



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, September 21, 2021

IMMEDIATELY FOLLOWING COUNCIL

E-participation

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT, the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT, the minutes dated September 7th, 2021 be approved.	6 - 11
E. CONSENT REPORTS Recommended Motion: THAT, the following consent reports and committee minutes be received.	
E.1. Parks and Recreation Advisory Committee Minutes Aug 31 2021	12 - 15
E.2. Community Economic Development Advisory Committee_Aug26_2021	16 - 19
F. STAFF REPORTS	
<u>Building and Planning</u>	
F.1. Zoning Bylaw Amendment - 189 Snedden Farm Rd. Tyler Duval, Planning	20 - 38
Recommended Motion: THAT, Committee of the Whole recommend that Council approve the Zoning By-law Amendment to change the zoning of the lands subject to Consent Application B20/127 described as Concession 9 Part Lot 26 and 27, Ramsay Ward, from "Rural (RU) Zone" to "Limited Service Residential – Special Exception (LSR-25) Zone", where the minimum required frontage shall be 0 metres and the minimum required lot area shall be 0.4 hectares.	

- F.2. Zoning Bylaw Amendment - Pakenham CON 1 PT LOT 24** 39 - 61
Tyler Duval, Planning

Recommended Motion:

THAT, Committee of the Whole recommend that Council approve the Zoning By-law Amendment to change the zoning of the lands subject to file number Z-08-21, described as part of Part Lot 24 Concession 1, Pakenham Ward, from “Rural (RU) Zone” to “Limited Service Residential – Special Exception (LSR-26-h) Zone - holding”, where the minimum required frontage shall be 0 metres and the minimum required lot area shall be 4 hectares. The holding provision will require that the Owners enter into a Site Plan Agreement with the Municipality in order to register a use and maintenance agreement regarding a municipal unopened road allowance.

Road and Public Works

- F.3. Drinking Water Quality Management System Endorsement September 2021** 62 - 63
Cory Smith A/Director of Public Works

Recommended Motion:

THAT, the Committee of the Whole recommend Council approve and endorse the Operational Plan for the Municipality of Mississippi Mills' Water Distribution System;

AND FURTHER THAT, the Mayor and Acting Clerk be authorized to endorse the Operational Plan on behalf of Council.

- F.4. Final Acceptance - Riverfront Phase 4** 64 - 66
Cory Smith, A/Director of Public Works

Recommended Motion:

THAT, Committee of the Whole recommend that Council authorize final acceptance for the finalized portion of plan of subdivision 27M-78 Riverfront Estates Phase 4, to be known as Phase 4, in accordance with Section 15 of the subdivision agreement with Houchaimi Holdings inc.;

AND THAT, Committee of the Whole recommend that Council direct staff to prepare an assumption by-law for the roads and associated infrastructure works constructed with the development of the portion plan of subdivision 27M-78 to be known as Phase 4.

- F.5. Lease Agreement Pakenham Landfill 2022-2032** 67 - 69
Cory Smith, A/Director of Public Works

Recommended Motion:

THAT, the Committee of the Whole recommends that Council authorize the Mayor and Acting Clerk to execute a 10-year lease agreement with the current property owners for the purposes of operating and maintaining existing groundwater monitoring wells on Part of Lots 17 and 18 Concession 10, Pakenham.

Finance and Administration

- F.6. Council Priorities Update** 70 - 75
Ken Kelly, CAO

Recommended Motion:

THAT, Committee of the Whole recommends to Council to accept this report as information.

- F.7. RFI Housing** 76 - 77
Ken Kelly, CAO

Recommended Motion:

THAT, Committee of the Whole recommend to Council that it direct staff to research initiatives and programs implemented by other municipalities including the issuance of a request for interest / expression of interest for partners in the development of creative housing options so that future decisions can be made on the use of surplus lands owned by the Municipality. This report to be presented to Council no later than March 30, 2022.

- F.8. Construction Financing Business Park Phase 3** 78 - 79
Ken Kelly, CAO

Recommended Motion:

THAT, the CAO/Deputy Treasurer be authorized to obtain interim construction financing in an amount not to exceed \$1,300,00 from (insert financial institution September 21, 2021) at a fixed rate of ____% (to be confirmed on September 21, 2021 based on bank rate submissions) for no more than three (3) years with repayment from grant funding and revenue from the sale of building lots in the Business Park;

AND THAT, any two of the Mayor and Acting Clerk or CAO be authorized to execute the agreement with the preferred financing institution.

- F.9. Truth and Reconciliation Commission (TRC) Calls to Action** 80 - 82
Cynthia Moyle, Acting Clerk

Recommended Motion:

THAT, Committee of the Whole recommends Council waive the administrative fee for commissioning documents for residential school Survivors and their families who reside in the Municipality of Mississippi Mills to reclaim their names changed by the residential school system for a period of five (5) years.

Recommended Motion:

THAT, Committee of the Whole recommends Council include The Indigenous Bicentennial Working Group (IBWG) as a working subcommittee to the Mississippi Mills Bicentennial Planning Committee.

G. NOTICE OF MOTION

Recommended Motion:

WHEREAS, access to safe, affordable and adequate housing promotes overall health and wellbeing, increases resident safety and creates a more liveable community;

AND WHEREAS, housing options and supply are needed at all income levels in an inclusive community;

AND WHEREAS, housing is considered affordable when housing costs do not exceed 30% of a household's before-tax income;

AND WHEREAS, the population in Mississippi Mills is projected to increase 60% by 2038;

AND WHEREAS, increasing the supply could lead to rent reductions, and greater opportunities to free up entry level rental units, making housing available for those at the lowest income levels and those at risk of homelessness;

AND WHEREAS, the Provincial Policy Statement now requires planning authorities to allow an additional residential unit within the dwelling and with an accessory structure, for a total of three (3) dwelling units per parcel;

AND WHEREAS, the Town of Perth has implemented a successful Additional Residential Unit Grant Program as part of an affordable housing strategy;

THEREFORE, be it resolved that Committee of the Whole direct staff to develop an Additional Residential Unit Grant pilot program to facilitate the construction of additional dwelling units or additional dwellings for homeowners in Mississippi Mills;

AND THAT, the Additional Residential Unit Grant pilot program be brought forward to 2022 Budget discussions.

H. INFORMATION ITEMS

H.1. Mayor's Report

H.2. County Councillor's Report

108 - 110

H.3. Mississippi Valley Conservation Authority Report

H.4. Library Board Report

H.5. Information List #16-21

Recommended Motion:

THAT the information list #16-21 be received for information.

a. **August 20 2021_City of Hamilton re Noise Concerns**

111 - 112

b. **August 27 2021_City of Brantford re Year of the Garden**

113 - 114

c. **September 7 2021_ Eastern Ontario Regional Network Seeking Board Member Press Release**

115 - 119

d. **September 8 2021_ 5 Arches Bridge Closure - Media Release 2**

120

e.	September 8 2021_ Mississippi Mills Letter of Support_Affordable_Internet	121 - 125
f.	September 9 2021_Ministry of Municipal Affairs and Housing Minister's letter site plan guide_for translation	126
g.	September 9 2021_Trent Lakes re OHIP Eye Care	127 - 128
h.	September 10 2021_ Lanark County Situation Table 2020 Final Report	129 - 155
i.	September 13 2021_2nd Qtr Drinking Water Quality Management Standard Report	156 - 160
j.	September 15 2021_Mississippi Mills Fire Department 2020 Year End Summary and 2021 Summary to Date	161 - 165
H.6.	Meeting Calendar	166 - 168
I.	OTHER/NEW BUSINESS	
J.	PENDING LIST	169 - 170
K.	ADJOURNMENT	
	Recommended Motion:	
	THAT the meeting be adjourned at X:XX p.m.	



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

**September 7, 2021
E-participation**

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

Staff Present: Ken Kelly, CAO
Cynthia Moyle, Acting Clerk
Casey Munro, Deputy Clerk
Tyler Duval, Planner
John Gleeson, A/Operations Manager
Tiffany MacLaren, Culture and Economic Coordinator

A. CALL TO ORDER (immediately following Council)

Councillor Holmes called the meeting to order at 7:33 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Resolution No CW215-21

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT, the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW216-21

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT, the minutes dated August, 24 2021 be approved.

CARRIED

E. CONSENT REPORTS

F. STAFF REPORTS

Building and Planning

F.1 Zoning Amendment - 4676 Dark Side Rd

Resolution No CW217-21

Moved by Councillor Ferguson

Seconded by Councillor Guerard

THAT, Committee of the Whole recommend that Council approve the Zoning By-law Amendment to change the zoning of the lands legally described as CON 12 PT LOT 12 - 26R1440; PART 1, Pakenham Ward, located at 4676 Dark's Side Road, from "Residential Third Density Zone - Special Exception 5" (R3-5) to "Residential Fourth Density Zone – Special Exception 16 Zone" (R4-16).

CARRIED

F.2 Zoning Bylaw Amendment - 189 Snedden Farm Rd.

Resolution No CW218-21

Moved by Councillor Maydan

Seconded by Councillor Guerard

THAT, Committee of the Whole recommend that Council approve the Zoning By-law Amendment to change the zoning of the lands subject to Consent Application B20/127 described as Concession 9 Part Lot 26 and 27, Ramsay Ward, from "Rural (RU) Zone" to "Limited Service Residential

– Special Exception (LSR-25) Zone”, where the minimum required frontage shall be 0 metres and the minimum required lot area shall be 0.4 hectares.

REFERRED

Resolution No CW219-21

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT, Committee of the Whole refer the report until the September 21st meeting to allow staff to provide additional information.

CARRIED

F.3 Zoning Bylaw Amendment - Pakenham CON 1 PT LOT 24

Resolution No CW220-21

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT, Committee of the Whole recommend that Council approve the Zoning By-law Amendment to change the zoning of the lands subject to file number Z-08-21, described as part of Part Lot 24 Concession 1, Pakenham Ward, from “Rural (RU) Zone” to “Limited Service Residential – Special Exception (LSR-26-h) Zone - holding”, where the minimum required frontage shall be 0 metres and the minimum required lot area shall be 4 hectares. The holding provision will require that the Owners enter into a Site Plan Agreement with the Municipality in order to register a use and maintenance agreement regarding a municipal unopened road allowance.

REFERRED

Resolution No CW221-21

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT, Committee of the Whole refer the report until the September 21st meeting to allow staff to provide additional information.

CARRIED

F.4 Zoning Bylaw Amendment - 440 Ramsay Con 8

Mayor Lowry disclosed pecuniary interest on this item of the agenda due to a family member owning property.

Resolution No CW222-21

Moved by Councillor Dalgity

Seconded by Deputy Mayor Minnille

THAT, Committee of the Whole recommend that Council approve the Zoning By-law Amendment to change the zoning of the lands subject to Consent Application B20/057 described as Concession 8 West Part Lot 4 and East Part Lot 5, Ramsay Ward, from “Agricultural (A) Zone” to “Agricultural – Special Exception (A-41) Zone”, to prohibit residential uses, reduce the minimum required frontage to 19 metres and to reduce the minimum required lot area to 30.14 hectares.

CARRIED

Roads and Public Works

F.5 Purchase and use of Protek WTS 100 within the winter sand/salt mixture

Resolution No CW223-21

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT, Committee of the Whole recommends that Council authorizes staff to proceed with the single sourced price of \$10.13 per tonne from Denchem Surface Solutions for the use of Protek WTS 100 in the winter sand/salt mixture for the 2021/2022 winter season.

CARRIED

Recreation and Culture

F.6 Business Organization Structures

Resolution No CW224-21

Moved by Councillor Guerard
Seconded by Councillor Maydan

THAT, Committee of the Whole recommend that Council accept this summary on business organization structures as information.

CARRIED

G. NOTICE OF MOTION

H. INFORMATION ITEMS

H.1 Mayor's Report

Staff direction was provided to bring back options on how to pay tribute to Al Potvin for his donation of \$1,000,000 to help support the children of Mississippi Mills.

H.2 County Councillor's Report

H.3 Mississippi Valley Conservation Authority Report

H.4 Library Board Report

H.5 Information List #15-21

Resolution No CW225-21

Moved by Councillor Maydan
Seconded by Councillor Guerard

THAT, the information list #15-21 be received for information and that items H.5.b and H.5.d be brought back for further consideration.

CARRIED

H.5.a August 20 2021_Reply from Jonathan Wilkinson re Federal Carbon Pricing

H.5.b August 20 2021_Ministry of Transportation re EasternTransportationSurvey

H.5.c August 20 2021_Email re Extension of COVID-19 benefits and business supports

H.5.d August 2021_Municipal Modernization Program

H.6 Meeting Calendar

Councillor Guerard requested September 30th be added to the calendar as the new Federal statutory holiday.

I. OTHER/NEW BUSINESS

I.1 Supporting Municipal and Indigenous Relations

Mayor Lowry presented some key initiatives from the AMO's Resources on the Truth and Reconciliation Commission Calls to Action and What Municipal Leaders Can Do To Better Support Indigenous Residents And Neighbours At This Time.

Staff direction was provided to bring forward a report on how Mississippi Mills can further expand on items 17,57 and 80 of the Calls to Action and items 2 and 6 of What Municipal Leaders Can Do.

I.1.a August 23 2021_AMO Resources on the Truth and Reconciliation Commission Calls to Action

I.1.b August 23 2021_AMO What Municipal Leaders Can Do to Support Indigenous Residents and Neighbours at this time.

I.1.c August 23 2021_Letter re bicentennial working group

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW226-21

Moved by Deputy Mayor Minnille

Seconded by Councillor Guerard

THAT, the meeting be adjourned at 9:37 p.m.

CARRIED

Cynthia Moyle, Acting Clerk



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

August 31, 2021
3:45 p.m.
E-participation

Committee Present: Councillor Dalgity
Councillor Guerard
Lyn Button
Sherryl Smith
Terry Ainsworth
Vicki Lowe
Victoria James-Lafleur

Committee Absent: Christine Andersen
Scott Newton

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

A. CALL TO ORDER

Recreation Manager, Calvin Murphy called the meeting to order at 3:47 pm and announced that Chair, Scott Newton would not be attending today's meeting.

Moved by Councillor Dalgity

Seconded by Sherryl Smith

THAT Vicki Lowe assume the role of Chair for the August 31, 2021 Parks and Recreation Advisory Committee meeting.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Moved by Lyn Button

Seconded by Councillor Dalgity

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Councillor Dalgity

Seconded by Sherryl Smith

THAT the minutes of the Parks and Recreation advisory Committee dated June 29, 2021 be approved as presented.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Topic: Dogs

Victoria James-Lafleur joined the meeting during discussion of this item.

The committee thanked Iris Winston (Boston) for her presentation. A brief discussion took place regarding the merits and liability concerns of allowing dogs off leash in Gemmill Park during certain time periods.

Moved by Councillor Dalgity

Seconded by Terry Ainsworth

THAT the delegation by Iris Winston (Boston) be received for information.

CARRIED

ACTION: Calvin Murphy to bring forward a copy of today's delegation to the September 28, 2021 Parks and Recreation Advisory Committee meeting.

F. REPORTS

F.1 Dog Park Working Group - June 28th and August 17th, 2021 Meeting Minutes

Moved by Councillor Dalgity

Seconded by Victoria James-Lafleur

THAT the minutes from the June 28th and the August 17th Dog Park Working Group meetings be received.

CARRIED

F.2 Dog Park Survey Results

The committee agreed, it was evident that residents of Mississippi Mills **want** a dog park.

Councillor Dalgity mentioned the discrepancy between the number of dog tags issued by the municipality and the number of dogs in Mississippi Mills.

Due to technical difficulties, the Zoom meeting recessed at 4:15 pm and a new Zoom meeting commenced at 4:20 pm.

Councillor Guerard joined the meeting at 4:20 pm. Sherryl Smith did not return to the meeting after the recess at 4:15 pm.

G. BUSINESS ARISING OUT OF MINUTES

G.1 Don Maynard Park

The committee discussed the final proposal submitted by Steve Maynard. Councillor Dalgity suggested that the municipality invest in water barrels which the Don Maynard Park volunteers could use for watering.

Moved by Lyn Button

Seconded by Councillor Guerard

THAT the Parks and Recreation Committee approve the planting of trees and installation of a cedar rail fence this Fall, pending the funds being raised by Steve Maynard to cover all material and labour costs.

CARRIED

ACTION: Calvin Murphy to discuss watering options with Steve Maynard.

H. ROUND TABLE

- **Pakenham Bridge Park** - individuals are still putting their lives at risk by swimming at the Five Arches Bridge in Pakenham. Concerns have been shared on social media and the municipality has posted signage, warning people to stay out of the water. Councillor Dalgity advised that the Mississippi Valley Conservation Authority is ultimately responsible for the waterways in and around the municipality.

- **Appleton Boat Launch** - parking is becoming a concern at the boat launch. The municipality is currently conducting a parking survey which includes this location. The survey closes on September 3, 2021.
- **Gypsy Moths** - the trees around town are looking good and it appears that there is no significant damage resulting from the gypsy moths.
- **Mill Run Park** - construction of the park is moving along well.
- **Arenas** - the ice will be going in at the Pakenham arena in mid September and at the Almonte arena beginning in October. Covid challenges are on-going and screening protocols are still taking place at both facilities.

I. INFORMATION AND CORRESPONDENCE

None

J. OTHER / NEW BUSINESS

None

K. MEETING ANNOUNCEMENTS

Next Meeting: Tuesday, September 28, 2021 at 3:45 pm.

L. ADJOURNMENT

Moved by Councillor Dalgity

Seconded by Victoria James-Lafleur

That the meeting be adjourned at 4:53 pm.

