



**Municipality of Mississippi Mills**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, August 10, 2021**

**IMMEDIATELY FOLLOWING COUNCIL**

**E-participation**

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	<b>Pages</b>
<b>A. CALL TO ORDER (immediately following Council)</b>	
<b>B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>	
<b>C. APPROVAL OF AGENDA</b> Recommended Motion: THAT the agenda be approved as presented.	
<b>D. APPROVAL OF MINUTES</b> Recommended Motion: THAT the minutes dated June 15, 2021 be approved.	6 - 13
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the following consent reports and committee minutes be received.	
<b>E.1. Community Economic Development Minutes_June 17 2021</b>	14 - 18
<b>E.2. Mississippi River Power Corporation BOD Minutes_ May 27 2021</b>	19 - 24
<b>E.3. Parks and Recreation Advisory Committee_June 29 2021</b>	25 - 29
<b>F. STAFF REPORTS</b>	
<u><b>Building and Planning</b></u>	
<b>F.1. Site Plan Approval - 137 Pick Road</b> Marc Rivet, A/Director of Planning	30 - 35
Recommended Motion: THAT, Council approve the site plan for the property described as Part of Lot 1, Concession 8, Ramsay being Parts 1 to 7 and 9 on Plan 26R294, municipally known as 137 Pick Road;	

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

## Finance and Administration

- F.2. Closed Meeting Investigation 2021-01 – Municipal Emergency Control Group** 36 - 45  
Ken Kelly, CAO

**Recommended Motion:**

**THAT** the Committee of the Whole recommends to Council to receive the attached report as information;

**AND THAT** the attached report be published on the website as per Section 239.11 of the *Municipal Act, 2001*.

- F.3. Installation of Electric Vehicle Charging Stations Metcalfe Park** 46 - 48  
Ken Kelly, CAO

**Recommended Motion:**

**THAT**, Committee of the Whole recommend to Council to approve the amendment to the previous agreement with Ottawa River Energy Services to install an electric vehicle charging station at Metcalfe Park instead of the original location of 28 Mill Street Almonte.

- F.4. Advertising of Director of Corporate Services & Treasurer** 49 - 56  
Ken Kelly, CAO

**Recommended Motion:**

**THAT**, Committee of the Whole recommend that Council accept the resignation of Rhonda Whitmarsh as Treasurer effective August 31, 2021.

**AND THAT**, Committee of the Whole recommend that Council authorize the commencement of the hiring process including the advertising of the new position of Director of Corporate Services.

## Recreation and Culture

- F.5. Agreement with the Almonte Curling Club 2021-2022 season** 57 - 70  
Calvin Murphy, Recreation Coordinator

**Recommended Motion:**

**THAT**, Committee of the Whole recommends to Council to authorize the Mayor and Clerk to enter a one (1) year agreement with the Almonte Curling Club for the lease of the Almonte Curling Facility for the 2021-2022 curling season.

- F.6. Downtown Almonte Revitalization Business Survey** 71 - 103  
Tiffany MacLaren, Cultural & Economic Development Coordinator

**Recommended Motion:**

**THAT**, Council receive the following data for information during discussions surrounding the downtown renewal construction project.

**Fire**

- F.7. Fire Safety Grant Transfer Payment Agreement** 104 - 105  
Chad Brown, Fire Chief

**Recommended Motion:**

**THAT**, the Committee of the Whole recommend Council receive the report for information and direct staff to submit this report to the Office of the Fire Marshal as per the requirements of the funding agreement.

**Roads and Public Works**

- F.8. Naming a roadway in the Business Park** 106 - 108  
Cory Smith A/Director of Public Wokrs

**Recommended Motion:**

**THAT**, the Committee of the Whole recommend to Council that the new road under construction in the Business Park be named Davis Street.

**G. NOTICE OF MOTION**

**H. INFORMATION ITEMS**

- H.1. Mayor's Report**
- H.2. County Councillor's Report** 109 - 113
- H.3. Mississippi Valley Conservation Authority Report** 114 - 128
- H.4. Library Board Report**
- H.5. Mississippi River Power Corporation (MRPC)** 129 - 131  
Scott Newton and Adrian Foster, MRPC

**Recommended Motion:**

**THAT**, the Committee of the Whole recommend that Council approve through the unanimous shareholder declaration (USD) the authorization of the Mississippi River Power Corporation to expend for a capital expenditure amounts not exceeding \$650,000 to acquire a replacement Trash Rack Cleaner.

**H.6. Information List #13-21**

**Recommended Motion:**

**THAT** the information list #13-21 be received for information.

- a. May 26, 2021, Perth County Resolution: Domestic COVID 19 Vaccine Production and Capacity** 132 - 133

b.	May 28, 2021, Town of Whitby Proclamation: Bullying Elimination Day	134 - 135
c.	June 3, 2021, CRTC Letter of Reply - re: Three digit number for suicide crisis support	136 - 138
d.	June 14, 2021, LGLHU Letter of Thanks - re: Almonte fixed site	139
e.	June 17, 2021, Peter Julian MP, Seeking Endorsement re: M84 Anti Hate Crimes	140
f.	June 22, 2021, City of Vaughan Resolution: Raising the legal age for a licensed driver	141 - 142
g.	June 23, 2021, Lanark County Media Release: Single Use Plastic Ban	143 - 144
h.	June 23, 2021, Tay Valley Township Resolution: Provincial Hospital Funding for Major Capital Equipment	145
i.	June 27 2021, MVCA Letter to Minister Piccini re: CA Act Regulations	146 - 147
j.	June 28, 2021, Municipality of St. Charles Resolution: Land Transfer Tax	148 - 149
k.	July 2 2021, Honourable Lisa Thompson re: Drainage Act updates	150 - 151
l.	July 6 2021, Ontario Land Tribunal re: Updated processes	152 - 153
m.	July 6 2021, Lanark County to Minister of Education re: Proposed Changes to Education System	154 - 155
n.	July 8, 2021, Lanark County Media Release: Silver Chain Challenge 2021	156
o.	July 14 2021, OPP Communications Centre: Memorandum of revised decommission date	157
p.	July 19 2021, OEB Notice of Application to increase rates	158
q.	July 19 2021, Media Release EOWC EOMC EORN re: Ontario Connects	159 - 161
H.7.	Meeting Calendar (August - September)	162 - 163
I.	OTHER/NEW BUSINESS	164
I.1.	Clarification of Recruitment Bylaw	
J.	PENDING LIST	165



**K. ADJOURNMENT**

**Recommended Motion:**

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



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

### **Committee of the Whole Meeting**

#### **MINUTES**

**June 15, 2021**

**E-participation**

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

Committee Absent: Deputy Mayor Minnille

Staff Present: Ken Kelly, CAO  
Cynthia Moyle, Acting Clerk  
Dawn McDonald, Administrative Assistant  
Casey Munro, Deputy Clerk  
Cory Smith, Acting Director of Public Works  
Tiffany MacLaren, Economic & Cultural Coordinator  
Marc Rivet, Planner

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

Councillor Guerard called the meeting to order at 6:34 p.m.

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

**C. APPROVAL OF AGENDA**

**Resolution No CW172-21**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Dalgity

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW173-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Maydan

**THAT** the minutes from May 27, 2021 and June, 1 2021 be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW174-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Ferguson

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

**CARRIED**

**E.1 Committee of Adjustment - March 17, 2021**

**E.2 Mississippi River Power Corporation (MRPC) - April 22, 2021**

**E.3 Community and Economic Development (C&EDC) Advisory  
Committee - May 20, 2021 Meeting**

**E.4 Parks and Recreation Advisory Committee - May 25, 2021**

**E.5 Agricultural Advisory Committee - June 2, 2021**

**Resolution No CW175-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Maydan

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

**CARRIED**

**E.6 1st Quarter 2021 Drinking Water Quality Management Standard**

**Resolution No CW176-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Holmes

**THAT** the information provided be received as information

**CARRIED**

**F. STAFF REPORTS**

Roads and Public Works

**F.1 Traffic and Parking By-law Amendment - Community Mailboxes**

**Resolution No CW177-21**

**Moved by** Councillor Maydan

**Seconded by** Councillor Dalgity

**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.

**CARRIED**

**F.2 Mississippi Mills Wastewater Treatment Plant 2020 Annual Report**

**Resolution No CW178-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Maydan

**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.

**CARRIED**

### **F.3 Downtown Core Costing**

Council discussed this agenda item after F5 in the agenda.

Also present; Neil Caldwell, CEO from Jp2g.

#### **Resolution No CW179-21**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**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.

**CARRIED**

#### Building and Planning

### **F.4 Zoning By-law Amendment - 366 Spring Street**

#### **Resolution No CW180-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Holmes

**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 from Residential First Density (R1-20) Zone to Residential Second Density (R2E-18) Zone to permit a semi-detached dwelling.

**CARRIED**

### **F.5 Building Permit Activity: January 1, 2021 to May 31, 2021.**

#### **Resolution No CW181-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Holmes

**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.

**CARRIED**

Culture and Recreation

**F.6 Municipal Film Policy**

**Resolution No CW182-21**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Maydan

**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.

**CARRIED**

Finance and Administration

**F.7 Committee Restructuring**

**ACTION:** Council provided direction to staff to make the suggested amendments and bring back to Council on August 10, 2021.

**Resolution No CW183-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Maydan

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

**CARRIED**

**G. NOTICE OF MOTION**

**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

Mayor Lowry provided an update to Council on the Pebble Mosaic project to honour survivors of gender-based violence and highlighted three public events planned for the month of June.

Some other noted highlights are:

- Mississippi Mills Virtual Business Breakfast that will be held on June 24th and extend the invitation to the rest of Council if they wish to attend.
- July 1st Lanark County will be soft launching the ban on single use plastics ahead of the Federal ban coming next year. Lanark County is currently conducting an information survey.
- Lanark County has approved the purchase of bicycle repair kits to help in the onboarding of local businesses to the Ontario by Bike network.
- Some funding programs still available for businesses are;
  - RED Subsidy Program - June 17
  - Regional Relief Fund

## **H.2 ROMA Report (verbal)**

Mayor Lowry provided a verbal report on the Board of Director initiatives.

These include:

- Developing an Economic Growth Recovery Resilience Paper
- Planning the 2022 annual conference

## **H.3 County Councillor's Report**

Mayor Lowry provided an update on the items discussed at the last County Council meeting including approval of three new school safety zones, an update on the gypsy moths and destroying egg masses, phasing out the sale of bottled water at municipal facilities and the Vegetation Management Activities and CWF Partnership.

## **H.4 Mississippi Valley Conservation Authority Report**

Councillor Bev Holmes advised Council of the Level one minor draught condition in the Mississippi Valley Water Shed.

## **H.5 Library Board Report**

Councillor Maydan announced Karen Kittys retirement from the Mississippi Mills Public Library.

H.5.a Library Board - April 15, 2021 Minutes

H.5.b Library Board - Special Meeting May 4, 2021 Minutes

#### **H.6 Information List #12-21**

##### **Resolution No CW184-21**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**THAT** the information list #12-21 be received for information.

**AND THAT** item #1 - 2nd level of licensing to permit small organizations to hold fundraisers to benefit communities from the Municipality of Calvin be pulled for further consideration;

**AND THAT** item #2 - Capital Gains Tax on Primary Residence from the Town of Fort Erie be pulled, and a motion of support be brought forward for further consideration;

**AND THAT** item #4 - Resignation of David Thomson from the Heritage Advisory Committee be pulled, and a motion be brought forward accepting his resignation with regret;

**AND THAT** item #6 - Bill C-21 from Shannon Stubbs, MP Lakeland be pulled, and a motion of support be brought forward for further consideration.

**CARRIED**

#### **H.7 Meeting Calendar (June/July/August)**

Highlight - AGM - Next Thursday morning at 11:00am.

#### **I. OTHER/NEW BUSINESS**

Council acknowledged Councillor Guerard for her excellent work as chair of the Committee of the Whole meeting. Councillor Holmes will be begin her term as chair beginning in August.

#### **J. PENDING LIST**

Members reviewed the pending list.



**K. ADJOURNMENT**

**Resolution No CW185-21**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Dalgity

**THAT** the meeting be adjourned at 8:51 p.m.

**CARRIED**

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Cynthia Moyle, ACTING CLERK



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

**June 17, 2021**  
**8:00 a.m.**  
**E-participation**

Committee Present: Deputy Mayor Minnille  
Councillor Guerard  
Scott McLellan  
Noreen Young  
Mary Rozenberg  
Ron MacMeekin  
Greg Smith  
Dawn McGeachy

Regrets: Councillor Ferguson

Staff Present: Tiffany MacLaren, Community Economic & Cultural Coordinator  
Bonnie Ostrom, Recording Secretary

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**A. CALL TO ORDER**

Chair, Scott McLellan called the meeting to order at 8:05am.

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

**C. APPROVAL OF AGENDA**

**THAT** the C&EDC June 17,2021 agenda be approved as presented.

**Moved by** Mary Rozenberg  
**Seconded by** Dawn McGeachy

**CARRIED**

**D. APPROVAL OF MINUTES**

**THAT** the C&EDC minutes from May 20,2021 be accepted as presented.

**Moved by** Greg Smith

**Seconded by** Mary Rozenberg

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

**F. REPORTS**

**F.1 Beautification Working Group Update**

The Beautification work group staff report was given as an update.

Some concerns were noted on the gypsy moth infestation in the area. Some local experts have said the more mature trees will likely come back later this summer, but new/smaller trees may not be strong enough to survive. The Community Economic and Cultural Coordinator promote educational information on managing the gypsy moths.

**F.2 Riverwalk Working Group- minutes**

The final finishes to the Riverwalk Staircase project are still underway: the stone dust path has been extended, some directional signs have been installed, work on the Bank St. sidewalk is being done, and the interpretive bilingual signs are being completed with Branji Metal Works making the sign posts.

The working group is looking at the official unveiling of the project sometime in August according to Covid-19 restriction.

**G. BUSINESS ARISING OUT OF MINUTES**

**G.1 Business Breakfast- Verbal update and discussion**

To date there have been 37 people who have registered for the Thursday, June 24th (7:30am) business breakfast. Discussion on the agenda for the breakfast included: the number per breakout group, committee members to host each of the breakout groups, brief introductions and scheduling

times for business announcements, ending with updates from Mayor Lowry.

The guest speaker has been chosen but has yet to confirm. Focus topics of discussion will revolve around the guest speakers' topic.

Suggested local restaurants for ordering breakfast was given and will be referred to those registered.

## **H. ROUND TABLE**

### **H1. Business Park**

It was confirmed that those interested in any of the business park lots must follow the criteria given by Council. There are 10 lots available for sale, the real estate company is working on finalizing the MLS listings. A public announcement will be sent out once ready.

The committee members were hopeful that Council would consider a potential builder who would build to suit or build for rental spaces as there currently are no spaces available. With the change in potentially how the new work force will look, having potential meeting spaces or workspaces available for rent might be a profitable investment for a builder.

### **H2. Film Policy**

The Community Economic and Cultural Coordinator confirmed the Film Policy initially went to COW on June 1 but had the incorrect fee schedule attached. Councillor Dalgity suggested adding a note that production companies could present a donation to the municipality. The Film Policy and the correct fee schedule will be at COW on August 10 then forwarded to Council August 24.

Currently there is a movie filming in town and the film policy guidelines have been used when dealing with the company. It was suggested that any feedback given from movie companies should be revisited annually in order to amend the policy as required.

### **H3. ATV's on the Ottawa Valley Rail Trail**

Depute Mayor Minnelli confirmed the sizes of ATV's allowed on the OVRT are 50" and 60". There are currently 70 gates along the OVRT that are set at 63" to accommodate the largest of the ATV's. The County is currently looking at trail safety and sound barriers in residential areas.

It was confirmed that the OPP do set up random checks for licenses and insurance of motorized vehicles on the trail. Reports are given to Council on a monthly basis.

A committee member presented a picture of a car on the OVRT in Almonte. The Community Economic and Cultural Coordinator is to send the picture onto Kurt Greaves at Lanark County suggesting an additional gate be placed at the Main St entrance to the trail.

#### **H4. Mill of Kintail**

It was noted that the Provincial government recently announce the mandate for conservation areas will be restricted and not include museums, parking lots or trails. It was confirmed that both Mayor Lowry and Councillor Holmes are on a museum group looking at options to managing the museum collection at the Mill of Kintail.

The committee expressed concern and acknowledged that the Mill of Kintail is a positive economic asset for Mississippi Mills. It was suggested that committee members reach out to their councillors to express their concerns and suggest Council look for options to keep the site as is. Possibly collaborating with Lanark County and the Madawaska Land Trust to help maintain the property.

#### **H5. Miscellaneous**

- It was suggested that the Cultural Economic and Cultural Coordinator follow up on the \$5000.00 grant from Lanark County Economic Development. Currently the C&EDC promotional budget cost are down due to the lack of festivals/events during Covid-19.
- A shout out was given to the Mississippi Mills Libraries for the great programs and activities they are doing for the community.
- The Almonte Fair board will be holding a drive thru BBQ Chicken dinner on Friday July 9, 2021. See [almontefair.ca](http://almontefair.ca) for more information.
- It was confirmed that businesses/employers can purchase rapid testing kits from local pharmacies and through the Carleton Place Chamber. It was suggested to make a public service announcement at the business breakfast on this topic.
- There will be no Canada Day celebrations in Mississippi Mills on July 1st. It was confirmed that all surrounding municipalities will not be issuing permits

for fireworks or holding any kind of celebrations. An official announcement will be made shortly.

- Deputy Mayor Minnelli will update the Lanark County Economic Development plans at the next meeting in August.
- Mary Rozenberg confirmed there were 4 in attendance at the 72 hour personal preparedness workshop. They are looking at doing another one next year in partnership with the library.
- It was noted that 28 Mill Street is for sale by the Municipality. (once the ORPC office building)

**I. INFORMATION AND CORRESPONDENCE**

**J. OTHER / NEW BUSINESS**

**K. MEETING ANNOUNCEMENTS**

The next meeting is Thursday August 19,2021 at 8:00am.

**L. ADJOURNMENT**

**THAT** the June 17,2021 C&EDC meeting be adjourned.

**Moved by** Dawn McGeachy

**Seconded by** Mary Rozenberg

**CARRIED**

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Bonnie Ostrom, Recording  
Secretary

**Mississippi River Power Corp.**  
**Meeting #225**  
**Regular Monthly Board Meeting Minutes**

**Meeting Date:** May 27, 2021

**Meeting Location:** Zoom Meeting

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**Attendance**

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

**Staff:** General Manager Scott Newton

**Absent:** None

**Guests:** none

**Meeting Opening**

Adrian Foster confirmed that a quorum was present and called the meeting to order at 9:00am.

**Approval of Agenda**

Motion #1-225

Moved by Director Lyman Gardiner,

Seconded by Director Patrick McNeil.

That the revised agenda for meeting #225, be approved, all in favour,

CARRIED.

**Consent Agenda**

Motion #2-224

Moved by Director David Goldsmith,

Seconded by Director Lyman Gardiner.

That the consent agenda be approved, all in favour,

CARRIED.

### **Audit and Finance**

Scott Newton and Lyman Gardiner provided a brief update on providing a regular budget to actuals comparative income statement.

Board Members asked that Scott provide at the next regular monthly meeting, a revised budget forecast based on low flows in the river for the remainder of the year.

### **Approval of Operations Report**

Motion #3-225

Moved by Director Patrick McNeil,

Seconded by Director Christa Lowry.

That the Operations Report dated May 27, 2021, be approved as presented, all in favour,  
CARRIED.

### **Regular Business**

Members discussed additional information required prior making a final decision on recommending purchase. Scott will compile the required information.

Adrian Foster reviewed the proposed revisions to the Unanimous Shareholder Declaration and Bylaw, since the last meeting. Board members are to review and provide comments to Adrian and Scott Newton, by June 7<sup>th</sup>.

It was discussed and decided that MRPC's AGM will be held on June 24<sup>th</sup>, following the regular monthly Board meeting.

There was a discussion about Strategic Planning. Adrian Foster offered to prepare a document summarizing information and data required to move forward to the next stage of planning. Business valuation will be discussed with Ontario Waterpower Association Board Member, Bill Touzel, who has been invited to speak with the Board at the June meeting.

The amended Whistleblower Policy was reviewed.

Motion #4-225

Moved by Director Patrick McNeil,

Seconded by Director Lyman Gardiner.

That the Whistleblower policy be approved as amended, all in favour,  
CARRIED.



Motion #5-225

Moved by Director Patrick McNeil,

Seconded by Director David Goldsmith.

That Mississippi River Power Corp's head office be changed from 28 Mill Street, Almonte to 12B Mill Street, Almonte, effective December 1, 2020, all in favour,

CARRIED.

There was a discussion about the benefits of an Institute of Corporate Directors Board membership for Mississippi River Power Corp. All Board members were in favour of the Board membership. Scott will complete the application.

**New Business**

None

**Next Board Meeting**

June 24, 2021

**Adjournment**

Motion #6-225

Moved by Director Patrick McNeil,

Seconded by Director David Goldsmith.

That the meeting be adjourned at 11:06am.

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Scott Newton, Secretary

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Adrian Foster, President

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Lyman Gardiner, Treasurer

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

## **May 27, 2021**

### **Last regular meeting – April 22, 2021**

Generation for the month of April was 2,860,971 kWh. We generated 622,229 kWh on peak, at a rate of \$0.1515 per kWh for a total of \$94,267.67. We generated 2,238,742 kWh off peak, at a rate of \$0.1163 per kWh, for a total of \$260,365.75. Total generation revenue for the month of April was \$354,633.42. Kilowatt hour production for the month of April was about 86% of capacity.

As the time of our last regular monthly meeting, on April 22, flows in the Mississippi River at the Appleton stream gauge, were recorded at 31 cms. The flow continued to drop over the next two weeks, reaching a low of 23 cms on April 28th. Precipitation in late April and the first week of May brought flows back up. On May 8<sup>th</sup>, the flow measured 37 cms. Since then, the flow has dropped steadily, reaching a low of 15cms on Tuesday of this week. With that flow, our output was 1800-1900 kW.

The roof on MS#1 was replaced last week, with a new TPO roofing membrane.

On May 12<sup>th</sup> we had a shut down of unit #2. The cause was a faulty gate position relay. The relay was replaced with a spare that morning.

Staff replaced batteries in the ‘man-down’ pendants, after we were informed by the monitoring station that they were low.

Staff completed lockout/tagout training.

With the Provincial lockdown still in place, the public washroom in Metcalfe Park is still closed to the public. Once the Municipality opens all of their public washrooms, the one in Metcalfe Park will be opened as well. Our staff cleaned the washroom last week in preparation.

The dock will be put back in at the boat launch in the next two weeks.

We pulled weeds and added mulch to the flower beds at Des Houston Park.

We replaced the steel end on the Hawk clam, that is used in the winter, with the polycarbonate one.

Staff serviced the lawnmowers, getting them ready for the summer.

On May 21<sup>st</sup>, we had a shut down caused by a transfer trip. When we contacted Hydro One, they indicated that there was no indication of it being initiated from their end. They gave us the all-clear to restart. A brief loss of communication was the likely cause.

## Generation Stats

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

Budget Generation 2018 \$2,306,244  
Actual Generation 2018 \$2,455,780  
Actual Generation 2018 (kWh) 19,960,232

Budget Generation 2019 \$2,411,009  
Actual Generation 2019 \$3,007,133  
Actual Generation 2019 (kWh) 24,327,543

Budget Generation 2020 \$2,422,939  
Actual Generation 2020 \$3,062,511  
Actual Generation 2020 (kWh) 24,649,416

**This section shows figures representing the period of January 1 – April 30 (2020 vs 2021)**

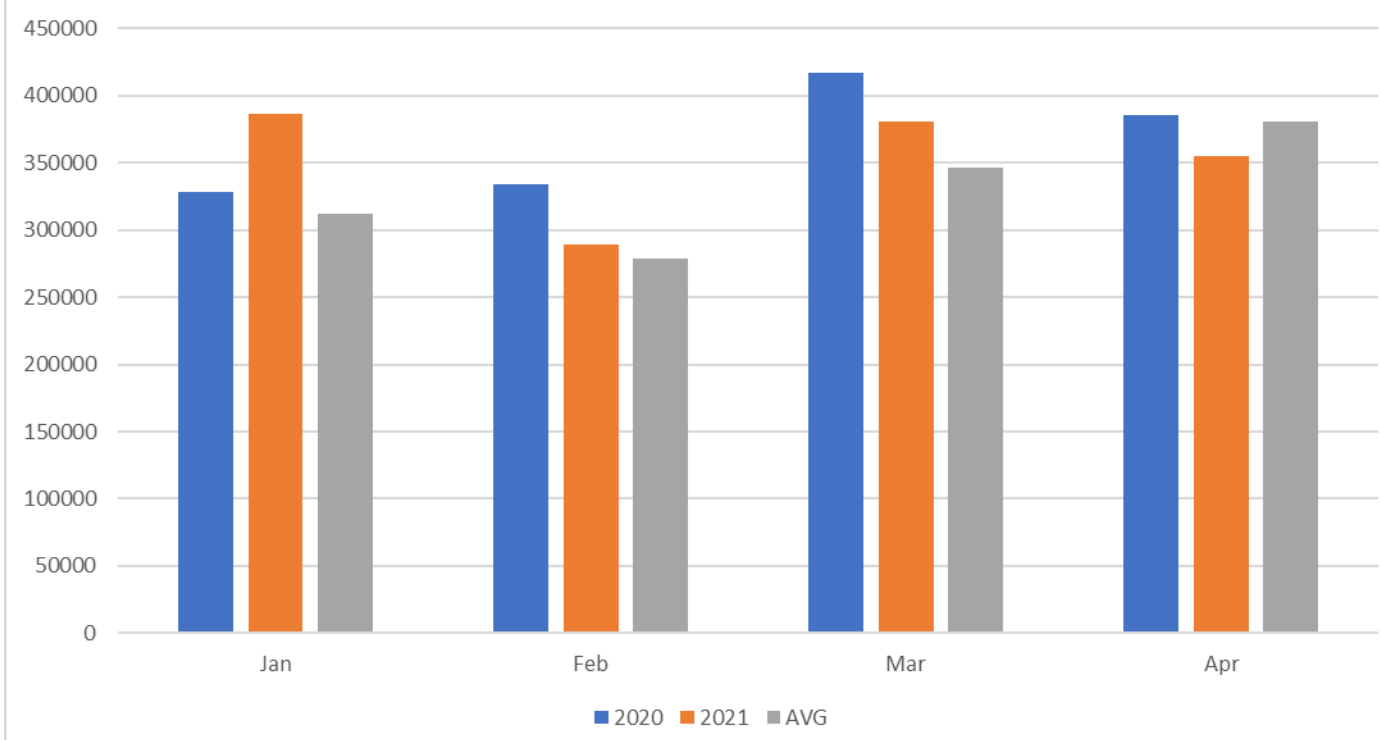
2020		2021	
Budget Generation	\$1,163,006	Budget Generation	\$1,319,889
Actual Generation	\$1,464,601	Actual Generation	\$1,410,514
Actual Generation	11,775,571 kWh	Actual Generation	11,327,631 kWh

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

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

\_\_\_\_\_  
  
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Monthly Generation Revenue





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

**MINUTES**

**June 29, 2021**

**3:45 p.m.**

**E-participation**

Committee Present: Councillor Dalgity  
Sherryl Smith  
Scott Newton  
Terry Ainsworth  
Vicki Lowe  
Victoria James-Lafleur

Committee Absent: Christine Andersen  
Lyn Button  
Councillor Guerard

Staff Present: Calvin Murphy, Recreation Manager  
Dawn McDonald, Administrative Assistant

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**A. CALL TO ORDER**

The Chair called the meeting to order at 3:45 pm. Due to technical difficulties, quorum was lost at 3:46 pm. The meeting reconvened at 3:50 pm.

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

None

**C. APPROVAL OF AGENDA**

**Moved by** Vicki Lowe

**Seconded by** Councillor Dalgity

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Sherryl Smith

**Seconded by** Victoria James-Lafleur

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

**CARRIED**

**E. DELEGATIONS AND PRESENTATIONS**

There were no delegations or presentations.

**F. CONSENT REPORTS**

**F.1. Dog Park Working Group Minutes - June 1, 2021**

Committee members acknowledged and thanked the Dog Park Working Group for their hard work. The off-leash dog park survey will be available both on-line and in hard copy starting July 5th. The survey will run until August 2nd. Members were encouraged to share the information through social media.

**Moved by** Councillor Dalgity

**Seconded by** Sherryl Smith

**THAT** the minutes of the Dog Park Working Group dated June 1, 2021 be received for information.

**CARRIED**

**G. BUSINESS ARISING OUT OF MINUTES**

**G.1 Don Maynard Park**

The Committee discussed the design submitted by Mr. Maynard.

Recreation Manager, Calvin Murphy agreed to obtain information on the following items for discussion at the August 31st. meeting.

1. A detailed plan outlining responsibility for watering and maintenance.
2. A cost estimate. Although Mr. Maynard indicated that the cost will be covered through donations and fund raising, a cost estimate is being requested as part of the approval process.
3. Written consent/feedback from neighbouring homes.

4. Specific details of what existing features/plants are being removed from the park.

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

1. Pakenham Falls and Rapids - concerns expressed about people wading in the water by the bridge. Signage is being ignored. Suggestions included looking into whether we could levy a \$500 fine if people disobey signage and/or doing a communication piece where the municipality would share a story from someone involved in a previous tragic event at the falls.
2. Mill Run Park - work is progressing well.
3. Phase 2 Provincial Re-opening - Outdoor team sports with limited numbers will be permitted to re-open. The Almonte Soccer Club will start a shortened season on July 19th. Baseball diamonds in Pakenham and Almonte will be opening next week.
4. Community Services Master Plan - RFP to hire a professional consulting firm closes July 29th. Project Timeline: September 2021 to March 2022.
5. Caterpillars/Gypsy Moths - some areas hit extremely hard. Employees have been knocking caterpillars off the trees on the Veteran's Memorial Walk with brooms. Planning to scrap casings off the trees in August to reduce the spread in the Spring. We will be looking for volunteers to help as the municipality doesn't have the resources.
6. Event Update - all outside events have been cancelled so far this year (Canada Day, Almonte Fair, Highland Games, Celtfest (virtual), etc.) Phase 2 is capped at 25 outside.

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

None

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

None

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

No Meeting in July - Summer Recess

Next Meeting: Tuesday, August 31, 2021 at 3:45 pm.

**L. ADJOURNMENT**

**Moved by** Councillor Dalgity

**Seconded by** Vicki Lowe

**THAT** the meeting be adjourned at 4:29 pm.

**CARRIED**

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Dawn McDonald, Recording  
Secretary



Mississippi Mills – Dog Park Working Group

Monday, June 28, 2021

Virtual Meeting conducted via Zoom

Start Time: 3:00 pm

Present: Councillor John Dalgity  
Vicki Lowe  
Terry Ainsworth  
Laurel Cook  
Sandra Franks  
Calvin Murphy (Staff Representative)  
Dawn McDonald (Recorder)

Calvin Murphy lead the group in a discussion on the dog park survey article for the Millstone. The group could not agree on appropriate wording for an unbiased, neutral submission. It was agreed that a dog park survey article would not be submitted to the Millstone.

The meeting adjourned at 3:18 pm

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

**BUILDING and PLANNING REPORT**

**DATE:** July 14, 2021  
**TO:** Committee of the Whole  
**FROM:** Marc Rivet, Acting Director of Planning  
**SUBJECT:** **Site Plan Control – Industrial Expansion**  
**Part of Lot 1, Concession 8, Ramsay being Parts 1 to 7 and 9**  
**on Plan 26R294; Subject to an Easement in Favour of Her**  
**Majesty the Queen over Parts 3 & 5, 26R294 as in RN20114,**  
**Town of Mississippi Mills**  
**137 Pick Road**  
**Roll: 0931-929-010-09702-0000**

**OWNER/APPLICANT:** Engineering Dynamics Limited (Robin Marshall)

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**RECOMMENDATION:**

**That Council approve the site plan for the property described as Part of Lot 1, Concession 8, Ramsay being Parts 1 to 7 and 9 on Plan 26R294, municipally known as 137 Pick Road;**

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

**SITE PLAN CONTROL APPLICATION SUMMARY**

Engineering Dynamics Limited has filed a Major Site Plan Control application for the construction of a 1,454.56 m<sup>2</sup> addition to their operation at 137 Pick Road. The proposed construction will be subject to the development provisions of the Rural Industrial (M4) Zone.

**LOCATION AND DESCRIPTION OF SUBJECT LANDS AND SURROUNDING AREA**

The lands subject to the application are located on Pick Road between Ramsay Concession 8 and County Road 29. The lands are legally described as Part of Lot 1, Concession 8, Ramsay being Parts 1 to 7 and 9 on Plan 26R294; Subject to an Easement in Favour of Her Majesty the Queen over Parts 3 & 5, 26R294 as in RN20114, Town of Mississippi Mills. The lot is approximately 3.754 hectares in area with frontage on Pick Road of 85.56 m. The Community Official Plan designates the lands as "Rural".

