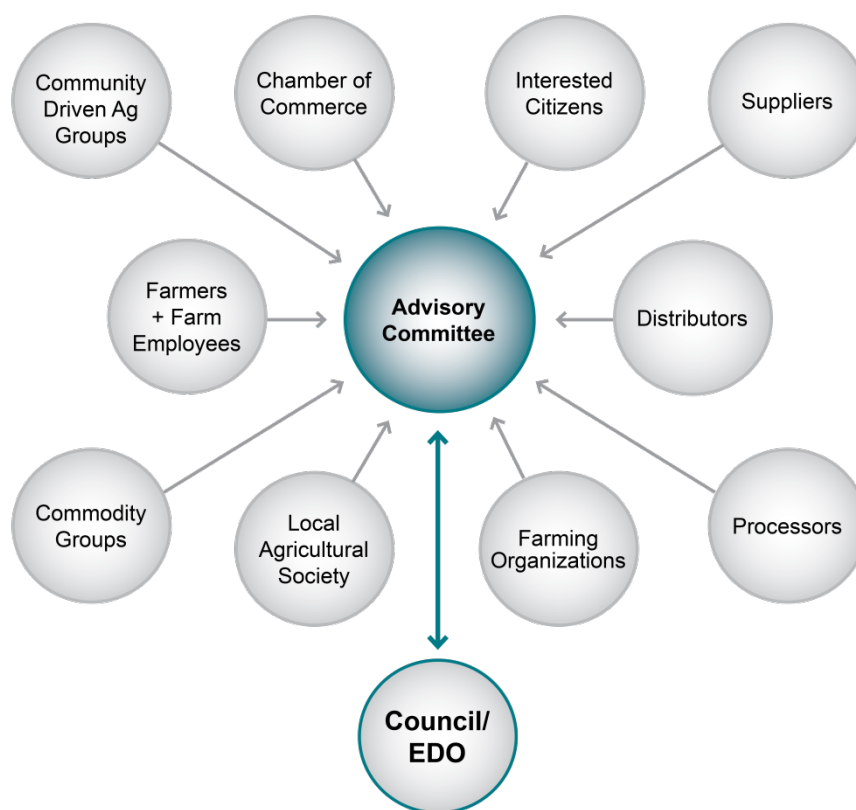
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## Building Community Leadership

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.

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### 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.

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## 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](mailto:ag.info.omafra@ontario.ca)

Online: [www.ontario.ca/omafra](http://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.

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**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.

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## 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.

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### 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.

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## 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.

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**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.

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### **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:

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

<b>Agricultural Advisory/Action Committee</b>	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.
<b>Agribusiness Networking Events</b>	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.
<b>Regular Communication with Agricultural Organizations</b>	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

<b>Agriculture Familiarization Tours</b>	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.
<b>Agri-Tourism Initiatives</b>	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 <a href="#">website</a> provides information on developing agri-tourism operations and training on value-added agriculture is available through workshops such as OMAFRA's <a href="#">Exploring Value-Added Opportunities</a> and <a href="#">Selling Food to Ontario</a> .

<b>Community/ Regional Branding</b>	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

<b>Agribusiness Recognition Programs</b>	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.
<b>Export &amp; Trade Development</b>	Export and Trade Development Services support local businesses in understanding, assessing and reaching international markets.
<b>Business Retention + Expansion (BR+E)</b>	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.
<b>Local Food Procurement</b>	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.

<b>Agribusiness Incubator</b>	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

<b>Workforce Development</b>	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.
<b>Youth in Agriculture</b>	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.
<b>Promote mentorship and co-operative education programs</b>	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.
<b>Future Needs for the Labour Force</b>	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.

<b>Agribusiness Recruitment Initiatives</b>	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.
<b>Workshops/ Resources for Succession Planning</b>	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.
<b>Leadership Development Training</b>	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.
<b>Resources for Agribusiness Entrepreneurs</b>	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.
<b>Access to Farmland</b>	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. <a href="http://FarmLink.net">FarmLink.net</a> , 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.

<b>Business Counselling</b>	<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 <a href="#">Starting a Farm in Ontario</a> or <a href="#">Starting a Farm in Northern Ontario</a>. The Ontario Soil and Crop Improvement Association also offers <a href="#">Growing Your Farm Profits Workshops</a> to help entrepreneurs maximize their long-term business goals.</p>
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### Investment Attraction

<b>Investment Attraction</b>	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.
<b>Resources for Investment Attraction</b>	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.
<b>Land Inventory Database</b>	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.).
<b>Inquiries Office for Investors &amp; Agribusiness</b>	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**