CARRIED

Dawn McDonald, Recording
Secretary



The Corporation of the Municipality of Mississippi Mills

Community & Economic Development

Advisory Committee Meeting

MINUTES

August 26, 2021

8:00 a.m.

Almonte Old Town Hall

14 Bridge St., Almonte

Committee Present: Deputy Mayor Minnille
Councillor Ferguson
Scott McLellan
Ron MacMeekin
Greg Smith
Noreen Young

Committee Absent: Councillor Guerard, Mary Rozenberg, Dawn McGeachy
Staff Present: Tiffany MacLaren, Community Economic & Cultural Coordinator
Bonnie Ostrom, Recording Secretary

A. CALL TO ORDER

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Committee members seemed to have the incorrect agenda package. Resent correct link during meeting. Approval of the agenda was conducted once the correct agenda was received.

THAT the agenda be approved as presented.

Moved by Noreen Young

Seconded by Greg Smith

CARRIED

D. APPROVAL OF MINUTES

Initially the committee had the agenda from the June 17th meeting. Once correct agenda was sent the June 17, 2021 minutes were voted upon.

THAT the C&EDC Committee approves the minutes dated June 17, 2021

Moved by Ron MacMeekin

Seconded by Greg Smith

CARRIED

E. DELEGATIONS AND PRESENTATIONS

F. REPORTS

F.1 Beautification Working Group - verbal update

The final day for the beautification summer students will be Friday August 27, 2021. The students did a fantastic job keeping the flower baskets and barrels thriving in the summer heat. We have arranged to have staff continue watering until Thanksgiving, depending on the weather.

Local horticulturalist Allan Goddard will be revamping the garden at the Old Town Hall in hopes to bring it back to its glory!

The Pebble Mosaic project base has been installed in the garden. The unveiling of the mosaic will be Thursday September 30th.

The Beautification working group hope to meet in September to discuss fall decorations, downtown clean up and daffodil planting.

It was suggested that the grasses in the Pakenham barrels not be used again as they reduced visibility at the Hwy 29 intersections. This information is to be sent to the Pakenham Horticultural Society as feedback for next year.

F.2 Riverwalk Working Group - verbal update

The grand opening of the Mill Workers Staircase was held on an extremely hot Saturday August 21st from 1:30 - 3:30pm.

The event included a storyteller, speeches from various dignitaries and the Riverwalk working group. Riverwalk Working Group Chairperson, Alex Gillis mentioned that the same working group members have been working on the Riverwalk projects since 2015.

The brass plaque will be installed in September at the top of the staircase. 20 bilingual interpretive signs will be installed along the Riverwalk and the Ottawa Valley Rail Trail depicting the history of the area with pictures.

The Riverwalk working group will transition to "The Friends of the Riverwalk" taking care of the Riverwalk with clean up and tree planting initiatives among other things.

More directional signs will be added in 2022.

G. BUSINESS ARISING OUT OF MINUTES

G.1 Business Breakfast- discussion

The Community, Economic and Cultural Coordinator requested feedback from the June 24 virtual business breakfast. Overall, everyone felt the event went well. Most felt that the breakout sessions would work better if they were longer in duration to allow for further discussions. Other suggestions: have breakout room topics that people could sign up for, shorter time for guest speakers.

G.2 Lanark County Economic Development Grant

It was confirmed that Lanark County has allocated \$5000.00 to each municipality within the County for tourism initiatives.

A report to Lanark County is to be submitted by Dec 31,2021 outlining the tourism initiative. It was suggested that Council would need to decide how the grant would be spent. Staff to send a report to council.

H. ROUND TABLE

- Discussion on the future of the C&EDC committee and other advisory committees ensued. With the reorganization of management within the Municipal organization the Clerk brought forward a report suggesting that advisory committees be dissolved as of January 2022. It was recommended that C&EDC would remain a working group for special projects only or transition to BIA. Committee members voiced disappointed they were not consulted and felt unappreciated for their contribution to the committee.
- There will be a press conference at the Mississippi Valley Textile Museum on October 1st outlining the launch of the Puppets Up Festival 2022. There will be two shifts 4-5:30pm and 5:30-7pm to allow for social distancing and controlled numbers.
- The OP22 (Almonte ward land boundaries)/OP11 Lanark County had the first series of public meetings to discuss the boundaries. The process went well. The entire process could take up to eight months to complete.

- "Every Child Matters" flags have been distributed throughout Lanark County. These flags are to be installed under the Canadian Flag and to remain at half mast.
- Pakenham update: The 3 Apples Bakery is doing very well. A new business has arrived on the main street- Blue Bird Cannabis. Currently there are parking issues in Pakenham due to the volume of people in the area. Bylaw will take a look at the issue.
- Committee member Greg Smith sent a video to committee members with regards to working habits and how to change procedures within organizations. This is an initiative through Algonquin College and was thought to be a good topic for a business breakfast.
- The Community, Economic & Cultural Coordinator conducted a survey of the Mill St downtown merchants with regards to the Downtown Revitalization project. 70% of the businesses responded to the survey with 90% of those businesses being aware of the project.
- A breakdown of 54% wanted to see the project start May 2022, while 48% wanted to see the project postponed to 2023.
- The final decision will be up to Council. Once the decision has been made then an RFP will be completed and the winner of the RFP will then outline the phases of the project. Public Works staff will be looking for grant opportunities at both the Provincial and Federal levels.

I. INFORMATION AND CORRESPONDENCE

J. OTHER / NEW BUSINESS

K. MEETING ANNOUNCEMENTS

L. ADJOURNMENT

THAT the August 26,2021 meeting be adjourned.

Moved by Councillor Guerard

Seconded by Councillor Ferguson

CARRIED

Bonnie Ostrom, Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 21, 2021

TO: Committee of the Whole

FROM: Tyler Duval, Planning Consultant

SUBJECT: **ZONING BY-LAW AMENDMENT Z-09-21**
CON 9 PT LOT 26 and 27
Ramsay Ward, Municipality of Mississippi Mills

CIVIC ADDRESS: 189 Snedden Farm Road

APPLICANT: Evelyn Wheeler
OWNER: Robert Alexander Snedden

RECOMMENDATION:

THAT Council approve the Zoning By-law Amendment to change the zoning of the lands subject to Consent Application B20/127 described as Concession 9 Part Lot 26 and 27, Ramsay Ward, from “Rural (RU) Zone” to “Limited Service Residential (LSR) Zone”.

SUMMARY AND ADDITIONAL INFORMATION

This report was initially brought to Committee of the Whole on the evening of September 7th, 2021. The Committee elected to differ the file until additional information could be considered.

Attachment ‘D’ provides the additional information requested at the time of deferral. The additional information in Appendix ‘D’ speaks specifically to the past uses of the Limited Service Residential (LSR) Zone in the Municipality.

Based on the findings in Attachment ‘D’, the Staff recommendation and draft by-law have been changed

BACKGROUND

The Applicant has submitted a Consent application to the County of Lanark requesting to sever and transfer – by way of a lot addition – a ±0.91 ha (2.27 ac) parcel from 189 Snedden Farm Road to 119 Snedden Farm Road, thereby creating the “proposed subject property” (File No. B20/127).

The proposed subject property (existing lot to be enlarged) would not result in any changes to road frontage, as access to the existing property is already provided for by way of a registered easement (right-of-way), over Part 2 of Plan 26R-2816 and Part 1 of Plan 26R-1714.

The consent application does not propose the creation of a new lot, only the enlargement of an existing lot.

PURPOSE AND EFFECT

The purpose and intent of the Zoning By-law Amendment is to rezone the property from “Rural” (RU) to “Limited Service Residential” (LSR) in order to permit a Dwelling Unit on the subject property. The proposed Zoning By-Law Amendment is a condition of a County of Lanark lot addition application (file no. B20-127).

SERVICING & INFRASTRUCTURE

No changes to the private services. No changes to existing access.

119 Snedden Farm Road does not have any direct frontage on a public road but there is currently a registered easement (right-of-way) over Part 2 of Plan 26R-2816 and Part 1 of Plan 26R-1714 that provides access to the proposed subject property.

189 Snedden Farm Road will maintain its current frontage along a municipally owned and year-round maintained public road.

Figure 1



COMMENTS

Staff circulated the application in accordance with the provisions of the Planning Act. Notice was posted on the subject property and circulated by mail to all property owners within 120m of the subject lands. Notice was also circulated to prescribed agencies and public bodies electronically.

MUNICIPAL COUNCIL

No comments received by members of Council.

INTERNAL CIRCULATION

Comments received based on the circulation of this application have been summarized below:

CAO: No comments received.

Clerk: No comments received.

CBO: No comments received.

Fire Chief: No comments received.

Director of Roads and Public Works: No comments received.

Recreation Coordinator: No concerns or objections.

EXTERNAL AGENCY CIRCULATION

Enbridge Gas Inc.

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

Mississippi Valley Conservation

MVCA previously provided a review of consent application #B20/127, for the subject property. We do not have any further comments to those provided in the review of the consent application.

Ministry of Energy, Northern Development and Mines

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

FROM THE PUBLIC

No comments received.

The Municipality held a Public Meeting on August 24, 2021 to provide an opportunity for the public to comment on the application. A copy of all public submissions is appended to this report.

EVALUATION

COMMUNITY OFFICIAL PLAN (COP)

The subject lands are, and will continue to be, designated as “Rural” under the Community Official Plan. Permitted uses include the existing residential use.

ZONING BY-LAW #11-83

The subject lands are presently zoned “Rural (RU)” within the Comprehensive Zoning By-law #11-83. As required by consent application B20/127, lands must be rezoned to an appropriate zone that addresses the lot frontage along an opened road.

The by-law has been drafted and is appended to this report.

SUMMARY

Having reviewed and assessed the proposed Zoning Amendment, staff are satisfied that the proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the Community Official Plan and satisfies the applicable sections of the Municipal Zoning Bylaw #11-83.

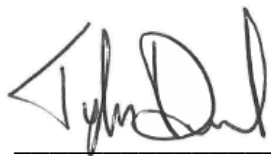
As the development complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed land use.

It is the professional opinion of the Planning Department that the proposed development to amend the Zoning By-law is appropriate and desirable.

Staff propose the following recommendation;

THAT Council approve the Zoning By-law Amendment to change the zoning of the lands subject to Consent Application B20/127 described as Concession 9 Part Lot 26 and 27, Ramsay Ward, from “Rural (RU) Zone” to “Limited Service Residential (LSR) Zone”.

All of which is respectfully submitted,



Tyler Duval, RPP, MCIP
Planning Consultant



Ken Kelly
Chief Administrative Officer

Attachments:

- Attachment A – Location Map
- Attachment B – Draft By-Law
- Attachment C – Comments Received
- Attachment D – Additional Information

Attachment A – Location Map



Attachment B – Draft By-Law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 21-XXX

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural" (RU) Zone to "Limited Service Residential" (LSR) for the lands identified on the attached Schedule 'A', which are legally known as Con 9 Pt Lot 26 and 27, Ramsay Ward, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

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

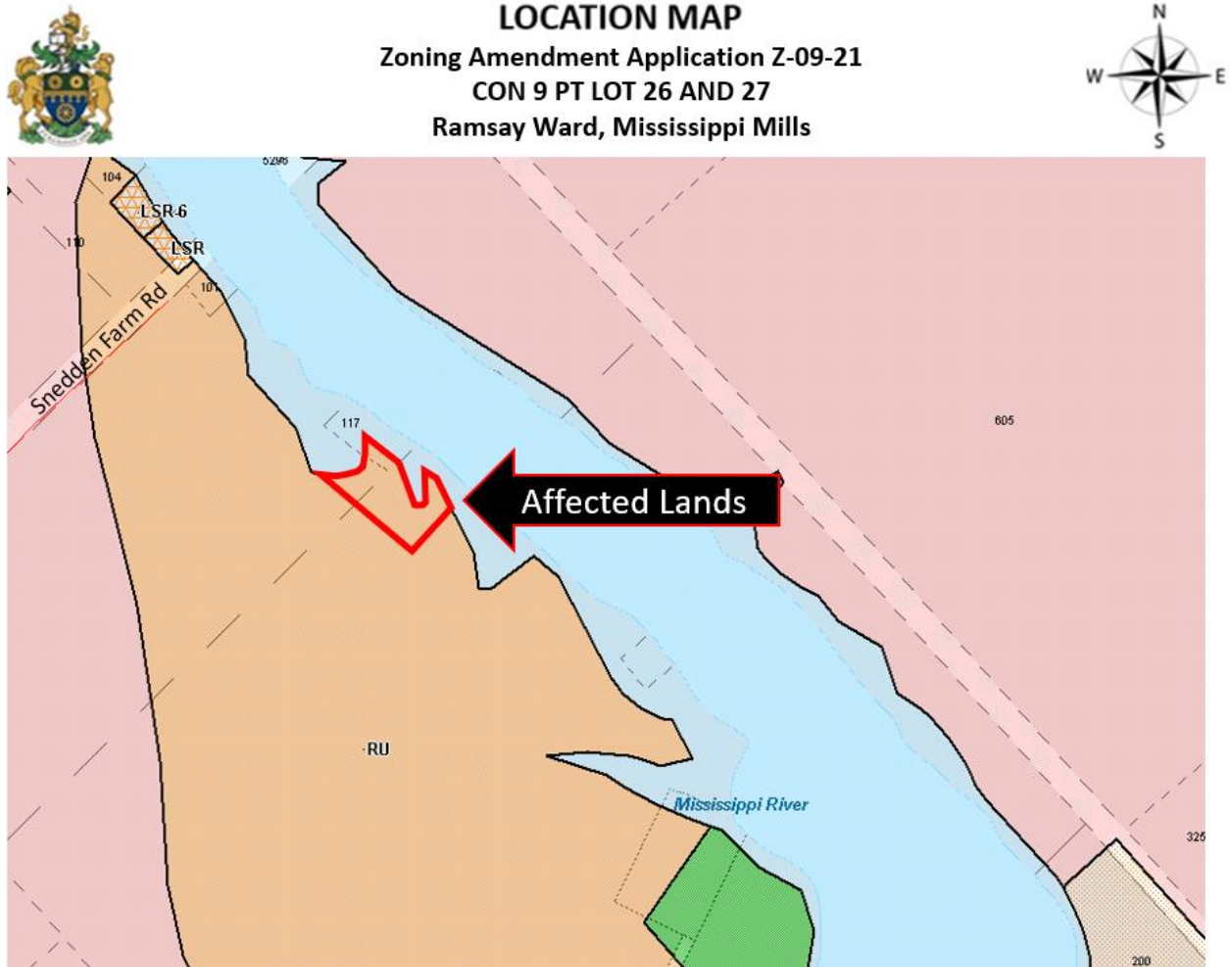
Christa Lowry, Mayor

Cynthia Moyle, Acting Clerk

Bylaw 21-XXX
Schedule "A"

Lands Subject to the Amendment.

Con 9 Pt Lot 26 and 27, Ramsay Ward, Municipality of Mississippi Mills



Attachment C – Comments Received

Parks and Recreation

No concerns.

Enbridge Gas Inc.

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

Mississippi Valley Conservation

MVCA previously provided a review of consent application #B20/127, for the subject property. We do not have any further comments to those provided in the review of the consent application.

Ministry of Energy, Northern Development and Mines

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

Attachment D – Additional Information

The focus of the following remarks are to do with the interpretation of “**Lot Frontage**” and “**Front Lot Line**” in the case of a Lot that does not abut a street.

To properly unpack this concept, it is important to refer to the definitions of the Zoning By-law:

“**LOT FRONTAGE**” means the horizontal distance between the side lot lines, such distance being measured perpendicularly to a line joining the middle of **the front lot line** with either the middle of the rear lot line or the apex of the triangle formed by the side lot lines at the minimum distance from the front lot line at which erection of buildings or other structures is permitted by this By-law.

“**LOT LINE, FRONT**” means the line dividing the lot from the street.

[...]

(f) Where the “Lot” does not abut a **street**, the “Front Lot Line” shall be determined to be the boundary of the “Lot” closest to the **street** from which access to the “Lot” is gained.

As per the definitions above, the **Lot Frontage** is determined by measuring the distance between side lot lines, the measurement is to be parallel to the **Front Lot Line**. As per the definition, a parcel that does not abut a street may still have a **Front Lot Line**. As such, by definition, a land-locked parcel can technically have a measured frontage – being the length of the lot line nearest to the **street** it gains **access**.

Staying with the definitions, or in this instance, lack of a definition, it is important to consider the term **street**. Currently, **street** is not a defined term in the Zoning By-law. However, the following terms are defined as follows:

“**STREET, OPEN PUBLIC**” means an open thoroughfare under the jurisdiction of the Corporation, the County, the Province of Ontario, or the Government of Canada. This definition includes highways, roads, rights-of-way and road allowances, but excludes public lanes and private rights-of-way.

“**STREET, PRIVATE**” means a street, not otherwise defined herein, which is described on a plan of subdivision or on a plan of condominium which is not under the jurisdiction of the Corporation, but which has been approved by the Corporation.

“**STREET, UNOPENED PUBLIC**” means a street which has not been assumed by the Corporation, the County, the Province of Ontario, or the Government of Canada as a public thoroughfare.

The definition of **Front Lot Line** refers to the term **street**, which must include all three defined types of **streets** – being **Open Public**, **Private**, and **Unopened Public**.

As such, land-locked properties do in fact have a measurable **Lot Frontage**. Traditionally, if a lot does not abut an opened and public road, there is no lot frontage. However, the Municipality

of Mississippi Mills Zoning By-law has a unique way of defining **Lot Frontage**, which implies that a land-locked parcel does have frontage (if it can prove legal access).