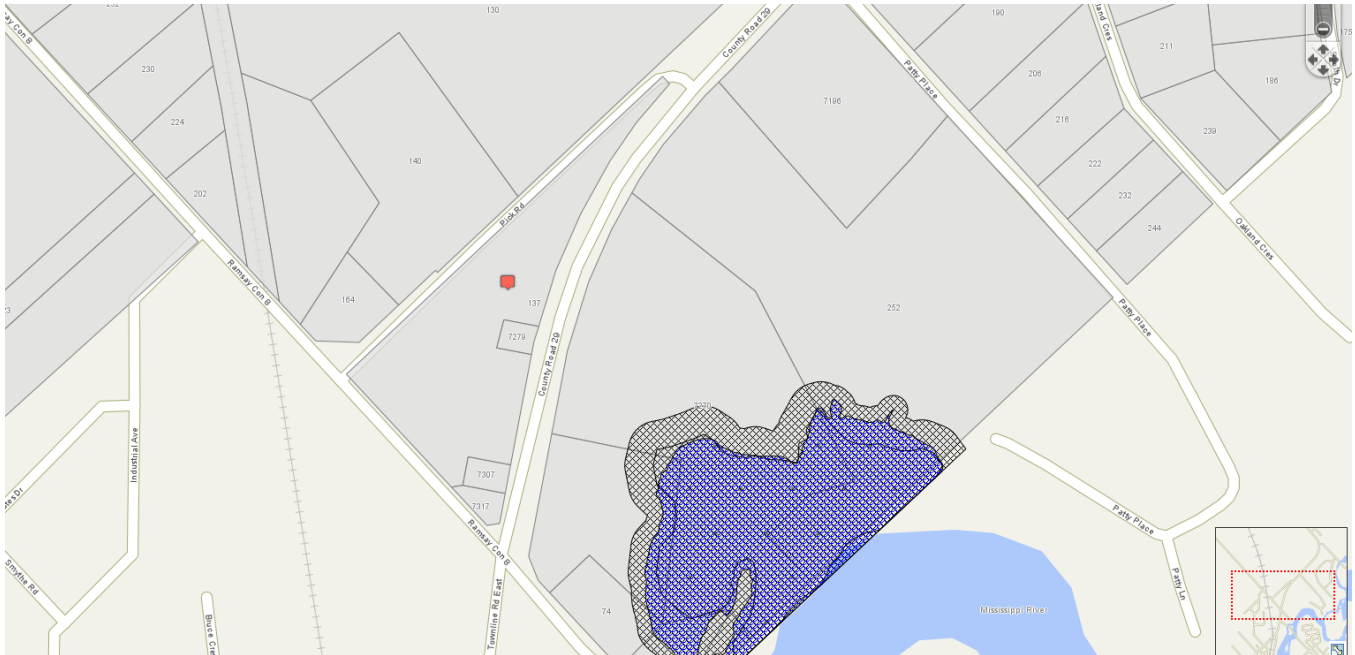


Figure 1: Site Location

## COMMUNITY OFFICIAL PLAN (COP)

The subject lands are designated “Rural” in the local Community Official Plan, which aims to “provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features. The proposed development includes an addition to a rural industrial enterprise. The development would fulfil the following objective:

### Objectives

1. *Development will be buffered and setback from the boundary of the “Agricultural designation’ and other non-compatible rural resources.*

The proposed development is occurring in a predominantly rural industrial area.

## ZONING BY-LAW

The subject property is zoned “Rural Industrial (M4) Zone” within the Municipality’s Zoning By-law #11-83. The M4 Zone allows for custom machinery operators. The M4 Zone contains various development standards. The following table outlines the associated zoning provisions and the proposed development specifications. This is an irregular lot and the front lot line was deemed to be the lot line as established by building orientation and/or main access.

Development Standard	M4 Provisions	Proposed
Lot Area, min. (m <sup>2</sup> )	4000 m <sup>2</sup>	37,543.27 m <sup>2</sup>
Lot Frontage, min. (m)	30 m	85.56 m
Front Yard, min. (m)	15 m	15.98 m
Side Yard, min. (m)	7.5 m	170.98 m
Rear Yard, min. (m)	7.5 m	14.86 m (existing)

Building Height, max. (m)	14	< 14 m
Lot Coverage, max. (%)	50	12.38
Minimum width of landscaped area	3.0	3.0

The development meets the M4 Zone requirements; thus, meet the Municipality's development expectations of said zone and ensuring appropriate development standards for a rural industrial use.

## REVIEW

As this is for an expansion, the file was not circulated to external agencies. Application for building permit will be reviewed by the Chief Building Official and Fire Department. The Engineering Department has reviewed the grading and stormwater management works and the estimate of costs for this proposal.

### Parking

The Zoning By-law requires 25 parking spaces and one loading space which are being provided. As such the application meets the minimum parking requirements of the Zoning Bylaw.

### Grading

The Department of Roads and Public Works has reviewed the submitted documents for the Site Plan Control Application and have found them to be appropriate. As such there is no concern with the proposed plans.

### Landscaping

The site plan includes asphalt aprons along the entrances to avoid spill over gravel onto Pick Road. Furthermore, the Site Plan proposed to remove one entrance and reduce their width to 9.0 m. A 3.0 m landscaped berm is shown adjacent to Pick Road with existing trees.

## CONCLUSION

The proposed site plan drawings satisfy the provisions of the Zoning By-Law #11-83 and is consistent with relevant planning policies of the Community Official Plan and staff recommend the approval of the application for the rural industrial building addition subject to the execution of the Site Plan Control Agreement.

All of which is respectfully submitted,

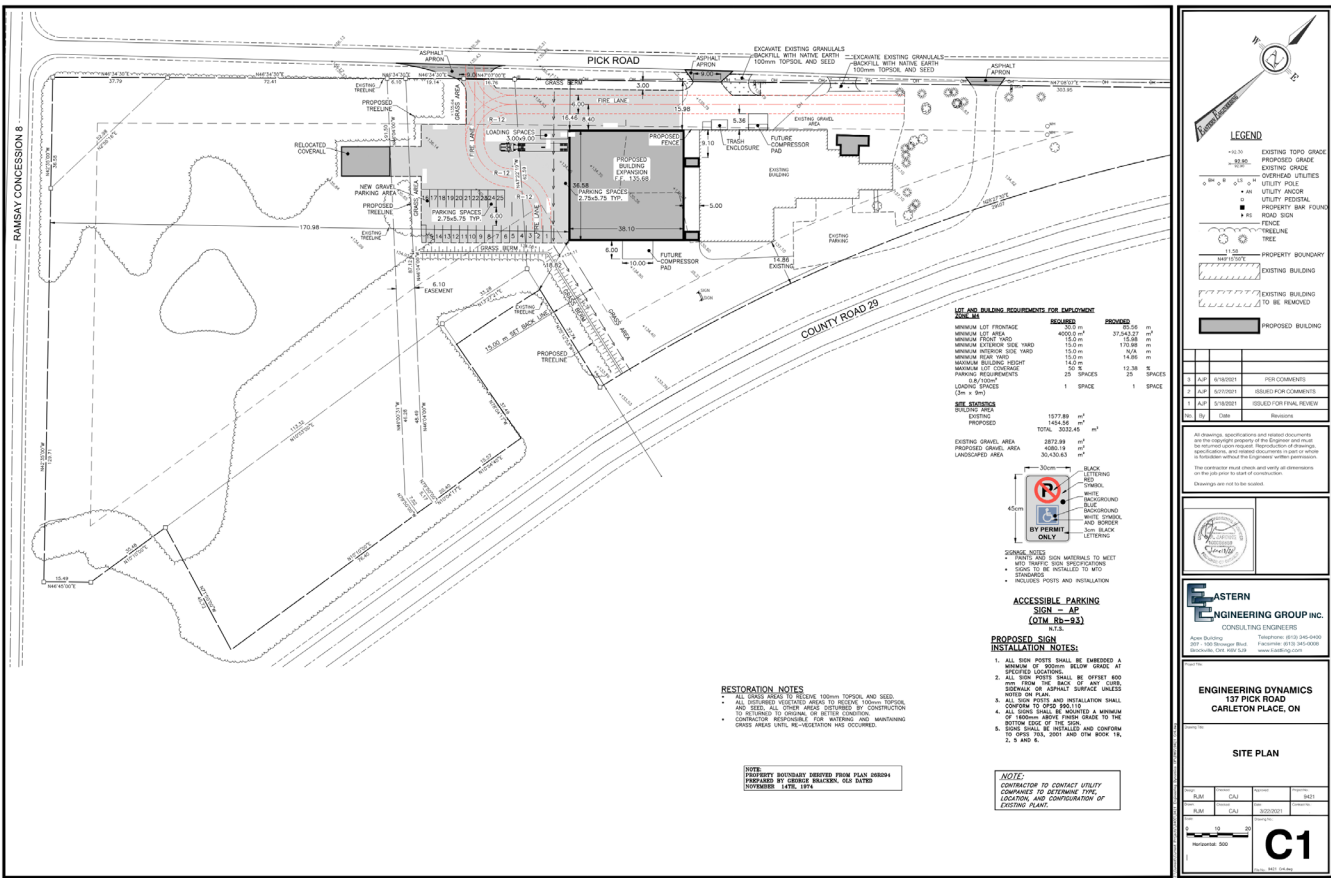


Marc Rivet, MCIP RPP  
Acting Director of Planning

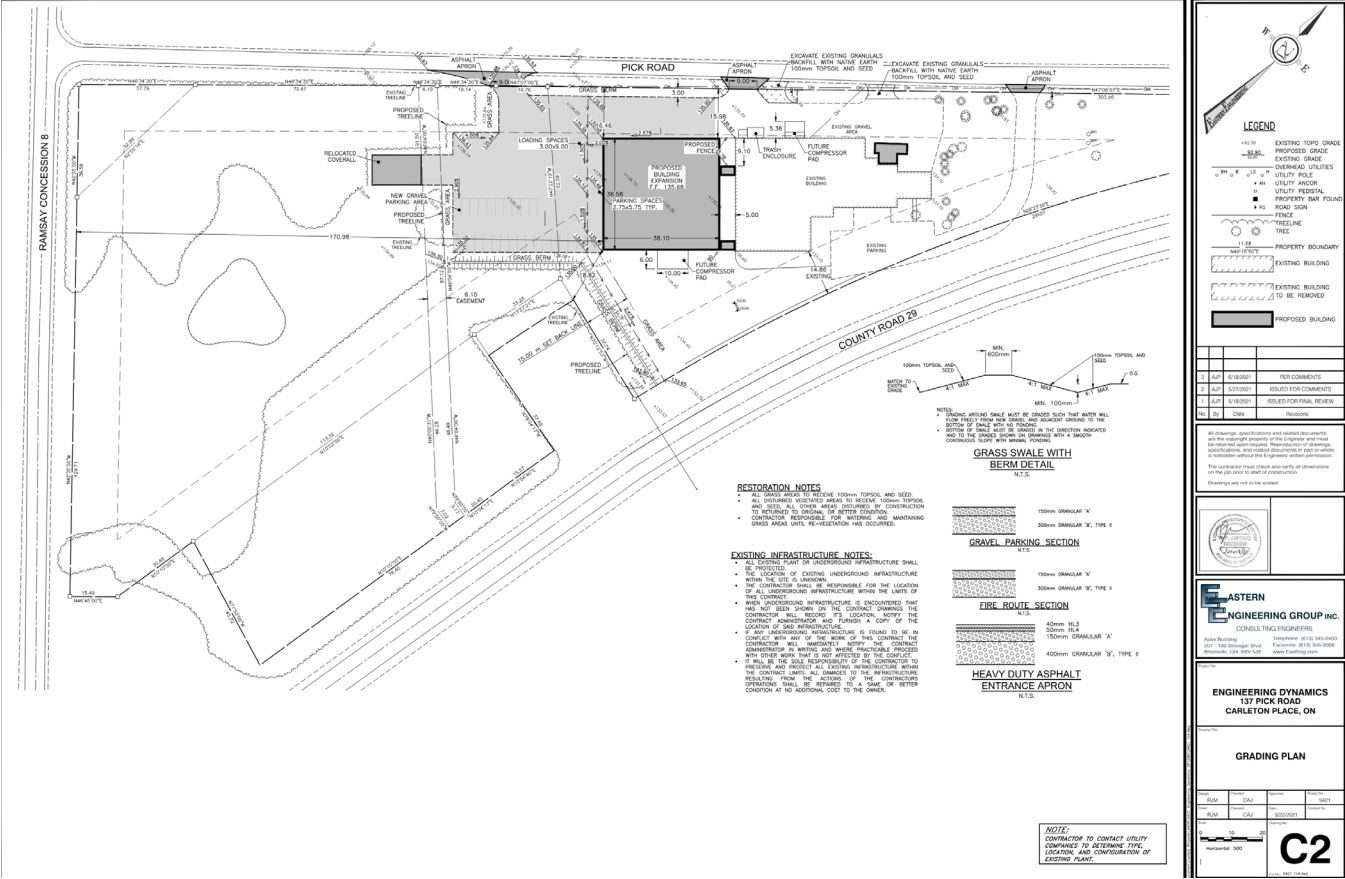


Ken Kelly  
Chief Administrative Officer

**SCHEDULE A – Site Plan**



SCHEDULE B – Grading Plan





## **SCHEDULE C – Site Photo**



Figure 2: View of lot from Pick Road

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

**STAFF REPORT**

**DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Cynthia Moyle, Acting Clerk  
**SUBJECT:** Closed Meeting Investigation 2021-01 – Municipal Emergency Control Group

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**RECOMMENDATION:**

**THAT the Committee of the Whole recommends to Council to receive the attached report as information;**

**AND THAT the attached report be published on the website as per Section 239.11 of the *Municipal Act, 2001*.**

**BACKGROUND:**

The Corporation of the Municipality of Mississippi Mills appointed Local Authority Services Inc. ("LAS") as its Closed Meeting Investigator pursuant to Section 239.2 of the Municipal Act, 2001. LAS has delegated its authority to act as Closed Meeting Investigator to Aird & Berlis LLP.

A formal request for a closed meeting investigation was filed directly with LAS pertaining to the Municipal Emergency Control Group specific to composition of its membership, and meetings.

The attached Closed Meeting Investigation Report 2021-01 provides a detailed background and conclusion.

**DISCUSSION:**

N.A.

**FINANCIAL IMPLICATIONS:**

The invoice for this investigation amounted to \$6,838.03 including HST. It is important to note the municipality receive a \$1,500 discount and is an unbudgeted expense.



**SUMMARY:**

Section 239 (11) of the Municipal Act states that: *"The municipality or local board shall ensure that reports received under subsection (10) by the municipality or local board, as the case may be, are made available to the public."*

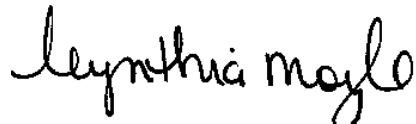
The Clerk's department will publish the report on the website under Council Complaints and Transparency/ Closed Meeting Investigation Reports.

**ATTACHMENT:**

1. Closed Meeting Investigation Report 2021-01.

Respectfully submitted by,

Reviewed by:



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Cynthia Moyle,  
Acting Clerk



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Ken Kelly,  
CAO



Rebecca Hines  
Direct: 416.865.7757  
E-mail: rhines@airdberlis.com

May 21, 2021

Our File No.: 162668

Cynthia Moyle  
Acting Clerk  
Town of Mississippi Mills  
3131 Old Perth Road, PO Box 400  
Almonte, ON  
K0A 1A0

Dear Ms. Moyle:

**Re: Town of Mississippi Mills Closed Meeting Investigation 2021-01  
Municipal Emergency Control Group**

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The Corporation of the Town of Mississippi Mills (the “**Town**”) appointed Local Authority Services Inc. (“**LAS**”) as its Closed Meeting Investigator pursuant to section 239.2 of the *Municipal Act, 2001*.<sup>1</sup> LAS has delegated its authority to act as Closed Meeting Investigator to Aird & Berlis LLP.

We are providing this notice in our capacity as the Town’s Closed Meeting Investigator. For the reasons outlined below, we have determined that we do not have jurisdiction to continue our investigation in respect of the Town’s municipal emergency control group (the “**MECG**”).<sup>2</sup> We are hereby terminating our inquiry into this matter.

**1. The Request**

Our office received a formal request for a closed meeting investigation, dated March 8, 2021, filed pursuant to section 239.1 of the *Municipal Act, 2001* (the “**Request**”). The Request was filed directly with our office.

The Request pertains to the MECG, which is a municipal emergency control group established pursuant to subsection 12(1) of O. Reg. 380/04 (the “**Regulation**”) of the *Emergency Management and Civil Protection Act*.<sup>3</sup> The relevant aspects of the MECG, including the composition of its membership and the manner in which it conducts its meetings, are set out below.

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<sup>1</sup> S.O. 2001, c. 25.

<sup>2</sup> There is some discrepancy in terms of the names used by the Town to refer to the MECG. In the applicable municipal emergency plan, discussed below, the MECG is correctly referred to as the “Municipal Emergency Control Group”. In the MECG’s Terms of Reference (the “**Terms of Reference**”), the MECG is referred to as the “Emergency Management Community Control Group”. For the purposes of this Report, we have chosen to refer to this body exclusively as the MECG in accordance with the applicable legislative provisions, discussed below.

<sup>3</sup> R.S.O. 1990, c. E.9 [“**EMCPA**”].

The Request alleges that the MCEG met approximately twenty (20) times during the calendar year 2020 (the “**Meetings**”) and that the Meetings were not listed on the Town’s public calendar nor was public notice given in respect of the Meetings.

By implication, the Request also alleges that the Meetings were held contrary to subsection 239(1) of the *Municipal Act, 2001*. This provision requires all “meetings”<sup>4</sup> to be open to the public, unless an exception under subsections 239(2), (3) or (3.1) of the statute applies to either permit or require, as the case may be, the meeting to be held *in camera*. This requirement is generally referred to as the “open meeting rule”.

The Request is also predicated on the assumption that the MCEG is either a “municipality” or a “local board” (or a “committee” of either of them) as these terms are understood or defined under the *Municipal Act, 2001*. This is because, as set out below, our jurisdiction as Closed Meeting Investigator only extends to meetings of a municipality or local board that have been closed to the public.

## 2. Review of Materials

In order to properly assess the Request, we have reviewed the following materials:

- the Request;
- the Town’s By-law 20-120, being a by-law to adopt the Town’s current in-force municipal emergency management program and municipal emergency plan, and to meet other requirements under the *EMCPA*;<sup>5</sup>
- the Town’s now-repealed By-law 04-63, being a by-law to adopt the Town’s former emergency management program and emergency plan, and to establish the MCEG;
- the Town’s former emergency plan, dated February 2020 (the “**Plan**”), which was the in-force emergency plan at all applicable times;
- agendas and minutes from meetings of the Council of the Town (“**Council**”) in respect of the MCEG; and
- the Terms of Reference.

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<sup>4</sup> Subsection 238(1) of the *Municipal Act, 2001*, defines the term “meeting” as follows:

“meeting” means any regular, special or other meeting of a council, of a local board or of a committee of either of them, where,

- (a) a quorum of members is present, and
- (b) members discuss or otherwise deal with any matter in a way that materially advances the business or decision-making of the council, local board or committee”.

<sup>5</sup> In accordance with section 2.1 of the *EMCPA*, every municipality in Ontario must have an emergency management program that includes, among other things, an emergency plan passed under section 3 of the statute.

In addition, we have obtained further information regarding the nature and function of the MECG and its conduct of the Meetings from the Clerk of the Town (the “**Clerk**”).

We have also had recourse to the applicable provisions of the *Municipal Act, 2001* and the *EMCPA* as well as regulations made thereunder and such secondary sources and applicable case law as we deemed necessary in order to make our determinations.

### 3. Municipal Emergency Control Group – Background and Establishment

In Ontario, all municipal emergency management activities are governed by the *EMCPA*.

Pursuant to subsections 11(1) and 12(1) of the Regulation, all municipalities must establish two emergency response bodies: an emergency management program committee and a municipal emergency control group. The former’s function is to advise and assist the municipal council on the development and maintenance of the municipality’s emergency management program, which includes the municipality’s emergency plan.<sup>6</sup> The latter’s function is to direct the municipality’s response in an emergency, including the implementation of the municipality’s emergency plan.<sup>7</sup>

The MECG is a municipal emergency control group established pursuant to subsection 12(1) of the Regulation. The MECG was established on October 12, 2004 by By-law 04-63. The MECG was then continued under By-law 20-120, which was passed on December 15, 2020, and which repealed By-law 04-63.<sup>8</sup>

We understand the MECG’s membership at the applicable times was comprised of senior staff, officers and officials of the municipality as well as local emergency response personnel. This included the Clerk, the Town’s Mayor (the “**Mayor**”) and the Town’s Chief Administrative Officer (the “**CAO**”).<sup>9</sup> The Mayor was the only member of Council on the MECG. Under the Plan, the CAO was designated as the “Operations Officer”. In this capacity the CAO was in charge of, among other things, chairing the MECG’s meetings.<sup>10</sup>

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<sup>6</sup> Subsections 11(5) and (6) of the Regulation.

<sup>7</sup> Subsection 12(4) of the Regulation.

<sup>8</sup> The Terms of Reference suggest that the MECG may have also acted at times as the Town’s emergency management program committee. This is evidenced by the fact that the Terms of Reference ascribe functions to the MECG that are generally ascribed to an emergency management program committee pursuant to section 11 of the Regulation. While an in-depth consideration of this matter was beyond the scope of this investigation, we have considered it to the extent necessary to determine whether we have jurisdiction in respect of the MECG and the Meetings. In this regard, for the reasons set out below, we have determined that we would not have jurisdiction in respect of meetings held by the MECG, even in circumstances where the MECG may have acted as, or performed any of the functions of, the Town’s emergency management program committee.

<sup>9</sup> Pursuant to section 2.0 of the Plan, the membership also included the following persons: an OPP representative; the Fire Chief; an EMS/Ambulance worker; the Director of Roads & Public Works; the Medical Officer of Health; the Director of Social Services; a “CERV Team Leader”; an “ARES club member”; an Ottawa River Power Corporation Almonte Office Manager; and the Public Information officer.

<sup>10</sup> See section 2.6 of the Plan for a complete list of the CAO’s functions as Operations Officer of the MECG.

As noted above, the Plan was the in-force emergency plan at all applicable times. In respect of the MCEG, the Plan provides as follows:

The Municipal Emergency Control Group is the group that is responsible for the direction and control of the overall emergency response within the community. The [MECG] ensures the provision of essential services necessary to minimize the effects of an emergency on the community.<sup>11</sup>

This is reflective of the MCEG's statutory mandate which is, as noted above, to direct the Town's response in an emergency including the implementation of the Town's emergency plan.

The Plan also provides information on the municipality's "Emergency Operations Centre" (the "EOC"), which is to operate as the MCEG's headquarters in the event of an emergency:

It is essential that the [EOC] is functional, has good communications and is secure from unnecessary distractions. Only [MECG] members and EOC support staff shall have access to the EOC. No media are allowed into the EOC, nor is anyone who has not been authorized by the Operations Officer.<sup>12</sup>

The above reflects that, in the event of an emergency, the operations of the MCEG are to be undertaken in the most effective manner possible. To facilitate this, the EOC is to be free from any unnecessary distractions and only authorized persons are permitted to access the EOC.

In terms of the MCEG's conduct of meetings, the Plan provides, in part, as follows:

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

The above further demonstrates that the MCEG's purpose is to direct the municipality's response in an emergency in the most effective manner possible. This includes conducting meetings in a less formal and more flexible fashion than meetings conducted by, for example, a municipal council or local board.

It is also worth noting that the MCEG is not subject to a procedure by-law passed pursuant to subsection 238(2) of the *Municipal Act, 2001*. This further illustrates the fact that meetings of the MCEG are intended to support the municipality's operations specifically within the context of an emergency rather than in general or on a day-to-day basis.

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<sup>11</sup> Section 2.0 of the Plan.

<sup>12</sup> Section 2.2 of the Plan.

#### 4. Jurisdiction of the Closed Meeting Investigator

The Closed Meeting Investigator derives its authority from the following provisions of the *Municipal Act, 2001*:

##### Investigation

**239.1** A person may request that an investigation of whether a municipality or local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public be undertaken,

(a) by an investigator referred to in subsection 239.2 (1);...

...

##### Investigator

**239.2** (1) Without limiting sections 9, 10 and 11, those sections authorize the municipality to appoint an investigator who has the function to investigate in an independent manner, on a complaint made to him or her by any person, whether the municipality or a local board has complied with section 239 or a procedure by-law under subsection 238 (2) in respect of a meeting or part of a meeting that was closed to the public, and to report on the investigation. [emphasis added]

In accordance with the above, our jurisdiction is limited to investigating the conduct of meetings of a “municipality” or a “local board”. It follows that our jurisdiction does not extend to an entity that is not a “municipality” or a “local board”.<sup>13</sup>

The term “municipality” within the context of section 239.1 and subsection 239(1) of the *Municipal Act 2001* is generally understood to mean the municipal corporation in question.

The general definition of “local board” in subsection 1(1) of the *Municipal Act, 2001* provides as follows:

...a municipal service board, transportation commission, public library board, board of health, police services board, planning board, or any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board and a conservation authority.

If not expressly listed in the above definition, an entity may still be considered a “local board” where it exercises powers under legislation with respect to the affairs or purposes of the municipality.

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<sup>13</sup> On this point, see *City of Hamilton v. Ombudsman of Ontario* (2017), 68 M.P.L.R. (5th) 97, at para. 10 (Ont. Div. Ct.), aff’d (2018), 77 M.P.L.R. (5th) 230 (Ont. C.A.), holding that the Ontario Ombudsman did not have jurisdiction to conduct a closed meeting investigation in respect of a municipal Election Compliance Audit Committee or a Property Standards Committee as those entities were not “local boards”. The Ontario Ombudsman acts as a municipal closed meeting investigator where a municipality has not appointed its own closed meeting investigator (such as LAS). Both the Ontario Ombudsman and a municipally-appointed closed meeting investigator derive their jurisdiction from the same source, being subsection 239.2(1) of the *Municipal Act, 2001*.

This general definition is varied in different provisions of the *Municipal Act, 2001*. As such, it is important to interpret the phrase “local board” within the context and specific part of the *Municipal Act, 2001* in which it appears.

For the purposes of Part VI of the *Municipal Act, 2001* and the aforementioned open meeting rule, the definition of a “local board” expressly excludes a police services board and public library board,<sup>14</sup> but says nothing more.

## **5. Analysis**

As noted above, the Request is based on the assumption that the MCEG is either a municipality or a local board (or a committee of either of them).

### **(a) MCEG is not a Municipality**

The MCEG, by virtue of being a municipal emergency control group established pursuant to subsection 12(1) of the Regulation, is not a municipal corporation. Therefore, the MCEG is not a “municipality” within the meaning of section 239.1 and subsection 239.2(1) of the *Municipal Act, 2001*.

### **(b) MCEG is not a Local Board**

In terms of whether the MCEG is a local board, for the reasons that follow, it is our determination that the MCEG is *not* a “local board” as defined under subsections 1(1) and 238(1) of the *Municipal Act, 2001*. In determining whether the MCEG is a local board, we have had recourse to applicable principles of statutory interpretation and case law.

The proper approach to the interpretation of statutory provisions is well-accepted. The words of the legislation are to be read in their entire context and in their grammatical and ordinary sense, harmoniously with the scheme of legislation, the object of the legislation, and the intention of the Legislature.<sup>15</sup>

In this case, the *ejusdem generis* principle of statutory interpretation is particularly instructive. The Ontario Divisional Court described this principle as follows in *Hamilton (City) v. Ontario Ombudsman*:

One of the principles relied upon in some of the cases is *ejusdem generis*, under which the general language in the definition ought to be interpreted to include only entities “of the same kind or nature” as those that are specifically listed.<sup>16</sup>

In *Hamilton (City) v. Ontario Ombudsman*, the main issue was whether the City’s closed meeting investigator had jurisdiction to investigate closed meetings of the City’s Property Standards Committee and Election Compliance Audit Committee. The Divisional Court and, on further appeal, the Court of Appeal, considered the application of the *ejusdem generis* principle to the definition of “local board” under the *Municipal Act, 2001*.

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<sup>14</sup> *Municipal Act, 2001*, s. 238(1).

<sup>15</sup> *Rizzo & Rizzo Shoes Ltd., Re*, [1998] 1 S.C.R. 27 at para. 21, citing and relying upon Elmer Driedger, *Construction of Statutes*, 2nd ed. (Toronto: Butterworths, 1983), at 87.

<sup>16</sup> *Supra* note 13 at para. 44.

The City of Hamilton successfully argued that the *ejusdem generis* principle should be applied to the definition of “local board” such that the general wording of “any other board” at the end of the definition should be restricted to entities similar in kind or nature to those specifically outlined in the provision. The City submitted that all the entities outlined acted for a municipal purpose on behalf of the City and provided day-to-day municipal service operations, while the applicable committees did not provide similar services.

In its decision, the Ontario Court of Appeal reasoned that the general language in the statutory definition of “local board” in the *Municipal Act, 2001* outlined a list of named entities that provide services integral to the daily business operations of municipalities. Therefore, the Legislature must not have intended to capture the aforementioned committees, which do not provide the same kind of municipal services, within the definition. In this regard, the principle of *ejusdem generis* was relied upon to interpret “local board” in harmony with the intent of the Legislature.

In this case, the facts and applicable legislative provisions demonstrate that the MCEG is not a “local board” as defined under the *Municipal Act, 2001*.

The MCEG is not one of the kinds of local boards that is explicitly listed under the definition of “local board”. The MCEG also cannot be said to fall under the broader category of “any other board, commission, committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities...” This is because, in accordance with the respective rulings of the Divisional Court and Court of Appeal in *Hamilton (City) v. Ontario Ombudsman*, the MCEG does not provide municipal services that are integral to the daily business operations of the municipality. Rather, the MCEG provides direction and implementation in respect the municipality’s response to an emergency situation.

Not only is the MCEG’s function *not* service-oriented, it is completely unique in nature and is only required in very specific circumstances (i.e. within the context of an emergency). This is evidenced by the fact that the Legislature chose to name this body a “group” under section 12 of the Regulation rather than a “board”, “commission”, “committee” or otherwise, all of which are terms that are more typically found in the names of local boards. This is also reflected in the applicable sections of the Plan, set out above, which support the contention that the MCEG’s purpose is strictly operational in nature and is not service-oriented.

The “implied exclusion” rule of statutory interpretation is also instructive in this context. This principle provides that the Legislature’s failure to mention one thing provides strong grounds to infer it was deliberately excluded.<sup>17</sup> Applied to this case, if the Legislature had intended the aforementioned open meeting rule to apply to meetings of a municipal emergency control group, the Legislature would have explicitly referred to this body, together with a municipality and local board, in sections 239.1 and 239.2 of the *Municipal Act, 2001*.

Lastly, as noted above, it is possible that the MCEG may have performed some of the functions that are generally performed by an emergency management program committee pursuant to section 11 of the Regulation. Even if the MCEG was, at any time, acting as or performing the functions of an emergency management program committee, it is our determination that the MCEG, in this capacity, still could not be properly characterized as a “local board” for the following reasons.

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<sup>17</sup> See Ruth Sullivan, *Sullivan on the Construction of Statutes*, 6<sup>th</sup> ed (Toronto: LexisNexis Canada Inc., 2014) (online) at §8.90.



As noted above, the primary function of an emergency management program committee pursuant to section 11 of the Regulation is to advise the municipal council in respect of the development and maintenance of the municipality's emergency management program. This function is advisory in nature and pertains to a very specific mandate. This function, like that of a municipal emergency control group, does not entail the provision of services in respect of the day-to-day operations of the municipality.

Therefore, for the same reasons set out above regarding the application of the *ejusdem generis* principle and the respective rulings of the Divisional Court and Court of Appeal in *Hamilton (City) v. Ontario Ombudsman Hamilton (City) v. Ontario Ombudsman* to the question of whether the MECG is a local board, we would find that the MECG, acting as an emergency management program committee, could not be properly characterized as a local board.

**(c) MECG is not a Committee**

Finally, the MECG is also not a "committee" for the purposes of the open meeting rule. A committee, for the purposes of sections 238, 239 and 239.2 is defined as follows:

"committee" means any advisory or other committee, subcommittee or similar entity of which at least 50 per cent of the members are also members of one of more councils or local boards...

As noted above, while the Mayor was a member of the MECG, there were no other council members appointed to or otherwise members of the MECG. The MECG is, therefore, not a "committee" as defined in section 238 of the *Municipal Act, 2001*.

**5. Conclusion**

For the reasons set out above, it is our determination that the MECG is not subject to the open meeting rule under subsection 239(1) of the *Municipal Act, 2001*. The MECG is not: (i) a municipality; (ii) a local board; or (iii) a committee of council or of a local board.

As a result of this conclusion, it is our determination that we do not have jurisdiction as Closed Meeting Investigator under sections 239.1 and 239.2 to continue our investigation into the Request and to make a determination whether the MECG contravened section 239 of the *Municipal Act, 2001* or a procedure by-law in its conduct of the Meetings. The simple answer is that those statutory provisions do not apply.

We are hereby terminating our inquiry into the matter for lack of jurisdiction, and exercise our discretion to dismiss the Request in its entirety.

Should there be any questions, please do not hesitate to contact the undersigned.

Yours truly,

AIRD & BERLIS LLP



Rebecca Hines

RH/JM/cg

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT:** Installation of Electric Vehicle Charging Stations Metcalfe Park

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### RECOMMENDATION:

**THAT** Committee of the Whole recommend to Council to approve the amendment to the previous agreement with Ottawa River Energy Services to install an electric vehicle charging station at Metcalfe Park instead of the original location of 28 Mill Street Almonte.

### BACKGROUND:

Natural Resources Canada (NRC) issued a call for applications for Zero-Emission Vehicle Infrastructure Program Grants. Ottawa River Energy Services which is an affiliate company of Ottawa River Power Corporation, of which the Municipality is a shareholder, applied for this program and was successful in obtaining funding.

On September 17, 2019 Council adopted the following resolution.

#### **Resolution No. 502-19**

**Moved by Councillor Maydan**

**Seconded by Councillor Dalgity**

**THAT** Council direct staff to enter into negotiations with Ottawa River Power Corporation and its affiliates to apply for funding to install vehicle charger stations within Almonte at locations to be determined.

The three locations that were put forward to NRC were:

1. 28 Mill Street former MRPC /ORPC office;
2. 155 High Street parking lot; and
3. 160 Bridge Street parking lot.



## DISCUSSION:

The Municipality advised ORPC that it was considering selling the 28 Mill Street property and if there were any concerns. The two parking spots dedicated to the electric vehicle charging project were going to be severed and stay in municipal ownership.

ORPC has asked to move the 28 Mill Street allocation for the project to another location such as the Metcalf Geoheritage Park.