<b>Infrastructure</b>	<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>
<b>Open for Business Approaches</b>	<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>
<b>Official Plans and zoning bylaws that support agri-food &amp; related activities e.g., value-added</b>	<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>
<b>Identify Gaps and Support Expansion of Regional Infrastructure</b>	<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.)
<b>Develop agriculture/rural focussed Community Improvement Plan</b>	<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 <a href="#">handbook</a> on community improvement plans.</p>
<b>Agricultural Impact Assessments (AIA) and Edge Planning</b>	<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>
<b>Food Systems Planning</b>	<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

<b>Agri-food Asset Mapping</b>	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.
<b>Agricultural Value Chain Analyses</b>	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.
<b>Celebrate Local Agribusiness Innovations</b>	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.
<b>Share Best Management Practices</b>	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.
<b>Agribusiness Research and Development</b>	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](http://www.Ontario.ca/Rural)

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

**BY-LAW NO. 21-057**

**Being a By-law to Amend Zoning By-law No.11-83**

**WHEREAS** By-law No.11-83 regulates the use of land and the use and erection of buildings and structures within the Municipality of Mississippi Mills;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills has the authority to pass a by-law under Section 34 of the *Planning Act*;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills deems it advisable to amend By-law No. 11-83 as hereinafter set forth;

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

1. The lands affected by this By-law are shown on Schedule “A” attached hereto.
2. Schedule C Almonte Ward to By-law No. 11-83 is hereby amended by changing the zoning of Lot 68, Registered Plan 27M88 from Residential First Density (R1-20) Zone to Residential Second Density (R2E-18) Zone.
3. This By-law shall come into full force and effect in accordance with the *Planning Act*, R.S.O. 1990.

**BY-LAW** read, passed, signed and sealed in open Council this **10<sup>th</sup> day of August, 2021.**

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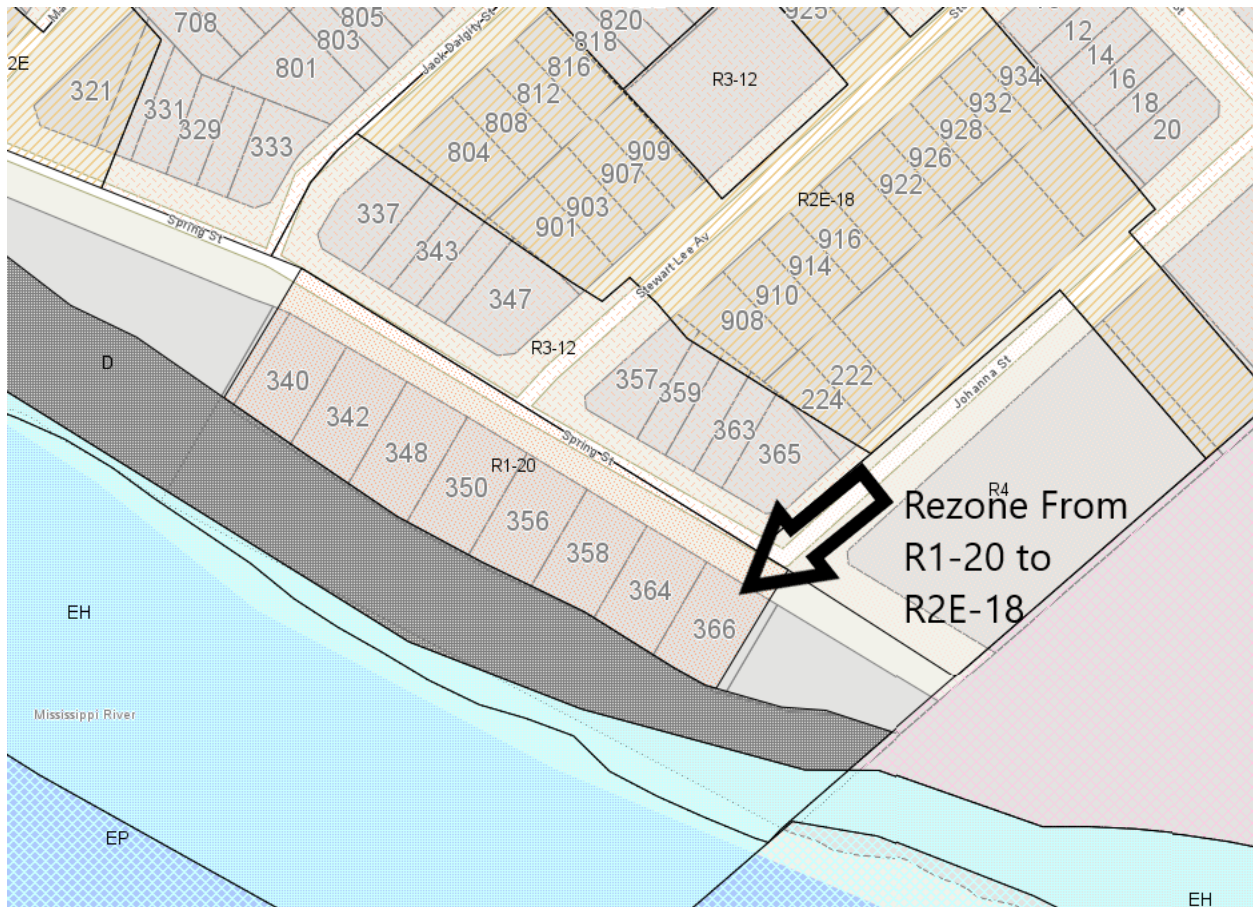
Christa Lowry, Mayor