The Zoning By-law describes the purpose of the Limited Service Residential (LSR) Zone as follows:

- (1) recognize and permit limited service residential development in areas designated as Rural in the Community Official Plan;
- (2) permit residential-only used as well as related and accessory uses;
- (3) regulate development in a manner that respects the rural character of the area.

In the Zoning By-law, limited service means municipal services which may normally be provided on an opened public highway will not be guaranteed including, but not limited to, snow ploughing, road grading, school busing, garbage pickup, access by emergency vehicles, sanitary sewers, or piped water supply.

The permitted uses in the LSR Zone are regulated as follows:

No person shall within the “LSR” zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

- a single detached dwelling
- a seasonal detached dwelling
- buildings, structures and uses accessory to a permitted use
- sewage disposal system

If a use is permitted, such as a dwelling, LSR Zone requires the following development standards:

18.2 ZONE PROVISIONS

No person shall within any LSR Zone use any lot or erect or use any building or structure except in accordance with the following provisions:

PROVISIONS

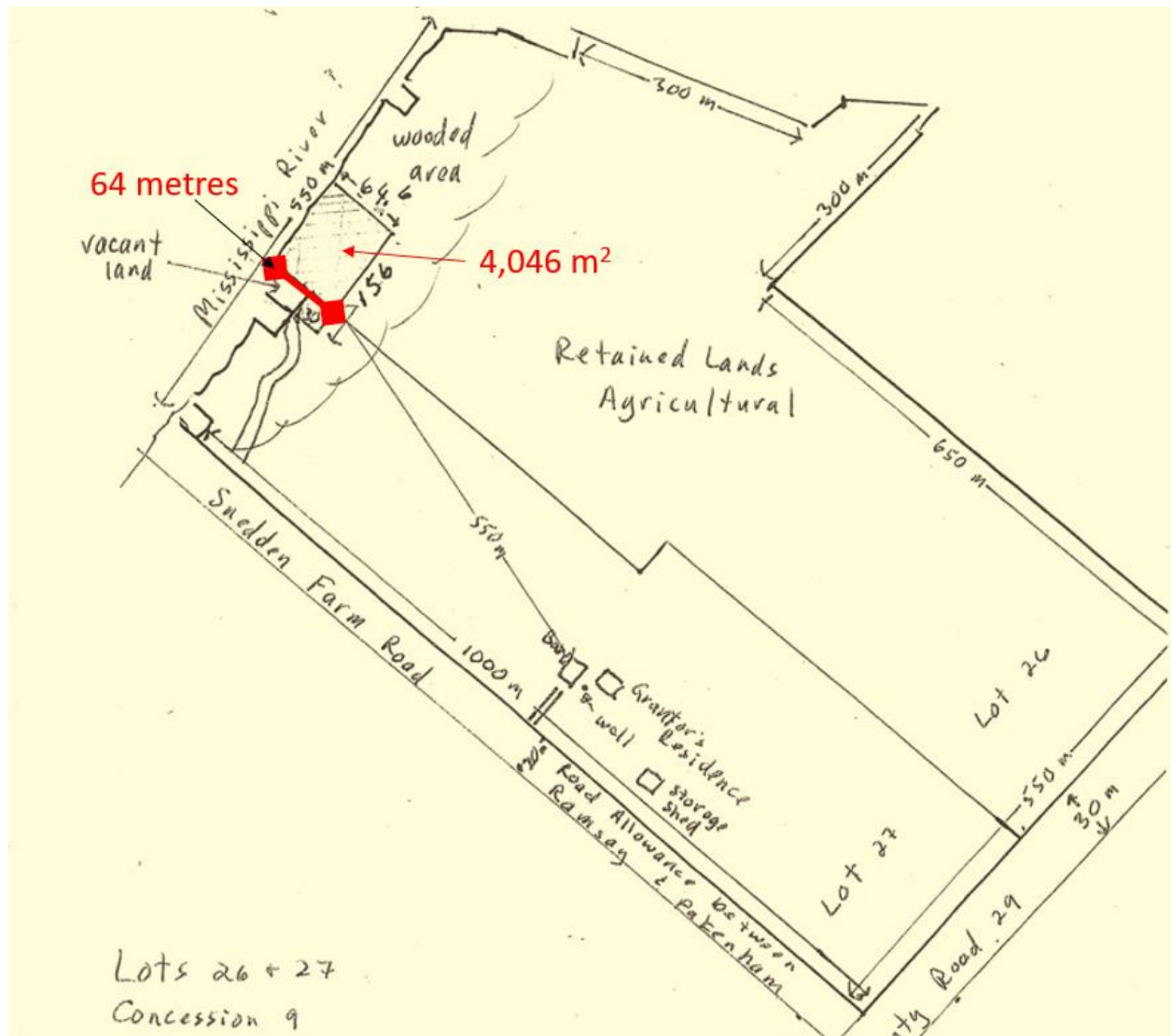
Minimum lot area	4000 m ²	(43,055.6 ft ²)
Minimum lot frontage	60 m	(98.4 ft)
Minimum front yard	7.5 m	(24.6 ft)
Minimum exterior side yard	7.5 m	(24.6 ft)
Minimum side yard	3 m	(9.8 ft)
Minimum rear yard	7.5 m	(24.6 ft)
Minimum floor area	75 m ²	(807 ft ²)
Maximum building height	11 m	(36.1 ft)
Maximum lot coverage	15 %	

Section 18.2 of the Zoning By-law calls for 60 metres of **Lot Frontage** for a lot that does not abut any type of **street**.

As such, the subject Zoning By-law Amendment is incorrect in stating a required 0 metres of **Lot Frontage**. In fact, the subject lot currently exceeds the minimum required 60 metres of frontage

of defined in the By-law. Further, the minimum required lot area of the LSR Zone (4,000 m²) is exceeded as well.

Figure 1 – Lot Specifications



As per **Figure 1**, the existing lot's configuration exceeds the minimum requirements of the LSR Zone. By definition, the **Lot Frontage** measures 64 metres, whereas 60 metres are required. The existing lot area is 4,046 m² whereas the minimum lot area is the LSR Zone is 4,000 m².

As a result, the subject application can appropriately be zoned LSR with no special exceptions required.

RECENT ZONING BY-LAW AMENDMENTS TO LSR

Example 1

By-law #18-101

Rezone to LSR-22 to permit a single-detached home without frontage on an opened road allowance at 1941 Blakeney Rd.



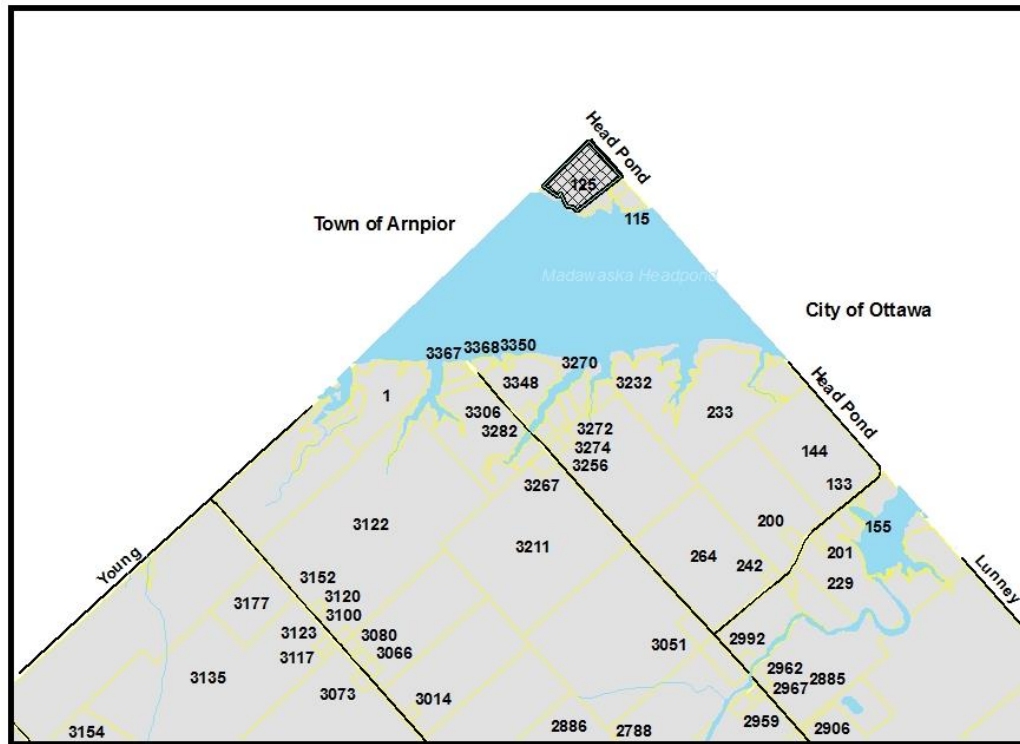
This lot does not abut an opened municipal road. As per the Zoning By-law's definitions, this lot has 60 metres of **Lot Frontage**, however the rezoning of this property implemented a special exception zone to permit "a single-detached home without frontage".

In my professional opinion, the Special Exception was not required on this file as the existing lot exceeds the minimum lot area and frontage of the standard LSR Zone. The LSR Zone is appropriate for this parcel.

Example 2

By-law #19-17

Rezone to LSR to permit a residential development on non-serviced lands at 125 Head Pond Rd N.



This lot does not abut an opened municipal road. As per the Zoning By-law's definitions, this lot has 88 metres of **Lot Frontage**.

In my professional opinion, the LSR Zone is appropriate for this property as the existing lot exceeds the minimum lot area and frontage of the standard LSR Zone.

Example 3

By-law #19-83

Rezone to permit a residential development on non-serviced lands at 154 McManus SR.

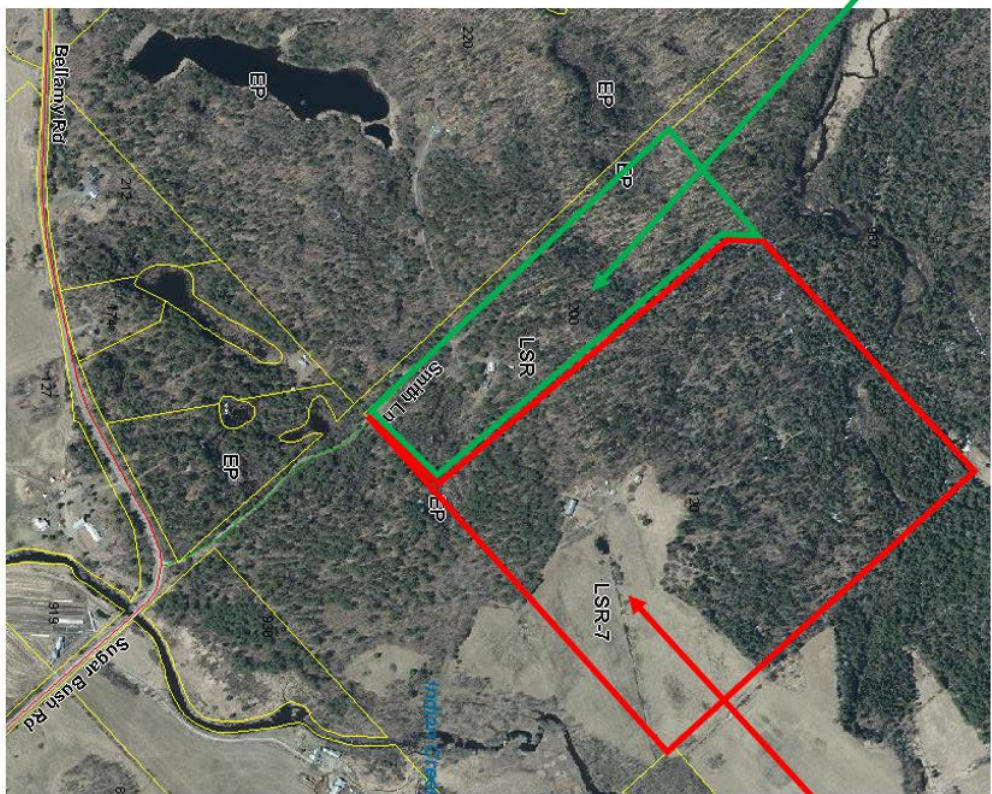


This lot does not abut an opened municipal road. As per the Zoning By-law's definitions, this lot has 335 metres of **Lot Frontage**.

In my professional opinion, the LSR Zone is appropriate for this property as the existing lot exceeds the minimum lot area and frontage of the standard LSR Zone.

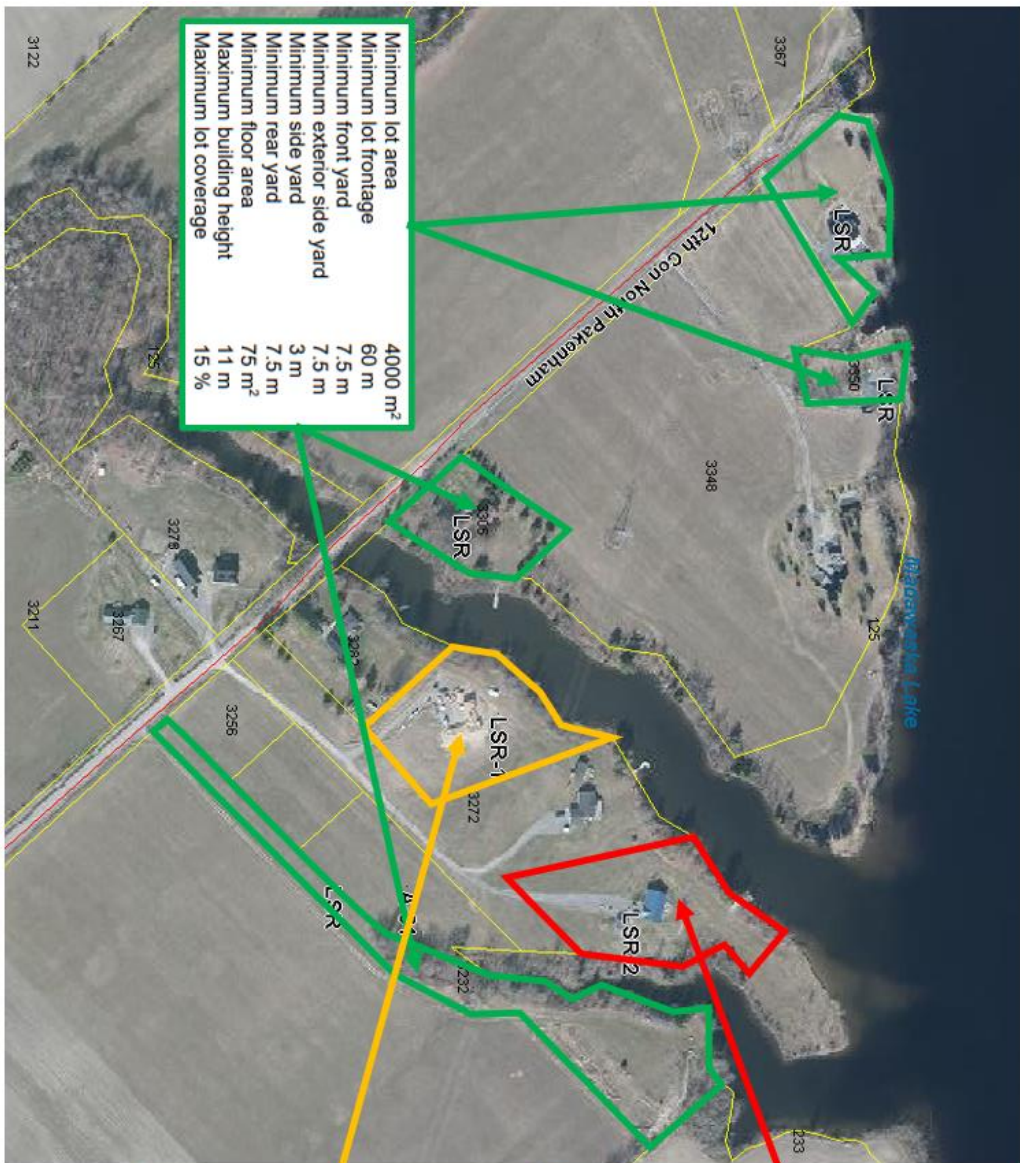
OTHER EXAMPLE OF THE LSR ZONE IN THE MUNICIPALITY

Minimum lot area	4000 m ²
Minimum lot frontage	60 m
Minimum front yard	7.5 m
Minimum exterior side yard	7.5 m
Minimum side yard	3 m
Minimum rear yard	7.5 m
Minimum floor area	75 m ²
Maximum building height	11 m
Maximum lot coverage	15 %



Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-7' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

1) the minimum lot area shall be 50 ha (123 ac).



Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-2' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

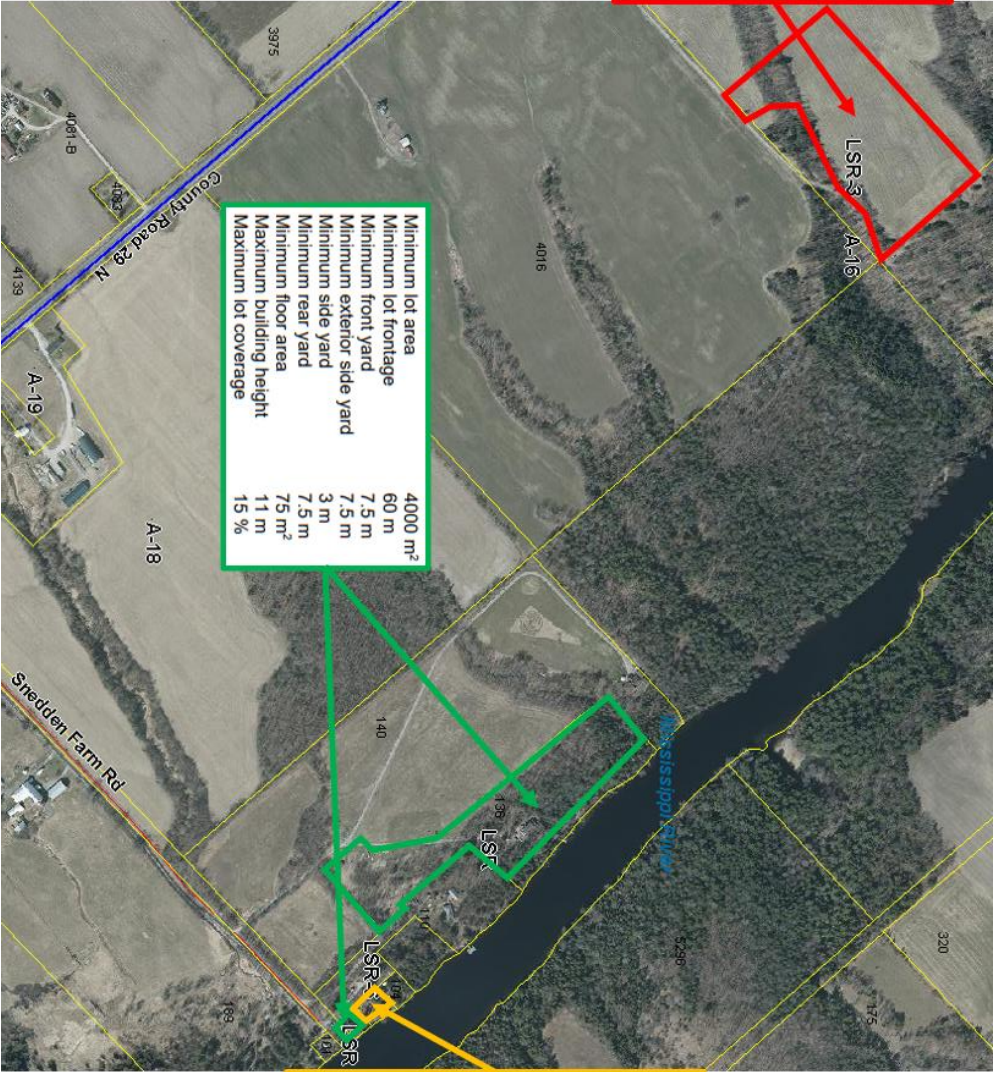
- 1) the minimum lot area shall be 1.0 ha (2.4 a);
- 2) the minimum lot frontage shall be 120 m (393 ft); and
- 3) the minimum setback from the Madawaska River shall be 30 m (98 ft).

Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-1' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

- 1) the minimum lot area shall be 0.8 ha (1.9 ac); and
- 2) the minimum lot frontage shall be 120 m (393 ft).

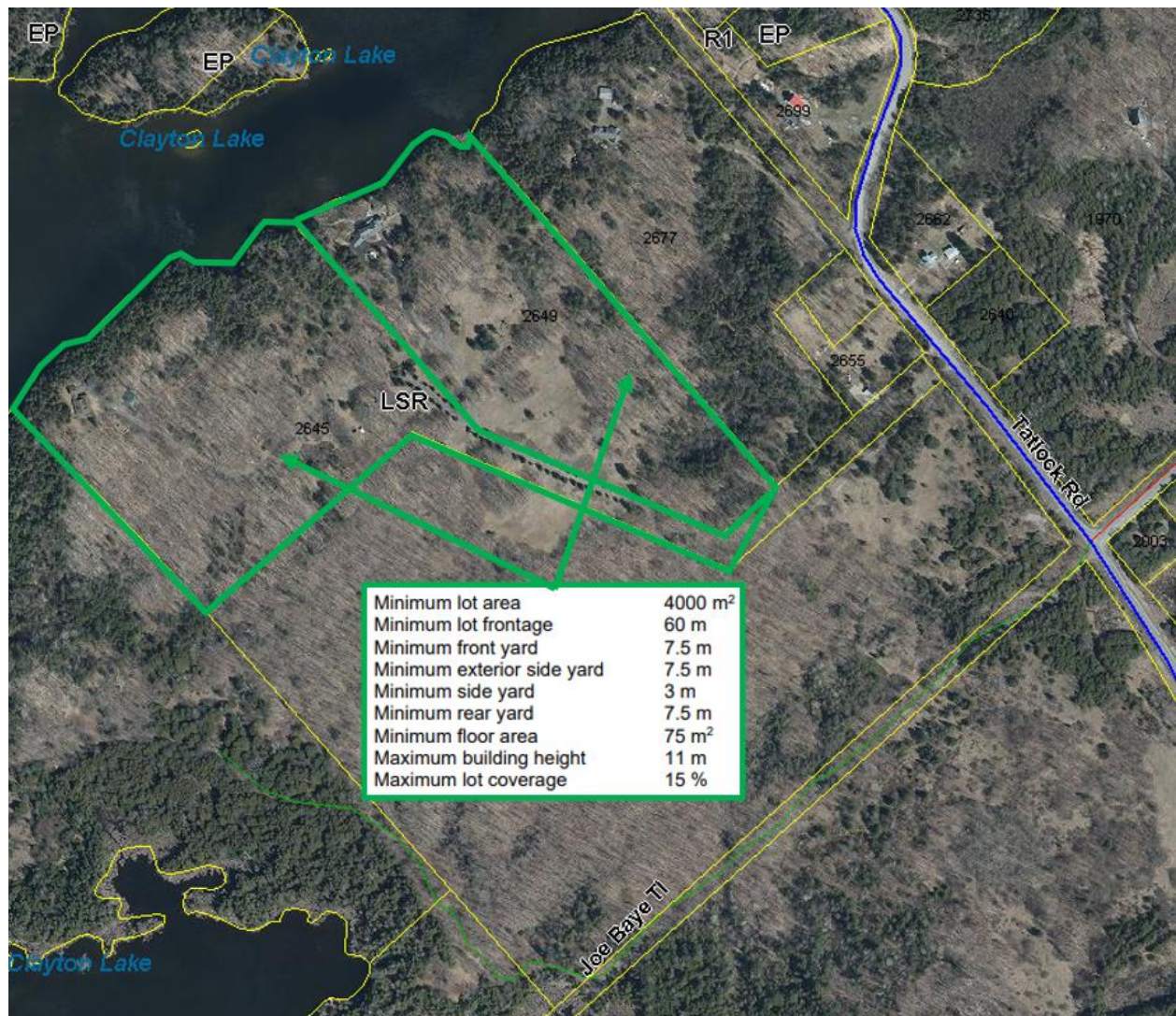
Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-3' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

- 1) the minimum lot area shall be 9.0 ha (22 ac); and
- 2) the minimum lot frontage shall be 300 m (984 ft).



Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-6' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

- 1) the minimum lot area shall be 0.1 ha (0.24 ac);
- 2) the minimum rear yard shall be 6 m (19.6 ft); and
- 3) the minimum setback from the flood plain shall be 7 m (22.9 ft).



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 21, 2021

TO: Committee of the Whole

FROM: Tyler Duval, Planning Consultant

SUBJECT: **ZONING BY-LAW AMENDMENT Z-08-21**
PAKENHAM CON 1 PT LOT 24
Pakenham Ward, Municipality of Mississippi Mills

CIVIC ADDRESS: n/a

APPLICANT: RoxAnne Darling, Evergreen Concepts

OWNER: Remi Jones

RECOMMENDATION:

THAT Council approve the Zoning By-law Amendment to change the zoning of the lands subject to file number Z-08-21, described as part of Part Lot 24 Concession 1, Pakenham Ward, from “Rural (RU) Zone” to “Limited Service Residential - Holding” (LSR-h) Zone. The holding provision will require that the Owners enter into a Site Plan Agreement with the Municipality in order to register a use, maintenance and liability agreement regarding a municipal unopened road allowance.

SUMMARY AND ADDITIONAL INFORMATION

This report was initially brought to Committee of the Whole on the evening of September 7th, 2021. The Committee elected to defer the file until additional information could be considered.

Attachment ‘D’ provides the additional information requested at the time of deferral. The additional information in Appendix ‘D’ speaks specifically to the past uses of the Limited Service Residential (LSR) Zone in the Municipality.

Based on the findings in Attachment ‘D’, the Staff recommendation and draft by-law have been changed

PURPOSE AND EFFECT

The purpose and intent of the Zoning By-law Amendment is to rezone the subject lands from “Rural” (RU) to “Limited Service Residential” (LSR) with a Holding provision, in order to permit a dwelling on a land locked parcel.

The Holding Provision is an implementation tool that the Municipal can use to require additional safeguards are in place to ensure the proper development of a site. In this specific instance, the Holding Provision will ensure that an agreement is registered on the title of the lands that addresses the use and maintenance of a portion of Municipal unopened road.

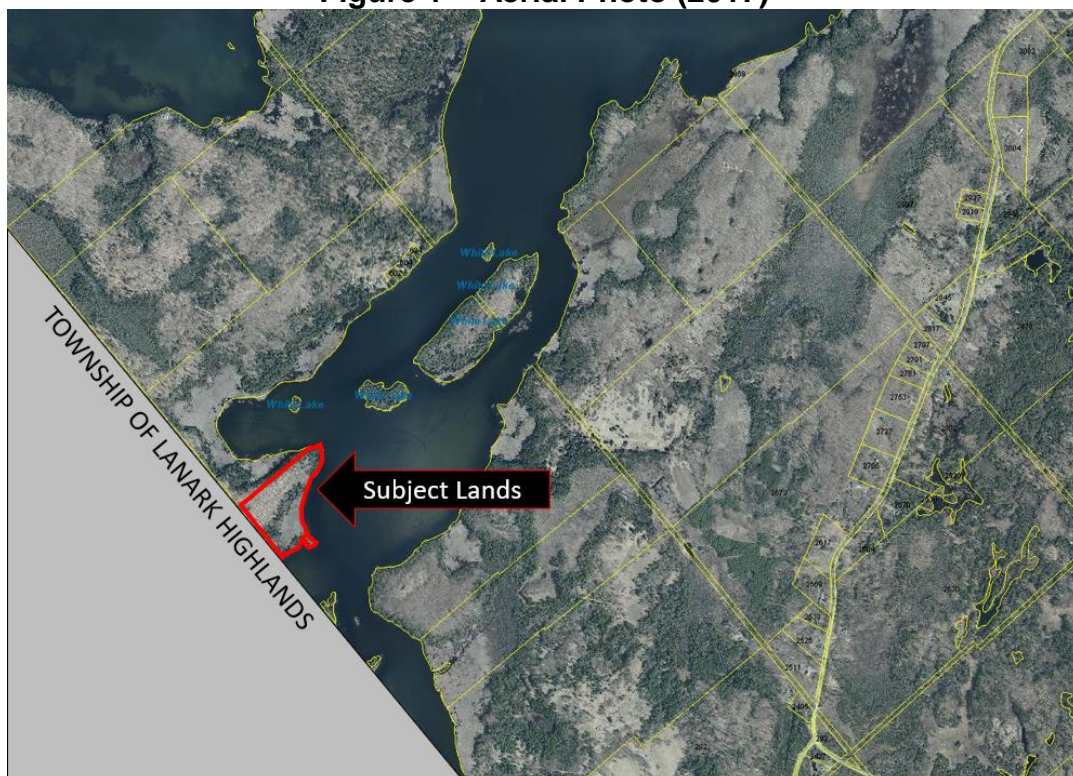
SERVICING & INFRASTRUCTURE

Although currently vacant, this property proposes to utilize private well and septic systems.

The property is accessed by vehicle via a combination of deeded rights-of-way over private property in the Township of Lanark Highlands before crossing over the unopened road allowance west of Concession 1 in Mississippi Mills. The Municipality’s solicitor has confirmed that the access over private property is legitimate and legal.

The parcel is also accessible by water (White Lake).

Figure 1 – Aerial Photo (2017)



COMMENTS

Staff circulated the application in accordance with the provisions of the Planning Act. Notice was posted on the subject property and circulated by mail to all property owners within 120m of the subject lands. Notice was also circulated to prescribed agencies and public bodies electronically.

MUNICIPAL COUNCIL

No comments received by members of Council.

INTERNAL CIRCULATION

Comments received based on the circulation of this application have been summarized below:

CAO: No comments received.

Clerk: No comments received.

Fire Chief: No concerns or objections.

Director of Roads and Public Works: No comments received.

Recreation Coordinator: No concerns or objections.

Planner: Will require a mechanism to be registered on the title that speaks to the crossing of the municipally owned road allowance.

CBO: Building code requires firefighting access routes to the building have been provided and are accessible.

- How will fire, police, ambulance, inspectors, planners et al get there?
- Is the municipality going to be held responsible if someone dies and proper access was not in place?
- Will the road go over private property that may be damaged?
- Will the neighbouring property have gates on this road?
- Will the road allow access in all 4 seasons?

EXTERNAL AGENCY CIRCULATION

Mississippi Valley Conservation

The subject property falls outside of the MVCA's jurisdiction.

Ministry of Energy, Northern Development and Mines

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

FROM THE PUBLIC

No comments received.

The Municipality held a Public Meeting on August 24, 2021 to provide an opportunity for the public to comment on the application. A copy of all public submissions is appended to this report.

EVALUATION

COMMUNITY OFFICIAL PLAN (COP)

The subject lands are, and will continue to be, designated as “Rural” under the Community Official Plan. Permitted uses include residential dwellings.

Section 4.6.4.5 of the Community Official Plan speaks to the use of unopened road allowances. The specific policies of the Official Plan that this application is subject to include:

SECTION 4.6.4 – MUNICIPAL ROADS
Section 4.6.4.5 – Unopened Road Allowances
<p><i>1. This Plan recognizes that the public may use unopened public road allowances even though they are not maintained by the Municipality. The Municipality will not provide services to land fronting on an unopened road allowance.</i></p> <p>No Municipal services are proposed nor requested for the site.</p>
<p><i>2. The Municipality shall retain ownership of all unopened road allowances unless it is clearly demonstrated that there is no use for the road allowance for roadways, pedestrians, cycling or recreation trail or walkways, utility corridors, public access to waterways, recreational vehicle trails or any other possible future public use.</i></p> <p>The Municipality will maintain ownership of the unopened road allowance.</p>
<p><i>3. All private works or improvements to unopened road allowances shall require prior approval from the Municipality. The intentional or unintentional blocking up of an unopened road allowance by a private body shall be prohibited.</i></p> <p>The recommended Holding Zone will be the mechanism that captures the required Council approval.</p>
<p><i>4. The use of unopened road allowances as lanes to gain access to year-round residential development shall be discouraged.</i></p> <p>The minimal use of the unopened road allowance will be negligible. The proposal is simply to <u>cross</u> the road allowance rather than drive long the road.</p>

Section 4.6.8 of the Community Official Plan speaks to the use of unopened road allowances as a private road. Specifically, the plan states:

<p><i>8. The use of unopened road allowances as lanes to gain access to year-round residential development shall be discouraged. Private roads may be permitted to cross</i></p>
--

unopened road allowances with the permission of the Municipality.

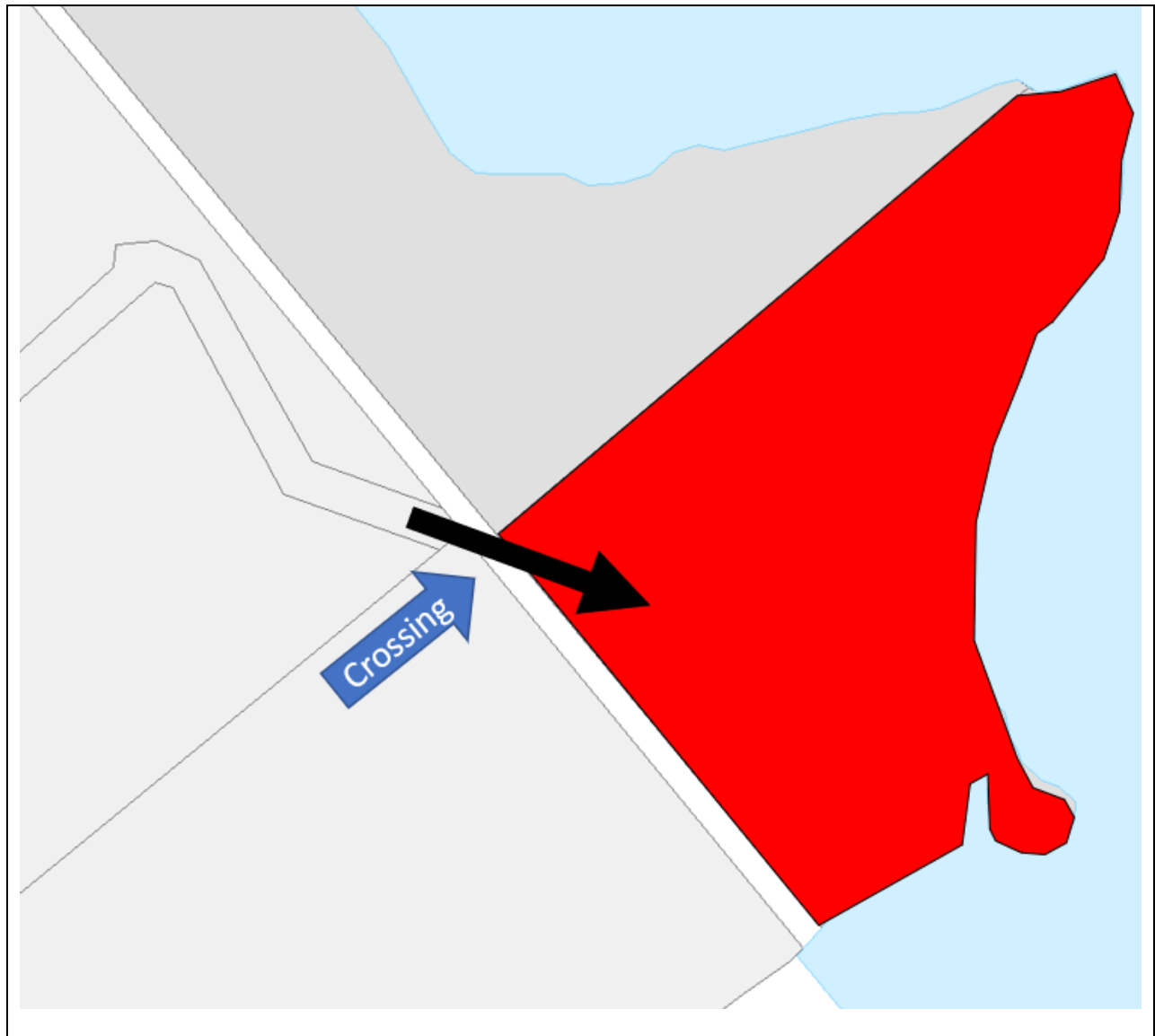
The proposed access to the subject lot only requires crossing the unopened road allowance, rather than a more intense utility such as driving along the road allowance for an extended distance.