Staff have no objections to the move and Mississippi River Power Corporation as the maintenance provider for Metcalf Geoheritage Park supports the installation.

At the present time the two parking spots at 28 Mill Street have not been severed from the remaining lot containing 9 parking spots and the building. Staff are proposing that if Council agrees to moving the electric vehicle charging station to Metcalf Park that the two parking spots at 28 Mill Street not be severed and instead be offered to the purchaser for the equivalent of the cash in lieu of parking rate set at \$3000.00 per parking spot for a total of \$6000.

**FINANCIAL IMPLICATIONS:**

There are no financial impacts of this decision to move the parking spots.

If the purchaser of 28 Mill Street agrees to purchase the two parking spots it will result in additional revenue for the sale of that property.

**SUMMARY:**

Staff recommend that Council agree to shift the location of the electric vehicle charging station from 28 Mill Street to Metcalf Park and that the two parking spots not be severed from 28 Mill Street and instead be offered to the purchaser.

Respectfully submitted by,



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Ken Kelly,  
Chief Administrative Officer

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

**STAFF REPORT**

**DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, Chief Administrative Officer  
**SUBJECT:** Advertising of Director of Corporate Services & Treasurer

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**RECOMMENDATION:**

**THAT** Committee of the Whole recommend that Council accept the resignation of Rhonda Whitmarsh as Treasurer effective August 31, 2021.

**THAT** Committee of the Whole recommend that Council authorize the commencement of the hiring process including the advertising of the new position of Director of Corporate Services.

**BACKGROUND:**

The Treasurer resigned her position on July 19, 2021.

On October 27, 2020 Council approved the implementation of a new organizational structure including the creation of a new department, Corporate Services, to manage the financial administration, corporate facilities, information technology and human resource functions of the Municipality.

**Resolution No 431-20**

**Moved by** Councillor Maydan

**Seconded by** Councillor Guerard

**THAT** Council adopt the organizational structure in its entirety as presented by the CAO on October 27, 2020.

In keeping with the Recruitment, Selection and Hiring Policy once we have established the need for the position, the job description has been developed, and the salary reviewed then Council must provide approval to post a position.

The scope of functions included in the new Corporate Services department are an expansion of the former Finance Department. As such the Treasurer position which lead

the Finance Department required a review of the job description and the corresponding salary. These steps have been completed and it is appropriate for Council to review and provide direction to proceed with filling the position of Treasurer but more appropriately titled Director of Corporate Services.

The job description is attached to this report.

The salary range for the Director of Corporate Services is \$106,922.79 to \$131,435.39 versus the Treasurer position which ranged from \$95,008.74 to \$116,790.00. The Director of Corporate Services & Treasurer will be in the same pay band as the Director of Roads and Public Works. The increased salary will hopefully be more attractive to prospective job applicants.

#### **FINANCIAL IMPLICATIONS:**

The increase in the functions in this department, the increased responsibilities including the number of staff to be managed warranted a review of the salary for the head of this department. The result is a potential annual increase in the salary costs for the Municipality in the range of \$11,914.05 to \$14,645.39.

#### **SUMMARY:**

Staff are providing notification to Council of the resignation of the Treasurer and seeking approval to proceed with posting and hiring for the revised position based on the attached job description.

Respectfully submitted by,



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Ken T. Kelly  
Chief Administrative Officer

#### **ATTACHMENTS:**

1. Job Description Director of Corporate Services & Treasurer

**MUNICIPALITY OF MISSISSIPPI MILLS  
JOB DESCRIPTION**



<b>DEPARTMENT:</b>	Corporate Services
<b>DIVISION:</b>	Corporate Services
<b>JOB TITLE:</b>	Director of Corporate Services/Treasurer
<b>EMPLOYEE GROUP:</b>	Non-Union
<b>SUPERVISOR:</b>	Chief Administrative Officer
<b>REVISION DATE:</b>	July, 2021

**POSITION SUMMARY AND SCOPE:**

Responsible for the efficient financial management of the municipality and the development of the necessary policies and procedures to ensure effective operation thereof.

**DUTIES AND RESPONSIBILITIES:**

1. Perform the statutory duties of the Treasurer.
2. Responsible for all financial management systems of the Municipality including but not limited to, general ledger, payroll, accounts payable, tax and water billings and collection of all accounts.
3. Responsible for oversight of corporate real property and the Facility Plan that is managed by the Facilities Manager including capital program, annual energy audit, safety audits of facilities, maintenance and janitorial services, security of assets including alarm systems and cameras and the protection of data collected as part of these programs,
4. Responsible for the oversight of Information Technology for the Municipality including the Digital Master Plan, IT assets and services, Telephone system and contracts and professional services to support.
5. Responsible for the oversight of Human Resources and Labour Relations for the Municipality including the Master Plan, Health and Safety, HR policies, Collective Agreement process, grievances and harassment investigations, performance management program, benefits administration including negotiations of benefits programs etc..
6. Responsible for the oversight of Reception and the services provided by the main front desk.
7. Manages staff responsible carrying out the above services including all financial services staff, Facilities Manager, Deputy Treasurer, IT Coordinator, HR Coordinator and Administrative Assistant. Manages consultants, if applicable

- 8.
9. Attends Committee of the Whole or Council meetings as required. Prepares presentations and reports for Council's consideration and approval.
10. Collaborates with other municipal departments in the achievement of efficient and cost-effective works flows and business processes.
11. Prepares administrative, financial and operational policies, guidelines and procedures for the efficient and effective operations of all departments of the Corporation as whole.
12. Conducts research and analysis on economic, demographic, social, environmental and fiscal trends as they impact departments or the Corporation as a whole.
13. Actively participates with the Senior Management team in policy and management issues.
14. Responsible for the preparation of year-end working paper files and the preparation of financial records acceptable for the external municipal auditors required for the year-end and interim audits and for assistance with the preparation of timely annual financial statements and the annual financial information return.
15. Responsible for upkeep of the Municipality's financial, IT, HR systems and administration of any applicable software. Responsible for updating and keeping current the related sections of the Municipality's website.
16. Coordinates the preparation of the annual municipal operating and capital budgets in consultation with other Department Heads and boards for presentation to Council. Ensures alignment of annual budgets with other financial planning documents such as the Asset Management Plan, Development Charges Study, Long Term Financial Plan, Water and Sewer Rate Study, Master Plans related to Finance, IT, HR, Facilities, etc.
17. Establishes the annual water and sewer rate by-law, tax rate by-law and waste management levy by-law. Prepares other applicable by-laws as required.
18. Prepares and submits subsidy, grant and other Provincial and/or Federal support applications and requests for payment.
19. Advises Staff and Council on potential or alternative cost-effective financing or funding strategies.
20. Advises Department Heads and Council, as required on matters of a financial, HR/Labour Relations, IT nature.



21. Responsible for and is the lead in the preparation, updating and monitoring of the Municipality's Asset Management Plan, Long Term Financial Plan, Water & Sewer Rate Study, Development Charges Background Study and by-law, and any other financial plans that may be required.
22. Responsible for the development and monitoring of financial, human resources, IT and facilities policies.
23. Recommends and arranges approved insurance coverage for the municipality. Oversees the insurance program and negotiation of rates.
24. Selects banking facilities and arranges short and long term borrowings and the investment of surplus municipal funds.
25. Establishes financial reporting procedures for review by Department Heads of their departmental spending against budget on a regular basis.
26. Procurement expertise and audit of departments adherence to Procurement Policy on an annual basis – Deputy Treasurer.
27. Supplies information to and assists other external auditors for various reviews required such as HST, payroll etc.
28. Ensures timely and accurate communications to the public on financial matters as required by municipal by-laws or legislation.
29. Ensures, through the Municipal Property Assessment Corporation (MPAC), that assessment rolls are updated with regard to new construction and that property changes are completed in a timely manner.
30. Responsible for the hiring, evaluation, discipline and dismissal of department Staff in consultation with Human Resources and the CAO when required.
31. The above list generally describes the duties involved with this position. However, municipal work is varied in nature; employees will be required to perform duties in addition to the above from time to time as directed.

#### **EDUCATIONAL REQUIREMENTS:**

- University degree in Accounting, Commerce or Finance
- Chartered Professional Accountant Designation- CA, CMA or CGA; in good standing with the Institute of Chartered Accountants of Ontario.

## **EXPERIENCE:**

A minimum of eight (8) years' progressively responsible accounting experience including management of treasury or corporate services, preferably in a municipal setting.

## **SKILLS AND COMPETENCIES:**

1. Detailed knowledge of the *Municipal Act, Development Charges Act, Assessment Act*, and other applicable legislation.
2. Demonstrated knowledge of Public Sector Accounting Board (PSAB) accounting standards.
3. Management, supervisory and analytical skills, initiative and the ability to work under pressure.
4. Excellent computer skills, including knowledge of Microsoft Office software, financial software, asset management software and other related software package with a strong sense of uses/opportunities for technology in a municipal environment; demonstrated experience with Diamond-Great Plains financial software would be an asset.
5. Work with the public in a service-oriented environment, to transfer financial information to others with tact and diplomacy.
6. Demonstrated leadership skills with the ability to coach, motivate, and develop employees and encourage teamwork.
7. Ability to build trust and credibility in a politically sensitive role while demonstrating tact and diplomacy.
8. Ability to analyze and make timely decisions taking into account facts, goals, constraints and risks of the situation.
9. Open to new ideas and innovative approaches.
10. Excellent verbal (courtesy, tact, discretion, explanation, judgement and presentation skills) and written communication skills including grammar/spelling skills for proofreading, editing and writing reports/correspondence.
11. Demonstrated excellent organizational skills and time management skills

12. Discretion and good judgement when handling confidential/sensitive material and information.
13. Demonstrated commitment to personal and professional development.
14. Possesses and maintains a Valid Ontario Class G driver's license and reliable vehicle to use on corporate business when/if required.

#### **WORKING CONDITIONS:**

This position will be scheduled to work regular full- time hours in an office environment. However, additional work may be required to complete special requests or projects. After hours meeting attendance is required and travel may also be required.

#### **PHYSICAL DEMANDS:**

The position will work odd or long hours to complete special requests or projects and to attend meetings. This position may have to spend long hours sitting and using office equipment and computers.

#### **ENVIRONMENTAL DEMANDS:**

This position will have to serve a number of people and projects at one time and will be interrupted frequently to meet the needs and requests of Council, Staff, Community associations, residents, special interest groups, developers and other external contacts.

#### **SENSORY DEMANDS:**

Sensory demands can include long hours of reading and use of the computer, close and constant attention to detail, accuracy of information, and a noisy and busy office environment all of which may cause eyestrain, fatigue, and occasional headaches.

#### **MENTAL DEMANDS:**

This position is exposed to stress and pressure associated with positions that are responsible for overseeing essential departments of the Municipality including IT and HR/Labour Relations, supervising employees, responding to internal/external demands, and managing critical emergency situations and tight deadlines. The position will have to manage a number of requests at one time and must be prepared to deal with on-going stressful situations. The position will require handling complaints of a financial, political, HR/labour relations nature from internal/external contacts which may result in emotionally charged situations.

#### **SAFETY:**

The Municipality of Mississippi Mills believes that all accidents can be prevented. To achieve this goal, all Managers must ensure that employees make safety an integral part of every task and job. As a manager, you must be familiar with the Municipality's safety policy and understand your Staff's:

- Right to participate,
- Right to Know,
- Right to refuse unsafe work, and,
- Right to stop dangerous work;  
AND
- Advise a worker of the existence of any potential or actual danger to the health or safety of the worker of which the supervisor is aware,
- Where so prescribed, provide a worker with written instructions as to the measures and procedures to be taken for protection of the worker,
- Take every precaution reasonable in the circumstances for the protection of the worker,
- Conduct regular safety meetings with workers,
- Commend good health and safety performance

All employees must follow the Municipality's Health and Safety policies and comply with the *Occupational Health and Safety Act*.

#### **WORKING RELATIONSHIPS:**

<b>Internal</b>	CAO, Department Heads, support staff, Members of Council
<b>External</b>	Government ministries and agencies, public, professional consultants including but not limited to the auditor, lawyer, bankers, insurance brokers, etc.

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

## **STAFF REPORT**

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

**TO:** Committee of the Whole

**FROM:** Calvin Murphy, Recreation Manager

**SUBJECT:** Agreement with the Almonte Curling Club 2021-2022 season

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### **RECOMMENDATION:**

**THAT** Committee of the Whole recommends to Council to authorize the Mayor and Clerk to enter a one (1) year agreement with the Almonte Curling Club for the lease of the Almonte Curling Facility for the 2021-2022 curling season.

### **BACKGROUND:**

For the past sixteen years (2003-2019 seasons), the Municipality has entered into a lease agreement with the Almonte Curling Club for the use of the Almonte Curling Facility.

In the 2000 Recreation Department's operational review, recommendation #68 was identified as follows:

"That the municipality develop a partnership agreement with the Almonte Curling Club to provide curling services to all interested residents in Mississippi Mills, beginning in 2000."

### **DISCUSSION:**

Meetings took place with the members of the Curling Club executive just prior to the pandemic (COVID19) and more recently in June 2021 with Ken Kelly CAO and Councillor Dalgity to discuss a new contract for the Almonte Curling Facility.

During the discussions, an area of concern that presented itself was that of the deficit that the Municipality is faced with annually with respect to the Curling facility. In 2019 the Curling facility saw a deficit of approximately \$26,000 and a large portion of this deficit was due to hydro costs. Over the years the Almonte Community Centre has always operated on one (1) Hydro meter for the entire facility and there was no way of breaking down how much hydro was used in the Curling facility compared to other parts of the facility (the arena side). In February 2020, the Recreation Manager made arrangements to have separate hydro meters installed in the different areas within the Almonte Community Centre in order get a better indication as to what the actual breakdown in costs are for the two areas. The plan was to use the 2020-2021 curling season to gauge the breakdown of hydro costs of both locations so that a new agreement could

be negotiated on the understanding that the Almonte Curling Club would agree to contribute to the costs associated with the hydro on the Curling side.

The Curling Club understands that the Municipality would like to see a reduction in the overall deficit and has agreed to work with the municipality in recouping some of this deficit when entering a long-term agreement moving forward. Before proceeding with the long-term agreement, a breakdown of what the actual hydro costs are for the Curling facility in relation to the remainder of the facility is required.

Due to the COVID19 pandemic the 2020-2021 curling season never occurred, and the curling ice plant was never turned on therefore no breakdown of hydro costs is available. In addition the Almonte Curling Club is concerned with overall membership numbers not being as high as they normally would be for the upcoming season given the current circumstances. Although they are committed to working as hard as they can to increase their membership numbers there is still some uncertainty in this regard and remain hopeful to gain enough membership interest to have a curling season in 2021-2022. Because of these two circumstances the overall feeling is to enter into a one-year agreement until hydro costs can be broken down further and membership numbers can be determined. This one-year agreement would be based on the same monthly amount as 2019-2020 contract and will be paid over a (5) five-month period.

If this one-year agreement is not acceptable to Council, the only other option is for the Club to pay for the actual ice time that it uses. This is the type of arrangement that the Municipality had with the Club before entering into agreements with the club. When this was the arrangement, the Municipalities deficits were higher, and we had more staffing responsibilities.

Of the two scenarios, staff is recommending that the negotiated settlement of a one-year agreement in the amount of \$27,954 plus HST be accepted. This one-year agreement will permit both the Municipality and The Almonte Curling Club to gather the necessary information required to properly enter into a longer agreement in future years.

## **FINANCIAL IMPLICATIONS:**

The negotiated amount of the one-year contract is as follows:

2021-2022      \$27,954 plus HST

It should be noted that in 2019-2020 the Almonte Curling season ran for a 6-month time period (Oct-March). For this upcoming season, the Club feels that they will not have their registration finalized in time for an October start date and have opted to begin their season at the beginning of November and running for a 5-month period thus reducing the plant operation costs for the Curling Facility this upcoming year.

## **SUMMARY:**

The Municipality has entered into agreements with the Almonte Curling Club over the past sixteen seasons. The parties have worked well together to ensure the success of the Club to its members and are eager to continue this working relationship for many years to come. This one (1) year agreement will give us the time needed to explore the actual hydro cost breakdown in

more detail and give the Curling Club the time to gather their membership numbers to where it should be before the pandemic occurred. After this season, a long-term agreement can be worked and finalized.

The Curling Club is currently preparing for the upcoming season, and it is crucial that we finalize this one-year agreement in order to move forward at this point in time.

Respectfully submitted by,

Reviewed by:



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Calvin Murphy,  
Recreation Manager



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Ken Kelly,  
CAO

ATTACHMENTS:

1. 2021-2022 Almonte Curling Club lease agreement

# AGREEMENT

This agreement made in triplicate this       day of       , 2021

BETWEEN

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
Hereinafter referred to as the "Landlord"

AND

ALMONTE CURLING CLUB  
Hereinafter referred to as the "Tenant"

IT IS AGREED AS FOLLOWS:

## **BACKGROUND**

- A. the Landlord is the owner of property known as the Almonte Curling Facility, located at 160 Bridge Street, hereinafter referred to as (the "Lands") described as Concession 9, Part Lot 15, Almonte Ward, Municipality of Mississippi Mills
- B. the Tenant wishes to lease the Lands, as well as the rights of access thereto as the Tenant may require, for management and maintenance purposes.

## **ARTICLE 1 DESCRIPTION OF THE LEASED LANDS**

### **1.1 Lease of the Lands**

The Landlord hereby leases the Lands described as Concession 9, Part Lot 15, Almonte Ward, Municipality of Mississippi Mills and known as the Almonte Curling Facility. More specifically, this lease applies to the Curling Facility ice surface (does not include access to ice plant unless pre approval is obtained by Facility Foreman or designate), the lounge (including the kitchen and bar areas), and Curling Facility washrooms and locker rooms.

### **1.2 Title of Landlord**

The Landlord warrants that it is the registered owner of the Lands by virtue of a deed registered in the Land Registry Office for the Land Registry Division of Almonte (No. 27).

## **ARTICLE 2 TERM**

### **2.1 TERM**

Subject to Article 9, this Lease shall have a term of one (1), 22 week term (the "Term") as follows:



- i. commencing at 12 o'clock noon on the 1st day of November, 2021 and ending on the 31st day of March, 2022 at 11:59 p.m. (Year 1)

### **ARTICLE 3 RENT**

- 3.1 The Tenant shall pay to the Landlord a total Term rent of
  - i. \$27,950.00 plus HST, to be paid in five equal monthly installments of \$5,590.00 each plus HST, commencing on November 1, 2021 and on the first day of each month thereafter.

### **ARTICLE 4 TENANT USES**

#### **4.1 Tenant Uses:**

The Landlord grants permission to the Tenant:

- 4.1.1. to use the Lands for curling and other purposes during the hours of 6:30 am to 12:00 midnight except on the following days: Remembrance Day, from noon on Christmas Eve, Christmas Day, Boxing Day, from noon on New Year's Eve, New Year's Day, Family Day, Good Friday, Easter Sunday and Easter Monday. If the Tenant requires access outside of these hours, pre-approval from the Landlord shall be obtained.
- 4.1.2. to book and schedule all events and activities in the Curling Facility
- 4.1.3. to have 24 hours, 7 day per week access to the Lands for the purpose of ice maintenance only, by a certified ice technician under contract with the Tenant.

### **ARTICLE 5 TENANT'S OBLIGATIONS**

#### **5.1 Tenant's Obligations**

The Tenant shall throughout the Term:

##### **5.1.1. Administration**

- 5.1.1.1. Provide a representative to be present at all tenant rentals and functions
- 5.1.1.2. be responsible for the operation and the administration of the annual curling programs.
- 5.1.1.3. be responsible for the booking and scheduling of events and activities in the Curling Facility and providing a weekly schedule two (2) weeks in advance to the Landlord and

advising of any changes to the submitted schedule as soon as the Tenant becomes aware of the changes

- 5.1.1.4. pay the Rent as it becomes due and payable provided the Facility is in continuous operation.
- 5.1.1.5. observe all laws, orders, and regulations applicable to the Lands owned by the Landlord.
- 5.1.1.6. observe all laws, orders, and regulations applicable to the LLBO (Liquor License Board of Ontario)
- 5.1.1.7. provide proof to the Landlord's satisfaction of certification of the ice technician's qualifications.
- 5.1.1.8. If the regular curling season is not allowed to start in November 2021 or is interrupted or terminated due to Provincial, Municipal or Health Unit directive, the monthly lease payments will be suspended for the specific period of time.
- 5.1.1.9. If the regular curling season is interrupted due to Provincial, Municipal or Health Unit directive, The Municipality can decide at any time if it feels necessary to shut down the ice plant and remove the ice in the facility to end the season. The Almonte Curling Club will be consulted before any shut down occurs at which time lease payments would cease.

#### **5.1.2. Maintenance**

- 5.1.2.1. be responsible for the setting up and tearing down in preparation of special events being held in the Curling Facility. Assistance by the Landlord may be provided in accordance with Section 5.1.3.1. of this agreement.
- 5.1.2.2. be responsible for maintaining the ice surface on a day to day basis (i.e. sweeping, pebbling, shaving, etc.) including the purchase of supplies for same.
- 5.1.2.3. be responsible for minor repairs such as painting, bulletin boards, kitchen cupboards, etc.
- 5.1.2.4. be responsible for the purchase and / or repair of curling apparatus such as brooms, rocks, measuring devices, ice scraper blades, etc. to current conditions (Note: pre and post contract inspections required)
- 5.1.2.5. be responsible to have the ice maintenance personnel properly trained on the procedures for making curling ice and on the use of equipment to maintain the ice surface

- 5.1.2.6. inform the Landlord in writing of any renovations to the Lands and receive permission from the Landlord in writing before commencement of any such works

#### **5.1.3. Financial**

- 5.1.3.1. reimburse the Landlord, at the applicable hourly rate plus benefit load for all additional staff time spent on ice maintenance, tear down and set up, etc. that is not part of this Agreement and that has been pre-approved by the Club Manager or designate.

#### **5.1.4. General**

- 5.1.4.1 honour the provisions of the "Reciprocal Use Agreement" that the Landlord currently has with the Upper Canada District School Board and the Catholic District School Board of Eastern Ontario.
- 5.1.4.2. permit the Landlord to book the Curling Facility through the Club Manager or designate for meetings / events at no charge, if available according to the schedule provided in accordance with 5.1.1.3.
- 5.1.4.3. the Landlord shall provide a representative to be present at all Landlord rentals as per 5.1.4.4.
- 5.1.4.4. utilize the Landlord's Rental and Allocation policy as a guideline for rental fees for the Curling Facility

### **ARTICLE 6 LANDLORD'S OBLIGATIONS**

#### **6.1 Landlord's Obligations**

The Landlord shall throughout the Term:

##### **6.1.1. Administration**

- 6.1.1.1. be responsible for providing and scheduling bar staff in coordination with the Tenant and for keeping a bar inventory in accordance with past practices. Municipal bar operations will be reviewed on an annual basis with the Almonte Curling Club.
- 6.1.1.2. Further to Article 6.1.1.1. the Municipality reserves the right to review the bar operation on an annual basis to determine if it is a

profitable operation that should be continued by the Municipality. The Municipality agrees that it will enter into discussions with the Tenant if changes are being proposed to examine other options that may exist for future bar operations.

- 6.1.1.3. allow the Tenant to install a phone line in the Curling Facility.

#### **6.1.2. Maintenance**

- 6.1.2.1. be responsible to provide a clean and dry ice surface, clean sideboards and carpets and start the refrigeration plant for the Curling Facility. Should the Municipality not fulfill any or all of the requirements in time for the curling season to commence in accordance with the Term outlined in Section 2.1, the Municipality and Tenant will review the Tenant's costs associated with the delay to determine an appropriate rental rebate.
- 6.1.2.2. be responsible for maintenance such as: ongoing operation and repairs to the ice plant, building (roof, structure, etc.) humidifiers, ice scraper (excluding blades) heaters, electrical, mechanical and plumbing fixtures, etc.
- 6.1.2.3. be responsible for janitorial services and ensure that the curling club facilities are maintained on a daily basis, ensuring the cleanliness of the washrooms, changerooms and curling lounge area.
- 6.1.2.4. be responsible for the initial ice plant start up and the initial installation of the ice surface by a qualified ice making technician including costs of same.
- 6.1.2.5. be responsible for removing the ice from the facility.
- 6.1.2.6. review any proposals for major renovations from the Tenant and provide a written response to same
- 6.1.2.7. Facility Foreman or designate shall respond to requested adjustments of equipment in a timely manner.
- 6.1.2.8. repair and/or replace any trip hazards around the ice surfaces identified by the Tenant and verified by the Landlord including carpeting and bumpers.

#### **6.1.3. Financial**

- 6.1.3.1. provide the Tenant with a financial statement by May 31 in each year of the Term
- 6.1.3.2. should the ice plant break down for a period of more than three (3) days throughout the Term, the Tenant shall be reimbursed a daily

amount (Term rent amount divided by the number of days in the Term) back to the effective date of the break down.

## **ARTICLE 7 JOINT RESPONSIBILITIES**

### **7.1 Joint Responsibilities**

- 7.1.1. The Landlord and Tenant shall meet in November and as otherwise required to address situations that may arise from time to time, to discuss capital needs identified by either party and potential sharing of costs for same.
- 7.1.2. The Landlord and Tenant shall provide each other with a list of contacts, including designates for their respective organizations and such lists shall be attached to this agreement as Schedule 'B'.
- 7.1.3. The Landlord and Tenant agree that they will act reasonably at all times with respect to the implementation of the provisions contained within this Agreement.

## **ARTICLE 8 INDEMNITY**

### **8.1 Indemnity**

Save for the negligence or wilful acts of the Landlord and those for whom the Landlord is in law responsible, the Tenant shall indemnify and save harmless the Landlord against all actions, suits, claims, direct damages, costs and liabilities arising out of or as a result of:

- 8.1.1. any breach, violation or non-performance of the terms and obligations on the part of the Tenant set out in this Lease and any damages to the Lands;
- 8.1.2. any injury to or death of any person occasioned by the use of the Lands by the Tenant, its servants, agents, employees or contractors.

## **ARTICLE 9 INSURANCE**

### **9.1 Insurance**

- 9.1.1. The Tenant shall at all times during the Term maintain an insurance policy covering all of its undertakings and in particular, general liability coverage in an amount of Two Million Dollars (\$2,000,000) per occurrence. The Tenant shall, at the signing of this Agreement, provide the Landlord with satisfactory evidence of such insurance.

- 9.1.2. The Landlord shall at all times during the Term maintain an insurance policy covering the Lands for liability purposes in an amount not less than Twenty Five Million Dollars (\$25,000,000) per occurrence. The Landlord shall, at the signing of this Agreement, provide the Tenant with satisfactory evidence of such insurance.

## **ARTICLE 10 TERMINATION**

### **10.1 Termination by Landlord**

The Landlord may terminate this Lease if and whenever:

10.1.1. Rent or any part thereof shall be unpaid after it shall have become due and payable as herein provided and such default shall continue for sixty (60) days following receipt of a written notice from the Landlord.

10.1.2. any provision of this Lease is not undertaken as required and then only so long as:

10.1.2.1. the Landlord has given written notice to the Tenant to rectify the condition not being met and then only if the condition continues for a further period of 30 days provided that the Tenant makes continued efforts to remedy the condition.

10.1.2.2. the Landlord provides thirty (30) days written notice.

10.1.3. the Municipality gives sixty (60) days prior written notice to the Tenant.

### **10.2 Termination by Tenant**

The Tenant may terminate this Lease by giving sixty (60) days prior written notice to the Landlord.

### **10.3 No Tacit Renewal**

It is agreed that should the Tenant continue to occupy the Lands after the last day of the last Term, there shall be no tacit renewal of this Lease, but the Tenant may, with the Landlord's consent, continue such occupation as a tenancy from month to month, subject in all other respects to the terms and conditions of this Lease which were applicable on the last day of the Term.

### **10.4 Removal**

Upon termination of this lease, the Tenant shall be entitled to and shall leave the Lands in a state of good repair, save and except for reasonable wear and tear.

## **ARTICLE 11 ASSIGNMENT**

11.1 **Prior Consent**

The Tenant shall not assign this Lease without the prior written consent of the Landlord.

**ARTICLE 12 NOTICE**

- 12.1 Any notice required or permitted to be given hereunder or delivery of documents may be sufficiently given by personal delivery or registered mail to the Tenant at the following address:

Address: 160 Bridge Street  
PO Box 309  
Almonte ON K0A 1A0

Attention: President

Tel No. (613) 256-4560

and to the Landlord at the following address:

Address: 3131 Old Perth Road  
PO Box 400  
Almonte ON K0A 1A0

Attention: Chief Administrative Officer

Tel No. (613) 256-2064 ext. 220

Fax No. (613) 256-4887

**ARTICLE 13 OTHER PROVISIONS**

13.1 **Invalidity of Provisions**

If any clause, obligation or agreement of this Lease, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable by any Court of Law having jurisdiction, the remainder of the Lease or the application of such clause, obligation or agreement to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each clause, obligation or agreement of this Lease shall be separately valid and enforceable to the fullest extent permitted by law.

13.2 **Entire Agreement**

This Lease and any other documents referred to in this Lease, constitute the entire agreement of the parties and may not be amended or modified, except by a written instrument executed by both parties. In addition, the present Lease annuls any prior agreements between the parties.

13.3 **Successors and Assigns**

This Lease shall be binding upon and inure to the benefit of both parties hereto and their respective successors and assigns, heirs and personal representatives.

13.4 **Governing Law**

This Lease shall be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the date mentioned.

**FOR THE ALMONTE CURLING CLUB**

**WITNESSES**

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Cynthia Moyle, Clerk (Acting)

Date: \_\_\_\_\_



Schedule 'A'  
Curling Club Agreement

**Municipality of Mississippi Mills Contact List**

**Administrative Issues**

**Primary**

Calvin Murphy,  
Recreation Manager  
Phone No. 613 256-1077 ext. 24  
Cell No. 613 229-0062

**Alternate**

Tiffany MacLaren  
Community Economic and Cultural Coordinator  
Phone No. 613 256-1077 ext. 22  
Cell No. 613 223-3810

**Facility Issues**

**Primary**

Ken Fisher  
Facility Foreman  
Cell No. 613 229-0075

**Alternate**

On Duty Staff Member  
613-256-1712

**Schedule 'B'**

**ALMONTE CURLING CLUB CONTACT LIST**

**SEASON 2021 - 2022**

PRIMARY

Gerry Coleman... Manager

613-223-5633 or email [gerrycoleman@rogers.com](mailto:gerrycoleman@rogers.com)

ALTERNATE

Don St. John...

613-978-1069 email [donst.john@donsmeatmarket.ca](mailto:donst.john@donsmeatmarket.ca)

ALTERNATE

Steve Conlon ....President

613-256-1909 email...steveconlon@bell.net

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

## **STAFF REPORT**

**DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Tiffany MacLaren, Community Economic and Cultural Coordinator  
**SUBJECT:** **Downtown Almonte Renewal Project Business Survey Results**

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### **RECOMMENDATION:**

**THAT Council receive the following data for information during discussions surrounding the downtown renewal construction project.**

### **BACKGROUND:**

Mississippi Mills Municipal Council has considered the Downtown Renewal Project and received information on the estimated costs and plans that are considered 90% complete. The projected budget is \$7,824,391. The next step will be for Council to choose the timeframe so staff can begin the tender process and choose a firm.

Construction work will be completed in phases and is expected to take 18 to 24 months. The schedule being considered is for the work to start May 2022 continuing until late Fall 2023. The infrastructure under the road is well past its expected life and due for replacement.

Council discussed the timing of the project at a Committee of the Whole meeting in June 2021. Stemming from the discussion, staff was asked to survey the downtown business community for their feedback. This survey served as both a communication tool and a method to solicit feedback from businesses who will be impacted by the project.

### **DISCUSSION:**

Construction will have a significant impact on downtown business specifically street and business access for customers or clients. This impact may affect the businesses' ability to generate revenue. Open communication between the Municipality and business owners will be key to minimizing negative impacts and managing construction.

Downtown Almonte is home to 82+ businesses (Mill Street, Little Bridge St. High St. and adjacent portions of Bridge St.) These includes 12 restaurants, 40 retail businesses and 26 service and professional businesses.