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Casey Munro, Deputy Clerk



## SCHEDULE 'A'



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-058

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 20, Plan 27M-96, in order to accommodate the development of six (6) townhouse dwelling units, for a total of six (6) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-96, Block 20, described as Parts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 11 on Reference Plan 27R-11708, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-059

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 21, Plan 27M-96, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-96, Block 21, described as Parts 1, 2, 3, 4, 5, 6, 7, 8, 9, 10 and 11 on Reference Plan 27R-11706, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-060

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 25, Plan 27M-96, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-96, Block 25, described as Parts 1, 2, and 3 on Reference Plan 27R-11705, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-061

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 26, Plan 27M-96, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-96, Block 26, described as Parts 1, 2, and 3 on Reference Plan 27R-11707, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-062

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 27, Plan 27M-96, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-96, Block 27, described as Parts 1, 2 and 3 on Reference Plan 27R-11709, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-063

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 25, Plan 27M-88, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-88, Block 25, described as Parts 1, 2, and 3 on Reference Plan 27R-11712, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-064

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 43, Plan 27M-88, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-88, Block 43, described as Parts 4, 5, and 6 on Reference Plan 27R-11690, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-065

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 44, Plan 27M-88, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-88, Block 44, described as Parts 7, 8, and 9 on Reference Plan 27R-11690, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-066

**BEING** a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (The 'Act').

**WHEREAS** subsection 50(7) of the *Planning Act* states in part that the Council of a local municipality may by by-law provide that subsection (5) does not apply to land that is within such Registered Plan of Subdivision or parts thereof as is designated in the By-law, and where the By-law is approved by the County of Lanark, subsection (5) ceases to apply to such lands;

**AND WHEREAS** the Municipality of Mississippi Mills is in favour of the re-subdivision of the land in Block 45, Plan 27M-88, in order to accommodate the development of two (2) semi-detached dwelling units, for a total of two (2) freehold lots;

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

1. That subsection 50(5) of the Act, does not apply to the following lands within the Municipality of Mississippi Mills:
  - i) Registered Plan of Subdivision 27M-88, Block 45, described as Parts 10, 11, and 12 on Reference Plan 27R-11690, Almonte Ward, Municipality of Mississippi Mills, County of Lanark.
2. This By-law shall come into full force and take effect after the requirements of subsection 50(7.1) have been complied with.
3. This By-law shall be automatically repealed on the 10<sup>th</sup> day of August, 2023, unless the Council of the Municipality of Mississippi Mills has provided an extension by amendment to this by-law prior to its expiry.

**BY-LAW READ**, passed, signed and sealed in open Council this 10<sup>th</sup> day of August, 2021.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 21-067

**BEING** a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at a **regular** meeting held on the **10<sup>th</sup> day of August, 2021**.

**WHEREAS** by Section 5(1) of the Municipal Act 2001, S.O. 2001, c.25 as amended, the powers of a municipal corporation are to be exercised by its council;

**AND WHEREAS** by Section 5(3) of the Municipal Act 2001, S.O. 2001, c.25 as amended, a municipal power shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** it is deemed expedient that the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at this meeting be confirmed and adopted by By-law;

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

1. The action of the Council of the Corporation of the Municipality of Mississippi Mills at a **regular** meeting held on the **10<sup>th</sup> day of August, 2021** in respect of each recommendation contained in the reports of the Committees and each motion and resolution passed and other action taken by the Council of the Corporation of the Municipality of Mississippi Mills at its meeting is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and Clerk of the Corporation of the Municipality of Mississippi Mills are hereby authorized and directed to do all things necessary to give effect to the action of the Council of the Corporation of the Municipality of Mississippi Mills referred to in the preceding section hereof.
3. The Mayor and Clerk are authorized and directed to execute all documents necessary in that behalf and to affix thereto the seal of the Corporation of the Municipality of Mississippi Mills.

**BY-LAW** read, passed, signed and sealed in open Council this **10<sup>th</sup> day of August, 2021**.

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Christa Lowry, Mayor

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Casey Munro, Deputy Clerk