An agreement will still be required between the owner and the Municipality regarding the use and maintenance of the travelled portion.

Figure 2, below, shows the proposed configuration of the access/crossing the unopened road allowance. As mentioned all the legally registered access instruments (in the Township of Lanark Highlands) have been reviewed and vetted by qualified professionals.

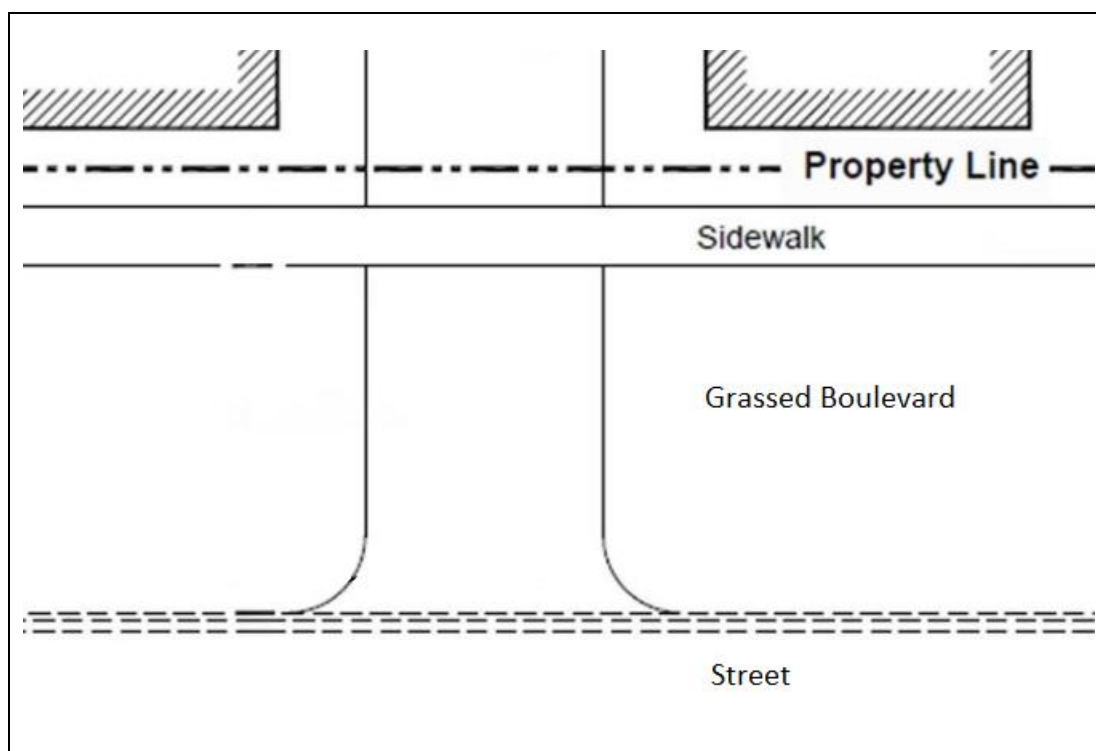
Figure 2





The effect of crossing the unopened road allowance is comparable to an individual's driveway that crosses through a grassed boulevard section of Municipal road allowance along a Municipally owned street as shown in Figure 3 below.

Figure 3



Although the COP is explicit in stating that *“the use of unopened road allowances as lanes to gain access to year-round residential development shall be discouraged”*, it is explicitly clear that access *“roads may be permitted to cross unopened road allowances with the permission of the Municipality.”*

As such, a registered agreement shall be executed between the Owner and the Municipality in order to govern over the use and maintenance of the crossed portion of the unopened road allowance. This registered agreement will be applied by means of Site Plan Control, which will be implemented via a Holding Zone.

ZONING BY-LAW #11-83

The subject lands are presently zoned “Rural (RU)” within the Comprehensive Zoning By-law #11-83.

The proposed “Limited Service Residential” (LSR) Zone is required in order to permit a dwelling on a land locked parcel. The existing lot exceeds the minimal required lot area and lot frontage of the LSR Zone.

The Holding Provision is an implementation tool that the Municipal can use to require additional safeguards are in place to ensure the proper development of a site. In this specific instance, the Holding Provision will ensure that an agreement is registered on

the title of the lands that addresses the use and maintenance of a portion of Municipal unopened road.

Staff are of the opinion that the Holding Zone is required, as an extra step, to make sure that an agreement is registered regarding the crossing of the unopened road. Although the Holding zone will require further Planning Act, without the Holding and the subsequent Site Plan Control process, there is no way to support the proposed zoning by-law amendment.

The by-law has been drafted and is appended to this report.

18.3 Special Provisions

18.3.25 Notwithstanding the provisions of the 'LSR' Zone, on those lands delineated as 'LSR-h' on Schedule 'A' to this By-law, shall be used in accordance with the following provisions:

The holding provision (h) shall prohibit further construction of new buildings on the site The holding provision shall be lifted upon approval of the following to the satisfaction of the Municipality:

- a) approval of a site plan control application that includes a condition that requires an agreement be registered on title regarding the use of a portion of an unopened road allowance.*

SUMMARY

Having reviewed and assessed the proposed Zoning Amendment, staff are satisfied that the modified proposal complies with the provisions of the Provincial Policy Statement 2020, conforms to the policies of the Community Official Plan and satisfies the applicable sections of the Municipal Zoning Bylaw #11-83.

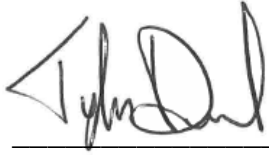
As the development complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed land use.

It is the professional opinion of the Planning Department that the proposed development to amend the Zoning By-law is appropriate and desirable.

Staff propose the following recommendation;

THAT Council approve the Zoning By-law Amendment to change the zoning of the lands subject to file number Z-08-21, described as part of Part Lot 24 Concession 1, Pakenham Ward, from "Rural (RU) Zone" to "Limited Service Residential - Holding" (LSR-h) Zone. The holding provision will require that the Owners enter into a Site Plan Agreement with the Municipality in order to register a use, maintenance and liability agreement regarding a municipal unopened road allowance.

All of which is respectfully submitted,

A handwritten signature in black ink, appearing to read 'Tyler Duval', written over a horizontal line.

Tyler Duval, RPP, MCIP
Planning Consultant

A handwritten signature in black ink, appearing to read 'Ken Kelly', written over a horizontal line.

Ken Kelly
Chief Administrative Officer

Attachments:

- Attachment A – Location Map
- Attachment B – Draft By-Law
- Attachment C – Comments Received
- Attachment D – Additional Information

Attachment A – Location Map



Attachment B – Draft By-Law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 21-XXX

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

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

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

1. That Schedule 'B' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural" (RU) Zone to "Limited Service Residential - Holding" (LSR-h) for the lands identified on the attached Schedule 'A', which are legally known as Con 1 Pt Lot 24, Pakenham Ward, Municipality of Mississippi Mills.
2. That Section 14 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 18.3:
 "18.3.25 Notwithstanding the provisions of the 'LSR' Zone, on those lands delineated as 'LSR-h' on Schedule 'A' to this By-law, shall be used in accordance with the following provisions:

 The holding provision (h) shall prohibit further construction of new buildings on the site The holding provision shall be lifted upon approval of the following to the satisfaction of the Municipality:
 - a) *approval of a site plan control application that includes a condition that requires an agreement be registered on title regarding the use of a portion of an unopened road allowance*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

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

Christa Lowry, Mayor

Cynthia Moyle, Acting Clerk

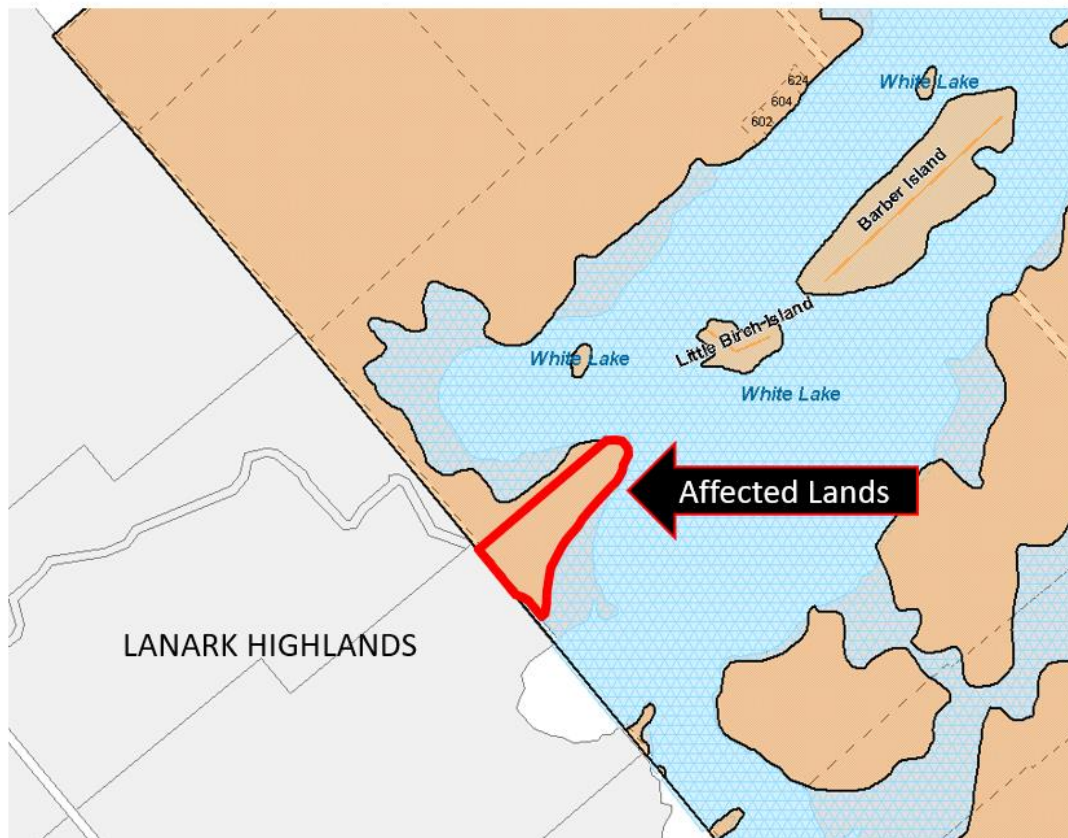
Bylaw 21-XXX
Schedule "A"

Lands Subject to the Amendment.

Con 1 Pt Lot 24, Pakenham Ward, Municipality of Mississippi Mills



LOCATION MAP Zoning Amendment Application Z-08-21 CON 1 PT LOT 24 Pakenham Ward, Mississippi Mills



Attachment C – Comments Received

Building Department

Occupancy Requirements of Ontario Building Code state:

“1.3.3.4. (4)(e) required firefighting access routes to the building have been provided and are accessible”

- How will fire, police, ambulance, inspectors, planners et al get there?
- Is the municipality going to be held responsible if someone dies and proper access was not in place?
- Will the road go over private property that may be damaged?
- Will the neighbouring property have gates on this road?
- Will the road allow access in all 4 seasons?

Fire Services

No objections or concerns.

Parks and Recreation

No concerns.

Mississippi Valley Conservation

The subject property falls outside of the MVCA's jurisdiction.

Attachment D – Additional Information

The focus of the following remarks are to do with the interpretation of “**Lot Frontage**” and “**Front Lot Line**” in the case of a Lot that does not abut a street.

To properly unpack this concept, it is important to refer to the definitions of the Zoning By-law:

“**LOT FRONTAGE**” means the horizontal distance between the side lot lines, such distance being measured perpendicularly to a line joining the middle of **the front lot line** with either the middle of the rear lot line or the apex of the triangle formed by the side lot lines at the minimum distance from the front lot line at which erection of buildings or other structures is permitted by this By-law.

“**LOT LINE, FRONT**” means the line dividing the lot from the street.

[...]

(f) Where the “Lot” does not abut a **street**, the “Front Lot Line” shall be determined to be the boundary of the “Lot” closest to the **street** from which access to the “Lot” is gained.

As per the definitions above, the **Lot Frontage** is determined by measuring the distance between side lot lines, the measurement is to be parallel to the **Front Lot Line**. As per the definition, a parcel that does not abut a street may still have a **Front Lot Line**. As such, by definition, a land-locked parcel can technically have a measured frontage – being the length of the lot line nearest to the **street** it gains **access**.

Staying with the definitions, or in this instance, lack of a definition, it is important to consider the term **street**. Currently, **street** is not a defined term in the Zoning By-law. However, the following terms are defined as follows:

“**STREET, OPEN PUBLIC**” means an open thoroughfare under the jurisdiction of the Corporation, the County, the Province of Ontario, or the Government of Canada. This definition includes highways, roads, rights-of-way and road allowances, but excludes public lanes and private rights-of-way.

“**STREET, PRIVATE**” means a street, not otherwise defined herein, which is described on a plan of subdivision or on a plan of condominium which is not under the jurisdiction of the Corporation, but which has been approved by the Corporation.

“**STREET, UNOPENED PUBLIC**” means a street which has not been assumed by the Corporation, the County, the Province of Ontario, or the Government of Canada as a public thoroughfare.

The definition of **Front Lot Line** refers to the term **street**, which must include all three defined types of **streets** – being **Open Public**, **Private**, and **Unopened Public**.

As such, land-locked properties do in fact have a measurable **Lot Frontage**. Traditionally, if a lot does not abut an opened and public road, there is no lot frontage. However, the Municipality

of Mississippi Mills Zoning By-law has a unique way of defining **Lot Frontage**, which implies that a land-locked parcel does have frontage (if it can prove legal access).

The Zoning By-law describes the purpose of the Limited Service Residential (LSR) Zone as follows:

- (1) recognize and permit limited service residential development in areas designated as Rural in the Community Official Plan;
- (2) permit residential-only used as well as related and accessory uses;
- (3) regulate development in a manner that respects the rural character of the area.

In the Zoning By-law, limited service means municipal services which may normally be provided on an opened public highway will not be guaranteed including, but not limited to, snow ploughing, road grading, school busing, garbage pickup, access by emergency vehicles, sanitary sewers, or piped water supply.

The permitted uses in the LSR Zone are regulated as follows:

No person shall within the “LSR” zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

- a single detached dwelling
- a seasonal detached dwelling
- buildings, structures and uses accessory to a permitted use
- sewage disposal system

If a use is permitted, such as a dwelling, LSR Zone requires the following development standards:

18.2 ZONE PROVISIONS

No person shall within any LSR Zone use any lot or erect or use any building or structure except in accordance with the following provisions:

PROVISIONS

Minimum lot area	4000 m ²	(43,055.6 ft ²)
Minimum lot frontage	60 m	(98.4 ft)
Minimum front yard	7.5 m	(24.6 ft)
Minimum exterior side yard	7.5 m	(24.6 ft)
Minimum side yard	3 m	(9.8 ft)
Minimum rear yard	7.5 m	(24.6 ft)
Minimum floor area	75 m ²	(807 ft ²)
Maximum building height	11 m	(36.1 ft)
Maximum lot coverage	15 %	

Section 18.2 of the Zoning By-law calls for 60 metres of **Lot Frontage** for a lot that does not abut any type of **street**.

As such, the subject Zoning By-law Amendment is incorrect in stating a required 0 metres of **Lot Frontage**. In fact, the subject lot currently exceeds the minimum required 60 metres of frontage

of defined in the By-law. Further, the minimum required lot area of the LSR Zone (4,000 m²) is exceeded as well.

Figure 1 – Existing Lot Specifications



As per **Figure 1**, the existing lot's configuration exceeds the minimum requirements of the LSR Zone. By definition, the **Lot Frontage** measures 277 metres, whereas 60 metres are required. The existing lot area is 40,000 m² whereas the minimum lot area in the LSR Zone is 4,000 m².

As a result, the subject application can appropriately be zoned LSR with no special exceptions required. The Holding provision will still be required to ensure the proper legal instruments are registered on the title of the property regarding the need to cross the unopened municipal road allowance.

RECENT ZONING BY-LAW AMENDMENTS TO LSR

Example 1

By-law #18-101

Rezone to LSR-22 to permit a single-detached home without frontage on an opened road allowance at 1941 Blakeney Rd.