<b>Business</b>	<b>Type</b>
8008 Lingerie (Heritage Court)	Retail – Fashion
Acanthus (Heritage Court)	Retail – Plants
Alliance Coin	Retail – Misc.
Almonte Antiques	Retail – Antiques
Almonte Ice Cream Shop	Restaurant – Take out
Almonte Post Office	Professional – Post Office
Baker Bobs	Restaurant – Take out
Barley Mow	Restaurant
Bay and Balm	Retail – Misc. & Gift
Big Vintage	Retail – Antique
Blue Bird (Heritage Court)	Retail – Cannabis
Blush and Black	Service – Esthetician
Brae St. Almonte Optometrist	Medical - Optometrist
Brae St. Drummond Moving	Construction – house movers
Brenda's New to You	Retail – Antiques
Carriageway Studios	Art Studio Space and Retail
Cashmere and Rose	Retail – Gifts and Flowers
Cheerfully Made	Retail – Gifts and Fashion
Chew That (Heritage Mall)	Retail – Pet Supplies
Coady's Car Care	Service – Garage
Colby McGeachy	Service - Accounting
Cortelli's	Restaurant
Crush Marketplace (Heritage Court)	Retail – Fashion
Dentist Office (Bridge St. High St Parking)	Medical - Dentist
Diana Jackson (Old Post Office)	Art Gallery
DNA Nails (Heritage Mall)	Service – Nail Salon
Doggy Day Care (Heritage Mall)	Service – Dog Daycare
Don's Meat Market	Retail – Food
Doree's Habit	Retail – Fashion
Dragon Fly Boutique	Retail – Fashion
Edward Jones	Professional - Accounting
Evelyn Wheeler	Professional – Law Office
EXP Realty	Professional – Real Estate Office
Exquisite (Thoburn Mill)	Professional – Marketing Firm
Former Hydro Office – new owners	Restaurant (future)
Fran's - Building	Retail – Antiques
Frangipani	Retail – Fashion
Freedom 55	Professional – Financial Services
General Fine Craft	Retail – Art Gallery
Gilligalou (Heritage Court)	Retail - Birding

Gord Pike	Landlord – multiple units
Headquarters' Salon	Service – Hair Salon
Heritage Salon (Heritage Mall)	Service – Hair Salon
Holly Agnew	Professional – Law Office
HP Auto	Service – Auto Garage
JB Arts	Art Classes and Art Supplies Retail
Judy Joannou	Retail – Fashion
Kentfield Kids	Retail – Children's Fashion
Lark	Service – Hair Salon
Laundry Centre	Service – Laundry and Dry Cleaners
LG Lee and Son's	Retail – Hardware and Gifts
Lift Aps (Old Post Office)	High Tech - Sales
Mill Street Books	Retail – Books
Mill Street Crepe Company (Heritage Court)	Restaurant
My Upholstery Shop	Services – Upholstery
Nine Lives Antiques	Retail – Antiques
North Market	Retail & Restaurant (Take out)
Oat Couture	Restaurant
ORPC/MRPC (Heritage Mall)	Service – Hydro Office
Pack Rat's Bazar	Retail – Antique Store
Pat Ashby (Old Post Office)	Landlord – multiple units
Peche Poivre	Retail – Food
Pizzeria Unlimited	Restaurant
Poochie Girl Dog Grooming (Heritage Mall)	Service – Dog Grooming
Postinos (Old Post Office)	Restaurant
Royal Lepage	Professional – Real Estate
Silver Poodle	Service – Dog Grooming
Sivarulrasa Gallery	Retail – Art Gallery
Superior Restaurant	Restaurant
Swarbick Law (Thoburn Mill)	Professional – Law Office
Tea and Cake	Restaurant
Textile Traditions	Retail – Fabric
That's the Spirit	Retail – Misc. & Gifts
The Hub & Rebound	Retail – Not for Profit
Threadworks	Retail – Gifts and Fashion
Tin Barn Market	Retail - Misc. & Gift
Vamos Outdoors (Heritage Court)	Retail – Fashion
Victoria Mill - Darrell Thomas Textiles	Retail – fabric and fashion
Victoria Mill – Joes Italian Kitchen	Restaurant
Wax Wing Tattoo	Service – Tattoo
Wee Bee Growing	Retail and Social Enterprise, classes
Youngs Tackle Supply (Heritage Court)	Retail - Fishing

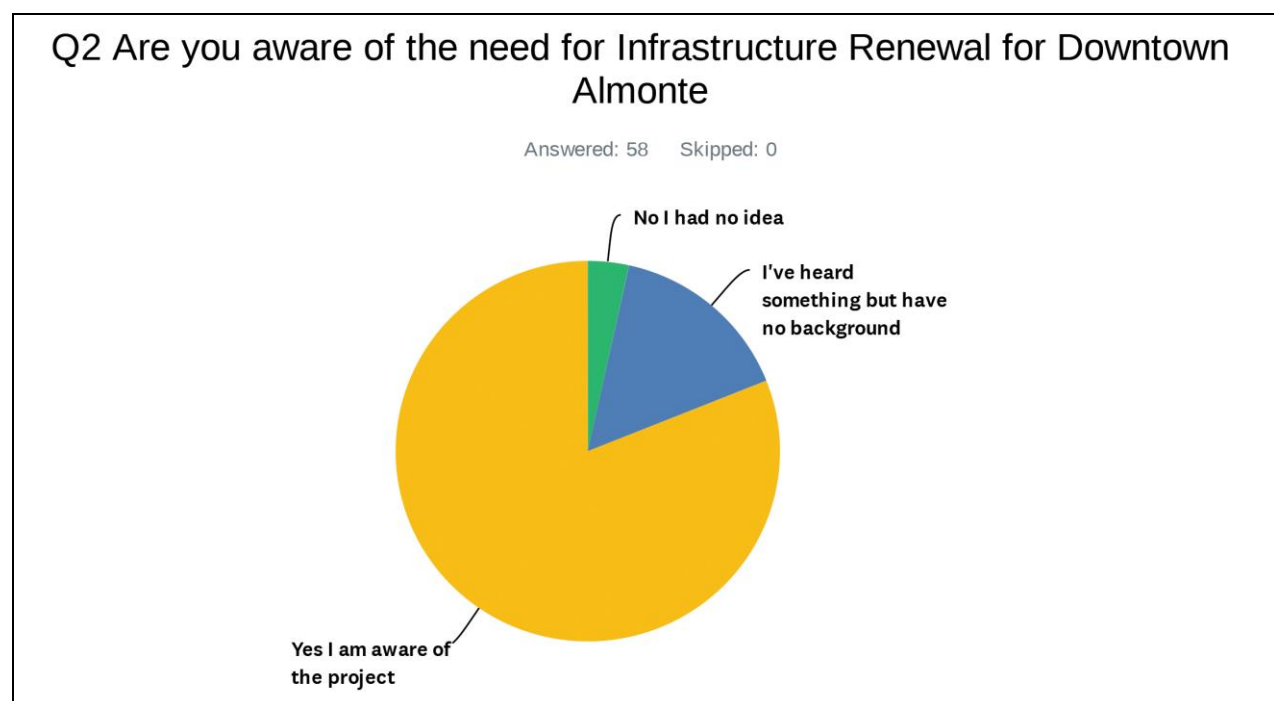
Staff created and circulated a survey containing 12 questions. Survey questions are attached. Business owners were also provided the attached presentation about the project.

The data retained in the survey will be useful before and during the project.

The survey was circulated online through merchant downtown Facebook group, via email and through in person visits with handouts the week of July 23<sup>rd</sup>.

58 (70%) of businesses filled in the survey. Responses were analyzed. Response summaries and individual responses were attached for Council information. Names and addresses have been redacted for privacy. Staff have verified surveys were only submitted by businesses located in the downtown Almonte area.

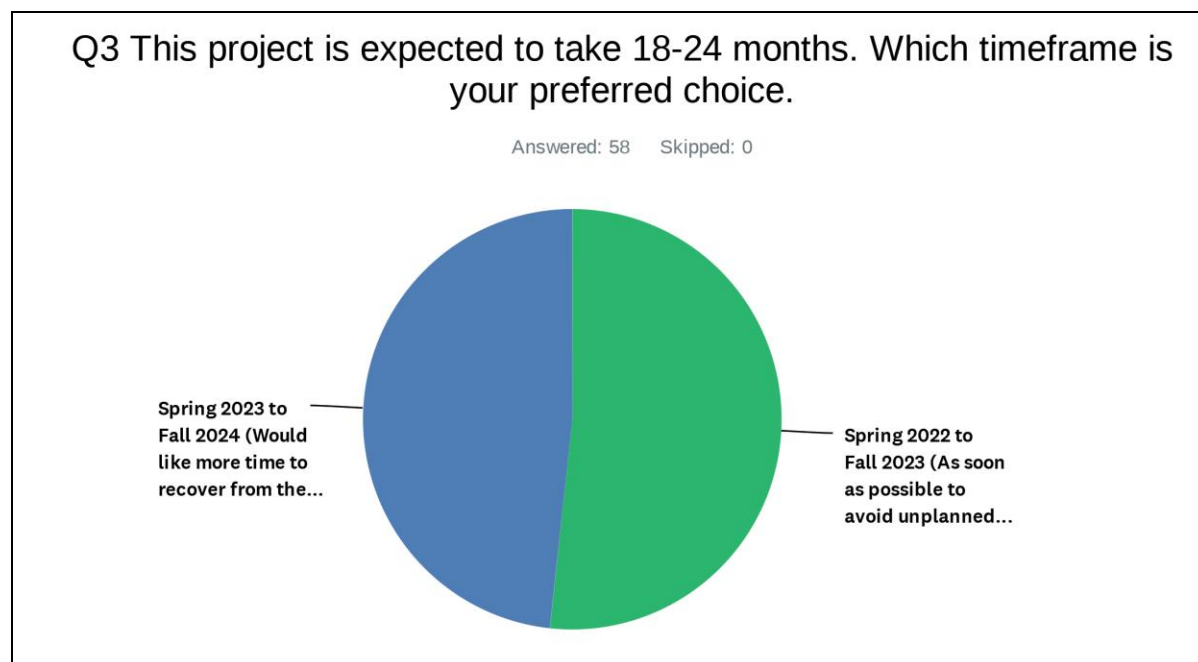
When asked if they were aware of the need for infrastructure renewal in downtown Almonte 47 (81%) people answered they were aware of the project.



Respondents were asked to specify their choice of two possible timeframes for the project.

- a) Spring 2022 to Fall 2023 (As soon as possible to avoid unplanned emergencies and get the project over with)
- b) Spring 2023 to Fall 2024 (Would like more time to recover from the Covid-19 disruptions)

Opinions on this question were divided with 30 (52%) preferring 2022-2023. 28 (48%) preferred waiting an additional year.

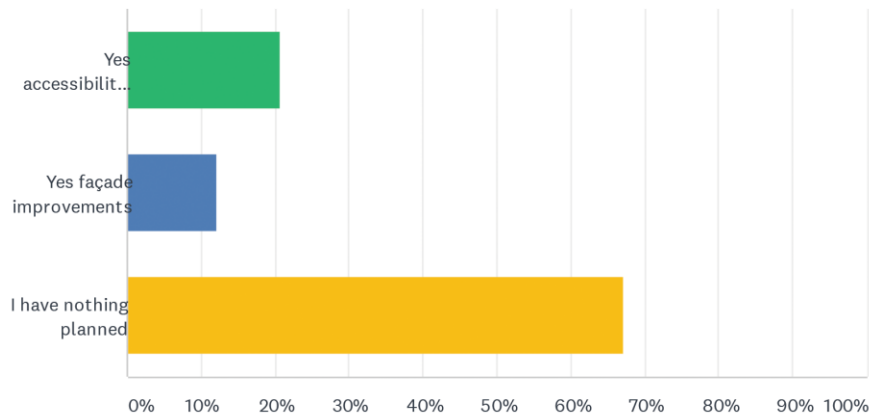


The Accessibility for Ontarians with Disabilities Act requires businesses to be accessible. A heritage downtown presents certain challenges. The downtown renewal work will address some of these accessibility challenges. However, there will be some businesses who will still have a step into their location and may require modifications. Since the downtown will be getting a facelift with new concrete and sidewalks some property owners may consider facade improvements for their buildings as well. Coordinating construction work may save business and property owners time, money, and frustration.

When asked if they were considering accessibility or other modifications to their storefront over the next 2 to 3 years 21% are considering accessibility improvements and 12% are considering façade improvements.

#### Q4 Are you considering accessibility or other modifications to your storefront over the next 2 to 3 years?

Answered: 58 Skipped: 0

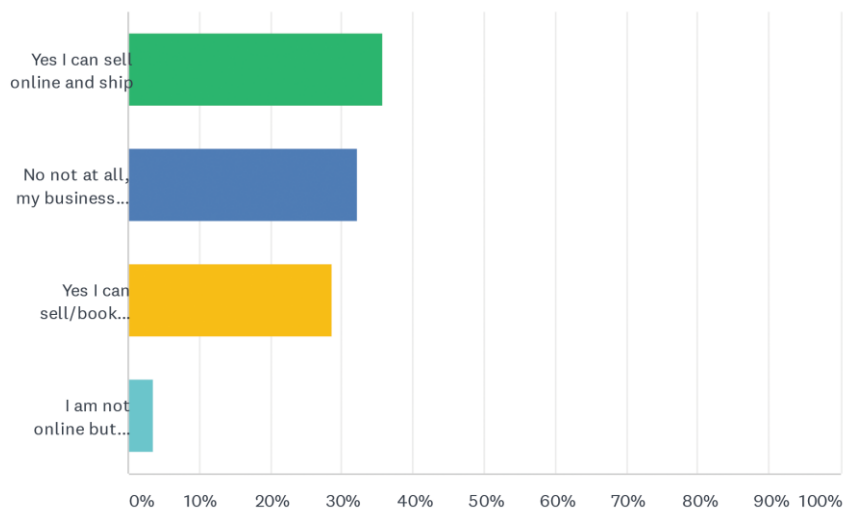


Survey results indicate Almonte downtown businesses require foot traffic. Maintaining access to storefronts as much as possible will be critical throughout the project.

When asked only 36% of downtown Almonte business can sell online and ship. 29% have an online presence but require clients to come into their businesses. The remaining 35% do not do business online at all.

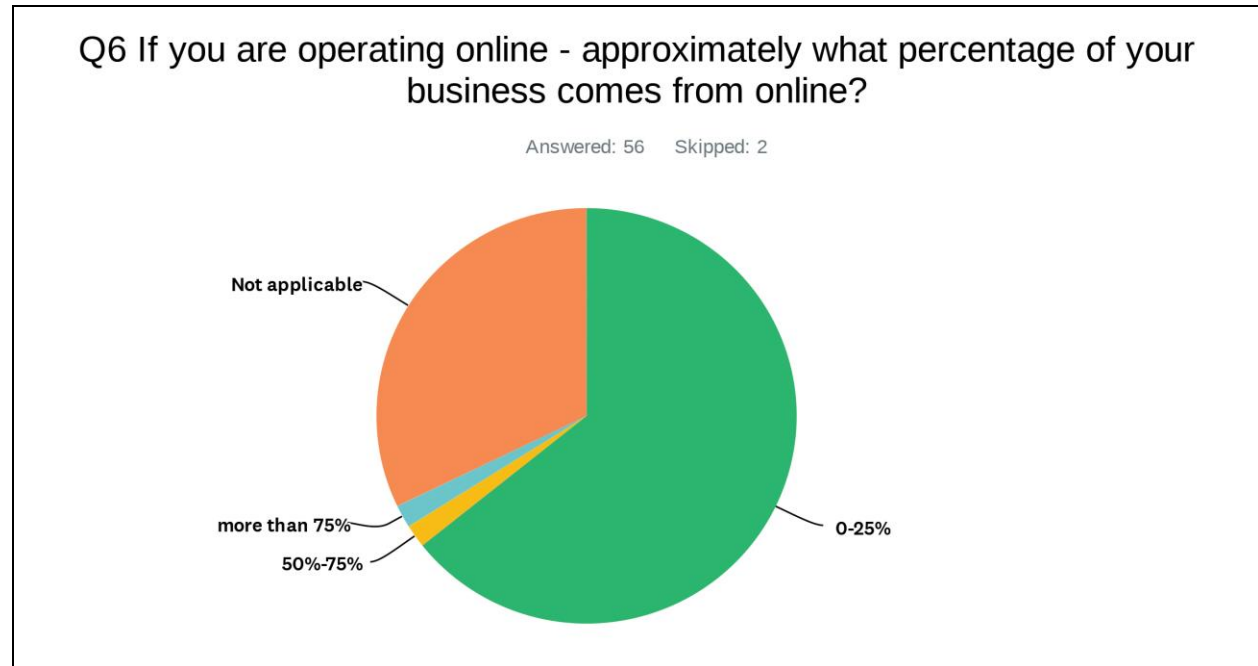
#### Q5 Are you currently able to you operate any part of your business virtually?

Answered: 56 Skipped: 2





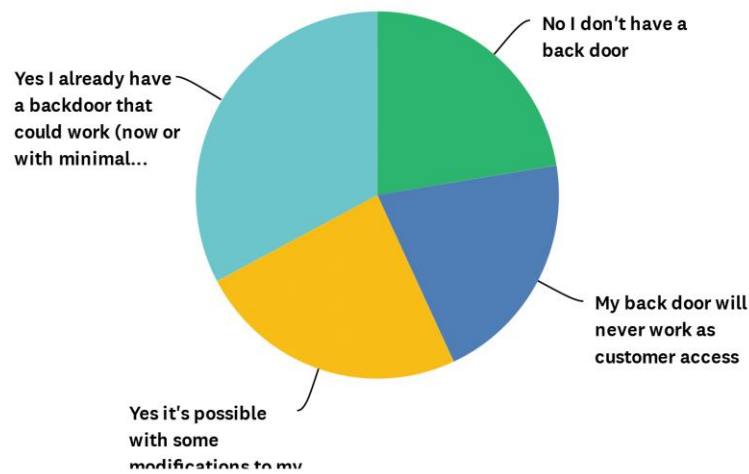
It is also important to note the majority of those with online sales tell us it represents 0-25% of their business.



In some cases, a back door may be able to be utilized to maintain business when construction is immediately outside a front entrance. However, in just under half of the survey responses the business has no back door or their backdoor can never be used for public access. The survey also gathered information about parking access for business staff.

### Q8 Do you have a backdoor that could be used/modified for public access for a limited time?

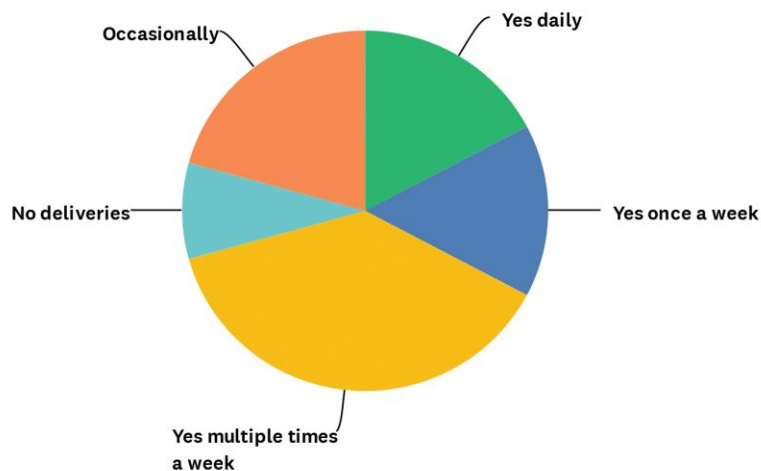
Answered: 58 Skipped: 0



Throughout the construction period plans will need to be made to accommodate business deliveries. 91% of survey respondents indicated they receive deliveries directly to their business. 32 of those businesses receive deliveries multiple times a week or even daily.

### Q10 Do you receive deliveries to your business front or back door?

Answered: 58 Skipped: 0



Responses to *Question 11: Is there anything else you would like Council to know?* Was optional but received 41 responses that have been attached with names and addresses redacted for privacy.

### **FINANCIAL IMPLICATIONS:**

This report is for council's information when considering timing for the downtown Almonte infrastructure renewal project. The report itself has no financial implications.

### **SUMMARY:**

70% of current downtown businesses responded to the survey. Question summaries and individual responses are attached for Council's consideration.

Respectfully submitted by,

Reviewed by:



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Tiffany MacLaren  
Community Economic  
& Cultural Coordinator

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Ken Kelly,  
CAO

### **ATTACHMENTS:**

1. Survey Questions Downtown Renewal July 2021.PDF
2. Downtown Renewal All Question Summaries - Identifying Information Redacted.PDF
3. Public Presentation Downtown Core.PDF

## Downtown Almonte Revitalization Survey

### IMPORTANT INFORMATION:

Mississippi Mills Municipal Council has approved a Downtown Revitalization Plan to 90%. The projected budget is \$7,824,391.

The schedule being considered is for the work to start May 2022 and continue until late Fall 2023. The timing was discussed at a Council meeting in late June and will be discussed again on August 10th. The infrastructure under the road is well past its expiry date.

Council and staff can appreciate that the timing isn't ideal coming out of a pandemic. The project does need to go forward eventually to improve and replace sewer and water pipes to avoid unexpected emergencies that could require prolonged and unscheduled road closures.

Our goal is to schedule the work ahead so that business owners and municipal staff can communicate openly, work together, plan ahead, make adjustments and minimize and mitigate business disruptions.

The project will be broken down into 4 phases. The exact timing of each phase will be known once overall project timing is confirmed and a contractor is hired.

A presentation on the project can be downloaded here: [www.mississippimills.ca/en/explore-and-play/where-to-shop.aspx](http://www.mississippimills.ca/en/explore-and-play/where-to-shop.aspx)

\* 1. We want to know we're hearing from our downtown business community. Please tell us who you are. Surveys without valid business and address information will not be included.

Name	<input type="text"/>
Business	<input type="text"/>
Address	<input type="text"/>
Email Address	<input type="text"/>
Phone Number	<input type="text"/>

2. Are you aware of the need for Infrastructure Renewal for Downtown Almonte

- ☐ No I had no idea
- ☐ I've heard something but have no background
- ☐ Yes I am aware of the project
- ☐ Other (please specify)

\* 3. This project is expected to take 18-24 months. Which timeframe is your preferred choice.

- ☐ Spring 2022 to Fall 2023 (As soon as possible to avoid unplanned emergencies and get the project over with)
- ☐ Spring 2023 to Fall 2024 (Would like more time to recover from the Covid-19 disruptions)

4. Are you considering accessibility or other modifications to your storefront over the next 2 to 3 years?

- ☐ Yes accessibility upgrades
- ☐ Yes façade improvements
- ☐ I have nothing planned

5. Are you currently able to you operate any part of your business virtually?

- ☐ Yes I can sell online and ship
- ☐ No not at all, my business depends on customers/clients to coming into the location
- ☐ Yes I can sell/book online but I require clients/customers to come into the business for service or pick up
- ☐ I am not online but would consider working towards it

comments?

6. If you are operating online - approximately what percentage of your business comes from online?

- ☐ 0-25% ☐ more than 75%
- ☐ 25%-50% ☐ Not applicable
- ☐ 50%-75%

Comments

7. It will be important customers and visitors are well informed of disruptions. Do you have a mail list (or social media) of customers/clients you would be willing communicate the constructions updates through?

- ☐ Yes
- ☐ No

\* 8. Do you have a backdoor that could be used/modified for public access for a limited time?

- ☐ No I don't have a back door
- ☐ My back door will never work as customer access
- ☐ Yes it's possible with some modifications to my business layout
- ☐ Yes I already have a backdoor that could work (now or with minimal changes)

9. Do you or your staff park in private parking you need to access off a downtown street?

- ☐ Yes
- ☐ No

If yes - where and how many spaces:

10. Do you receive deliveries to your business front or back door?

- ☐ Yes daily ☐ No deliveries
- ☐ Yes once a week ☐ Occasionally
- ☐ Yes multiple times a week

Please give us a rough idea of the day and time of deliveries, include anything else you think we should know about them.

11. Is there anything else you would like Council to know?

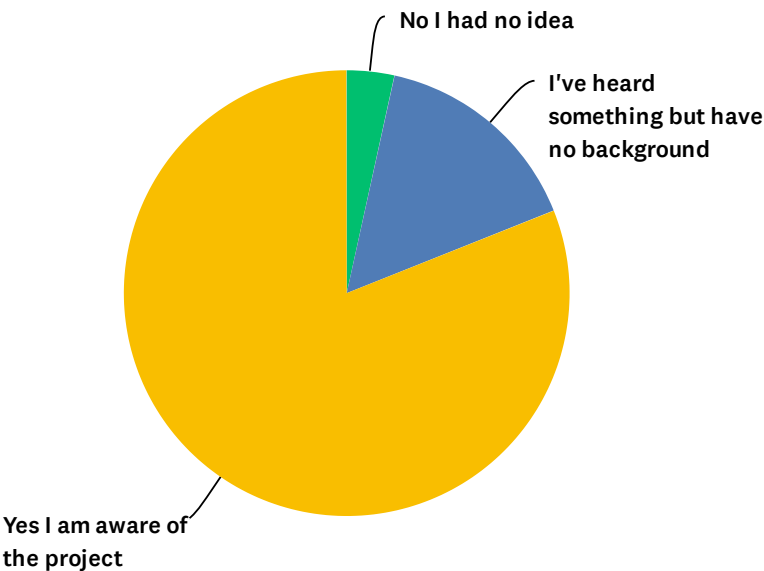
\* 12. Good communication will be critical throughout this project. What is your businesses preferred method for receiving communication.

- ☐ Email
- ☐ Standard mail
- ☐ Please fill in the complete address or email address based on your answer above.

Done

## Q2 Are you aware of the need for Infrastructure Renewal for Downtown Almonte

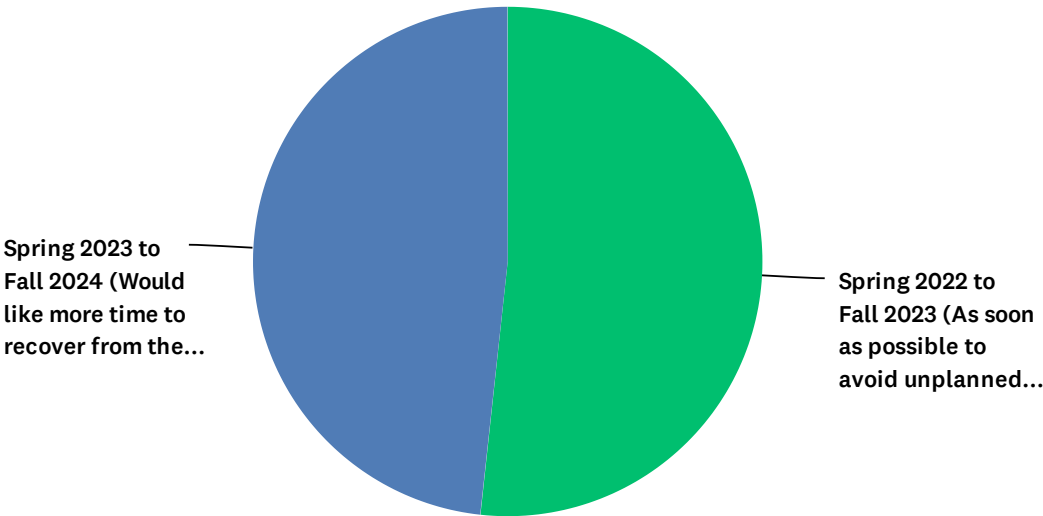
Answered: 58    Skipped: 0



ANSWER CHOICES		RESPONSES	
No I had no idea		3.45%	2
I've heard something but have no background		15.52%	9
Yes I am aware of the project		81.03%	47
Other (please specify)		0.00%	0
TOTAL			58

Q3 This project is expected to take 18-24 months. Which timeframe is your preferred choice.

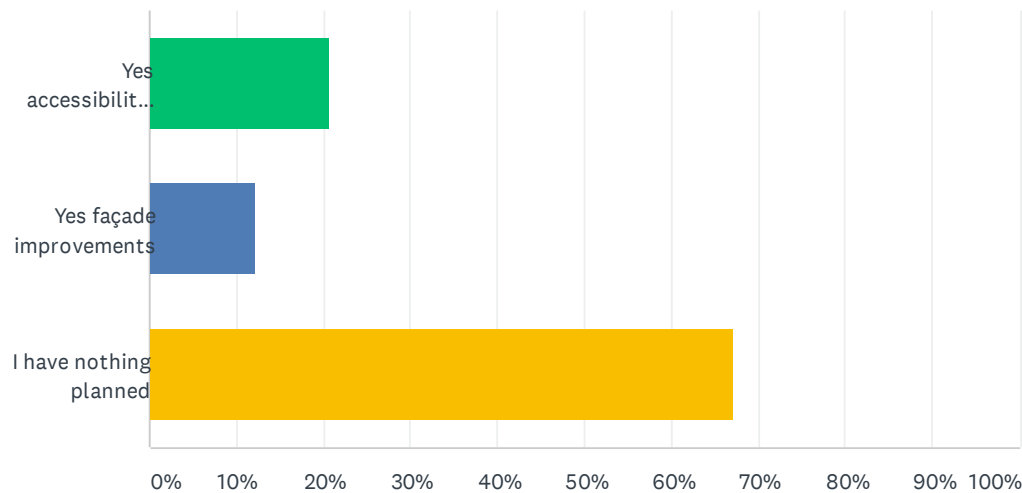
Answered: 58    Skipped: 0



ANSWER CHOICES	RESPONSES	
Spring 2022 to Fall 2023 (As soon as possible to avoid unplanned emergencies and get the project over with)	51.72%	30
Spring 2023 to Fall 2024 (Would like more time to recover from the Covid-19 disruptions)	48.28%	28
TOTAL		58

Q4 Are you considering accessibility or other modifications to your storefront over the next 2 to 3 years?

Answered: 58 Skipped: 0

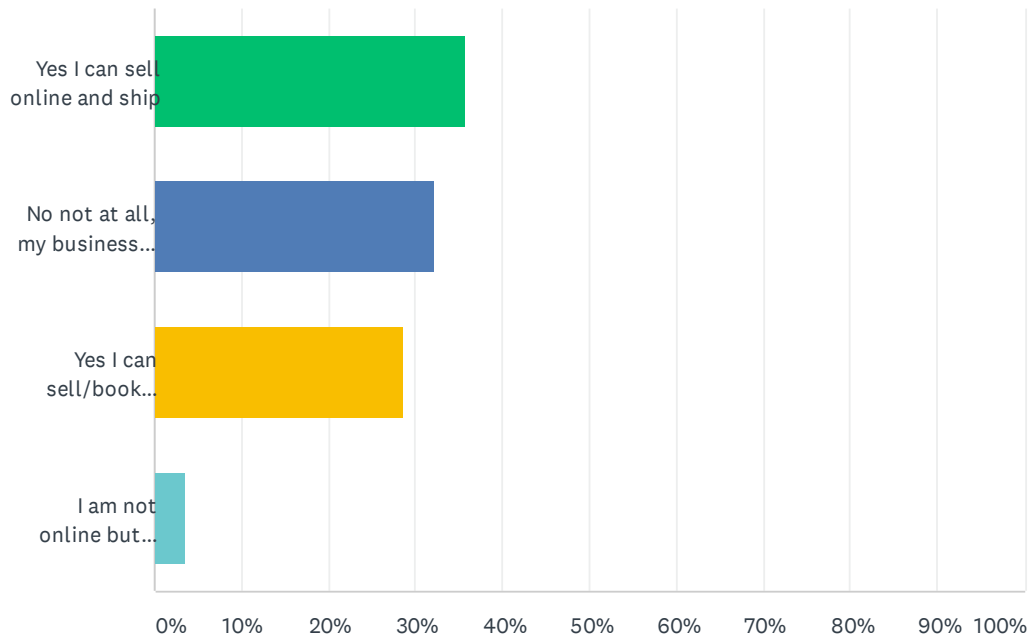


ANSWER CHOICES		RESPONSES	
Yes accessibility upgrades		20.69%	12
Yes façade improvements		12.07%	7
I have nothing planned		67.24%	39
TOTAL			58



## Q5 Are you currently able to you operate any part of your business virtually?

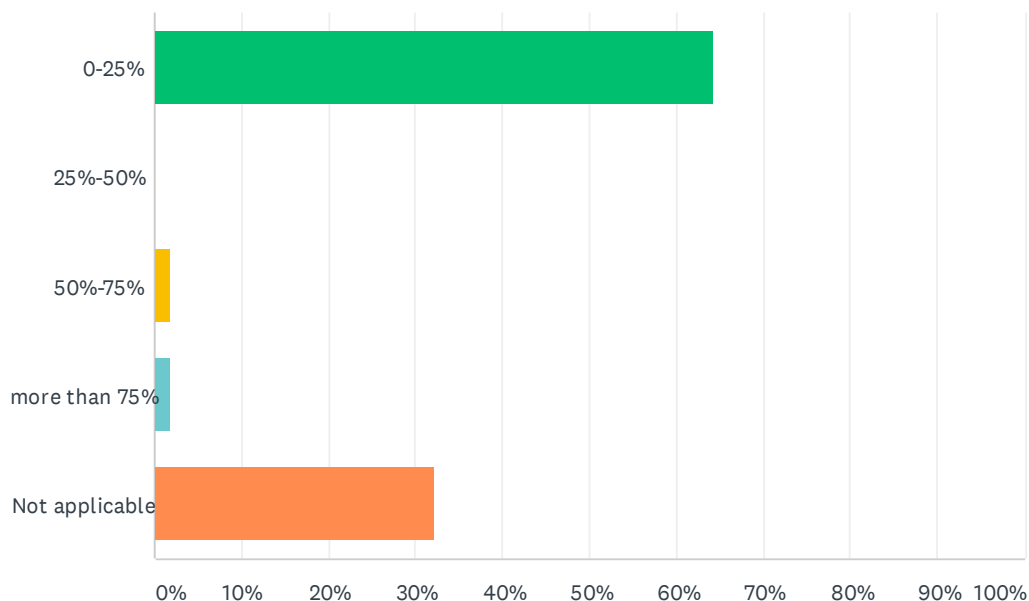
Answered: 56 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes I can sell online and ship	35.71%	20
No not at all, my business depends on customers/clients to coming into the location	32.14%	18
Yes I can sell/book online but I require clients/customers to come into the business for service or pick up	28.57%	16
I am not online but would consider working towards it	3.57%	2
TOTAL		56

## Q6 If you are operating online - approximately what percentage of your business comes from online?

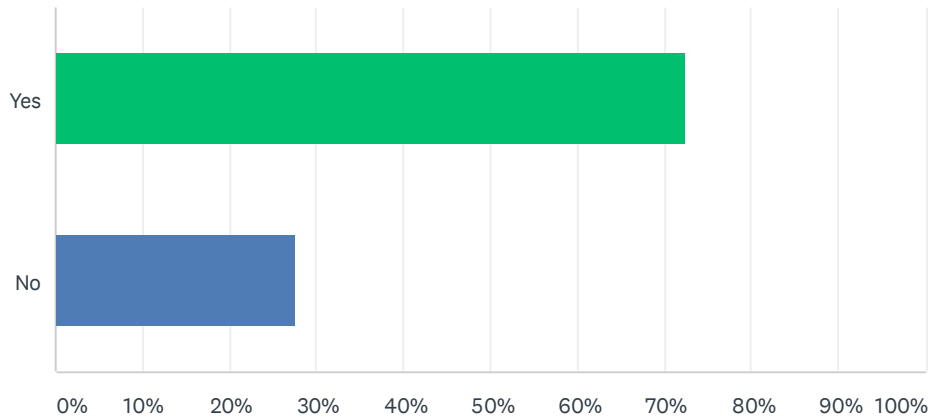
Answered: 56 Skipped: 2



ANSWER CHOICES	RESPONSES	
0-25%	64.29%	36
25%-50%	0.00%	0
50%-75%	1.79%	1
more than 75%	1.79%	1
Not applicable	32.14%	18
TOTAL		56

Q7 It will be important customers and visitors are well informed of disruptions. Do you have a mail list (or social media) of customers/clients you would be willing communicate the constructions updates through?

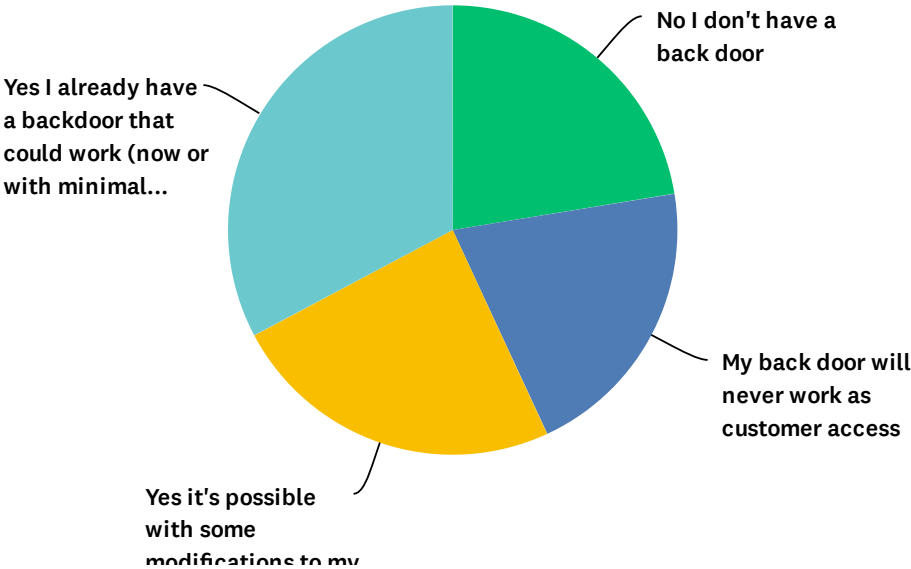
Answered: 58    Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	72.41%	42
No	27.59%	16
TOTAL		58

Q8 Do you have a backdoor that could be used/modified for public access for a limited time?

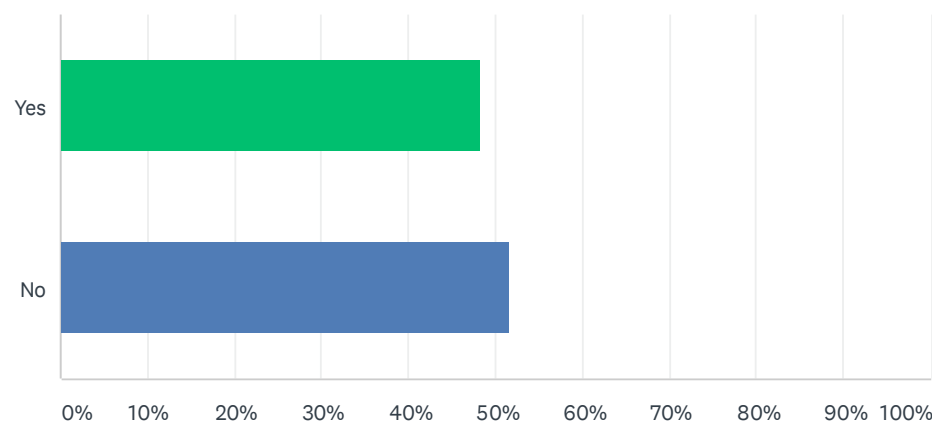
Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
No I don't have a back door	22.41%	13
My back door will never work as customer access	20.69%	12
Yes it's possible with some modifications to my business layout	24.14%	14
Yes I already have a backdoor that could work (now or with minimal changes)	32.76%	19
TOTAL		58

Q9 Do you or your staff park in private parking you need to access off a downtown street?

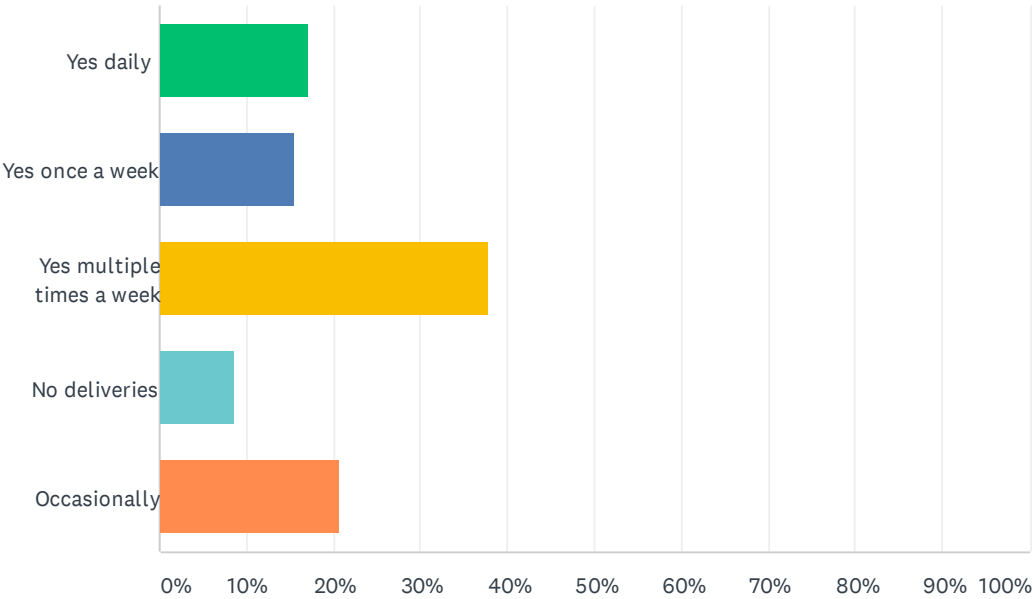
Answered: 58 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	48.28%	28
No	51.72%	30
TOTAL		58

Q10 Do you receive deliveries to your business front or back door?

Answered: 58    Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes daily	17.24%	10
Yes once a week	15.52%	9
Yes multiple times a week	37.93%	22
No deliveries	8.62%	5
Occasionally	20.69%	12
TOTAL		58

## Q11 Is there anything else you would like Council to know?

Answered: 41 Skipped: 17

#	RESPONSES	DATE
1	COVID was a challenging pivot and our downtown businesses rose to the occasion and contributed to the community spirit while keeping everyone safe with minimal support. This project is an additional challenge when recovery may not even occurred that could put businesses out of business.	8/3/2021 12:41 PM
2	I feel it is critically important that this project be tightly managed so that timelines from contractors are respected and the schedule is maintained. The timing of the project, while necessary, is unfortunate following the pandemic	8/3/2021 9:16 AM
3	As per our past notification/concerns with regards this project ...it is imperative that our business needs arrangements made to ensure customer vehicles and suppliers with large vehicles (including tow trucks) can access 30 Mill Street property throughout the day ... this is no back street access.	8/3/2021 8:39 AM
4	No	8/3/2021 12:03 AM
5	Communication and updates will be incredibly important during this process. Limiting street front closures to small Sections for as short of a period as possible will also be important.	8/2/2021 9:46 PM
6	No	8/2/2021 9:15 PM
7	I support sooner rather than later, appreciating the risks/impact of possible infrastructure failure	8/2/2021 9:13 PM
8	I understand the need for the reconstruction as it is important work that needs to be done. My preference is 2023-24 so that we have some time to recover after the pandemic.	8/2/2021 12:20 PM
9	The time length is ridiculous. I recommend hiring a company that can do it faster, like in the rest of the world. Plus, just after 1.5 years of covid is an insane time to hurt more small businesses.	8/1/2021 10:14 PM
10	We want to be kept in informed and which stage will be completed first. Also how long each stage will take.	8/1/2021 7:15 PM
11	A portion of our revenue comes from 'tourist' walk byes and we are growing that portion and revenue will be lost during construction. How can we make it accessible and still appealing?	8/1/2021 6:34 PM
12	Signage to indicate that business is still open, directions to alternative parking areas, walking access for businesses without back door access.	8/1/2021 5:40 PM
13	Because of the pandemic, the street construction and the uncertainty of what it will entail for us, is likely to add another huge strain on us both personally/mental health wise and financially for the business. We would love it if it could be postponed for 5 years; however, that being said, if that is not an option, we would like to get it over with as quickly as possible. Also, with the need to make our businesses accessible to disabled people, is there any way the Town could see its way to making downtown businesses accessible as part of the construction process. This would seem to make a lot of sense. We are also wondering how the Town will help people have access to the businesses during construction.	8/1/2021 8:33 AM
14	I'm not so worried for my business but it feels like bad timing to do this to the downtown small business owners so soon after the lengthy pandemic shut-downs. I don't know if all the small businesses will be able to survive so many disruptions.	7/31/2021 5:09 PM
15	I appreciate being in the loop.	7/31/2021 10:31 AM
16	We understand that this needs to happen but I hope the town helps us little businesses out as this will impact us a lot. The pandemic has hit us hard and we are happy to have survived but we are still fighting to recover.	7/31/2021 6:17 AM
17	I hope that we are informed on when the work will be done so that we can prepare and let our customers know. Any additional opportunity for directional signage is greatly appreciated.	7/30/2021 8:32 PM

## Downtown Almonte Revitalization Survey

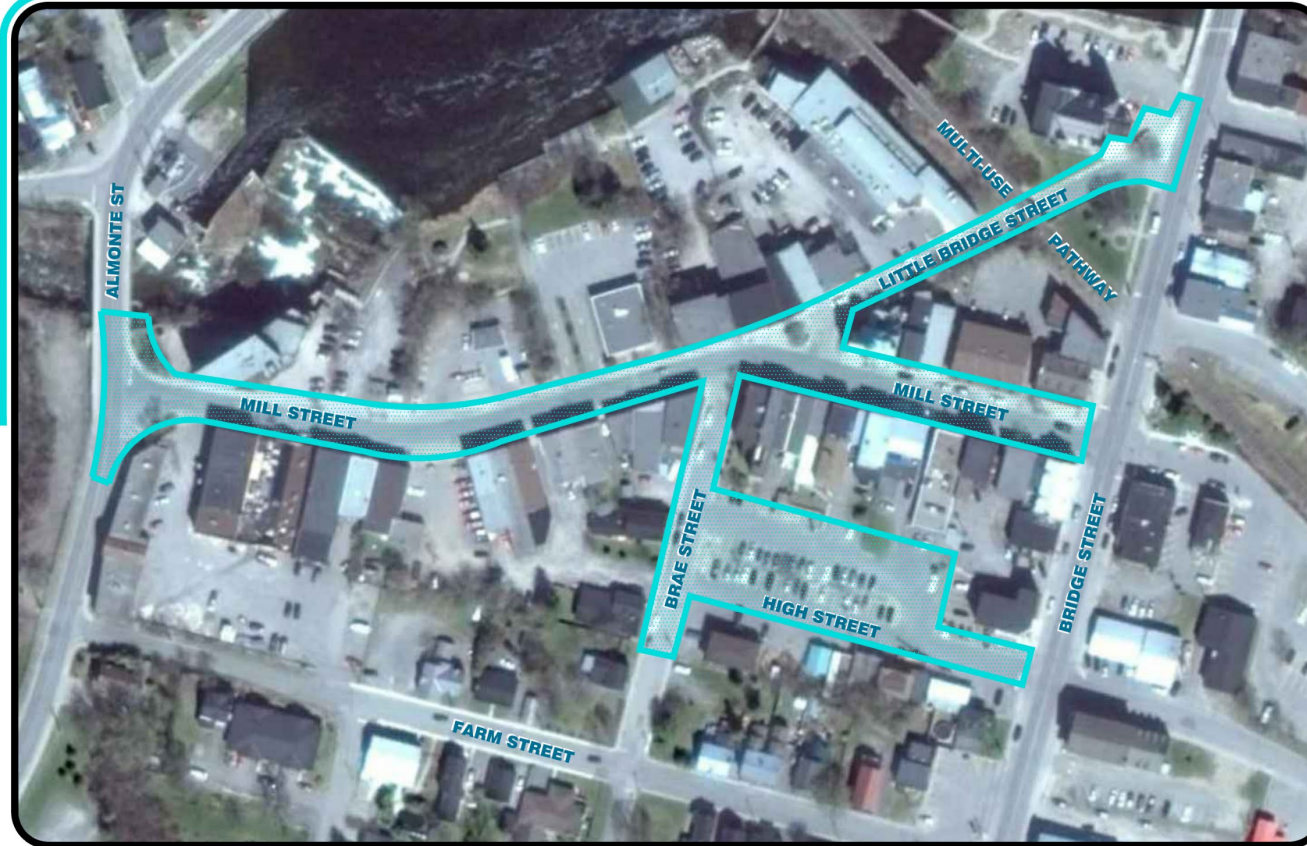
18	Will there be an area where people can park?	7/30/2021 7:50 PM
19	No thank you	7/30/2021 4:08 PM
20	as a community, thinking outside the box to still attract our day visitors, shuttle bus to down town as an example, perhaps a construction hotline that consumers could call to explore access, open hours, where to park etc, perhaps the arena parking lot could be used, perhaps a shuttle from there to down town?? things of this nature, the business community need to help and be involved also., XXX	7/30/2021 2:29 PM
21	We will appreciate any and all efforts to help to public to reach us physically. The vitality of the downtown businesses is fully reliant on day trippers and foot traffic. Covid has proven to me that online is a support only. The reason it worked as well as it did through the pandemic was because EVERY business in Ontario was closed and the public had to change their habits. With all other towns and businesses open as an alternative, online shopping to our little shops will be very minimal. I also feel we need to do anything possible to maintain the momentum we have achieved. Almonte is such a success story due the efforts and creativity of so many and you all know it's been hard-won. Thank you for this survey!	7/30/2021 1:25 PM
22	I submitted to the engineers a drawing by Peter Mansfield for the town to modify the sidewalk in front of XX Mill Street so that it is wheelchair accessible, at the same time they are doing the Mill Street construction. It is on town property, and it will reduce the town's liability.	7/30/2021 1:00 PM
23	I appreciate you asking.	7/30/2021 12:59 PM
24	I am worried for the impact this will have on the Brick and Mortar stores who don't have backdoor access. As a community we recognize that it needs to be done, but the timing, after the pandemic is terrible...	7/30/2021 12:13 PM
25	Would it be considered to open the bottom part of Mill St ahead of finishing Phase 1A? This would allow access to parking lots from Mill St for three downtown restaurants	7/30/2021 11:04 AM
26	I would like to allot some funds to marketing and creative ideas to help businesses through this. For example, I have been doing some research into what other places have done and saw an amazing effort where they had a local printer/sign company wrap the construction machinery in bright colours and patterns, making them a spectacle for visitors to come see. We have so many creative people in this town, I would love to do something noteworthy to keep us in the media and on the map! Happy to lead!	7/30/2021 10:26 AM
27	I am all for this construction as it needs to be done. If there was any way that one side of Mill Street could be worked on whilst the other side could have pedestrians and flowing traffic, instead of the whole street effected at once, I would appreciate it but I understand that may not be feasible.	7/30/2021 8:43 AM
28	Yes, the covid emergency business loans from the government that most of us qualified for are due December 2022. another year to get back on our feet would be appreciated.	7/30/2021 8:28 AM
29	no	7/30/2021 6:57 AM
30	Is there anyway that the sidewalks can safely remain open for a good portion of time during construction then just closed to connect to each home or business? Or any other ideas to have as many businesses open as long as possible? Maybe parking at the fair grounds with a shuttle to downtown to allow for easier access while streets are closed to traffic.	7/30/2021 12:20 AM
31	Transparency and open communication and accommodations - such as additional signage promoting businesses etc., are crucial. Funds to support local business marketing campaigns etc.	7/29/2021 9:27 PM
32	I have an office in the Old Post Office, and do not have many clients visiting.	7/29/2021 7:29 PM
33	I wish we had a BIA (and I know council does too) however I think every business owner is completely burnt out right now and has no energy to spare to get one going.	7/29/2021 6:55 PM
34	I would appreciate if there were people stationed at the road closures to direct traffic and answer questions to motorists and pedestrians. Have plenty of visible signage to direct traffic to alternate parking locations. Create a map of downtown indicating alternate parking locations and pertinent street closure dates that we can email to our customers and post on our social media pages.	7/29/2021 2:34 PM



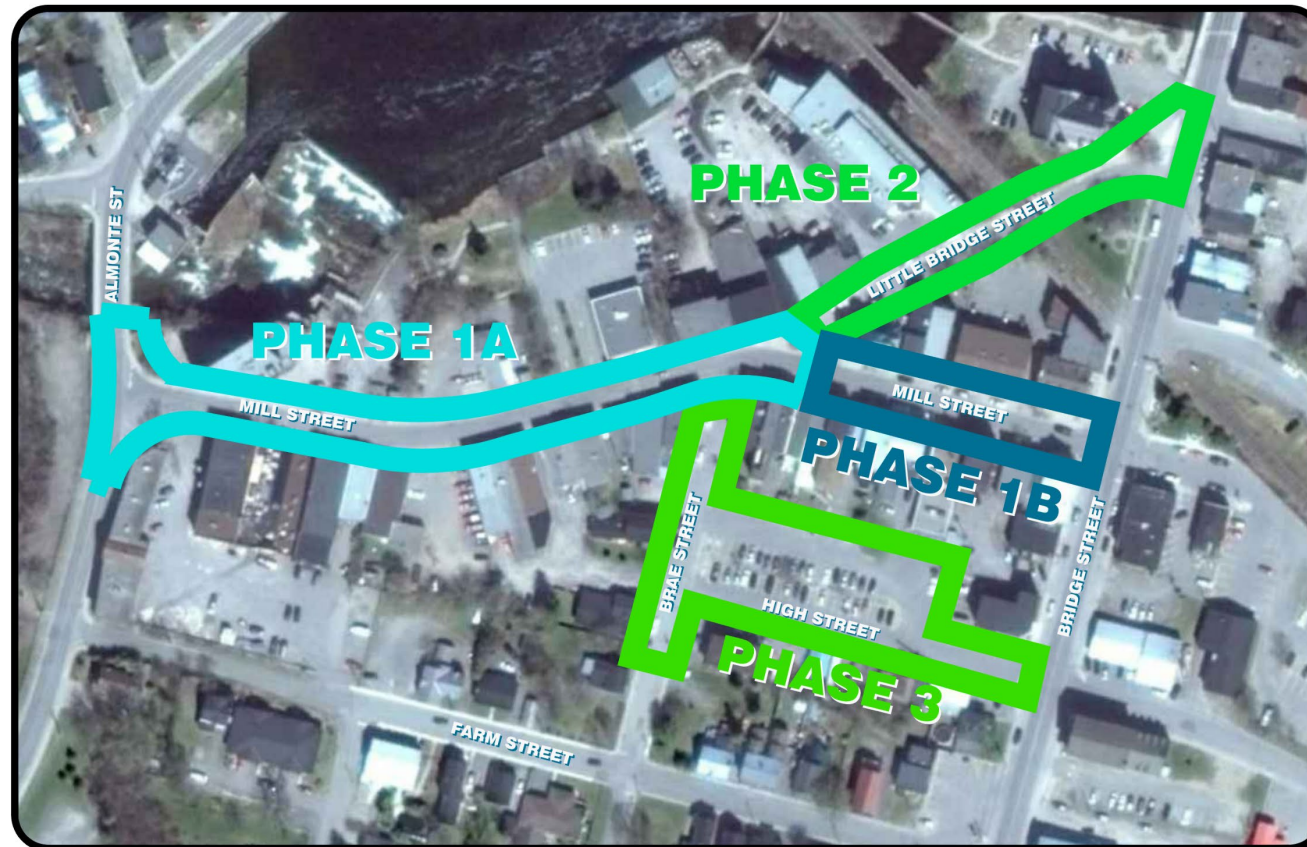
## Downtown Almonte Revitalization Survey

35	I am concerned about Accessibility improvements that need to be made	7/29/2021 1:50 PM
36	XXXXXXX has a lot of ground to make up due to the pandemic closures. If I don't have easy access for my customers, I fear for the survival of my small business.	7/29/2021 1:12 PM
37	I am concerned that excessive cuts to the budget may affect key elements of the finished design including: the planting of trees and perennials for maximum health and street beautification, design and paving of roads indicating safe pedestrian crossing areas and traffic calming, storefront wheelchair accessibility, signage indicating public parking areas, restrooms, public spaces and parks. All of these aspects of good design are important not only for tourism and businesses but also for locals who want to feel comfortable and safe in their own town, reflecting hometown pride and a visionary plan for the future.	7/29/2021 8:28 AM
38	no	7/28/2021 7:34 PM
39	NA	7/28/2021 6:55 PM
40	I totally understand the need for renovations and repairs, but if it's possible to give the business owners one summer to recover from the pandemic before making us all re-adapt our businesses again, I know we would all be very grateful.	7/28/2021 5:21 PM
41	While I do not know how many businesses have tapped into government loan programs during the pandemic, we have. Our preference for a 2023 project start is related directly to the payback period. If we pay back our loans by December 2022 we are able to take advantage of the forgivable portion of those loans. It could prove difficult to both endure a significant downturn in sales and repay the loans at the same time. It is naive thinking to believe that construction will not cause a significant, albeit temporary, sales loss. Thank you , XXX	7/28/2021 5:17 PM

# DOWNTOWN CORE INFRASTRUCTURE RENEWAL PROJECT

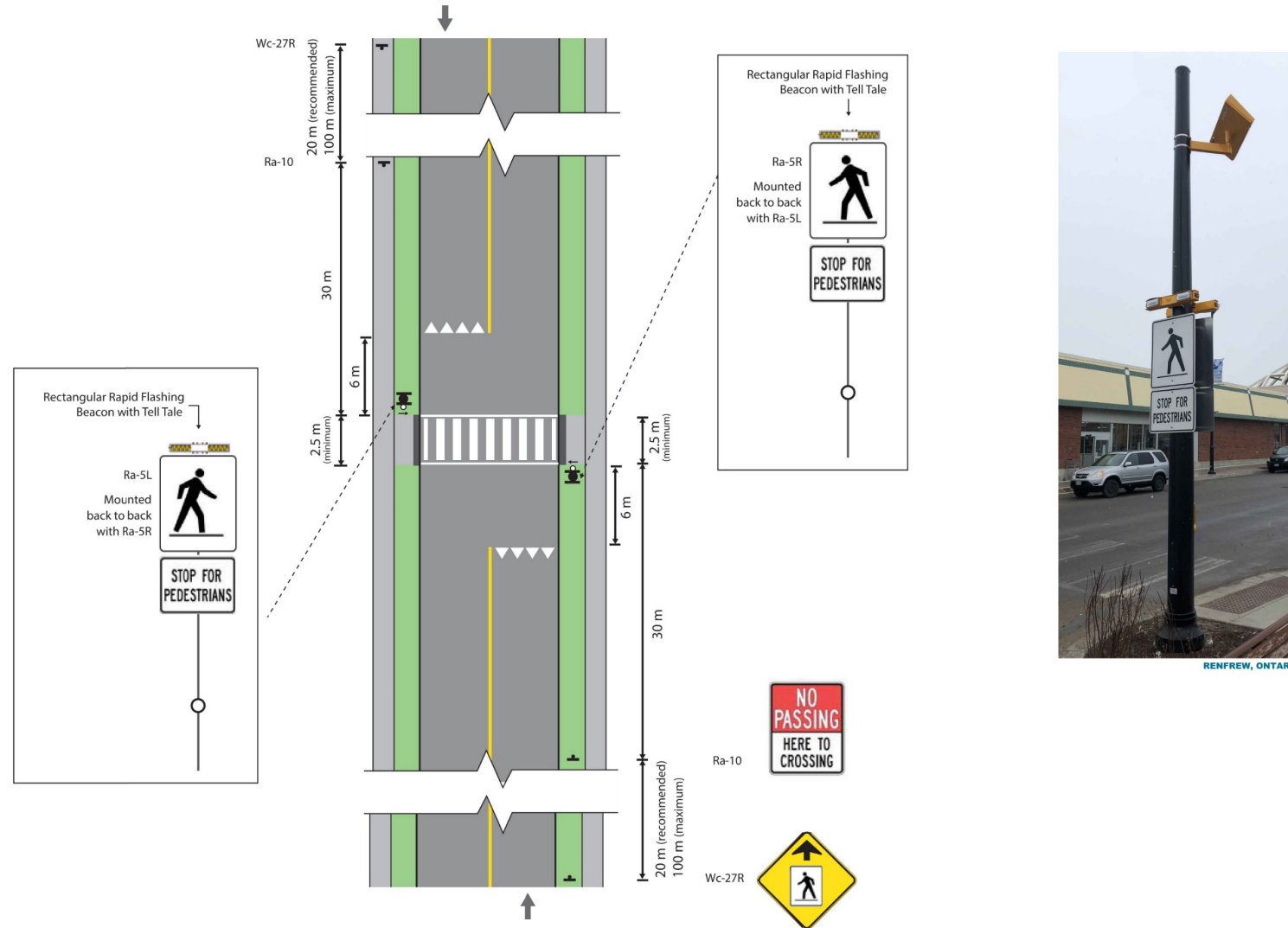


# PROJECT PHASING



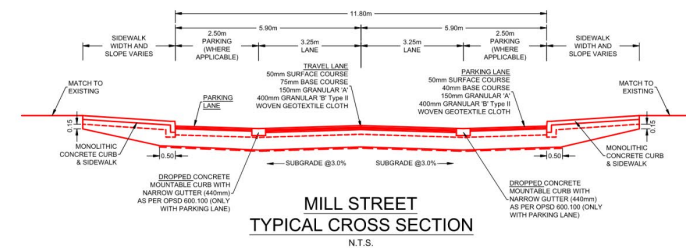
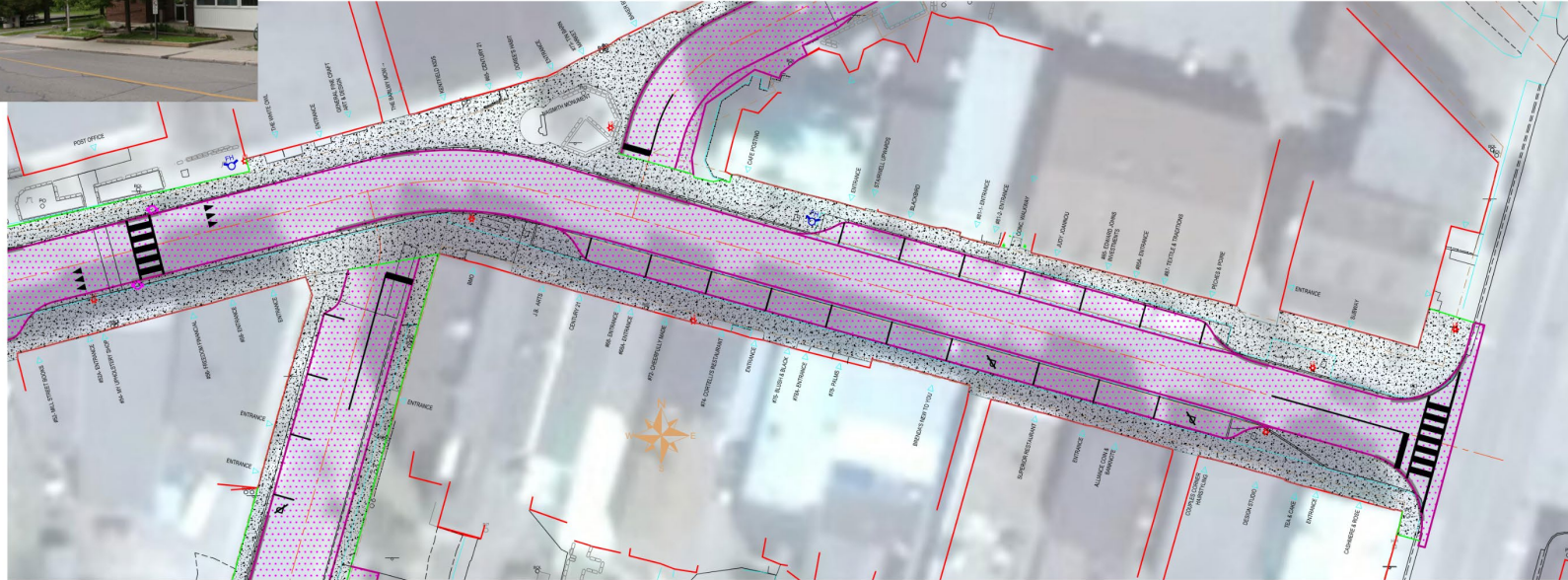
# TYPICAL PEDESTRIAN CROSSING

## MILL STREET - LEVEL 2 TYPE C



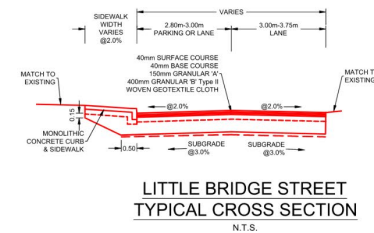
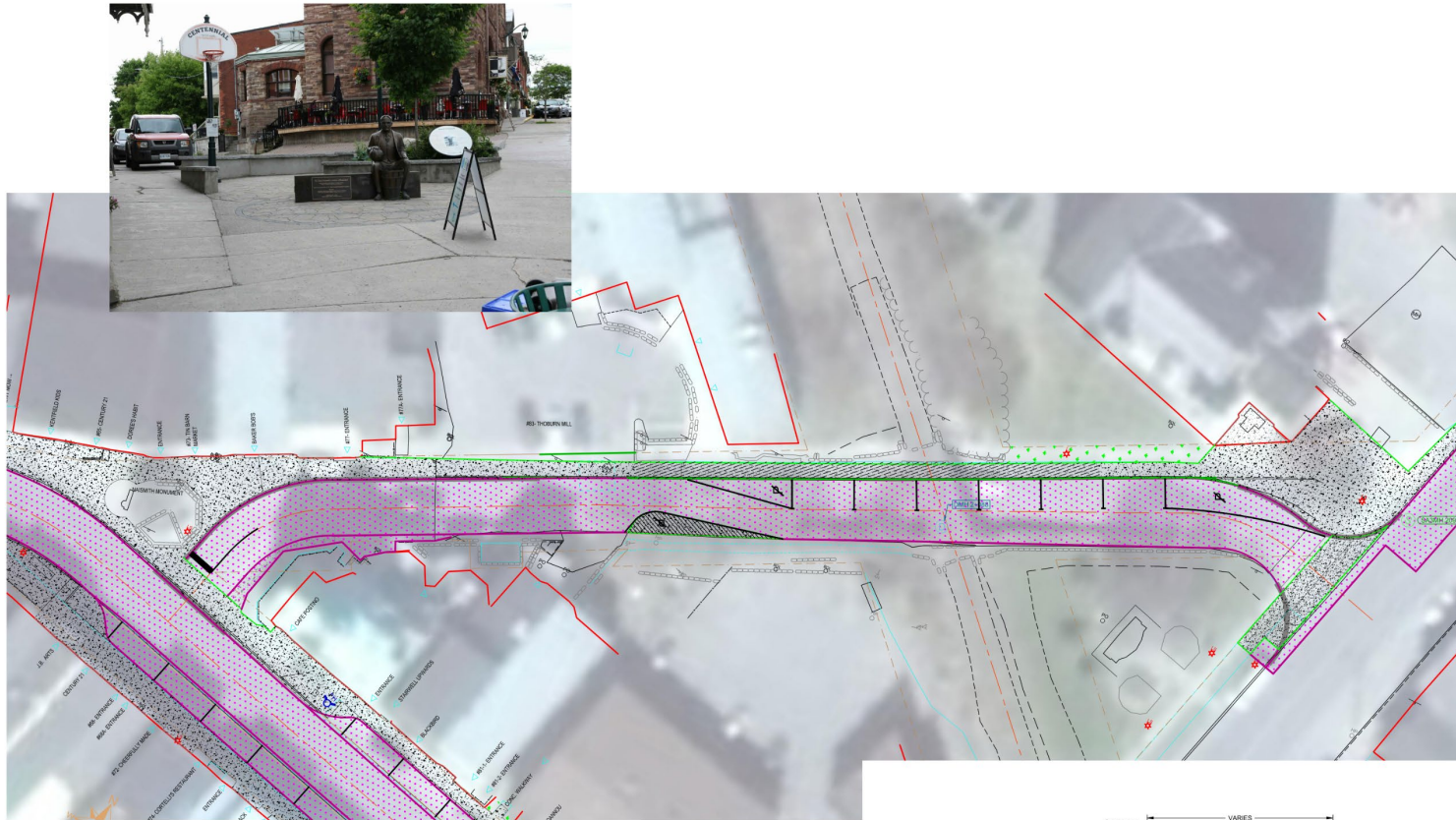