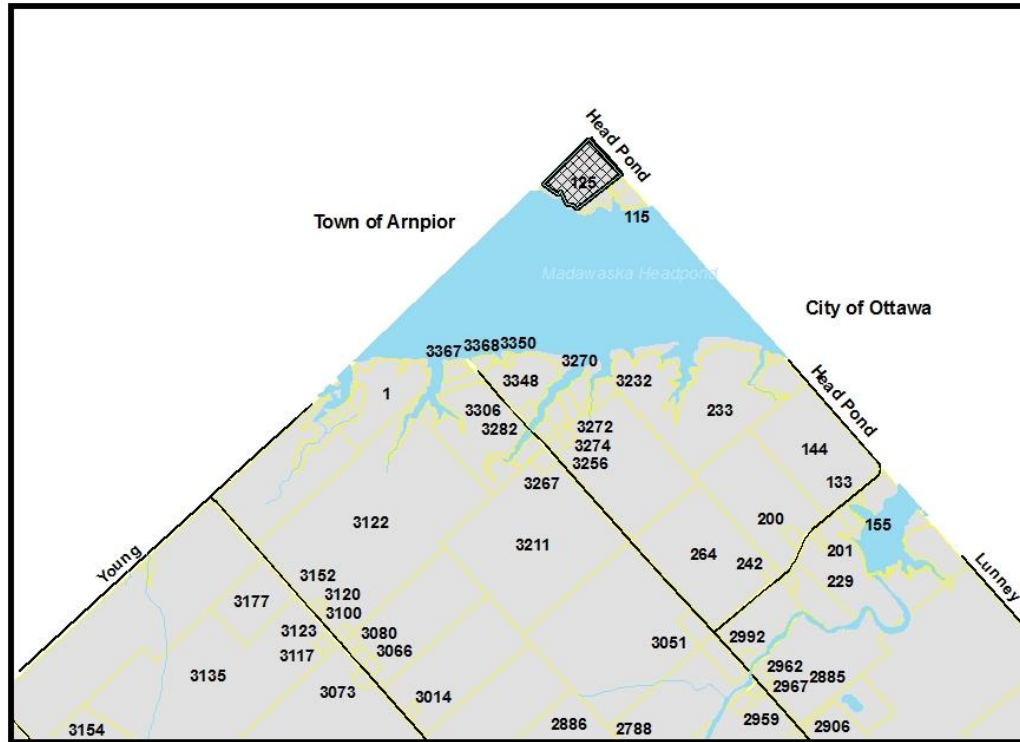
This lot does not abut an opened municipal road. As per the Zoning By-law's definitions, this lot has 60 metres of **Lot Frontage**, however the rezoning of this property implemented a special exception zone to permit "a single-detached home without frontage".

In my professional opinion, the Special Exception was not required on this file as the existing lot exceeds the minimum lot area and frontage of the standard LSR Zone. The LSR Zone is appropriate for this parcel.

Example 2

By-law #19-17

Rezone to LSR to permit a residential development on non-serviced lands at 125 Head Pond Rd N.



This lot does not abut an opened municipal road. As per the Zoning By-law's definitions, this lot has 88 metres of **Lot Frontage**.

In my professional opinion, the LSR Zone is appropriate for this property as the existing lot exceeds the minimum lot area and frontage of the standard LSR Zone.

Example 3

By-law #19-83

Rezone to permit a residential development on non-serviced lands at 154 McManus SR.

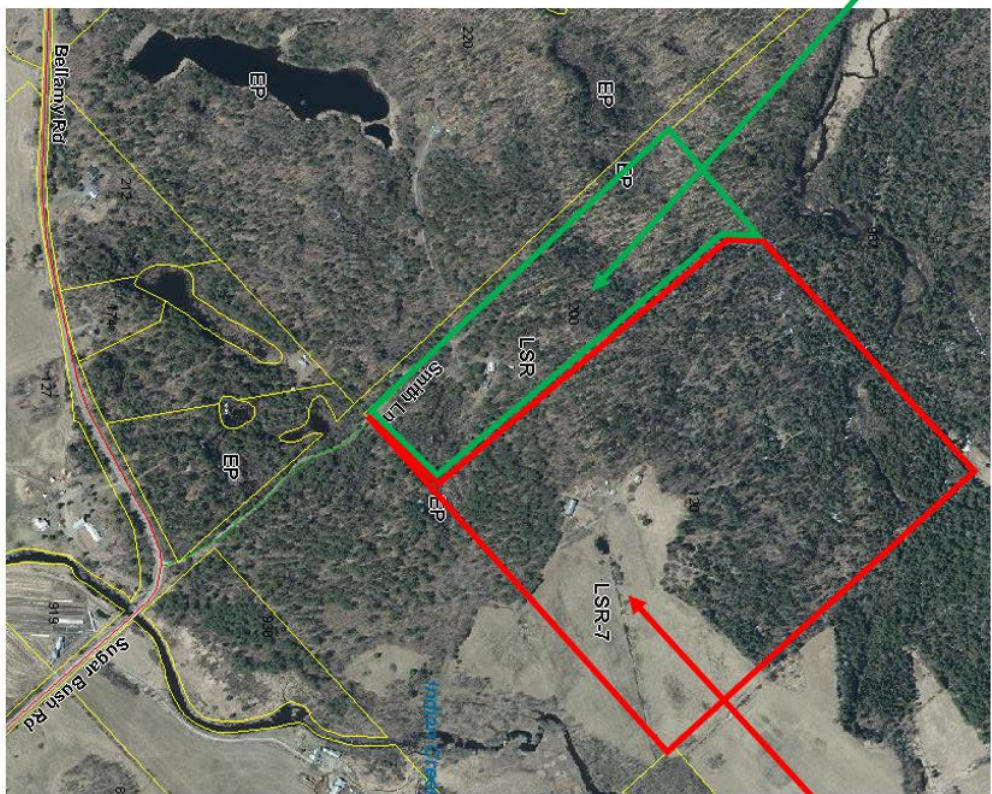


This lot does not abut an opened municipal road. As per the Zoning By-law's definitions, this lot has 335 metres of **Lot Frontage**.

In my professional opinion, the LSR Zone is appropriate for this property as the existing lot exceeds the minimum lot area and frontage of the standard LSR Zone.

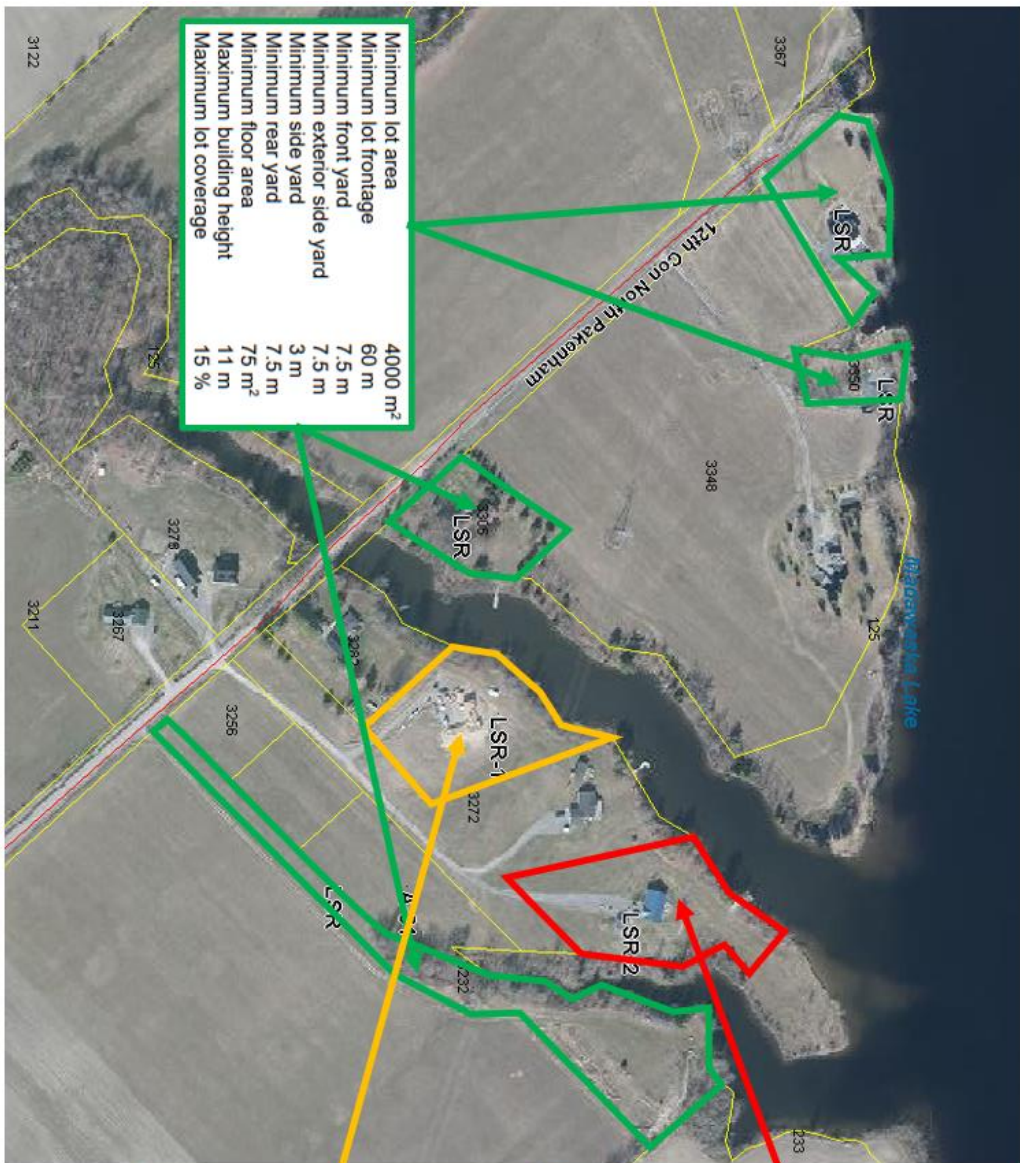
OTHER EXAMPLE OF THE LSR ZONE IN THE MUNICIPALITY

Minimum lot area	4000 m ²
Minimum lot frontage	60 m
Minimum front yard	7.5 m
Minimum exterior side yard	7.5 m
Minimum side yard	3 m
Minimum rear yard	7.5 m
Minimum floor area	75 m ²
Maximum building height	11 m
Maximum lot coverage	15 %



Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-7' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

1) the minimum lot area shall be 50 ha (123 ac).



Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-2' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

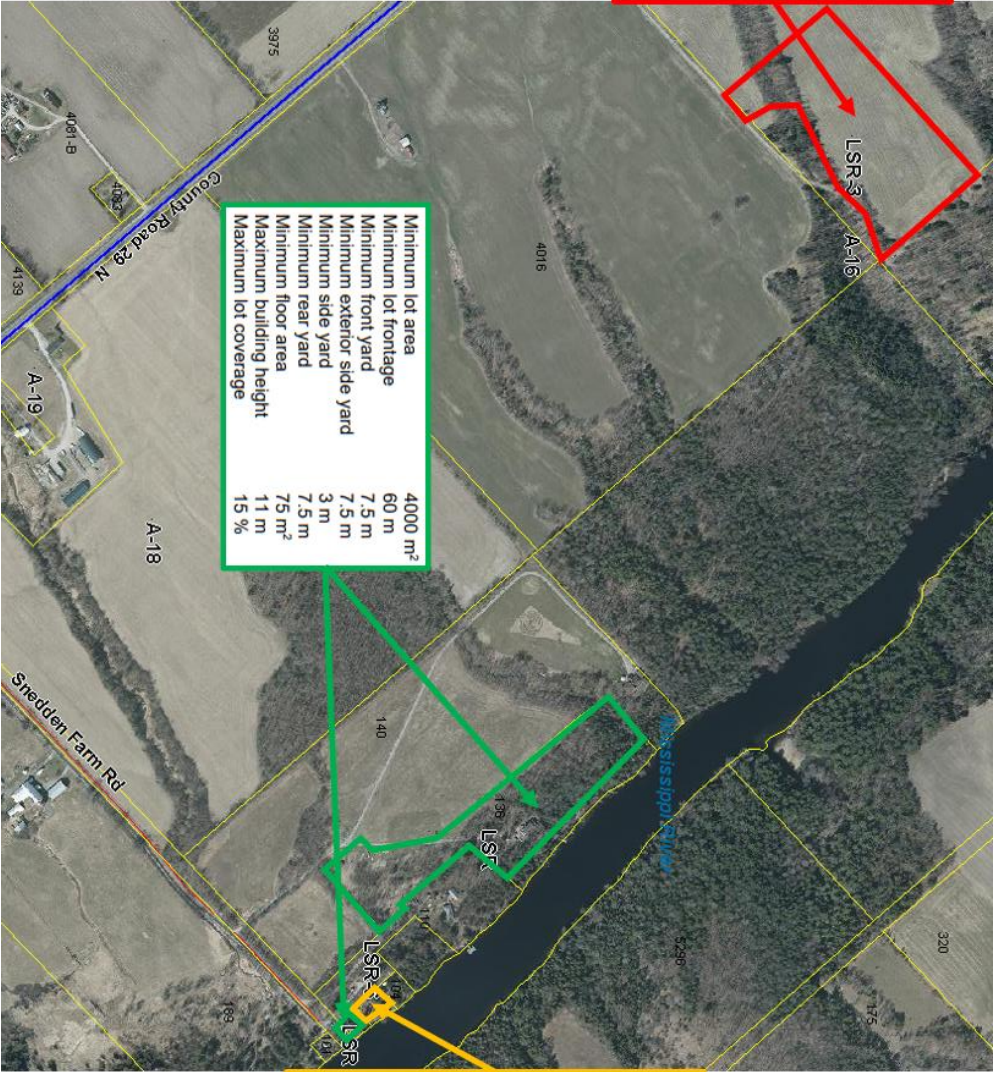
- 1) the minimum lot area shall be 1.0 ha (2.4 a);
- 2) the minimum lot frontage shall be 120 m (393 ft); and
- 3) the minimum setback from the Madawaska River shall be 30 m (98 ft).

Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-1' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

- 1) the minimum lot area shall be 0.8 ha (1.9 ac); and
- 2) the minimum lot frontage shall be 120 m (393 ft).

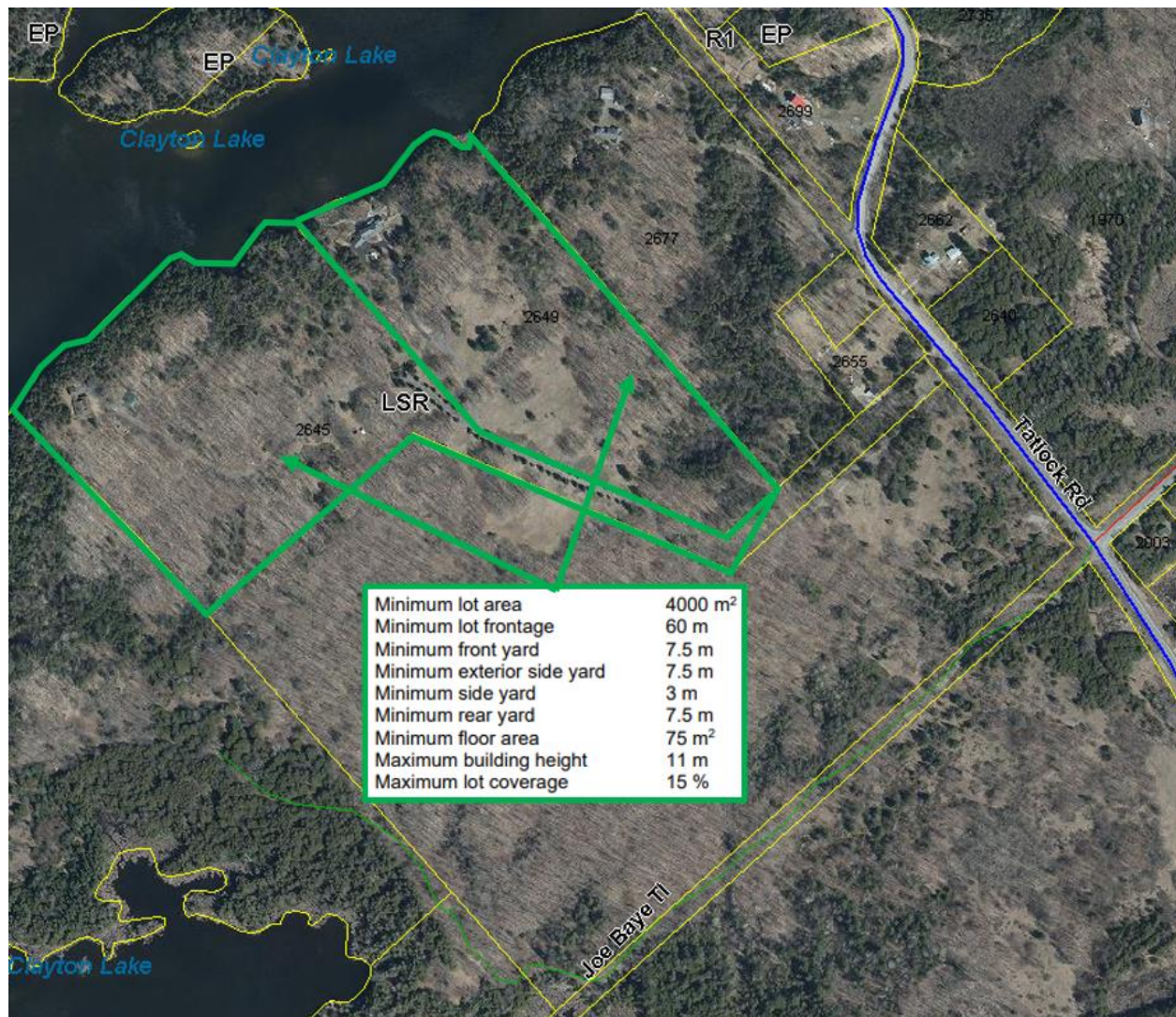
Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-3' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

- 1) the minimum lot area shall be 9.0 ha (22 ac); and
- 2) the minimum lot frontage shall be 300 m (984 ft).