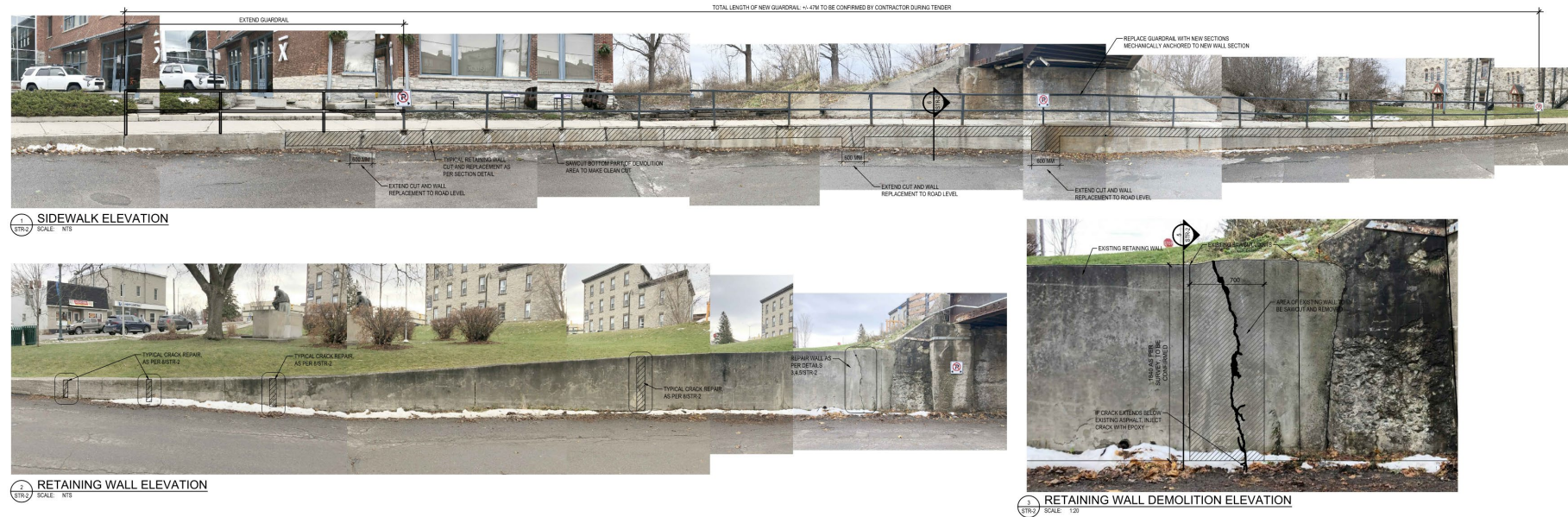
# MILL STREET





# LITTLE BRIDGE STREET

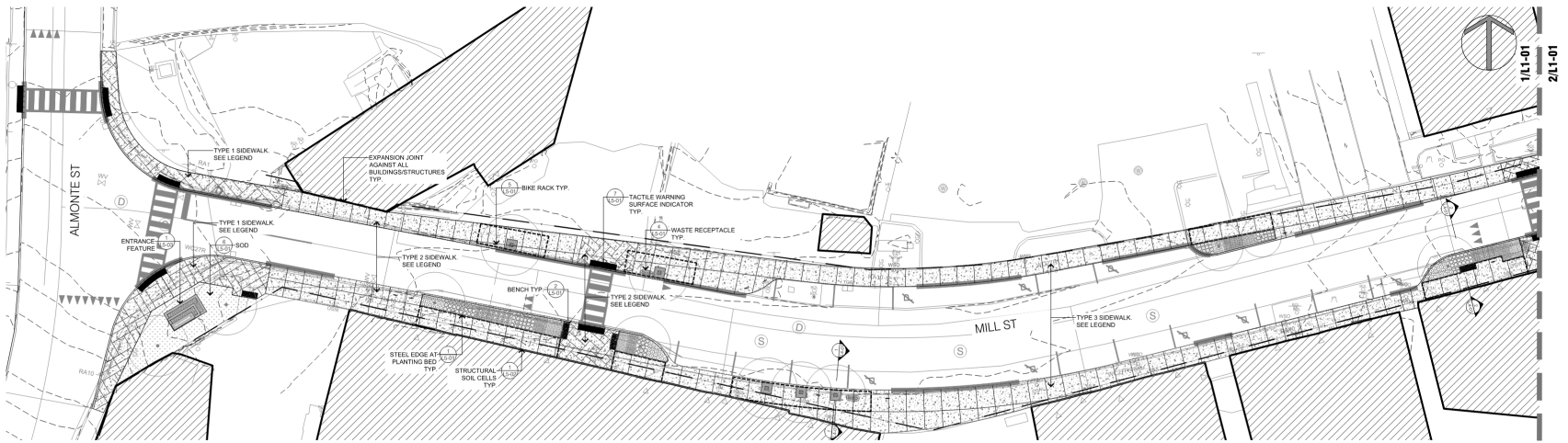
# LITTLE BRIDGE STREET



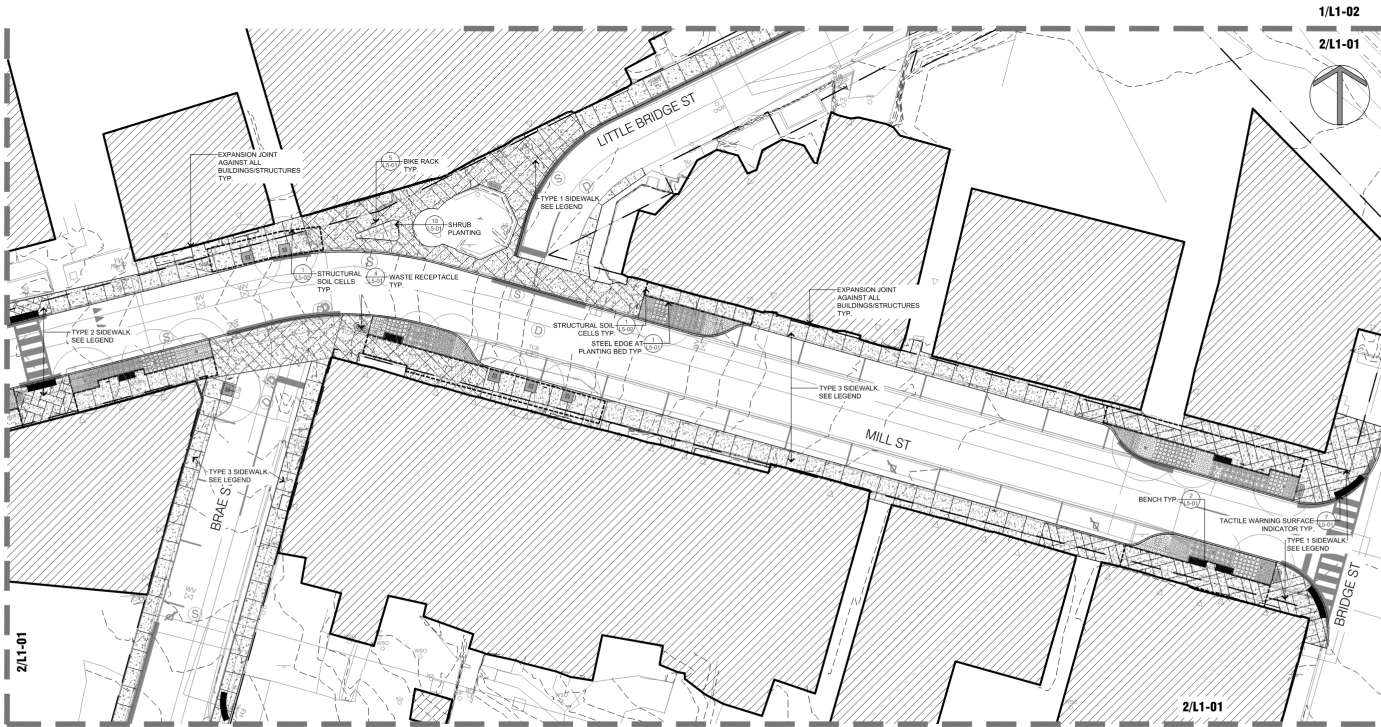
## SIDEWALK AND RETAINING WALL REPAIRS







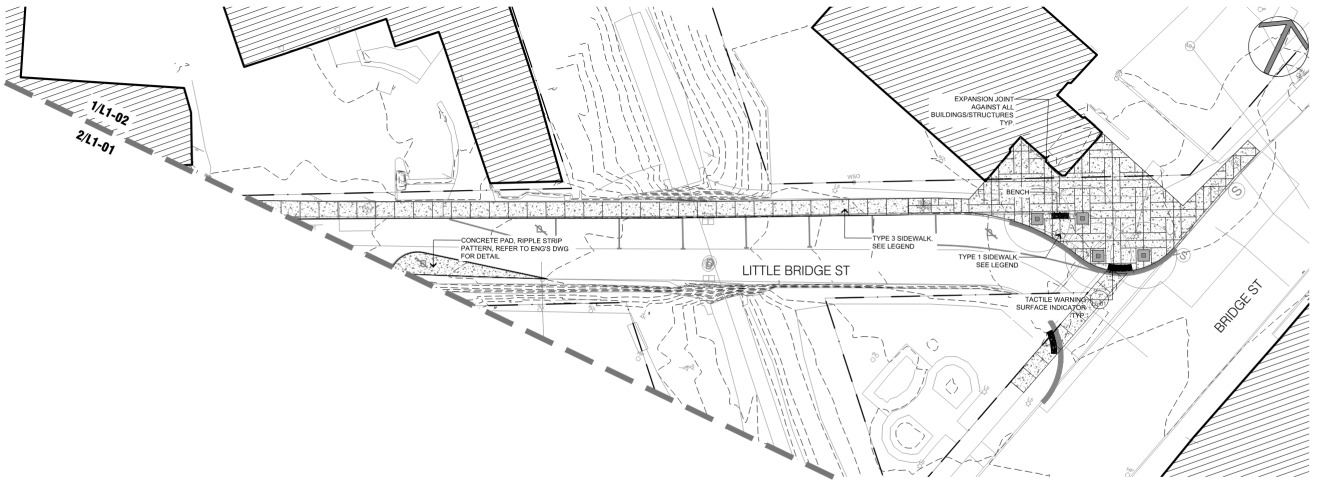
1 MILL STREET (WEST) AT MAIN STREET



2 MILL STREET (EAST) AT BRAE STREET AND LITTLE BRIDGE STREET

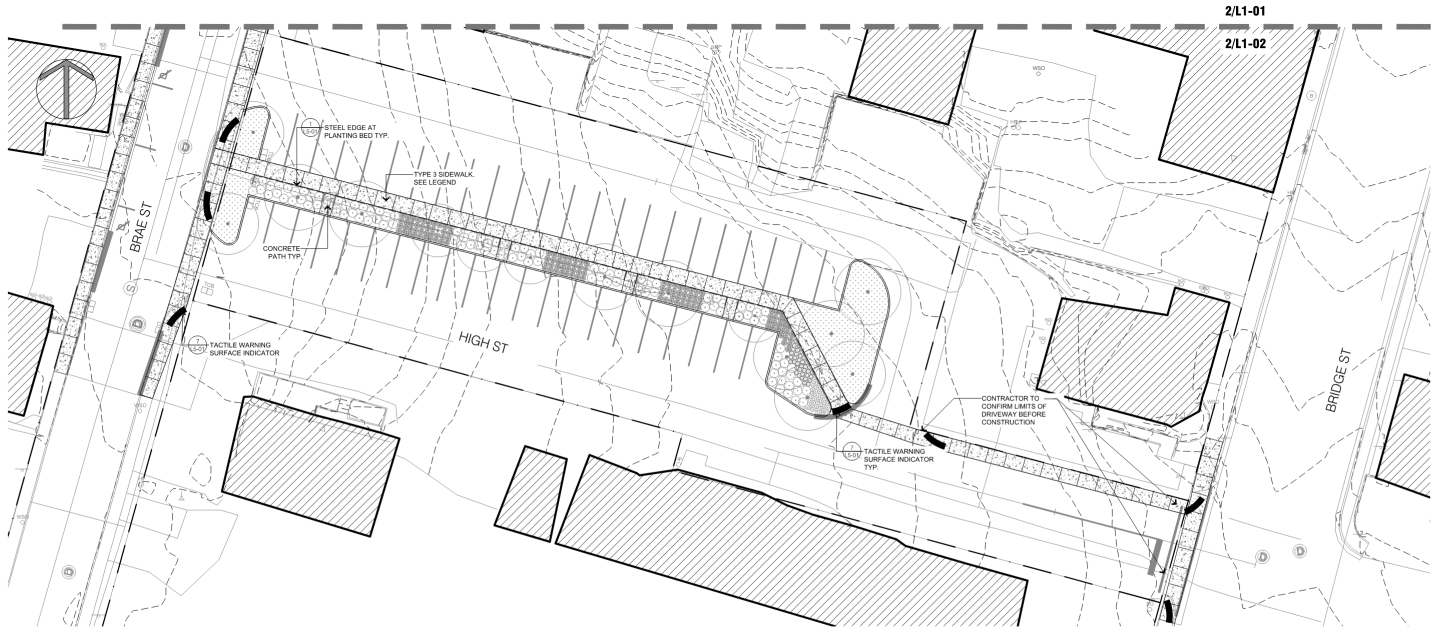
- LEGEND
- MATCH LINE
  - EXISTING BUILDINGS
  - PROPERTY LINE
  - EXISTING WATERMAIN
  - EXISTING SANITARY SEWER
  - EXISTING STORM SEWER
  - EXISTING SANITARY SERVICE
  - EXISTING STORM SERVICE
  - EXISTING BELOW-GRADE HYDRO LINE - TO REMAIN
  - EXISTING BELOW-GRADE GAS LINE - TO REMAIN
  - EXISTING FIRE HYDRANT
  - EXISTING BELL PREDESTAL
  - EXISTING GAS VALVE
  - EXISTING WELL
  - EXISTING FIRE HYDRANT
  - EXISTING WATER SHUT-OFF VALVE
  - EXISTING CATCH BASIN
  - EXISTING HYDRO POLE
  - EXISTING WATER VALVE
  - EXISTING SOIL CELL
  - EXISTING POST
  - EXISTING SIGN
  - EXISTING FENCE LINE
  - EXISTING HARDWARE
  - EXISTING RETAINING WALL
  - EXISTING CONDUIT - SEE ENGINEERING DRAWINGS FOR PROPOSED CONCRETION
  - EXISTING LIGHT STANDARDS - TO REMAIN
  - NEW FIRE HYDRANT - REFER TO ENGINEERING DRAWINGS
  - NEW WATERMAIN - REFER TO ENGINEERING DRAWINGS
  - NEW SANITARY SEWER - REFER TO ENGINEERING DRAWINGS
  - NEW STORM SEWER - REFER TO ENGINEERING DRAWINGS
  - NEW TRENCH BASIN - REFER TO ENGINEERING DRAWINGS
  - NEW CATCH BASIN - REFER TO ENGINEERING DRAWINGS
  - NEW CATCH BASIN - REFER TO ENGINEERING DRAWINGS
  - DEPRESSURE CLAMP - REFER TO ENGINEERING DRAWINGS
  - PROPOSED PAVEMENT MARKINGS - REFER TO ENGINEERING DRAWINGS
  - NEW CONCRETE SIDEWALK - REFER TO ENGINEERING DRAWINGS
  - 0.8m x 2.4m CONCRETE SAWCUT PANELS
  - TYPE 1 SIDEWALK
  - TYPE 2 SIDEWALK
  - TYPE 3 SIDEWALK
  - CONCRETE SAWCUTS AT 2m OFFSET
  - BENCH LOCATION
  - WASTE RECEPTACLE LOCATION
  - BIKE RACK LOCATION
  - CORNER STEEL PLANTING EDGE
  - TREE GRATE
  - UNIT OF SOIL CELLS - BELOW GRADE
  - SOD
  - PLANTING BED
  - DECIDUOUS TREE
  - SHRUBS, PERENNIALS AND GRASSES

- LEGEND**
- MATCH LINE
  - EXISTING BUILDINGS
  - PROPERTY LINE
  - EXISTING WATERMAIN
  - EXISTING SANITARY SEWER
  - EXISTING STORM SEWER
  - EXISTING SANITARY SERVICE
  - EXISTING STORM SERVICE
  - EXISTING BELOW GRADE HYDRO LINE - REFER TO ENGINEERING DRAWINGS
  - EXISTING BELOW GRADE GAS LINE - REFER TO ENGINEERING DRAWINGS
  - EXISTING BELOW GRADE BELL CABLE - REFER TO ENGINEERING DRAWINGS
  - EXISTING ANCHOR
  - EXISTING BRILL PEDESTAL
  - EXISTING GAS VALVE
  - EXISTING WELL
  - EXISTING FIRE HYDRANT
  - EXISTING WATER SAULTOP VALVE
  - EXISTING CATCH BASIN
  - EXISTING HYDRO PILE
  - EXISTING WATER VALVE
  - EXISTING BOLLARD
  - EXISTING POST
  - EXISTING SIGN
  - EXISTING FENCELINE
  - EXISTING HATCHLINE
  - EXISTING RETAINING WALL
  - EXISTING CONTOUR - SEE ENGINEERING DRAWINGS FOR PROPOSED CONDITION
  - EXISTING LIGHT STANDARD - TO REMAIN
  - NEW FIRE HYDRANT - REFER TO ENGINEERING DRAWINGS
  - NEW WATERMAIN - REFER TO ENGINEERING DRAWINGS
  - NEW SANITARY SEWER - REFER TO ENGINEERING DRAWINGS
  - NEW STORM SEWER - REFER TO ENGINEERING DRAWINGS
  - NEW TRUNK CATCH BASIN - REFER TO ENGINEERING DRAWINGS
  - NEW CATCH BASIN - REFER TO ENGINEERING DRAWINGS
  - ENGINEERED CLUMP - REFER TO ENGINEERING DRAWINGS
  - PROPOSED PLANTING MATERIALS - REFER TO ENGINEERING DRAWINGS
  - NEW CONCRETE SIDEWALK - REFER TO ENGINEERING DRAWINGS
  - TYPE 1 SIDEWALK  
0.8m x 2.4m CONCRETE SAWCUT PANELS
  - TYPE 2 SIDEWALK  
0.8m x 2.4m CONCRETE SAWCUT PANELS
  - TYPE 3 SIDEWALK  
CONCRETE SAWCUTS AT 2m ON SET
  - BENCH LOCATION
  - WASTE RECEPTACLE LOCATION
  - BIKE RACK LOCATION
  - CORNER STEEL PLANTING EDGE
  - TREE GRATE
  - LIMIT OF SOIL CELLS - BELOW GRADE
  - SDO
  - PLANTING BED
  - DECIDUOUS TREE
  - SHRUBS, PERENNIALS AND GRASSES



1 LITTLE BRIDGE STREET

1:250



2 PARKING LOT AT BRAE STREET AND HIGH STREET

1:250

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** August 10, 2021  
**TO:** Council  
**FROM:** Chad Brown, Fire Chief  
**SUBJECT:** Fire Safety Grant Transfer Payment Agreement

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### RECOMMENDATION:

**THAT**, the Committee of the Whole recommend Council receive the report for information and direct staff to submit this report to the Office of the Fire Marshal as per the requirements of the funding agreement.

### BACKGROUND:

On April 6, 2021, Council authorized the Clerk and Treasurer to execute a Fire Safety Grant Transfer Payment Agreement with the Province of Ontario. The Agreement formed part of the Ontario governments 2021 COVID-19 Relief Funding for Municipalities program. The program is intended to help municipalities respond to ongoing and unprecedented 2021 COVID-19 operating pressures. Municipalities have the flexibility to use this funding to address the specific priorities of their communities based on their unique COVID-19 related operating pressures. Funds must be used to support fire department training or to support a virtual inspection program to enhance the existing in-person inspection program.

The Municipality of Mississippi Mills (MMFD) will receive \$7,800.00 through the funding process. The Mississippi Mills Fire Department has applied the available funding to our training and fire prevention inspection operations. The final stage to receive the funding requires a report be submitted to the Office of the Fire Marshal by September 1, 2021 to outline how the grant was utilized at the department level.

### DISCUSSION:

The Mississippi Mills Fire Department (MMFD) has proceeded with the purchase of tools that will enhance the training of firefighters and increase the electronic inspection capabilities for fire safety inspections. The following items have been purchased utilizing a combination of the funds specified in the Fire Safety Grant Transfer Payment Agreement and from approved 2021 Budget:

- |  |        |
|--|--------|
| • 4 Computer Tablets with docking stations | \$8360 |
| • Smart TV with integrated communications  | \$2475 |

The Smart TV replaces one that was damaged when the fire station experienced an electrical power surge in 2020. The new TV supports the training and development of firefighters as well as serving as a functional tool in the emergency operations centre.

The tablets support fire safety inspections as well as firefighter training. Many educational courses have moved to online delivery and the tablets are used to accommodate student learning. The tablets also support fire safety inspections by permitting the inspector to access property information and log information into the computer system while in the field. Data is entered into the tablet during an inspection and pictures are obtained to support the inspection which is also logged during data entry. Data is stored in our existing FirePro software system. MMFD will continue to work with IT to ensure the functionality of the tablets with FirePro.

#### **FINANCIAL IMPLICATIONS:**

No further Budget funding is required for this project.

#### **SUMMARY:**

The Mississippi Mills Fire Department thanks the Office of the Fire Marshal and Emergency Management for the Fire Safety Grant Transfer Payment. This Council Report confirms the Fire Safety Grant Project is complete and will serve as the final reporting mechanism specified in the Agreement.

Respectfully submitted by,

Reviewed by:



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Chad Brown  
Fire Chief



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Ken Kelly  
CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** August 10, 2021  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, A/Director of Public Works  
**SUBJECT: Naming of Roadway in Business Park**

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### RECOMMENDATION:

**THAT** the Committee of the Whole recommend to Council that the new road under construction in the Business Park be named Davis Street.

### BACKGROUND:

The Municipality of Mississippi Mills is constructing Phase 3 of the Business Park in the Almonte Ward. As part of the Phase 3 construction, a new roadway is being created. The roadway will connect to Industrial Drive in two different locations. When the original concepts of the business park were created and approved, no name decided upon for this future roadway. The framework for naming of this roadway falls under section 8.2.2 of the Municipal Facility and Asset Naming Policy. The policy defines facilities and assets as including streets, roads and lanes among other things that fall under the ownership of the Municipality.

*8.2.2 Where the Council or its Administration are the proponents for naming, the name may be drawn from the Names Reserve List or as otherwise determined by Council.*

The "Names Reserve List" is a list of approved names that have already passed all vetting for use on future roads in Mississippi Mills. The list is primarily of military veterans from Mississippi Mills.

### DISCUSSION:

Staff have reviewed the policy and the most practical manner to name the road is to use a name off the Names Reserve List which has already been vetted for use and approved by Council. A review of the names available for use on this road, based on the reserve list was completed by staff and circulated to the Almonte Legion for comment as the list is primarily made up of veterans. Based on the review and with consideration of

the recommendations by the Almonte Legion it is felt that the street be named Davis Street, named after Frank Davis.

**OPTIONS:**

1. **Committee of the Whole select the proposed name of Davis Street and recommend Council Approve the use of the name.**
2. **Committee of the Whole select an alternative name from the Names Reserve List and recommend Council Approve the use of the name.**
3. **Committee of the Whole recommend a name to be used not from the Names Reserve List as otherwise determined appropriate.**

**FINANCIAL IMPLICATIONS:**


There is no financial implications related to this report.

**SUMMARY:**

Staff recommend Committee of the whole select option 1 for the proposed naming the New Street in the Business Park. This option is consistent with the Municipal Facility and Asset Naming Policy, and takes into consideration recommendations from the Almonte Legion. The use of Option 2, is also reasonable. Option 3 will require a full vetting procedure for the selected name and may result in delays should the name not pass the vetting procedure.

Respectfully submitted by,

Reviewed by:



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Cory Smith,  
A/Director of Public Works



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Ken Kelly,  
CAO

**ATTACHMENTS:**

1. Location Drawing





Here are the highlights from the Lanark County Council meetings held Wednesday, June 23.

**Appreciation Expressed for Call Centre Assistance:** The Board of Health for the Leeds, Grenville & Lanark District Health Unit expressed its appreciation for support the county has provided to its call centre.

“Several weeks ago, when we recognized that the provincial call centre was unable to meet the needs in Leeds, Grenville and Lanark, you quickly responded to our request for help,” said Board Chair Doug Malanka in a letter to council. “The LGL Call Centre is now a mainstay of the vaccine program.”

Malanka added the county’s flexibility and willingness to adjust how the call centre works over the past few weeks has been much appreciated. “We could not deliver the vaccine program without your support and continued partnership.” For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

**Council Supports Motion for Hotline:** Council passed a motion in support of a resolution by Owen Sound to endorse a suicide and crisis prevention hotline.

The motion notes the federal government has passed a motion to adopt 988, a national three-digit suicide and crisis hotline, adding the COVID-19 pandemic has increased demand for suicide prevention services by 200%. “Existing suicide prevention hotlines require the user to remember a 10-digit number and go through directories or be placed on hold,” it stated. The 988 crisis line would ensure critical barriers are removed for those in crisis.

The motion was directed to Federal Minister of Health Patty Hadju, MPs and MPPs, the CRTC and all Ontario municipalities. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

**2020 Housing Report Card Presented:** Council has accepted the “2020 Housing Report Card” following a presentation by Housing Services Manager Shawna Stone at the community services committee meeting earlier this month. The required annual report outlines progress on the 10-Year Housing and Homelessness Plan and describes the range of programs offered through the county.

Stone said the report addresses up to the end of 2020, and a lot of work has been done already so far this year. At the time of the report, the centralized wait list to access rent-geared-to-income housing was at 720, with 68 of those as special priority. The waitlist increased by 4.3% since 2019. One-bedroom units are in the greatest demand, and Carleton Place has longest wait list (more than eight years), followed by Perth and Smiths Falls.

There are three groups providing subsidized housing in the county, including Lanark County Housing, rent supplements through private landlords, and agreements with five providers for non-profit housing, for a total of 756 units in the community housing portfolio.

Stone outlined numerous capital projects completed at various units last year despite COVID restrictions. There are several Community Homelessness Prevention Initiatives managed by the county. The Housing Options Program, which helps those at risk of being homeless or experiencing homelessness, helped 642 eligible people in 2020 with such supports as rent, utilities, moving costs, food/gas, hotel/motel or transportation. "In 2020, many people were displaced because of the pandemic," Stone said. "This, coupled with a low vacancy rate and high rental costs, contributed to the challenge to find secure, affordable housing."

Stone outlined partnerships with Victim Services for after-hours emergencies, and the new contribution by the county to the Mobile Crisis Response Team in partnership with Lanark County Mental Health, Smiths Falls Police Service and Lanark County OPP in recognition of the number of referrals involving housing and homelessness and other risk factors.

"On the homelessness front, we are working with a new coordinator, a new working group and a consultant," Stone said. The total homeless households is currently less than what was reported last year, but the duration of stay was longer since there was little choice of places to go.

The provincial Social Services Relief Fund had two phases to assist through the pandemic in 2020, supporting operating and capital projects. The largest portfolio was under food security, followed by emergency shelter (hotel/motel stays and the COVID Isolation Centre), and 89 households were assisted with the rent bank.

"The 2020 Report comes at a time when we are more aware than ever of the work that is needed to address the housing crisis," said Warden Christa Lowry (Mississippi Mills Mayor). "While we have made progress in some areas, there is still more to be done. We remain committed to the goals and outcomes in the 10-Year Plan."

CAO Kurt Greaves said the commitment and dedication of the housing services team throughout the challenges of the pandemic has been inspiring. "We look forward to continuing our work with all stakeholders to make more housing options available and deliver solutions to those who need it most." For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

**Cell Tower Agreement Approved:** Council has authorized a lease agreement with Rogers Communications Inc. for a cell tower installation on county property on County Road 511 at Campbell's Road in Lanark Highlands.

In a report to the corporate services committee earlier this month, CAO Kurt Greaves explained the Eastern Ontario Regional Network has signed a contract with Rogers Communications to build a 5G cell network across Eastern Ontario by 2024. The county has contributed more than \$581,000 toward the project. Rogers approached the county as a potential host landowner for a new 100-metre cell tower on land that is part of the county's managed forests. It would be located as close to the county road as possible.

Greaves indicated the site must still be finalized by Rogers and then proceed through the approval process in Lanark Highlands. The initial plan is for the tower to be activated in 2022. Rogers would pay \$10,000 per year plus inflation for five years, with the possibility of two five-year extensions. Rogers would be responsible for commercial property tax assessed and utilities. Limited tree cutting would take place, and the request has been approved by the forestry committee.

"There are clear benefits to having ubiquitous cell coverage in Lanark County for safety and economic development," Greaves said. "The potential of some revenue return for the taxpayers on their investment for this project is an added bonus." For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

**Auditor's Report Accepted:** Council has accepted the 2020 year-end audited financial statements, presented by Howard Allan of Allan and Partners LLP. Allan said the county's records are in good standing. "Revenues were greater than anticipated in the budget, which was largely due to COVID funding that came through. Our expenses were very close to budget. We show a nice surplus in operations."

Additional monies received for capital projects resulted in a surplus of about \$12 million, which was used to pay for capital projects that were planned but not completed, he said. "Overall, the county's net financial assets improved this year." Allan noted some estimates were made around employee future benefit obligations under assets and liabilities. Workers' compensation is self-funded by the county. "When we look at municipal equity, it is pretty handsome," he said. "Financial assets appear to be rising, but cash demands are very significant for this level of government. I am pleased that a consultant has been engaged to look at long-term planning."

Allan said the province would likely view Lanark County as being in a low-risk position, but some adjustments might need to be made in the long-range plan. "Assessment has been frozen for the past two years and there could be a significant jump." He added the rates charged for the services provide place the county in a good position compared to its neighbours.

Allan thanked Treasurer Kevin Wills and his staff for their help in completing the 2020 audit. "Overall, the audit went well. The records are excellent and very professionally done." For more information, contact Kevin Wills, Treasurer, at 1-888-9-LANARK, ext. 1323.

**ALUS Lanark Program to be Developed:** Council has supported in principle a partnership with local conservation authorities to develop an Alternative Land Use Service (ALUS) chapter for Lanark County.

At the public works committee meeting on Wednesday, CAO Kurt Greaves explained the Lanark County Stewardship Council held an information session about the ALUS program in Fall 2019, and when the county established its first Climate Action Plan in January 2020, one of the goals was to help establish it. County representatives have met several times with ALUS Canada, conservation authorities and the stewardship council to discuss its potential.

ALUS is designed to deliver on goals of biodiversity, climate change adaption and greenhouse gas reduction in an agriculture-based program. The proposed ALUS Lanark program would be in partnership with the conservation authorities, who would act as leads and build on their existing stewardship programs. The county's role would be to help promote program benefits and future successes and offer any other needed support, such as consideration of an annual financial contribution to the program.

"This is a great way to leverage the existing work of our conservation authorities in the areas of ecosystem services in Lanark County, including clean air, clean water, carbon sequestration, erosion control, flood mitigation, pollinator support and wildlife habitat," Greaves said. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

**Council Expresses Concern about Permanent Remote Learning:** Council passed a motion authorizing the warden to write a letter to the Minister of Education expressing support for the Upper Canada District School Board's concerns about a permanent remote learning option.

This follows a presentation at the community services committee meeting earlier this month by John McAllister, Upper Canada District School Board (UCDSB) Chair, highlighting concerns about a possible proposed plan by the Ministry of Education to retain and expand the remote learning options put in place to cope with the COVID-19 pandemic in Ontario.

The motion notes the current online model used by UCDSB was not intended to be more than a contingency for program delivery. "Both the emergency models of remote learning implemented during the pandemic, as well as the proposed models highlighted by the media (regarding pending legislation) in March 2021, do not address concerns about optimal learning environments for students or the way that we can sustain small schools in rural, remote and northern settings." The motion urges widespread consultation with school boards, municipalities, students and parents regarding the proposed changes to make remote learning a permanent option in the provincial education system and its potential impacts.

A fully functional online learning consortium (the Ontario eLearning Consortium) currently exists for students who require specialized courses not available at their school. It is fully compatible with rural, remote and northern schools, does not affect student enrollment counts for the operation of small schools, is fully funded and involves local staff in the delivery of the program.

The motion recognizes the necessity for this existing online learning platform and that enhancements to technology and online/remote learning options are part of the future, but supports the board in its concerns related to permanent remote learning. The letter will also seek clarification on the proposed legislative changes and outline the county's concerns, including the lack of communication and consultation, potential adverse effects on the sustainability of small rural schools and municipalities, reduced funding levels over the long term, and diminished local influence on education. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

**Upcoming Meetings: Special County Council, Wednesday, June 30, 5 p.m.**

**Please note there are no regular meetings scheduled in July. County Council, Wednesday, Aug. 11, 5 p.m.;** Community Services, Aug. 11 (following County Council); Corporate Services, Aug. 11 (following Community Services). **County Council, Wednesday, Aug. 25, 5 p.m.;** Public Works, Aug. 25 (following County Council); Economic Development, Aug. 25 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

– 30 –



**Board of Directors**

**MINUTES**

Via Zoom

May 19, 2021

**MEMBERS PRESENT**

J. Mason, Chair  
J. Atkinson, Vice-Chair  
F. Campbell  
R. Darling  
E. El-Chantiry  
G. Gower  
B. Holmes  
J. Karau  
P. Kehoe  
B. King  
P. Sweetnam  
A. Tennant  
K. Thompson

**MEMBERS ABSENT**

J. Inglis  
C. Kelsey  
Representation from Greater Madawaska

**STAFF PRESENT**

S. McIntyre, General Manager  
A. Millar, Treasurer  
A. Broadbent, IT Supervisor  
M. Craig, Manager of Planning and Regulations  
J. Cunderlik, Director, Water Resource Engineering  
R. Fergusson, Operations Supervisor  
S. Gutoskie, Community Relations Coordinator  
J. North, Water Resource Technologist  
A. Symon, Watershed Planner  
E. Levi, Recording Secretary

J. Mason called the meeting to order at 1:00pm.

**B05/19/21-1**

**MOVED BY: F. Campbell**

**SECONDED BY: P. Kehoe**

**Resolved, That the Agenda for the May 19, 2021 Board of Directors meeting be adopted as amended.**

**“CARRIED”**

**BUSINESS**

1. Approval of Minutes – Board of Directors

**B05/19/21-2**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: J. Atkinson**

**Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on April 21, 2021 be received and approved as printed.**

**“CARRIED”**

2. Watershed Conditions

J. North advised that we were able to fill the upper reservoirs, however, Crotch Lake is below target levels for this time of year and that significant rainfall will be vital to maintaining target summer flows. She noted that it may become necessary to issue a Level 1 Low Water Condition if current weather conditions persist.

3. Regulations Consultation Document

S. McIntyre outlined proposed new regulations under the *Conservation Authorities Act*. She highlighted Phase 1 consultations included mandatory and non-mandatory programs and services, municipal MOUs/Agreements, creation of a Community Advisory Committee, the transition period and the proposed consolidation of CA land regulations.

S. McIntyre advised that the next step will be to collaborate with other conservation authorities as well as Conservation Ontario to draft and submit comments to the Province. She confirmed that as the regulation is currently posted for comment, there will likely not be further opportunities to do so.

E. El-Chantiry asked whether the Board of Directors would be committed to implementing recommendations from a Community Advisory Committee, if formed. Sally advised it would be similar to our current advisory boards in that recommendations may be received but ultimate decisions reside with the Board.

4. Corporate Strategic Plan

S. McIntyre reviewed Staff Report 3133/21 regarding the 2021-2025 Corporate Strategic Plan drafted to address the changing mandate, governance, and funding of conservation authorities per Bill 108 and Bill 229, and other key pressures facing MVCA. She outlined the three main objectives of the plan: asset management, community building and people and performance.

E. El-Chantiry stressed the importance of asset reviews and keeping the Board aware and informed about asset management and needs that may be coming forward in the future so proper financial planning may occur. S. McIntyre noted that asset management was done in a phased approach to address priorities within the affordability limits of the organization. While conducting condition assessments and plans upfront across all assets would provide for shovel-ready, it would require a significant increase in the annual municipal level to effect.

J. Mason advised that the General Manager will be reporting regularly to the Board as to how the authority is progressing in terms of the strategic plan's goals.

**B05/19/21-4**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: R. Darling**

**Resolved, That the Board approve the 2021-2025 Corporate Strategic Plan, as presented.**

**"CARRIED"**

5. a. PPAC Report- Watershed Plan

A. Symon discussed Report 3131/21, previously presented at the Policy & Priorities Advisory Committee. The report outlines background of how the Draft Watershed Plan was created and highlighted the steps in its development.

A. Symon commented that the draft plan was completed prior to the new regulations being released by the province, which provides some interesting consistency in recommendations as well as potential changes in monitoring and other areas that may need to be revisited. The final plan will be presented to the Board in July after public consultations.

A. Symon noted that due to the pandemic, the Indigenous Engagement Plan (IEP) was not implemented and that it will proceed as things open up. To that end, it is expected that staff will return with an additional Discussion Paper and proposed changes to the Plan based upon matters raised by First Nations.

S. McIntyre advised that she will be visiting municipalities to review the draft plan over the coming weeks.

**B05/19/21-5**

**MOVED BY: J. Atkinson**

**SECONDED BY: B. King**

**Resolved, That the Board of Directors direct staff to release the Draft Mississippi River Watershed Plan for public consultation and return with final document for approval.**

**"CARRIED"**



6. Conservation Ontario Governance Accountability and Transparency Initiative

S. McIntyre commented on Report 3134/21 wherein Conservation Ontario requests all 36 conservation authorities endorse and support completion of an Accountability and Transparency Initiative focused on updates to CA Administrative By-Laws, proactive reporting on governance accountability and transparency as well as priorities and promotion/demonstration of results.

**B05/19/21-6**

**MOVED BY: J. Karau**

**SECONDED BY: B. Holmes**

**Resolved, That the Board endorse the actions proposed under the Conservation Ontario Governance Accountability and Transparency Initiative; and direct staff to participate and implement as appropriate.**

**“CARRIED”**

7. Eastern Ontario LiDAR Acquisition Project

S. McIntyre summarized Report 3135/21 and explained that only the risk analysis portion of the National Disaster Mitigation Program application was awarded a grant. However, in developing the proposal, political and financial support for the LiDAR project was sought from area municipalities and counties and, collectively, sufficient funds were committed by all parties to allow the LiDAR project to proceed. South Nation Conservation is acting as project lead and will continue to coordinate with partners and the successful vendor throughout the project.

**B05/19/21-7**

**MOVED BY: C. Lowry**

**SECONDED BY: J. Inglis**

**Resolved, That the Board of Directors direct staff to:**

- a) enter into agreements with partner Conservation Authorities and Municipalities/ Counties for the Eastern Ontario LiDAR Acquisition Project, valued at approximately \$700,000 plus HST.**
- b) issue a Purchase Order to the preferred vendor in the amount of approximately \$157,000 plus HST.**

**“CARRIED”**

8. Budget Control Report

A. Millar reviewed revenues and expenditures outlined in Report 3136/21 noting that revenues are strong this Quarter and 2021 planning revenues are above the 5-year average.

9. a. Mississippi Valley Conservation Foundation – Financial Statements

A. Millar presented the MVC Foundation Financial Statements for 2020. She advised that the auditor, Glenn Street, recommended investing the large balance into a high interest savings account. She noted the balance was due to the Cavanagh donation and is the first in long time since any significant balance was there.

P. Sweetnam questioned the audit fees. A. Millar advised that they were \$2250 + HST. Glenn Street provides audit services to both the Foundation and the Authority and, as there are many duplication transactions, she feels there is time efficiency and the costs are acceptable.

10. General Manager Update Report

S. McIntyre provided updates as outlined Report 3137/21.

There was a brief discussion regarding disposal of the K&P to the counties of Lanark, Renfrew and Frontenac. Further information will be brought to the Board after a meeting held May 31 between the counties and MVCA.

a. Lower Mississippi Flood Plain Mapping

S. McIntyre outlined that a resident on the Lower Mississippi had identified a discrepancy in the April 2020 flood plain mapping and that staff had since reviewed it with John Price, former Director of Water Resources at MVCA. Unlike floodplain mapping carried out for the City of Ottawa, this mapping project was not subject to revisit the model and it is recommended that staff update the model to address the concern raised and have it under go a 3<sup>rd</sup> party peer review.

S. McIntyre commented that up-to-date LiDAR data helps provide for quality modeling. J. Cunderlik advised that the Province has identified that there is a need for improved and more comprehensive data, and that discussions are on-going with the province.

J. Cunderlik advised that there are limitations to topographic data for modelling the Lower Mississippi, and some areas do not have safe access to obtain it. He noted that the rules and guidelines from the province are very outdated and have not been updated since 2013 so the methodology used for lower Mississippi was completed with those limitations. He commented that there are new tools available which can provide more accurate results.

C. Lowry asked whether it appeared to be confined to a particular area or if it appeared to be wide-spread. S. McIntyre advised that the problems arises in areas where there is flow splitting around islands, not in the tributaries. The entire main stem of the river downstream of Bridge Street in Carleton Place will be reviewed.

Staff were given direction to advise local municipal planners of the current concerns.

**B05/19/21-8**

**MOVED BY: F. Campbell**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors direct staff to:**

- a) **apply the precautionary principle in administering permits and providing planning advisory services downstream of Bridge Street on the Mississippi River until such time as a new floodplain limit is approved by the Board; and specifically, to**
- b) **assess flood risk hazards on a site by site basis and apply the greater of the flood plain elevation from the original Mississippi River Flood Risk**

- mapping (Regulation 211/88) and the 2020 Lower Mississippi River Flood Plain Mapping Study; and to
- c) provide the Board with a work plan and cost estimate to update the model and to have it Peer Reviewed by a third-party for consideration at the June 2021 meeting.

**“CARRIED”**

#### **ADJOURNMENT**

The meeting was adjourned at 2:54p.m.

#### **B05/19/21-10**

**MOVED BY: C. Lowry**

**SECONDED BY: K. Thompson**

**Resolved, That the Board of Directors meeting adjourned.**

**“CARRIED”**

**“E. Levi, Recording Secretary**

**J. Mason, Chair”**



**Board of Directors**

**MINUTES**

Via Zoom

June 16, 2021

**MEMBERS PRESENT**

J. Mason, Chair  
J. Atkinson, Vice-Chair  
F. Campbell  
R. Darling  
E. El-Chantiry  
G. Gower  
B. Holmes  
J. Inglis  
J. Karau  
P. Kehoe  
C. Kelsey  
B. King  
C. Lowry  
P. Sweetnam  
A. Tennant  
K. Thompson

**STAFF PRESENT**

S. McIntyre, General Manager  
A. Millar, Treasurer  
M. Craig, Manager of Planning and Regulations  
J. Cunderlik, Director, Water Resource Engineering  
R. Fergusson, Operations Supervisor  
S. Gutoskie, Community Relations Coordinator  
J. North, Water Resource Technologist  
E. Levi, Recording Secretary

**VISITORS PRESENT**

G. & M. Bucci, Watershed Resident

J. Mason called the meeting to order at 1:00pm.

J. Mason advised that more information regarding Item 8b was being received and the item should be deferred to a future meeting.

**B06/16/21-1**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: R. Darling**

**Resolved, That the Agenda for the June 16, 2021 Board of Directors meeting be adopted as amended.**

**“CARRIED”**

**BUSINESS**

1. Approval of Minutes – Board of Directors

**B06/16/21-2**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: J. Atkinson**

**Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on May 19, 2021 be received and approved as printed.**

**“CARRIED”**

2. Receive Advisory Committee Minutes

The following Advisory Committee Minutes were received:

Finance & Administration, April 9, 2021

Policy & Priorities, April 30, 2021

3. Watershed Condition Report

J. North advised that current conditions were lower than normal. Significant rainfall over the entire watershed will be required for several days to bring levels and flows into normal range. A Level One Low Water was declared and widespread throughout Ontario. She advised that many regions expect to declare a Level Two by the end of June unless the weather changes.

4. Comments from the Chair

J. Mason confirmed that the Province did not grant the request to extend her tenure as Chair of the Board. She thanked E. El-Chantiry for recruiting her and the Board for their support over the years. She noted she would like to see continued success of the conservation authority and advised she would be putting forward her name to stand for Vice-Chair.

Members of the Board expressed their gratitude for her years served. J. Karau noted that other conservation authorities have provision for a chair emeritus, which should be considered.

5. Election of Board Chair and Vice-Chair

**B06/16/21-3**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: K. Thompson**

**Resolved, That Sally McIntyre be appointed as Chair for the Election of Chair.**

**“CARRIED”**

S. McIntyre declared all offices vacant. E. El-Chantiry nominated J. Atkinson for the position of Chair. S. McIntyre asked three times for further nominations. No further nominations were received.

**B06/16/21-4**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: R. Darling**

**Resolved, That nominations for the position of Chair be closed.**

**“CARRIED”**

J. Atkinson agreed to let his name stand for the position of Chair. He was duly elected by acclamation and assumed his position as Chair of the meeting.

E. El-Chantiry nominated Janet Mason for the position of Vice-Chair. J. Atkinson asked three times for any further nominations. No further nominations were received.

**B06/16/21-5**

**MOVED BY: P. Kehoe**

**SECONDED BY: J. Inglis**

**Resolved, That nominations for the position of Vice-Chair be closed.**

**“CARRIED”**

J. Mason agreed to let her name stand for the position of Vice-Chair. She was duly elected by acclamation.

**6. Election of Conservation Ontario Representatives**

**B06/16/21-6**

**MOVED BY: J. Karau**

**SECONDED BY: P. Sweetnam**

**Resolved, That the Board of Directors appoint:**

- i. Jeff Atkinson as Voting Delegate**
- ii. Janet Mason as First Alternate**
- iii. Sally McIntyre as Second Alternate**

**to Conservation Ontario Council for the remainder of 2021.**

**“CARRIED”**

7. Lower Mississippi Flood Plain Mapping Study – Review and Update

J. Cunderlik provided the Board with a workplan, schedule, budget and update regarding the Lower Mississippi Flood Plain Mapping Study as presented in Staff Report 3149/21. A total of \$110,400 was proposed to be paid from the Operating Reserve to fulfill the requirements of this project.

J. Inglis asked whether further landowner observations could trigger the requirement for another revision at a later date. J. Cunderlik explained that the project is being completed for the entire area to avoid that scenario.

**B06/16/21-7**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: P. Sweetnam**

**Resolved, That the Board direct staff to allocate \$110,400 from the Operating Reserve to hire temporary engineering support and retain a consultant to conduct a third-party review of the Lower Mississippi River model and study.**

**“CARRIED”**

8. Policy & Priorities Advisory Committee Reports

a. Consent Agenda

Staff Report 3138/21 was presented by S. McIntyre. J. Karau noted as the use of consent agendas progresses, further modifications can be made if certain aspects are not working.

**B06/16/21-8**

**MOVED BY: J. Mason**

**SECONDED BY: G. Gower**

**Resolved, That the Board of Directors approve amendment of the MVCA Administrative By-law to permit Consent Agenda as set out in report 3138/21, as amended.**

**“CARRIED”**

b. Meeting Remotely - Deferred

c. Policy & Priorities Committee Mandate

S. McIntyre briefly reviewed Staff Report 3139/21 that clarified the committee’s mandate.

**B06/16/21-9**

**MOVED BY: R. Darling**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors approve amendment of the MVCA Administrative By-law to confirm the mandate of the Policy and Priorities Committee to deal with committee structures, as set out in Report 3139/21.**

**“CARRIED”**

d. MVCA Policies - Shoreline & Wetland Development

M. Craig reviewed changes to the *MVCA Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies* as outlined in Staff Report 3141/21.

**B06/16/21-10**

**MOVED BY: J. Karau**

**SECONDED BY: F. Campbell**

**Resolved, That the Board of Directors:**

- 1. Direct staff to prepare an internal check-list for assessment of any application for vehicle access through a provincially significant wetland (PSW).**
- 2. Approve all proposed housekeeping changes to the MVCA Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Policies as presented in Report 3130/21.**

**“CARRIED”**

e. Off-leash Dog Parks at Conservation Areas

Staff Report 3142/21 was provided for information.

9. Finance & Administration Advisory Committee Reports

a. K&P Trail and Bridge

S. McIntyre reviewed Staff Report 3143/21. She noted that the recommendation from the Advisory Committee was to proceed with sale of the K&P “as is” with respect to its condition and state of registered ownership.

There was discussion regarding what constituted a nominal sale price and whether there were provincial expectations in terms of cost recovery. S. McIntyre advised there were no provincial requirements when selling property for nominal value and that pending conversation with the Counties, sale would likely cover the costs of what was spent to date and legal transfer costs.

J. Inglis questioned repercussions from the loss of the asset. S. McIntyre advised that the newly proposed regulations do not include recreation on conservation area lands, and the trail is entirely recreational.



**B06/16/21-11**

**MOVED BY: A. Tennant**

**SECONDED BY: P. Kehoe**

**Resolved, That the Board authorize sale of the K&P Trail to the counties of Lanark, Renfrew, and Frontenac for a nominal sum with the understanding that it remain unconverted at the time of sale and that MVCA does not incur any additional costs.**

**“CARRIED”**

**b. Carp Erosion Control Project**

S. McIntyre reviewed Staff Report 3144/21. She noted that contract award was time sensitive and that MVCA was acting project manager for the City of Ottawa that would need to sign-off on the project award.

**B06/16/21-12**

**MOVED BY: E. El-Chantiry**

**SECONDED BY: P. Sweetnam**

**Resolved, That the Board authorize staff to award construction of the Carp Erosion Control project following receipt of written approval of the preferred tender by the City of Ottawa.**

**“CARRIED”**

**c. NDMP Flood Risk Assessment Project**

As outlined in Staff Report 3147/21, S. McIntyre advised that the contractor should be provided with as much time as possible given the time limits of the grant, and as such the contract needed to be awarded as soon as possible.

**B06/16/21-13**

**MOVED BY: B. King**

**SECONDED BY: J. Inglis**

**Resolved, That the Board delegate approval of the Purchase Order for completion of the Flood Risk Assessment project to the Board Chair or Vice Chair, for subsequent endorsement by the Board in accordance with MVCA's Purchasing Policies and Procedures.**

**“CARRIED”**

**d. Shabomeka Lake Dam Project**

S. McIntyre reviewed the project as outlined in Staff Report 3145/21. She highlighted that the permit was received from MNRF and the permit from DFO remains outstanding.

e. Preliminary Financial Impact Analysis - New Regulations

S. McIntyre presented Staff Report 3146/21. She noted that capital asset planning is a concern going forward and highlighted the difficulty in planning ahead when the new regulations curtail the financial ability to do so. She noted that MVCA owns a variety of assets, particularly at the Mill of Kintail that would no longer be eligible for the municipal levy. It was suggested that perhaps the new rules should only apply to newly acquired/built assets. She advised that a letter to province could be drafted to clarify this matter since the implications are great.

J. Karau reminded members that the draft watershed plan underscores the importance of collaboration. Conservation areas are important and excellent assets. During upcoming discussions with municipal partner, he noted the importance of addressing areas which people value and see what the authority is in best position to deliver.

10. General Manager Update

S. McIntyre provided Staff Report 3150/21 for information. She highlighted that Community Relations Coordinator, S. Gutoskie, has accepted employment at South Nation Conservation Authority and thanked her for her years of service.

**ADJOURNMENT**

The meeting was adjourned at 2:40 p.m.

**B06/16/21-14**

**MOVED BY: C. Lowry**

**SECONDED BY: B. Holmes**

**Resolved, That the Board of Directors meeting adjourned.**

**“CARRIED”**

**“E. Levi, Recording Secretary**

**J. Atkinson, Chair”**

TO: All Municipal Clerks/Chief Administrative Officers  
MVCA Watershed

July 23, 2021

## **BOARD SUMMARY, July 2021**

As a member of the Authority, please find below highlights from the July 21, 2021 meeting of the Mississippi Valley Conservation Authority Board of Directors for distribution to Council. Complete minutes for the meeting will be circulated following their approval by the Board at the next meeting.

### **Watershed Condition Report**

- Rainfall over the past few weeks has alleviated some pressure on the system, we are hopeful current conditions will be sustained through August.
- Majority of flows in the river and its tributaries have increased, recent rains have also increased lake levels in the upper watershed.
- More rain is needed to get the system back to normal conditions.
- The Low Water, Level 1 declaration has been terminated.

### **Draft Mississippi River Watershed Plan**

**Recommendation:** That the Board of Directors approve the Mississippi River Watershed Plan as amended.

- Very few comments were received during the final round of consultations, likely due to the extensive consultations and revisions earlier on in the process. Of note, one action was added that allowed for clarification between Communications, Stewardship and Education programs and services.
- Updates for the Board on the Indigenous Engagement Plan will resume in the future when in-person meetings and relationship building becomes possible.
- Following approval of the Plan, staff will begin to prioritize the development of the 2022 budget and negotiation of municipal MOU in 2022.

### **Results of the RFQ for Boardroom A/V Upgrades**

**Recommendation:** That the Board approve up to \$10,000 for upgrade of boardroom equipment to facilitate the blending of remote and on-site meeting participation, to be paid from the Operating Reserve.

- Main constraint at present is the inability to provide quality sound for all participants, and to blend and record different audio sources without feedback and echo. There is also no video camera in the boardroom which makes chairing a meeting difficult.
- A/V equipment was last installed over the period of 2013-16.
- Four firms were contacted for the RFQ, three responded but only one of the three submitted a complete response. Upon contact with the vendor, questions were raised and staff were not prepared to proceed with the bid.
- Plan B is as follows: everyone participates using Zoom, in-boardroom discussions are captured using existing audio system and mobile mics, and the boardroom computer would be used to run the Zoom meeting and integrate sound from the boardroom audio system.
- Staff will further investigate the viability of plan B and if it will fit within the \$10,000 budget.

### **Meeting Remotely Report**

**Recommendations:** That the Policy & Priorities Committee recommend that the Board approve amendment of the *MVCA Administrative By-law* as set out in this report, as amended, that will allow Board members to participate in meetings electronically outside of a State of Emergency

August 3, 2021

Ken Kelly, CAO  
Municipality of Mississippi Mills  
3131 Old Perth Road  
Almonte, ON  
K0A 1A0

**Subject: Shareholder Approval of Capital Expenditure Exceeding \$100,000 – New Trash Rack Cleaner**

Ken,

Over the past several years MRPC has conducted research and evaluation of options to replace the current Trash Rack Cleaner (the Hawk) which has been in continuous operation at our station for more than 31 years. The Hawk is breaking down and expensive to repair which is uneconomic. It's also becoming increasingly inefficient to operate. It is used daily to clear debris from the intake racks, which allows water to flow to our turbines and generate electricity. An inefficient machine results in increased operator overtime and decreased electricity generation.

Management has discussed options with several suppliers at industry tradeshow, met with suppliers at our site to discuss requirements, visited other hydroelectric sites to view their machines and discuss pros and cons with operators. Suppliers were provided specifications, including drawings of the existing trash racks, decking and rail system, as well minimum requirements relating to reach and lift. Suppliers were also invited to our site to discuss requirements further, observe the existing unit in operation and do their own measurements.

We received seven quotations from five different suppliers (five electric and two diesel). The prices ranged from \$180,000 to \$925,000. Quotations were discussed by the Board and several were eliminated, either because they did not meet the requirements, or the machines were far more complex than required and had much higher prices (details below). The information on the remaining options was presented in greater detail and reviewed and discussed by the MRPC Board. The Board has decided upon a replacement option that will do the job for us and meet all key criteria.

The selected unit is very similar to the one we presently use. It's electric, so there is no concern about re-fueling or fuel spills, it will run on our existing rail system and is specifically designed for picking up and removing debris.

There were a few other electric units we reviewed and received quotations for, but all were eventually removed from consideration for various reasons, including:

- Some were fully automated, with no manual operation option. This works for some sites with consistent debris (just weeds). At our intake we see a wide variety of debris, including slush ice, large sheets of ice, weeds, large branches / logs, and much more.
- Some offered automated and manual operation, but the price of those units was close to double the price of the unit we have selected and we don't require automation.

We also considered several different types of diesel excavators, but ultimately eliminated them based on a number of factors including:

- Noise – Diesel engines are much louder than the electric motors. There are several residences within 40 metres and this machine will often run throughout the night in the winter, clearing ice. The noise from the diesel engine would be clearly audible from that distance.
- Environmental – The diesel options obviously use diesel fuel. With the machine operating directly over the water, this creates risk of spills.
- Efficiency – The diesel unit will need to be re-fueled after every 13 hours of operation. This means staff filling jerry cans to re-fuel. The diesel excavators are designed for digging, not trash rack cleaning. Operators would have to be careful with the power of these machines, so as not to damage the racks.
- Maintenance – Expenses to maintain the diesel unit are significantly higher than the electric unit.
- Safety – Most of the diesel excavators would not be able to run on our existing rail system. As such, there would be more of a concern of tipping the machine into the river. Staff operate the machine alone. In the winter, operation is mostly at night, when ice is more prevalent. Anytime the operator has to exit the cab on the machine and place themselves on the decking close to the water's edge, they are putting themselves in danger. With the electric units, there is almost no need for this, but with the diesel units, the operator would have to plug the unit in after use and unplug it after each use. They would also have to re-fuel after every 13 hours of use. In the winter there are times when the machine is used all night long, so re-fueling at night is a certainty.

The Board is still looking at payment options. Leasing is unlikely due to low cost of borrowing and cash on-hand. **It's important to note that the funding of the purchase of the replacement Trash Rack Cleaner will come from MRPC resources and does not require any support from Mississippi Mills.** As per 2-13. of the Unanimous Shareholder Declaration, dated November 12, 2014, MRPC requires written prior approval from the Shareholder for any capital expenditure exceeding \$100,000.

The Board of MRPC does not expect the purchase of the replacement equipment to infringe upon MRPC's payment of dividends in the future subject to normal budgeted operating conditions being met. In fact, the acquisition helps minimize the risk of revenue loss.

The Board of MRPC has approved the acquisition of the New Trash Cleaner for the amount not exceeding \$650,000, which includes supply, delivery, installation, commissioning, extended warranty, operator training, and contingency, and is recommending to the Shareholder that it approve by resolution and provide written consent authorizing the capital expenditure not exceeding \$650,000 to acquire a replacement Trash Rack Cleaner.

Recommended Shareholder Resolution:

*To approve by resolution dated August \_\_, 2021, authorizing the Mississippi River Power Corporation to expend for a capital expenditure amounts not exceeding \$650,000 to acquire a replacement Trash Rack Cleaner.*

Thank you in advance for consideration of this request.

Sincerely,

A handwritten signature in black ink, appearing to be 'Scott Newton', with a stylized flourish at the end.

Scott Newton  
General Manager

*cc: Adrian Foster, President (MRPC)*

MPP Randy Pettapiece  
[randy.pettapiece@pc.ola.org](mailto:randy.pettapiece@pc.ola.org)

May 26, 2021

**RE: Domestic COVID-19 Vaccine Production and Capacity**

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Dear MPP Pettapiece,

At the regular meeting of Council held on May 20, 2021, Perth County Council passed the following resolution brought forward from a Notice of Motion:

Moved by: Councillor Doug Eidt  
Seconded by: Councillor Doug Kellum

WHEREAS throughout the COVID-19 pandemic, Canada has relied on international partners to provide COVID-19 vaccinations; and

WHEREAS the distribution of COVID-19 vaccines to Canada may be delayed due to the production/distribution of the vaccine outside of Canada; and

WHEREAS the increased support from all levels of government on the creation of COVID-19 vaccines domestically would increase Canada's vaccine capacity; and

NOW THEREFORE the Council of Perth County recommend to the Federal Government to support domestic production of a COVID-19 vaccine; and

THAT the Council of Perth County encourage all levels of Government to engage and support domestic vaccine capacity; and

THAT this motion be sent to Perth / Wellington MPP Randy Pettapiece, MP John Nater and to all municipalities of Ontario.

The conversation was centered around the COVID-19 vaccination, but further developed to ensuring that as a Country we can best create and supply all necessary vaccinations. We thank you for your

**Corporation of the County of Perth** 1 Huron Street, Stratford, Ontario, Canada N5A 5S4  
t. 519-271-0531 f. 519-271-6265 [www.perthcounty.ca](http://www.perthcounty.ca)



advocacy on this matter and look forward to supportive responses from our municipal counterparts and officials from all levels of government.

Sincerely,

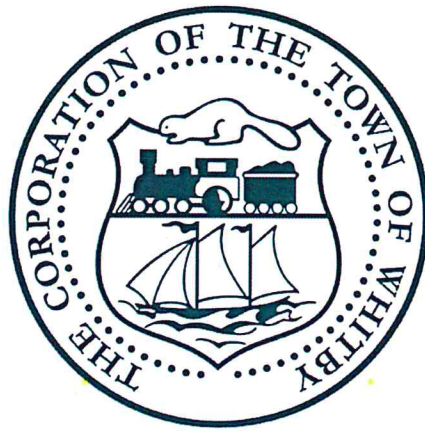
A handwritten signature in black ink, appearing to read 'Jim Aitcheson', with a stylized flourish at the end.

Jim Aitcheson, Warden  
The Corporation of the County of Perth

CC:

MP John Nater - [John.Nater@parl.gc.ca](mailto:John.Nater@parl.gc.ca)

Ontario Municipalities



# PROCLAMATION

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The Council of  
The Corporation of the Town of Whitby  
Hereby Proclaims

**May 28<sup>th</sup>, 2021**

as

**Bullying Elimination Day**

In the Town of Whitby  
Dated this 29<sup>th</sup> day of April, 2021

*Don Mitchell*

---

Mayor Don Mitchell



**Town of Whitby**  
**Office of the Town Clerk**

575 Rossland Road East, Whitby, ON L1N 2M8  
www.whitby.ca

April 28, 2021

Ryan Doyle  
158 Elizabeth Street  
Oshawa, ON L1J 8L9

Re: Proclamation – May 28<sup>th</sup>, 2021 – Bullying Elimination Day

Further to your request for a proclamation in the Town of Whitby, please be advised that at the Council Meeting on April 26<sup>th</sup>, 2021 and per Resolution # 89-21 the Council of the Town of Whitby endorsed the following:

That the proclamation for Bullying Elimination Day on May 28<sup>th</sup>, 2021 be endorsed.

Should you require further information, please do not hesitate to contact the Office of the Town Clerk at 905-430-4315.

A handwritten signature in black ink, appearing to read "Kevin Narraway".

Kevin Narraway  
Manager of Legislative Services/Deputy Clerk

Enclosed: Proclamation Certificate



Cynthia Moyle  
3131 Old Perth Road PO Box 400 RR2  
Almonte, ON  
K0A1A0

Reference: 850386  
June 3, 2021

**Subject: Your correspondence of May 5, 2021**

Dear Cynthia Moyle:

We acknowledge receipt of your correspondence addressed to Mr. Ian Scott, President and CEO of the Canadian Radio-television and Telecommunications Commission (CRTC), received on May 17, 2021, with respect to assigning a three-digit number for suicide crisis support.

We would like to take this opportunity to confirm that the CRTC is aware of the public interest in this very important matter and that we share the concerns you raised.

On March 9, 2021, we published on our web site, a letter addressed to The Honourable François-Philippe Champagne, Minister of Innovation, Science and Economic Development and The Honourable Patty Hajdu, Minister of Health. We stated that the CRTC has included the consideration of a three-digit number for suicide crisis support as part of its departmental plan, and continues to monitor this issue closely.

Please find attached a copy of the Telecom - Commission letter addressed to François-Philippe Champagne (ISED) and Patty Hajdu (Minister of Health)

Your thoughts and insights are important, and we appreciate you taking the time to share your comments.

Sincerely,

Simon Lavergne  
Client Services  
Telephone: 1-877-249-2782  
Telephone for TTY users: 1-877-909-2782  
Fax: 819-994-0218

# Telecom - Commission letter addressed to François-Philippe Champagne (ISED) and Patty Hajdu (Minister of Health)

Ottawa, 9 March 2021

## By Email

The Honourable François-Philippe Champagne  
Minister of Innovation, Science and Economic Development  
235 Queen Street  
Ottawa, Ontario K1A 0H5

The Honourable Patty Hajdu  
Minister of Health  
Tunney's Pasture  
Ottawa, Ontario K1A 0K9

Dear Ministers,

Thank you for your recent correspondence of January 27, 2021, with respect to assigning a three-digit number for suicide crisis support. I share the concerns you raised, and would like to take this opportunity to confirm that the CRTC is aware of the public interest in this very important matter.

While it has yet to make a formal announcement on a future proceeding to consider the matter, the CRTC has included the consideration of a three-digit number for suicide crisis support as part of its [departmental plan](#), and continues to monitor this issue closely. Our current activities include conducting research and outreach sessions with organizations involved in suicide prevention, keeping abreast of trends, and monitoring the developments in the United States, which also shares the North American Numbering Plan.

Based on its general practice, should the Commission choose to pursue this matter, it would initiate a public proceeding in order to build a fulsome public record in an open and transparent manner, on the basis of which it could determine any obstacles and how they could be overcome. Issues that we expect to explore as part of any proceeding include the ability to use 988 or another three-digit number throughout Canada, the technical functionality required to appropriately meet the needs of suicide prevention services, and how to connect callers to these services. For example, there are currently areas in Canada that do not have 10-digit local dialing,



where technical limitations would prevent a number such as 988 from functioning as a three-digit dialing code. Our intent would be to consult Canadians on how to best address such challenges.

As your letter acknowledges, the jurisdiction of the CRTC in this matter is limited to requiring that telecommunications service providers implement a three-digit numbering resource across Canada. With the introduction of an easily recognized and remembered three-digit number, one of the expected outcomes would be an increase in call volume to crisis centres. The successful implementation of this initiative would require leadership by, and collaboration amongst, various organisations, including your Departments, provincial and territorial governments, public health organizations and the existing networks that currently provide and support mental health crisis and suicide prevention services.

Thank you for taking the time to write to me about this important matter.

Sincerely,

Ian Scott  
Chairman and CEO

June 14, 2021

**VIA EMAIL**

Municipality of Mississippi Mills  
3131 Old Perth Rd.  
Almonte, ON K0A 1A0

Dear Mayor/CAO:

On behalf of the Board of Health, I would like to thank you for your generosity and commitment to supporting the fixed community site in Almonte.

Having a large accessible site for several months has been a mainstay of the overall LGL COVID-19 Vaccine Program which has allowed us to effectively and efficiently provide vaccine to hundreds of people at each clinic, and provide an opportunity for the local health care providers to participate in the vaccine program.

We have received wonderful praise on how well the clinic was run and for the physical space itself.

There is an expression "It takes a village to raise a child." During COVID one could say "It takes a community to prevent COVID-19 infection, including providing vaccine to all who would like it." We could not deliver the vaccine program without your support and continued partnership.

Sincerely,



Doug Malanka  
Board Chair



House of Commons  
Chambre des communes  
CANADA

**Constituency Office**

110-888 Carnarvon Street  
New Westminster, BC  
V3M 0C6  
Phone: 604.775.5707  
Fax: 604.775.5743  
peter.julian.c1@parl.gc.ca

www.peterjulian.ca

**House of Commons**

Suite 203, Wellington Building  
Ottawa, ON K1A 0A6  
Phone: 613.992.4214  
Fax: 613.947.9500  
peter.julian@parl.gc.ca



**Peter Julian**

MP / Député  
New Westminster-Burnaby

**Bureau de circonscription**

110-888, rue Carnarvon  
New Westminster (C.B.)  
V3M 0C6  
Tél. : 604.775.5707  
Télé. : 604.775.5743  
peter.julian.c1@parl.gc.ca

www.peterjulian.ca

**Chambre des communes**

Édifice Wellington, Pièce 203  
Ottawa (ON) K1A 0A6  
Tél. : 613.992.4214  
Télé. : 613.947.9500  
peter.julian@parl.gc.ca

June 17<sup>th</sup>, 2021

**RE: Seeking your endorsement for Motion M-84 Anti-Hate Crimes and Incidents & Private Member's Bill C-313 Banning Symbols of Hate Act**

Dear Mayor and Council,

I am writing to you today seeking your endorsement of my House of Commons [Motion M-84 Anti-Hate Crimes and Incidents](#) and my private member's legislation on [Banning Symbols of Hate Act - Bill C-313](#). We are living in an unprecedented time. The killing of George Floyd in the U.S., and the deaths of Regis Korchinski-Paquet, a 29-year-old Indigenous-Ukrainian-Black Canadian woman, occurred in Toronto, and Chantel Moore, an Indigenous Canadian woman, was shot and killed by Edmundston police, New Brunswick police, who were called to perform a wellness check - were results of systemic racism.