Notwithstanding their 'LSR' zoning designation, on those lands delineated as 'LSR-6' to this By-law, development shall be permitted in accordance with the LSR zone provisions, excepting however that:

- 1) the minimum lot area shall be 0.1 ha (0.24 ac);
- 2) the minimum rear yard shall be 6 m (19.6 ft); and
- 3) the minimum setback from the flood plain shall be 7 m (22.9 ft).



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE:

TO: Committee of the Whole

FROM: Cindy Hartwick
A/Environmental Coordinator

SUBJECT: Drinking Water Quality Management System Operational Plan
Endorsement (DWQMS)

RECOMMENDATIONS:

THAT the Committee of the Whole recommend Council approve and endorse the Operational Plan for the Municipality of Mississippi Mills' Water Distribution System;

AND FURTHER THAT the Mayor and Acting Clerk be authorized to endorse (sign) the Operational Plan on behalf of Council (System Owner).

BACKGROUND:

As recommended by Justice Dennis O'Connor, in Part 2 of the Walkerton Inquiry, the government of Ontario implemented a licensing program for municipal drinking water systems. For drinking water systems to receive its licence, the owner and operator must have the following in place:

- A Drinking Water Works Permit, a permit to establish or alter a drinking water system
- An accepted Operational Plan endorsed by the System Owner that:
 - must satisfy the requirements of the DWQMS and
 - documentation of an operating authority's Quality Management System (QMS)
- An accredited Operating Authority, a third-party audit of an operating authority's QMS is the basis for accreditation
- A financial plan, and
- A Permit to Take Water

The Operational Plan (OP) was introduced to the Municipality of Mississippi Mills (Municipality) in 2009. The DWQMS emphasizes the importance of a proactive and preventative approach to management strategies that identify and manage risks to public health, establish and documenting management procedures, clearly identifying roles and responsibilities and continual improvement of the management system. Current Council members receive training on the DWQMS, their duty of care and the

Operational Plan as part of their orientation. The training and review of the Operational Plan occurred on January 17, 2019.

DISCUSSION:

It is recommended that the operational plan receive a renewed endorsement each new term of Council. The last Council endorsement was in October 2016. A new endorsement of the Operational Plan is required. A review of the Operational Plan and council's responsibilities was completed in 2019. After the training, all substantive changes to the plan have been communicated to council.

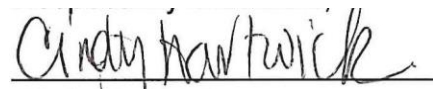
FINANCIAL IMPLICATIONS:

N/A.

SUMMARY:

In accordance with the requirements of the Drinking Water Quality Management Standard, the Municipality's OP requires endorsement by Council (System Owner) to ensure commitment to maintain and continually improve the QMS, to comply with applicable legislation and regulations and to provide safe drinking water to the consumer. It is recommended Council provide endorsement.

Respectfully submitted,



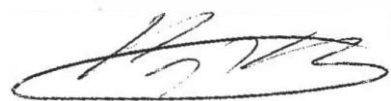
Cindy Hartwick
A/Environmental Coordinator

Reviewed by,



Cory Smith, C. Tech.
A/Director of Roads & Public Works

Approved by,



Ken Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 21, 2021
TO: Committee of the Whole
FROM: Cory Smith, A/Director of Public Works
SUBJECT: Riverfront Estates Phase 4 – Final Acceptance

RECOMMENDATION:

THAT, Committee of the Whole recommend that Council authorize final acceptance for the finalized portion of plan of subdivision 27M-78 Riverfront Estates Phase 4, to be known as Phase 4, in accordance with Section 15 of the subdivision agreement with Houchaimi Holdings inc.;

AND THAT, Committee of the Whole recommend that Council direct staff to prepare an assumption by-law for the roads and associated infrastructure works constructed with the development of the portion plan of subdivision 27M-78 to be known as Phase 4.

BACKGROUND:

On June 27, 2017, The Municipality of Mississippi Mills entered into a subdivision agreement with Houchaimi Holdings Inc. for the development of Riverfront Estates Phase 3. The subdivision which was registered on August 18, 2017, included townhouse blocks, lands for stormwater management purposes and deeded sections of Spring Street, Jack Dalgity Street and Maurice Stead Street. A copy of plan of subdivision 27M-78 has been included for reference as Attachment A.

Section 15 states:

“When the Director of Roads and Public Works is satisfied that the Works set out in this agreement or any part thereof and any other Works which may have been required have been executed in accordance with this agreement and the Town standards and specifications and requirements, and has also been satisfied that all Town accounts have been paid, and maintenance requirements met, the Director of Roads and Public Works will forthwith present a report to the Council of the Town stating that the work or any part thereof has been completed satisfactorily and the roads are in the required condition for them to be assumed by the Town. Acceptance of any of the Works or any part thereof shall be evidenced by By-law of Council.

Upon the said By-law being passed the ownership of the Works, except house numbers and sodding beyond the road boundary, shall vest in the Town and the Owner shall

have no claim or rights thereto, other than those accruing to it as Owner of the land abutting streets on which the Works were installed.”

All the works prescribed within the subdivision agreement for the part of Riverfront Estates Phase 4, entered into its warranty period in August 17, 2020, The mandatory one year maintenance (warranty) period has now expired and required works have completed to the Satisfaction of the Director of Public Works with all required certifications being submitted and accepted.

DISCUSSION:

The Municipality completed a final inspection of Riverfront Estates Phase 4 to mark the end of the mandatory one year maintenance period for the subdivision. During the inspection some minor sidewalk deficiencies were identified and the developer has committed to complete the repairs. The repairs are scheduled to be completed prior to the final release of securities. The Developer has satisfied all obligations of the subdivision agreement. Staff is therefore recommending that final acceptance be issued pursuant to Section 15 of the agreement for Phase 4.

In addition, staff is recommending that the required assumption by-law be prepared in accordance with Section 22.1 of the agreement. Final release and assumption is contingent on the successful demonstration that the requirements of the Construction Lien Act, 1990, C.30, have been met as per section 23.5 of the subdivision agreement.

FINANCIAL IMPLICATIONS:

There are no financial implications to the Municipality. However, the final release of securities for Phase 4 in the amount of \$ will occur concurrently with demonstrating that the requirements of the Construction Lien Act have been met and the works being assumed by the Municipality are clear in title.

SUMMARY:

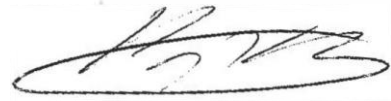
The Phase 4 portion of Riverfront Estates subdivision (Plan 27M-78) concluded the mandatory one year maintenance period for works constructed as part of the subdivision agreement. The developer, Houchaimi Holdings Inc., has completed all works to the satisfaction of the Director of Roads and Public Works, with the exception of minor sidewalk repairs that the developer has scheduled for repair before the final release of securities. Staff is therefore recommending that the Municipality issue final acceptance and that the remaining securities totaling \$65,282.29 be released subject to the conditions as noted in this report. It is also recommended that the Municipality move forward with the preparation of the necessary by-law governing assumption of the works.

Respectfully Submitted,

A handwritten signature in black ink that reads "Cory Smith". The signature is written in a cursive style with a large, stylized "S" at the end.

Cory Smith
A/Director Roads and Public Works

Approved by,

A handwritten signature in black ink that appears to read "Ken Kelly". The signature is written in a cursive style with a large, stylized "K" at the beginning.

Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 21, 2021

TO: Committee of the Whole

FROM: Cory Smith, A/Director of Roads and Public Works

SUBJECT: Pakenham Landfill (CLOSED) Lease Agreement - Monitoring Wells

STAFF RECOMMENDATION:

THAT, the Committee of the Whole recommends that Council authorize the Mayor and Acting Clerk to execute a 10-year lease agreement with the current property owners for the purposes of operating and maintaining existing groundwater monitoring wells on Part of Lots 17 and 18 Concession 10, Pakenham.

BACKGROUND

The former Township of Pakenham owned and operated a landfill on the property adjacent to lands on Part of Lots 17 and 18 Concession 10, Pakenham. The Pakenham landfill was subject to the requirements of a Certificate of Approval issued by the Ministry of the Environment which included site operations and requirements pertaining to groundwater monitoring. The groundwater, leaving the landfill site is radial and travels to the northwest, north and northeast in the direction of the landowners property.

As part of the requirements imposed by the Ministry of the Environment, groundwater sampling is required on adjacent properties. In 2003, an attenuation zone was purchased by the municipality to ensure compliance with the environmental regulations. The Ministry of Environment however, continued to require monitoring outside of this attenuation zone to ensure compliance. In 2007, the Municipality entered into a lease agreement with the landowners for operation and maintenance of test wells on their property. The agreement was extended include 2012. The current agreement is set to expire January 13, 2022. Staff has actively engaged in discussions with the landowner regarding lease renewals.

DISCUSSION

Staff has been in discussions with the property owners regarding the need for a lease renewal. All parties have been discussing the lease renewals terms and have subsequently identified conditions that would be mutually agreeable for a subsequent lease renewal. The lease will continue to allow for both wells to be operated on the property along with provision for access to the area from Barr Side Road. The terms of the current lease require the Municipality to pay the landowners \$500 per year. In addition, the Municipality will be required to provide approximately 1 load of gravel per year (value of \$250) as part of “in kind” maintenance for the entrance to the property.

The proposed duration of the new lease agreement would be for a 10-year term, however this would terminate concurrent with any Ministry approval allowing abandonment of the current installations.

FINANCIAL IMPLICATIONS

The terms of the Lease Agreement extension if approved will require the Municipality to pay the landowners \$750 per year (\$250/well). In addition, the Municipality will be required to provide approximately 2 tandem loads of gravel per year (value of \$250) as part of “in kind” maintenance for the entrance to the property.

Staff have and will continue to include these costs in the operational budgets in all future budgets.

SUMMARY

The Municipality of Mississippi Mills presently owns and operates two groundwater monitoring wells on Part of Lots 17 and 18 Concession 10, Pakenham. These wells form part of an MOE mandated monitoring program for post closure activities for the Pakenham landfill. These monitoring wells were governed under a 10-year lease agreement which will expire on January 13, 2022.

Staff has been in discussions with the landowners regarding arrangements regarding a 10-year lease renewal and both parties have agreed in principle for terms going forward. As part of this agreement, the Municipality will be obliged to provide compensation in the amount of \$750 per year along with previously identified “in kind” works. These costs are quite reasonable considering that no other obvious monitoring options are available.

The Roads and Public Works Department is therefore recommending that the Committee support the terms of the new lease agreement and provide recommendation to Municipality Council for renewal.

Respectfully submitted,

A handwritten signature in black ink that reads "Cory Smith". The signature is written in a cursive style with a large, stylized "S" at the end.

Cory Smith
A/Director of Roads and Public Works

A handwritten signature in black ink that appears to read "Ken Kelly". The signature is written in a cursive style with a large, stylized "K" at the beginning.

Reviewed by
Ken Kelly, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 21, 2021
TO: Committee of the Whole
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Update Priorities of Council

RECOMMENDATION:

THAT Committee of the Whole recommends to Council to accept this report as information.

BACKGROUND:

Council completed its strategic planning process in the summer of 2020 and adopted the 2020-2023 Strategic Plan in September of 2020. On May 18, 2021 Committee of the Whole received a report identifying the projects and workload of staff including the 13 major areas of focus contained in the 2020-2023 Strategic Plan.

Included in this report as an attachment is a list of the current and completed projects.

DISCUSSION:

As an update on the 13 Strategic Plan Priorities:

Two of the key focus areas that Council identified in the Strategic Plan have been completed. Those projects are:

- Service Delivery Review
- Official Plan Amendment 22 – Planning For Growth (MM Council approval of submission complete, County held statutory Public Meeting August 25, 2021 and staff report to be tabled Sept 22, 2021 at Economic Development Committee)

Staff have developed project plans that are in various stages of execution for many of the objectives of Council including the following:

- Community Services Master plan (RFP to be reissued as only one submission and no recommendation of award made by review committee - target completion first half of 2022)

- Plan for Advocacy and Partnerships (ongoing Broadband / Affordable Housing / Automated Speed Enforcement / etc...)
- Transportation Master Plan Update (target completion first half of 2022)
- Master Infrastructure Projects (Downtown Revit - project sanction, Business Park Phase 3 underway and on schedule for substantial completion 2021, Water & Wastewater 2022)
- Communications and Engagement Plan (New Hire to complete)
- Information Technology Plan (RFP issued, closing October 14, 2021 - Target Fall 2021)
- Long Term Financial Plan (Water and Sewer Rate Update Study Complete, Target first half 2023)

Completion of any project is dependent on resources, funding and direction. Some of the projects that were included in the Strategic Plan were not funded as part of the 2021 budget process. Staff do not have the internal capacity to complete these projects without funding for consultants. This would include:

- Community Safety Plan (Master Fire Plan being updated - target completion March 2022)
- Environment / Climate Action Plan
- Human Resources Plan
- Economic Development and Branding Plan

In addition to the Strategic Plan objectives we also have the reports to Council on projects that it has identified in the pending list as well as other projects that we are working on. This information is also included in the attachment to this report.

At the May 18, 2021 meeting Committee of the Whole did not remove any of the projects from the project list. Since May 18, 2021 additional projects have been added to the list.

Table of NEW projects:

70	DQWMS - license renewal and Report	C Smith	
71	Fill PW Technologist position	C Smith	
72	Fill Building Inspector Position	K Kelly	
73	Budget 2022	K Kelly	
74	Dir Corporate Services Treasurer	K Kelly	
75	Building/Planning move to AOTH	K Kelly / D Cousineau	
76	Document Management System / Electronic Files	K Kelly / C Munro	
77	Truth and Reconciliation - Calls to Action and Ceremony Planning	C Moyle	
78	Key to Municipality / Award of Excellence	K Kelly / C Moyle / C Munro	

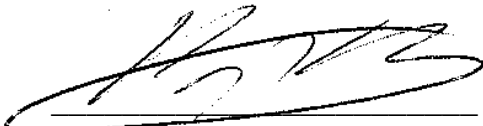
FINANCIAL IMPLICATIONS:

Depending on the projects there are various financial impacts.

SUMMARY:

This report is an update for the benefit of Council. No action is required but if Council wishes to provide direction on the completion of projects and priorities that would be helpful.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'Ken T. Kelly', written over a horizontal line.

Ken T. Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Updated List of Projects Sept 21, 2021

Master Gantt - All Projects Sept 21, 2021					2021				2022		2023	
STRATEGIC PLAN			Lead	Complete	Q1	Q2	Q3	Q4	1st Half	2nd Half	1st Half	2nd Half
1	SP	Community Services Master plan	C Murphy									
2	SP	Community Safety Plan	C Brown		Not funded							
3	SP	Official Plan Amendment 22 - Planning For Growth	K Kelly	COMPLETE								
4	SP	Plan for Advocacy and Partnerships	K Kelly									
5	SP	Transportation Master Plan Update	C Smith									
6	SP	Master Infrastructure Projects	C Smith									
7	SP	Environment / Climate Action Plan	C Smith		Not funded							
8	SP	Service Delivery Review	K Kelly	COMPLETE								
9	SP	Human Resources Plan	K Kelly		Not funded							
10	SP	Communications and Engagement Plan	C Moyle									
11	SP	Information Technology Plan	K Kelly									
12	SP	Economic Development and Branding Plan	T Maclaren		Not funded							
13	SP	Long Term Financial Plan	K Kelly									
PENDING LIST												
14	PL	Storm Water Management - Finner Court Subdivision and Surrounding Area	C Smith									
15	PL	Pedestrian Safety and Speed Limits on Gravel Roads	C Smith		Propose Cancelling							
16	PL	Review of ATV By-law (Council asked for changes)	C Smith									
17	PL	Integrated Vegetation Management Plan	C Smith									
18	PL	Wild Parsnip Plan - Monarch Pledge	C Smith		Propose Cancelling							
19	PL	Mill of Kintail Independent Model	K Kelly		Waiting for Prov Regs							
20	PL	Master Fire Plan - Part of the Community Safety Plan	C Brown									
21	PL	Dog Park Site Selection Process	C Murphy									
22	PL	Review of Procedural By-law	C Moyle/ J Russell									
23	PL	Museum Funding Review (Delay until full year of operations - COVID impacts)	T Maclaren									
24	PL	Update Debt Management Policy	K Kelly									
25	PL	Communication of Downtown Revitalization Project	C Smith		TBD							
OTHER PROJECTS												
26		Annual Calendar of Council/Ctte Reports	C Moyle/ J Russell									
27		Election Process	C Moyle/ J Russell									
28		Integrate Pending List and Report Tracking / Escribe	C Moyle/ J Russell									
29		Active/Inactive/Required Policies	C Moyle/ J Russell									
30		Emergency Management Program / Community Risk Assessment / Fire Master Pla	C Brown									
31		Service Delivery Review Public Works	K Kelly / C Smith									
32		Service Delviery Review Recreation/Culture	KK/CM/TM									
33		Municipal Vehicle Policy	C Moyle									
34		Communications - Spotlight Calendar	C Moyle/ J Russell									
35		Business Park Development	C Smith/K Kelly									
36		Map business processes in planning Dept	M Rivet/KK									
37		Standard Operating Procedures for Building Dept	D Prest/ KK									
38		Pakenham Trail Development Project	T Maclaren/Community Group									
39		Child Care Strategic Plan (part of Community Services Master plan)	A Legault									
40		Corporate Space Needs Analysis	D Cousineau									
41		Mill Run Park Development	C Murphy									