Since the start of the pandemic, there has been an alarming increase of anti-Asian racism and hate crimes in Canada and across North America. A new [Angus Reid public opinion](#) poll shows that nearly 50% of young Asian Canadians have experienced and been affected by anti-Asian racism and bigotry in the last year. [Statistics Canada](#) reported that in the context of the COVID-19 pandemic, fear and misinformation about the virus may disproportionately impact the sense of personal and community safety of many people in Canada.

The recent murder of the Muslim family in London, Ontario, was yet another reminder that hate and Islamophobia exist in Canada. We must take a strong stance against all forms of hate and racism against Black, Indigenous, People of Colour and Racialized communities.

My Bill C-313 would prevent anyone from selling and displaying symbols that promote hatred and violence against identifiable groups. Julian says banning symbols of hatred like swastikas or Klu Klux Klan insignia is important for all Canadians to feel safe.

**I hope I can count on your endorsement to urge the federal government to immediately stop all forms of hate and all forms of discrimination, hate crimes and incidents as well as ending all display and sale in Canada of symbols of hate.** Please consider using the following endorsement paragraph as a reply as soon as possible:

*On behalf of \_\_\_\_\_ (Number of residents in your city), the Mayor and Council of \_\_\_\_\_ (city name) endorse MP Peter Julian's private member's motion, Motion M-84 Anti-Hate Crimes and Incidents and his private member's bill Bill-C 313 Banning Symbols of Hate Act.*

Thank you very much for your consideration. Please feel free to contact my Chief of Staff, Doris Mah, at 604-353-3107 if you require any further information.

We look forward to hearing from you soon.

Sincerely,

Peter Julian, MP  
New Westminster-Burnaby



## **CITY OF VAUGHAN**

### **EXTRACT FROM COUNCIL MEETING MINUTES OF JUNE 22, 2021**

Item 22, Report No. 29, of the Committee of the Whole, which was adopted without amendment by the Council of the City of Vaughan on June 22, 2021.

#### **22. RAISING THE LEGAL AGE FOR A LICENSED DRIVER FROM 16 TO 18**

**The Committee of the Whole recommends that consideration of this matter be deferred to a Committee of the Whole meeting in September 2021.**

##### **Member's Resolution**

Submitted by Councillor Yeung Racco

**Whereas**, City of Vaughan Council is concerned about the continued occurrence of serious motor vehicle collisions involving drivers under the age of 18; and

**Whereas**, a shocking and tragic collision involving a 16-year old driver occurred on May 16th, 2021 on Athabasca Avenue in the City of Vaughan, resulting in the death of two young children; and

**Whereas**, City of Vaughan Council is deeply saddened and concerned by the Athabasca Avenue accident and wishes to see change effected to Ontario's driving laws.

##### **It is therefore recommended:**

1. That the Provincial Government consider raising the current minimum driving age for licensed G1 operators of motor vehicles in Ontario from 16 to 18 years old; and
2. That the City Clerk forward a copy of this resolution to the Premier, the Minister of Transportation, the Minister of Municipal Affairs and Housing, and to all municipalities in Ontario.

## **MEMBER'S RESOLUTION**

### **Committee of the Whole (1) Report**

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**DATE:** Tuesday, June 01, 2021

**TITLE:** Raising the Legal Age for a Licensed Driver from 16 to 18

**FROM:**

Councillor Sandra Yeung Racco

---

**Whereas,** City of Vaughan Council is concerned about the continued occurrence of serious motor vehicle collisions involving drivers under the age of 18; and

**Whereas,** a shocking and tragic collision involving a 16-year old driver occurred on May 16<sup>th</sup>, 2021 on Athabasca Avenue in the City of Vaughan, resulting in the death of two young children; and

**Whereas,** City of Vaughan Council is deeply saddened and concerned by the Athabasca Avenue accident and wishes to see change effected to Ontario's driving laws.

**It is therefore recommended:**

1. That the Provincial Government consider raising the current minimum driving age for licensed G1 operators of motor vehicles in Ontario from 16 to 18 years old; and
2. That the City Clerk forward a copy of this resolution to the Premier, the Minister of Transportation, the Minister of Municipal Affairs and Housing, and to all municipalities in Ontario.

**Attachments**

None

## **Lanark County taking initial steps to ban single-use plastics**

Lanark County is encouraging local businesses and residents to voluntarily participate in a single-use plastic straw and bag ban starting July 1.

The county began working on its Climate Action Plan in January 2020, and a single-use plastics ban that aligns with federal goals is one of the strategies to reduce plastic waste. The federal government is aiming for a complete ban, including plastic bags, straws, stir sticks, six-pack rings, cutlery and food ware, by the end of this year as part of its plan to achieve zero plastic waste by 2030.

“Protecting and enhancing the natural environment is a core strategy in Lanark County’s strategic plan, and objectives outlined in our Climate Action Plan will help us to achieve this,” explained Lanark County Warden Christa Lowry (Mississippi Mills Mayor). “Council has indicated its desire to move forward with this effort to make our communities healthier and more sustainable.”

Compliance with the plastic straw and bag ban during the pandemic is voluntary. “Because the ban is voluntary, a lot of the onus falls on our local business community and residents to make the decision to switch to reusable products,” said Michelle Vala, Climate Environmental Coordinator. “We are reaching out to businesses for information about obstacles and challenges around making the switch, as well as determining their level of awareness of the upcoming ban.”

Businesses are encouraged to complete a survey at <https://www.surveymonkey.com/r/SFMD5GL> and can also e-mail [climate@lanarkcounty.ca](mailto:climate@lanarkcounty.ca) to share ideas about resources, suggestions and best practices.

“We are hoping to get information from businesses about what they are already doing or plan to do to replace these single-use plastics,” Vala added. “We are striving to work together on this and collect and share ideas that will make this work in a way that is best for the community.”

To support the program, the county has “bring your reusable bag” window stickers that are free for businesses to display at their entrances. Contact the county at [climate@lanarkcounty.ca](mailto:climate@lanarkcounty.ca) to obtain these.

For more information about the federal program, see:

- [Canada one-step closer to zero plastic waste by 2030 - Canada.ca](#)
- [Zero plastic waste: Canada’s actions - Canada.ca](#)

More information about the county’s Climate Action Plan can be found at <https://www.lanarkcounty.ca/en/environmental-initiatives/climate.aspx> and updates are also posted on the Lanark County Climate Action Information Facebook page.

For more information/media interviews, contact:

Michelle Vala

Climate Environmental Coordinator

Lanark County

1-888-9-LANARK, ext. 3114



# Tay Valley Township

June 23<sup>rd</sup>, 2021

The Honourable Doug Ford  
Premier of Ontario  
Premier's Office  
Room 281, Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

Sent via Email: [premier@ontario.ca](mailto:premier@ontario.ca)

**RE: Provincial Hospital Funding of Major Capital Equipment**

The Council of the Corporation of Tay Valley Township is requesting that further consideration be given to having the Province be financially responsible for the replacement costs associated with all major capital equipment in hospitals, as municipalities across the province are facing major shortfalls in meeting their financial obligations set out in their asset management plans and cannot afford to directly absorb the financial responsibility for the replacement costs of the hospitals' major capital equipment without jeopardizing their financial sustainability.

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or [clerk@tayvalleytwp.ca](mailto:clerk@tayvalleytwp.ca).

Sincerely,

Brian Campbell, Reeve

cc: All municipalities in Ontario



June 27, 2021

Via email  
[Minister.MECP@ontario.ca](mailto:Minister.MECP@ontario.ca)

Honourable David Piccinni  
Minister of Environment, Conservation and Parks  
Ontario Ministry of the Environment, Conservation and Parks  
College Park 5th Floor, 777 Bay St  
Toronto, ON  
M7A 2J3

Dear Minister Piccinni,

**Management of Infrastructure under the *Conservation Authorities Act*  
ERO #019-2986 – Regulatory Proposals (Phase 1)**

Congratulations on your appointment to this portfolio. We look forward to working with you.

The purpose of this letter is to provide comments on the above proposed regulatory changes. By way of this letter, Mississippi Valley Conservation Authority (MVCA) endorses the comments submitted by Conservation Ontario dated June 22, 2021, and provides specific feedback regarding the funding and management of grey and green infrastructure.

Conservation areas (CAs) owned by Mississippi Valley Conservation Authority (MVCA) are kept largely in a natural state while providing for passive recreational use. Like provincial parks, our conservation areas have boardwalks and bridges, comfort stations and shelters, and other amenities that require capital renewal and replacement over time. And, like provincial parks, conservation areas are used by people coming from well beyond the boundaries of the local municipality, which is why a broader tax base is used to support them.

Ongoing operations and maintenance, capital renewal, and asset replacement are needed to ensure safe use of these facilities by the public. At minimum, annual operating budgets and long-term capital investment must ensure that provincial regulatory requirements are met. This includes everything from water testing per O.Reg. 319/08 under the *Health Promotion and Protection Act* to bridge inspections under O.Reg. 472/10 per the *Public Transportation and Highway Improvement Act*.

The MECP Consultation Guide indicates that the basic services needed to keep our sites accessible and safe will not be considered mandatory. This is incongruent with the mandatory function of owning and operating conservation areas. We cannot dial back the clock at these



community • environment • balance

10970 Hwy. 7, Carleton Place, ON K7C 3P1 Tel: 613.253.0006 Fax: 613.253.0122 Email: [info@mvc.on.ca](mailto:info@mvc.on.ca) [mvc.on.ca](http://mvc.on.ca)

sites. The tangible capital assets (TCAs) on these properties come with fundamental legal and fiduciary responsibilities that must be addressed and require sustainable secure revenues. While “non-mandatory programs” at these sites may change over time and can be accommodated by the proposed 4-year Memoranda of Understanding (MOU), existing physical assets require sustained investment and should fall within the definition of “mandatory services”.

The Insurance Bureau of Canada (IBC) recognizes Green infrastructure as a cost-effective means for mitigating floods and reducing grey infrastructure costs. In the early years of conservation authorities, considerable land was purchased and stewardship programs designed and delivered specifically for hazard mitigation (e.g. rural reforestation and shoreline planting.) For example, in the 1970s most of the municipal levy for MVCA was dedicated to the delivery of stewardship programs in the watershed. CAs need to retain the revenue stream needed to continue these hazard mitigation programs and services.

We believe it is our shared goal to see grey and green assets properly maintained for the benefit of current rate payers and future generations. To that end, we request the following be recognized as mandatory programs and services in the new regulation:

- stewardship and land acquisition that mitigate risk of natural hazards; and
- operations, maintenance, and renewal of existing conservation area tangible capital assets.

On behalf of the MVCA Board of Directors, we appreciate you taking the time to consider our submission.

Sincerely,



Jeff Atkinson  
Chair, Board of Directors



Sally McIntyre  
General Manager

cc. Liz Mikel, Conservation and Source Protection Branch  
MVCA Board Members  
MVCA member municipalities  
Conservation Ontario  
E. Ontario CAs  
Merrilee Fullerton, MPP  
Goldie Ghamari, MPP  
John Yakabuski, MPP



*La Corporation de la Municipalité de / The Corporation of the Municipality of*  
**ST. CHARLES**

C.P. / Box 70, 2 King Street East  
Tel: 705-867-2032

St.-Charles ON  
Fax: 705-867-5789

P0M 2W0  
[www.stcharlesontario.ca](http://www.stcharlesontario.ca)

June 28, 2021

**VIA EMAIL TO:** [premier@ontario.ca](mailto:premier@ontario.ca)

The Honourable Doug Ford, M.P.P.  
Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto, ON M7A 1A1

Dear Premier Ford:

**Re: Resolution - Municipal Land Transfer Tax**

At its Regular Meeting of Council held April 21, 2021, Council for the Corporation of the Municipality of St.-Charles passed the following Resolution:

**Resolution No.: 2021-94**

**Moved by: Councillor Monica Loftus**

**Seconded by: Councillor Richard Lemieux**

“WHEREAS Municipalities in Ontario have an infrastructure deficit of \$34 billion dollars;

AND WHEREAS there is extremely limited grant money being received by the provincial and federal governments;

WE THEREFORE ASK that Municipalities be allowed to have a charge applied to all land transfers within their boundaries and that this amount go directly to the Municipality.

**CARRIED”**

Your attention to this matter is greatly appreciated.





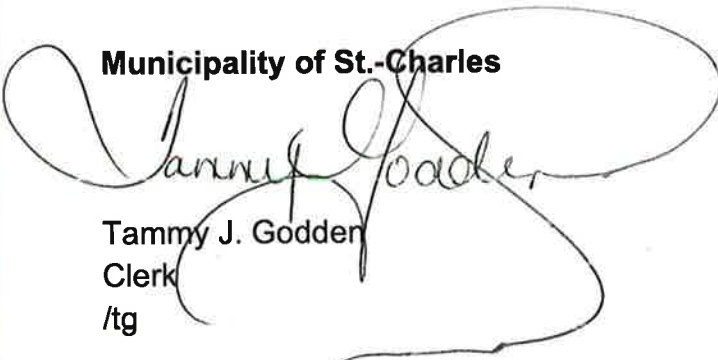
*La Corporation de la Municipalité de / The Corporation of the Municipality of*  
**ST. CHARLES**

C.P. / Box 70, 2 King Street East St.-Charles ON  
Tel: 705-867-2032 Fax: 705-867-5789

P0M 2W0  
[www.stcharlesontario.ca](http://www.stcharlesontario.ca)

Sincerely,

**Municipality of St.-Charles**

  
Tammy J. Godden  
Clerk  
/tg

CC: Right Honourable Justin Trudeau (Via Email To: [Justin.Trudeau@parl.gc.ca](mailto:Justin.Trudeau@parl.gc.ca))  
Minister of Municipal Affairs and Housing, Steve Clark (Via Email To:  
[Steve.Clark@pc.ola.org](mailto:Steve.Clark@pc.ola.org))  
Association of Municipalities of Ontario (Via Email To: [AMO@amo.on.ca](mailto:AMO@amo.on.ca))  
The Federation of Northern Ontario Municipalities (Via Email To:  
[Office@fonom.org](mailto:Office@fonom.org))  
Ontario Municipalities

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

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074  
[www.ontario.ca/OMAFRA](http://www.ontario.ca/OMAFRA)

**Ministère de l'Agriculture, de  
l'Alimentation et des Affaires rurales**

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074  
[www.ontario.ca/MAAARO](http://www.ontario.ca/MAAARO)



Ontario

July 2, 2021

Cynthia Moyle  
Acting Clerk  
Mississippi Mills  
[town@mississippimills.ca](mailto:town@mississippimills.ca)

Dear Cynthia Moyle:

I am pleased to write to you today to announce updates to the Drainage Act that will take effect on June 30, 2021.

As part of its plan to create a more competitive business environment, the Ontario government has amended the province's Drainage Act to reduce regulatory burden and streamline approvals for farmers, rural landowners and municipalities in undertaking drainage projects, while maintaining effective environmental standards that help to keep Ontarians safe and healthy.

The changes, implemented through a new Minister's Regulation and consequential amendments to Ontario Regulation 381/12 – Forms will:

- Provide a simplified process for eligible minor improvements to municipal drains;
- Simplify the process for approving updates to the engineer's report for changes to the design made during construction; and
- Include the list of prescribed persons that must be notified for drainage projects that are currently outlined in various sections of the Drainage Act.

As part of the government's commitment to reduce red tape, streamlining processes under the Drainage Act will not only save time and money for those undertaking projects, but will encourage the development of more small-scale green infrastructure projects that provide environmental benefits. Such projects include riparian buffers and grassed waterways, to improve water quality and reduce flooding.

.../2

Simplifying the process to undertake minor changes to drainage projects under the Drainage Act will not impact the environmental protections that are in place to help ensure that Ontarians are safe and healthy. Those existing environmental protections will be maintained to help ensure ongoing investment in drainage infrastructure.

Drainage projects must comply with all applicable law. [A Guide for Engineers Working Under the Drainage Act in Ontario, Publication 852](#) provides an overview of the legislation and policies that must be considered.

Sincerely,

A handwritten signature in blue ink that reads "Lisa Thompson". The signature is fluid and cursive, with the first name "Lisa" and last name "Thompson" clearly distinguishable.

Lisa Thompson  
Minister of Agriculture, Food and Rural Affairs

#### **COVID-19 Reminders**

- For vaccination booking details visit: <https://covid-19.ontario.ca/book-vaccine/>
- Follow your local public health/safety measures: <https://covid-19.ontario.ca/zones-and-restrictions>
- Practice physical distancing – stay 2 metres away from others in public
- Get the facts - [www.ontario.ca/page/covid-19-stop-spread](http://www.ontario.ca/page/covid-19-stop-spread)

## Ontario Land Tribunal

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

## Tribunal ontarien de l'aménagement du territoire

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



July 6, 2021

VIA EMAIL

### Subject: Processes for the New Ontario Land Tribunal

The Ontario government passed the [Accelerating Access to Justice Act, 2021](#), with a proclamation date of June 1, 2021. Through this Act, as of June 1, 2021, the Local Planning Appeal Tribunal, Environmental Review Tribunal, Board of Negotiation, Conservation Review Board and the Mining and Lands Tribunal were merged into a new single tribunal called the Ontario Land Tribunal (OLT).

The new OLT will help reduce delays and make the land dispute resolution process more efficient by creating a single forum to resolve disputes faster by eliminating unnecessary overlap between cases.

### Website Updates

We have made important changes and updates to our [website](#), including:

- [Rules of Practice and Procedure](#)
- [Municipality/Approval Authority Form](#)
- [Appeal Form A1](#)
- [Other Forms](#)

We encourage you to visit our site and review our materials.

### Electronic Document Submission

The OLT now accepts appeal documents electronically as the new Rules no longer require submissions in paper format. Electronic documents may be emailed to [OLT.Registrar@Ontario.ca](mailto:OLT.Registrar@Ontario.ca). However, if the size of the attachments is more than 5 megabytes, we recommend using our [Online Document Submission](#) process. It will allow you to securely submit documents up to 100 gigabytes in size.

You will need to [register](#) for this process; please visit our website for instructions.

All document file names must include the following information:

1. Document type
2. Type of party submitting the document

3. Name of the party submitting the document (including initials if the name is not unique to the case)
4. Date on which the document was created or signed, in the format DD-MMM-YYYY (e.g. 12-JAN-2021).

Below are sample document names:

- Expert Report – Defendant – ABC Inc. – 13-MAR-2021
- Financial Statement Form 13.1 – Respondent – J. Doe – 21-NOV-2021
- 11b Application – Defense – Smith – 12-JAN-2021

Please note that documents need to be submitted in Word or PDF format.

If you are submitting a complete file of appeals with the Municipal Submission Form, please structure the submission into separate files with:

- Municipal Submission Form (sample name: Municipal Submission Form – Ottawa – 19-June-2021)
- Separate files for each appeal
- Separate file for any supporting documents (may be subdivided into separate documents)
- Alternatively, a single PDF containing all the submission forms and materials may be submitted, provided it has a table of contents linked to bookmarks for the component documents

Please note that cheques and money orders **cannot** be submitted electronically. You must forward the original copies to the OLT.

The OLT now accepts appeal filing fees by credit card. Appellants do not specify credit card information on the form. Municipalities should **not** collect any credit card details for OLT appeals.

There are no changes to our filing fees at this time. Please refer to the [OLT Fee Chart](#).

If you have any questions about our processes, forms or Rules, you can contact our staff at (416) 212-6349 or toll free (866) 448-2248 or at [OLT.General.Inquiry@ontario.ca](mailto:OLT.General.Inquiry@ontario.ca).

Sincerely,



Marie Hubbard  
Chair  
Ontario Land Tribunal



Joe Whitehead  
Executive Director  
Ontario Land Tribunal



July 6<sup>th</sup>, 2021

Ministry of Education  
c/o Hon. Minister Stephen Lecce  
5<sup>th</sup> Floor, 438 University Ave.  
Toronto, ON M7A 2A5

via email

Dear Hon. Minister Lecce,

RE: Proposed Legislative Changes to Education

On behalf of the Council of the Corporation of the County of Lanark, I write to you today, to express our full support for Upper Canada District School Board's quest to seek information and clarification on the proposed legislative changes to education in Ontario.

In June, Lanark County Council received a delegation from the Board of Trustees of the Upper Canada District School Board (UCDSB) to highlight their concerns related to a proposed plan by the Ministry of Education to retain and expand the remote learning options put in place to cope with the COVID-19 pandemic throughout Ontario.

We believe that the current online model used by the UCDSB was developed to support remote students during the ongoing COVID-19 pandemic and was not intended to be more than a contingency for program delivery. Both the emergency models of remote learning implement during the pandemic, as well as the proposed models highlighted by the media (regarding pending legislation) in March 2021, do not address concerns about optimal learning environments for students or, the way that we can sustain small schools in rural, remote and northern settings.

Both the UCDSB and the community at large recognizes the necessity for the existing fully functional online learning consortium in Ontario (the Ontario e-Learning Consortium) for students who require specialized courses not available at their school. This arrangement for on-line learning is fully compatible with rural, remote, and northern schools, does not have an impact of student enrollment counts for the operation of small schools, is fully funded and involves local staff in the delivery of the program. In addition, we all recognize that our future involves increased enhancements to technology, online and remote learning options.

Minister, we are concerned with the lack of broad consultation with school boards, municipalities, students and parents regarding the proposed changes to make remote learning a permanent option in the provincial education system and potential impacts of such legislative change.

Page 1 of 2



/2

The potential adverse effect on the sustainability of small rural schools and municipalities, should this feature become a permanent choice for students and families is worrisome, as is the potential reduction in funding levels over the long term and the diminished local influence on education.

For these reasons, we ask that you provide us with further information as it relates to the proposed legislative changes and/or the process to provide comments via formal consultation.

Yours truly,

Christa Lowry  
Warden

cc: Upper Canada District School Board, Chair John McAllister  
Local Municipalities within Lanark County

## **Lanark County places third in Silver Chain Challenge**

Lanark County has placed third in the annual Silver Chain Challenge as more eastern Ontario counties rose to this health-promotion challenge.

The Silver Chain Challenge began as a friendly competition between the local municipalities in Lanark County about 10 years ago. It is intended to inspire and promote more active, safer and healthier communities. Participants (everyone!) are invited to walk, run, bike and wheel on trails and roads in an effort to improve physical and mental health.

Each year from June 1 to 30 participants are invited to log kilometres in their community by registering at <https://silverchainchallenge.ca>. Real time stats are posted on the website so everyone can see which communities are most engaged.

For the last four years, it grew to be a competition between Lanark and Renfrew counties, with each winning twice. This year it was opened up to all 13 counties in eastern Ontario. Prince Edward County claimed the top spot with a whopping 44,345 kilometres logged, followed by Renfrew County in second with 22,331 and defending champions Lanark County placing third with 5,065.

“Kilometres are registered by July 1, but feel free to get into the good habit of being active year round so you are primed to help Lanark County win in 2022,” said Lanark County Warden Christa Lowry (Mississippi Mills Mayor), who congratulated all participants. “The benefits of this challenge are tremendous. It’s a fun way to collect points while staying active and exploring our communities and supporting local economies.”

The Silver Chain Challenge promotes healthy and safe active transportation, and participants are encouraged to make sure they are visible when biking, walking or running on trails and roads. Be aware of the rules of the road and make sure to wear an appropriate helmet when cycling.

“The Silver Chain Challenge, held every June, presents a great opportunity to improve physical health, support your community, and best of all get outside and enjoy the beauty of Lanark County,” added Lanark County CAO Kurt Greaves.

– 30 –

For more information/media interviews, contact:

Kurt Greaves, B.A., CGA, CPA  
CAO  
Lanark County  
1-888-9-LANARK, ext. 1101



Ontario  
Provincial  
Police

Police  
provinciale  
de l'Ontario



**Communications and Technology Services Bureau**  
Bureau de gestion de communication et technologie

Lincoln M. Alexander Building  
777 Memorial Ave.  
Orillia ON L3V 7V3

Edifice Lincoln M. Alexander  
777, avenue Memorial  
Orillia ON L3V 7V3

Telephone/Téléphone:  
Facsimile/Télécopieur:

(705) 329-6177  
(705) 329-6230

File Number/Référence:

**GOV-SOL-6100**

July 14, 2021

**MEMORANDUM TO:**

ATTN: MAYOR/REEVE

**Re: Revised Date for Provincial Communications Centre Smiths Falls Decommissioning**

As recently communicated to police services boards in East Region, the Ontario Provincial Police (OPP) has determined that Provincial Communications Centre (PCC) Smiths Falls will be decommissioned via a phased process in 2022. Phase 1 of this realignment will see call-taking and dispatching for the OPP Highway Safety Division shift from PCC Orillia to PCC London, while Phase 2 will see call-taking and dispatching for East Region shift from PCC Smiths Falls to PCC Orillia.

The OPP had intended for Phase 1 of this operational realignment to begin on January 17, 2022, with Phase 2 following on February 21, 2022. However, many PCC Smiths Falls employees identified concerns regarding the timing of this operation. A number of the concerns brought forward were around the challenge of relocating families with school-aged children in the middle of the academic year, after much uncertainty and adverse impacts for children who have already been affected by school closures due to COVID-19 in the 2019/2020 and 2020/2021 academic years. Accordingly, the OPP has agreed to delay the decommissioning of PCC Smiths Falls by five months, until the summer of 2022. **Phase 1 will now begin on June 20, 2022, followed by Phase 2 on July 18, 2022.**

Once again, as the Bureau Commander responsible for the OPP PCCs, I assure all police services boards in East Region that service delivery will be unaffected by this operation. The same call-taking and dispatching services currently provided by PCC Smiths Falls will be provided from PCC Orillia once the transition takes place in July 2022. Frontline policing services in East Region will also be unaffected, with the same dedicated OPP members continuing to serve their communities.

Thank you for the opportunity to update you regarding the timing of this organizational realignment.

K.A. (Karen) Meyer, Chief Superintendent  
Bureau Commander  
Communications and Technology Services Bureau

c: Deputy Commissioner Rose DiMarco, Provincial Commander, Traffic Safety and Operational Support  
Deputy Commissioner Chris Harkins, Provincial Commander, Field Operations  
Chief Superintendent Karl Thomas, Regional Commander, East Region  
Superintendent Phil Whitton, Bureau Commander, Municipal Policing Bureau

## Enbridge Gas Inc. has applied to raise its natural gas rates effective January 1, 2022.

### Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board to raise its natural gas rates effective January 1, 2022, based on a rate-setting framework and other adjustments previously approved by the Ontario Energy Board for the period 2019-2023. The rates are set using a formula that is tied to inflation and other factors intended to promote efficiency.

If the request is approved as filed, a typical residential customer of Enbridge Gas Inc. would see the following increase:

Rate Zone	Residential Annual Bill Increase
EGD	\$7.76
Union South	\$8.71
Union North West	\$10.55
Union North East	\$11.42

Other customers may be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

Enbridge Gas Inc. also says that it intends to file a related application for incremental capital funding at a later date.

#### THE ONTARIO ENERGY BOARD WILL HOLD A PUBLIC HEARING

The OEB will hold a public hearing to consider Enbridge Gas Inc.'s application. We will question Enbridge Gas Inc. on its case. We will also hear questions and arguments from individual customers and groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide what, if any, rate increase will be allowed.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

#### BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process

- You can review Enbridge Gas Inc.'s application on the OEB's website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor, you can ask questions about Enbridge Gas Inc.'s application and make arguments on whether the OEB should approve Enbridge Gas Inc.'s request. Apply by **August 5, 2021** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

#### LEARN MORE

Our file number for this case is **EB-2021-0147**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please enter the file number **EB-2021-0147** on the OEB website: [www.oeb.ca/participate](http://www.oeb.ca/participate). You can also phone our Public Information Centre at 1-877-632-2727 with any questions.

#### ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **August 5, 2021**.

#### PRIVACY

*If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.*

*This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15, Schedule B.*



Ontario  
Energy  
Board

Commission  
de l'énergie  
de l'Ontario



July 19, 2021

## Media Release

### Eastern Ontario Officials Respond to Provincial Broadband Funding

Elected officials across Eastern Ontario are hopeful that the Government of Ontario's new \$4-billion broadband program will help deliver Gig level speeds across the region.

The Province announced that the program, [Ontario Connects](#), will connect every home, community and area to high-speed internet by the end of 2025. The program will provide funding directly to Internet Service Providers, who will be selected to serve different geographic areas through a series of reverse-bid auction events.

The substantial investment is applauded by the Eastern Ontario Regional Network, along with the Eastern Ontario Wardens' Caucus and the Eastern Ontario Mayors' Caucus.

EORN, which has been leading improved connectivity across the rural region for more than a decade, has proposed a regional project to deliver broadband speeds of one gigabit (1G) across the region. This project would deliver ultra-fast internet to at least 95 per cent of the region, including some areas that have little service today. The organization offers its support to ensure that its residents get access to Gig-level speeds wherever possible. It is also encouraging the federal government to continue investing eastern Ontario.

EORN is currently delivering on a \$300 million Cell Gap Project to improve cell service coverage and capacity. The project is jointly funded by federal and provincial governments, and Rogers Communications.

"We appreciate that the federal and provincial governments heard EORN, the EOWC and the EOMC about the urgent need for broadband expansion in our region. Public investment is critical to expanding broadband in rural areas," said Debbie Robinson, Chair of the EOWC.

"We congratulate the Minister and the provincial government on this historic \$4 billion investment. EORN is prepared to lend our expertise to deliver our Gig Project in support of the Government's commitment to connect 100% of eastern Ontarians. Our work has demonstrated that collaborative, publicly funded broadband projects can deliver results," said J. Murray Jones, Chair of EORN.

"EORN's analysis demonstrated the economic value of connecting our communities to future-proof, Gig-speed internet and we are hopeful that Ontario Connects and federal funding

programs will ultimately help deliver this level of service to our communities,” said Diane Therrien, Chair of the EOMC.

### **About EORN**

EORN, a non-profit created by the Eastern Ontario Wardens’ Caucus (EOWC), works with governments and community organizations to improve and leverage broadband access to fuel economic development and growth.

EORN is currently working on a \$300 million project, funded by public and private sector partners, to improve and expand cellular services across the region. Building on that project is beginning in 2021.

From 2010 to 2014, EORN helped to improve broadband access to nearly 90 per cent of eastern Ontario through a \$175 million public-private partnership. The network was funded by federal, provincial and municipal governments and private sector service providers. As a result of the project, 423,000 homes and businesses are now able to access services of up to 10 Mbps download. It also spurred more than \$100 million in additional private sector investment in the region, over and above their initial commitments.

### **About the EOWC**

Since its inception, the Eastern Ontario Wardens' Caucus (EOWC) has worked to support and advocate on behalf of the 750,000 property taxpayers across rural eastern Ontario. The EOWC covers an area of 45,000 square kilometres from Cobourg to the Quebec border, and includes 13 upper-tier and single-tier municipalities as well as 90 local municipalities. All members work together as a team, striving to ensure that conditions are in place to make Eastern Ontario the greatest place in the world to reside and do business.

### **About the EOMC**

The Eastern Ontario Mayors’ Caucus (EOMC) is made up of the mayors of the 11 urban municipalities (separated, single tier) of Eastern Ontario. The committee meets quarterly as a group with the municipal CAOs in attendance to discuss common issues relevant to municipalities in eastern Ontario.

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Learn more about the provincial program: <https://www.infrastructureontario.ca/Ontario-Connects/>

For more information contact:

J. Murray Jones  
Chair, EORN

Warden, Peterborough County

Debbie Robinson  
Chair, EOWC

Warden, Renfrew County

Diane Therrien  
Chair, EOMC

Mayor, City of Peterborough

[warden@ptbocounty.ca](mailto:warden@ptbocounty.ca)  
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[DTherrien@peterborough.ca](mailto:DTherrien@peterborough.ca)  
(705) 742-7777



# COUNCIL CALENDAR

## August 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Civic Holiday	3	4	5	6	7
8	9	10 6PM Council 7PM COW	11	12	13 3PM Library Board	14
15 AMO London	16 AMO London	17 AMO London	18 AMO London	19	20	21
22	23	24 6PM Council 7PM COW	25 6PM OPA 22 Lanark County	26	27	28
29	30	31	29	30	31	



Mississippi  
Mills

# COUNCIL CALENDAR

## September 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6 Labour Day	7 6PM Council 7PM COW	8	9	10 3PM Library Board	11
12	13	14	15	16	17	18
19	20	21 6PM Council 7PM COW	22	23	24	25
26	27	28 6PM COW Special Budget	29	30	31	



## COUNCIL RESOLUTION

December 15, 2020

**Resolution No 479-20**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Maydan

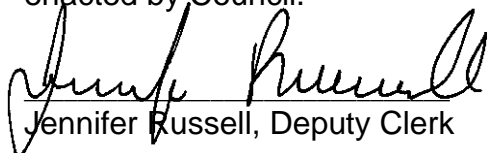
### **Amendment to the Recruitment, Selection and Hiring Policy**

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

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

**CARRIED**

I, Jennifer Russell, Deputy Clerk for the Corporation of the Municipality of Mississippi Mills, do hereby certify that the above is a true copy of a resolution enacted by Council.

  
Jennifer Russell, Deputy Clerk







**Municipality of Mississippi Mills**  
**PENDING LIST**  
**August 10, 2021**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	Treasurer/Public Works	Special meeting and report detailing breakdown of costing to reflect water and sewer costs and other costs	Q2 2021
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q2 2021
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	Q4 2021
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	Q2 2021
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	Q2 2021
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q2 2021
Master Fire Plan Review	Fire	Strike a committee to review MFP and assess standards	Q2 2021
Review of Procedural By-law	Clerks	Postponed as a result of COVID-19	Q2 2021
Film Policy	Ec Dev/Culture	Recommendation from CEDC	Q2 2021
Public Consultation - Dog Park	Recreation and Parks and Recreation Advisory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	May/June 2021
Museum Funding Review	Ec Dev/Culture	Review of Museum funding before 2022 budget approval	Q3 2021
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	December 2021
Communication of Downtown Revitalization Project	Public Works	Meeting with downtown businesses regarding revitalization project	TBD
Priorities of Council for the Remainder of Term of Office	CAO	Updated list to be brought forward in August	Q3 2021