42	E-timesheets	K Kelly / S Vagner										
43	Payment options (credit card / online)	K Kelly										
44	Work Order Management System (Digital Master Plan)											
45	Administrative Monetary Penalties Option	C Brown/KK/RW										
46	Cost Sharing Rec/Library/Pool	K Kelly										
47	Landfill Buffer Area Land Expropriation Process	K Kelly										
48	Review Bylaw Services - Internal vs contracted	K Kelly										
49	Report on Safe Properties Bylaw Implementation	D Prest/ KK										
50	Affordable Housing - Policies/Incentives/Advocacy	K Kelly / M Rivet										
51	Organizational Change / Staffing Process	K Kelly										
52	LEAR Project	K Kelly / M Rivet										
53	Village Vitality	K Kelly / M Rivet		Not funded								
54	Urban Farming Project	C Murphy/Community Group										
55	Review of Building permit fees	D Prest										
56	Asset Management Plan	K Kelly /C Smith										
57	Legal file	K Kelly										
58	Legal file	K Kelly										
59	Legal File	K Kelly										
60	Legal File	K Kelly										
61	Legal file	K Kelly										
62	Bicenntential Celebrations	T Maclaren										
63	Automated Speed Enforcement	K Kelly										
64	Climate Action County	C Smith										
65	Integrated Waste Management Plan	C Smith										
66	Legal File	K Kelly / C Smith										
67	Inkind Contribution Policy / Procedure	K Kelly / T Maclaren / C Munro										
68	Legal File	K Kelly										
69	Legal File	K Kelly										
70	DQWMS - license renewal and Report	C Smith										
71	Fill PW Technologist position	C Smith										
72	Fill Building Inspector Position	K Kelly										
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76	Document Management System / Electronic Files	K Kelly / C Munro										
77	Truth and Reconciliation - Calls to Action and Ceremony Planning	C Moyle										
78	Key to Municipality / Award of Excellence	K Kelly / C Moyle / C Munro										
79	Vaccination Policy	C Brown / All										

COMPLETED

		LPAT Hearing - OPA 21 Appeal ANSI Policies	K Kelly/M Rivet	COMPLETE		Appeal Withdrawn						
		Engineering Standing Offer	C Smith	COMPLETE								
		COVID 19 Safety Plans	K Kelly / ALL	COMPLETE								
		White Tail Ridge Development Agreement	K Kelly	COMPLETE								
		Business Park Funding Options	T Maclaren/ K Kelly	COMPLETE								
		Waste Management Internal vs Contracted	C Smith/K Kelly	COMPLETE								
		Business Park Zoning	K Kelly/ M Rivet	COMPLETE								
		Amendment to DC Study	R Whitmarsh	COMPLETE								
		RFP Real Estate Services - 28 Mill St/Adelaide Lands/ Business Park	D Counsieu/KK	COMPLETE								
		Adelaide/Menzie Land Expropriation Process	K Kelly	COMPLETE								
	SP	Official Plan Amendment 22 - Planning For Growth	K Kelly	COMPLETE								
		RFP Drainage Super and Services	C Smith	COMPLETE								

COMPLETED SINCE MAY 18, 2021

PL	Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	C Smith	COMPLETE									
PL	Film Policy	T Maclaren	COMPLETE									
PL	Review of Ctte Structure	C Moyle	COMPLETE									
	Business Improvement Area / Chamber Report	T Maclaren	COMPLETE									
	MOU Textile Muesum and construction	T Maclaren / C Smith	COMPLETE									
	Sandbag Policy (Will Return Fall of 2021)	C Smith	COMPLETE									
	Update to W&S rate study	C Smith	COMPLETE									
	OPP Detachment Board Position	K Kelly	COMPLETE									
	PW Operations Mgr Position Report	K Kelly	COMPLETE									
	Collective Agreement Negotiations	K Kelly	COMPLETE									
	Ministerial Zoning Order - Long Term Care	K Kelly	COMPLETE									
	Survey of DT Revitilization concerns and support -Report August 10/2021	T Maclaren	COMPLETE									
	Public Consultation Dog Park	C Murphy	COMPLETE									

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 21, 2021

TO: Committee of the Whole

FROM: Ken T. Kelly, Chief Administrative Officer

SUBJECT: Investigate Housing Options on Surplus Municipal Land

RECOMMENDATION:

THAT Committee of the Whole recommends to Council to direct staff to research initiatives and programs implemented by other municipalities including the issuance of a request for interest / expression of interest for partners in the development of creative housing options so future decisions can be made on the use of surplus lands owned by the Municipality;

AND THAT a follow up report be presented to Council no later than March 30, 2022.

BACKGROUND:

The Municipality owns several parcels of land designated as residential within Almonte ward. Bylaw 19-125 establishes the process to be followed to declare land surplus and to dispose of these lands.

Schedule A of the Land Sale Bylaw includes the listing of lands that Council considers surplus to the needs of the Municipality. Council can add lands to or remove them from Schedule A of the bylaw at any time.

Currently the Municipality holds several acres along Victoria St, Augusta St., Maude St, and McDermott St. None of these lands are parkland or designated community space.

DISCUSSION:

The surplus lands along Victoria St, Augusta St., Maude St, and McDermott St. have been vacant for some time and no plan for their development exists. The lands are zoned residential.

Staff are seeking direction from Council on the use of these lands as part of a program to develop additional affordable housing stock to meet the needs of Mississippi Mills residents and prospective residents.

Bylaw 19-125 will have to make these surplus lands exempt from the Sale process and allow Council to sell below market value and does not require an appraisal.

OPTIONS:

1. Staff issue a request for interest / expression of interest to determine potential housing development partners within the community.
2. Staff research programs and initiatives in other municipalities to leverage surplus municipal land to develop housing options.
3. Staff work with our real estate agency of record to list and sell the lands along Victoria St, Augusta St., Maude St, and McDermott St. at market value.

FINANCIAL IMPLICATIONS:

The research will be conducted by internal staff and no additional budget will be required.

If Council decides to use surplus lands as part of its contribution to future projects to develop additional housing options in Mississippi Mills it will forego the funds from a potential sale. This will be a decision of Council at a later time.

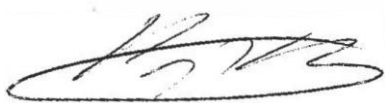
An appraisal of the surplus lands is required under By-law 19-125 as part of the disposition process. This would be a good mechanism to account for the significant contribution that the Municipality would be making towards future projects.

SUMMARY:

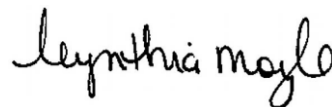
Staff are seeking Council direction to research options for the use of surplus lands to facilitate additional housing options in the municipality versus the sale of these lands at market value. Any disposition or sale will be a future decision of Council.

Respectfully submitted by,

Reviewed by:



Ken T. Kelly,
Chief Administrative Officer



Cynthia Moyle,
Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

STAFF REPORT

DATE: September 21, 2021

TO: Committee of the Whole

FROM: Ken T. Kelly, CAO/Deputy Treasurer/Deputy Clerk

SUBJECT: Interim Construction Financing Business Park Phase 3

RECOMMENDATION:

THAT the CAO/Deputy Treasurer be authorized to obtain interim construction financing in an amount not to exceed \$1,300,00 from (insert financial institution September 21, 2021) at a fixed rate of ____% (to be confirmed on September 21, 2021 based on bank rate submissions) for no more than three (3) years with repayment from grant funding and revenue from the sale of building lots in the Business Park;

AND THAT any two of the Mayor and Acting Clerk or CAO be authorized to execute the agreement with the preferred financing institution.

BACKGROUND:

In the 2021 budget Council authorized the construction of road, water and sewer works to facilitate the development and sale of ten (10) building lots within Phase 3 of the Business Park.

Staff tendered the works and Council approved the award of tender #20-02 to Thomas Cavanagh Construction Limited in the amount of \$1,629,298 (HST not included).

The full project budget is as follows:

ACTIVITY	Amount (Non-recoverable Taxes Included)
Thomas Cavanagh Construction Limited (non-recoverable HST Incl.)	\$1,657,974
Engineering, Inspection and Contingency & Tree Removal (To be Completed in advance).	\$215,026
Total (Non recoverable HST incl.)	\$1,873,000
Available Budget	\$1,875,350
Total Budget Remaining	\$2,350

DISCUSSION:

A request for financing quotes terms, rates etc., was issued on September 14, 2021 with a closing date of September 21, 2021. The request for quotation was sent to the Royal Bank, Bank of Montreal, and TD Bank.

The rates will be provided at the Committee of the Whole meeting of September 21, 2021.

FINANCIAL IMPLICATIONS:

This is interim construction financing as most of the costs will be incurred in 2021 and the revenues derived in 2022 and 2023. The loan will be repaid from the disbursements from the approved grant funding, revenue derived from the sale of the lots. In addition, there is \$550,000 from reserve funds that will be used for this project.

The grant disbursements under the agreement are as follows:

Year 1	\$211,400
Year 2	\$634,200
Year 3	\$211,400

SUMMARY:

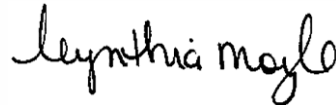
It is recommended that the interim financing for the Business Park Phase 3 construction be approved. That Mayor, Acting Clerk and CAO be authorized to execute the agreement with the preferred financial institution based on the submissions received on September 21, 2021. The attached draft bylaw to be completed and presented at the following Council meeting of October 5, 2021 authorizing the financing.

Respectfully submitted,



Ken T. Kelly,
CAO/Deputy Treasurer

Reviewed by,



Cynthia Moyle,
Acting Clerk

ATTACHMENT:

1. Draft Business Park Borrowing By-Law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: September 21, 2021

TO: Committee of the Whole

FROM: Cynthia Moyle, Acting Clerk

SUBJECT: Truth and Reconciliation Commission (TRC) Calls to Action

STAFF RECOMMENDATION:

Motion # 1

THAT Committee of the Whole recommends Council waive the administrative fee for commissioning documents for residential school Survivors and their families who reside in the Municipality of Mississippi Mills to reclaim their names changed by the residential school system for a period of five (5) years.

Motion # 2

THAT Committee of the Whole recommends Council include The Indigenous Bicentennial Working Group (IBWG) as a working subcommittee to the Mississippi Mills Bicentennial Planning Committee.

BACKGROUND:

The Truth and Reconciliation Commission's final report in 2015 included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation, following recent discoveries of remains in unmarked graves across the country, leading to increased calls for all levels of government to address the recommendations in the TRC Calls to Action.

On August 23, 2021, the Association of Municipalities (AMO) published two resource papers to assist municipal councils' efforts to support Truth and Reconciliation.

The first resource paper provides an overview of the Truth and Reconciliation Commission's (TRC's) Calls to Action that municipal governments can address. At the September 7, 2021 Committee of the Whole meeting, members identified the following three (3) calls to action:

TRC Call to Action #	Call to Action	Staff Comments
17.	We call upon all levels of government to enable residential school Survivors and their families to reclaim names changed by the residential school system by waiving administrative costs for a period of five years for the name-change process and the revision of official identity documents, such as birth certificates, passports, driver's licenses, health cards, status cards, and social insurance numbers.	The cost associated with commission documents is \$15. The recommendation is to waive fee for residential school Survivors who reside in the Municipality of Mississippi Mills for a period of five (5) years.
57.	We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), Treaties and Aboriginal rights, Indigenous law and Aboriginal-Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.	Staff work with AMO and arrange training for municipal elected officials and staff with a date to be determined.
80.	We call upon the federal government, in collaboration with Aboriginal peoples, to establish, as a statutory holiday, a National Day for Truth and Reconciliation to honour Survivors, their families and communities, and ensure that public commemoration of the history and legacy of residential schools remains a vital component of the reconciliation process.	Council adopted a resolution recognizing September 30, 2021 as National Orange Shirt Day. Municipal Buildings are flying the "Every Child Matters" flag. A candlelight vigil is being planned for Wednesday night on September 30 in support of families impacted by residential schools, with additional details being shared closer to the event.

The second resource paper entitled What Municipal Leaders Can Do To Better Support Indigenous Residents and Neighbours At This Time encourages us to be better neighbours and partners with Indigenous friends and communities. Mississippi Mills Council identified #6 – Create urban Indigenous-municipal advisory committee as one

way of being supportive and be part of the healing, learning and restoration needed to support reconciliation with Indigenous friends, neighbours and communities. A suggestion is to establish an Indigenous working subcommittee to the Mississippi Mills Bicentennial Planning Committee (MMBPC), responsible for planning activities to honour and celebrate our Indigenous history.

DISCUSSION:

N.A.

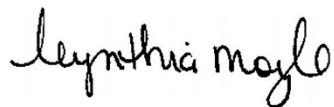
FINANCIAL IMPLICATIONS

With the implementation of #17 waiving commissioning documents, the loss of revenue would be approximately \$105 over a five-year period.

SUMMARY

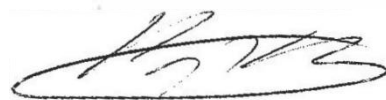
Mississippi Mills Council and staff are committed to honour and remember the survivors, their families and communities of the residential school systems.

Respectfully submitted,



Cynthia Moyle
Acting Clerk

Approved by,



Ken Kelly
Chief Administrative Officer

REPORT

Date Presented: April 20, 2021

To: Members of the Committee of the Whole

From: Bradley Wright, Director of Development Services

Subject: **Secondary Unit Grant Program – Amend Master Grant Policy**

For Information Only ☐ Delegation ☐ Presentation ☐ Attachment ☒ X

Recommendation:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT THE COUNCIL OF THE TOWN OF PERTH PASS BY-LAW 4558-5 TO AMEND THE MASTER GRANT POLICY BY ADDING THE SECONDARY UNIT GRANT PROGRAM, AS PRESENTED IN STAFF REPORT 2021-COW-8.6.

Executive Summary:

A total of \$50,000 has been allocated to the 2021 Budget to facilitate a Secondary Unit Grant Program. Eligible homeowners would receive \$5,000 after completion of either:

- a) a newly constructed addition to an existing house as an additional dwelling; or
- b) a newly constructed accessory structure functioning as a second dwelling (tiny home/small home) on the property.

Strategic Plan Comments:

Sector #4 – Planning and Development, Strategic Initiatives (SI) #4: Develop land use policies which reflect the desired elements of a healthy vibrant sustainable community.

Greenhouse Gas Reduction Plan 2016 - 2030:

N/A

Overriding Principles Statement:

This report is in compliance with the Overriding Principles Statement.

Background/Discussion:

The intent of the Town of Perth Secondary Unit Grant Program is to encourage an increase in the supply of affordable housing options within the municipality. Over the past 25 years, housing costs have increased at a rate three times that of income growth, causing housing options within Perth to become unaffordable to a greater number of residents. The focus of this program is on single-family homes with lot sizes large enough to accommodate an addition to the house or an accessory structure in the rear yard. The Town of Perth has identified a number of properties in Town that are able to host additional dwelling units. The program would allow for the addition of one (1)

additional unit of housing as a secondary unit or a second dwelling as an accessory structure.

The increased use of secondary units in the Town of Perth offers the opportunity to gradually increase the overall supply of housing in the form of affordable rental properties. Secondary units reduce costs to homeowners, add more neighbourhood diversity, and more flexibility in housing options. For homeowners, constructing a secondary unit can provide rental income and provide further stability to their mortgage. For the community of Perth, secondary units will add needed density and vitality to existing neighbourhoods in a way that will not change the overall character.

Options:

Option 1: *Recommended:*

**PASS BY-LAW 4558-5 TO AMEND THE MASTER GRANT POLICY BY
ADDING THE SECONDARY UNIT GRANT PROGRAM, AS PRESENTED IN
STAFF REPORT 2021-COW-8.6.**

Option 2: Not Recommended: Status Quo. Do Nothing.

Financial Considerations:

There are no financial considerations at this time.

Applicable Policy/Legislation:

Planning Act

Town of Perth Official Plan

Heritage Act

Building Code Act

Others Consulted:

Directors

Respectfully submitted,



Bradley Wright, Director of Development Services

Approved by,



Michael Touw, CAO

THE CORPORATION OF THE TOWN OF PERTH

BY-LAW NO. 4558-5

A By-law to Amend Master Grant Policy By-law No. 4558 to add the Secondary Unit Grant Program

1. Recitals:

- 1.1 The Municipal Act, as amended, states that By-laws may be passed by Municipal Council to govern its affairs as it considers appropriate.
- 1.2 The Council of the Town of Perth adopted By-law No. 4558, a by-law to establish a Master Grant Policy, on December 15, 2015.
- 1.3 The Council of the Town of Perth has reviewed Report 2021-COW-8.6 and concurs with the staff recommendation to amend the Master Grant Policy to:
 - a) Add the Secondary Unit Grant Program
- 1.4 Council for The Corporation of the Town of Perth deems it advisable to pass this By-law.

Accordingly, the Council of The Corporation of the Town of Perth enacts as follows:

2. Authorization:

- 2.1 That Schedule "A" to By-law No. 4558 be amended to add the Secondary Unit Grant Program to the Master Grant Policy.

3. Effective Date:

- 3.1 This By-law shall come into force and effect on the date it is passed by Council.

Read a first, second and third time and finally passed this the ____ day of ____ 2021.

John Fenik, Mayor

Susan Beckel, Clerk

(Seal)

Town of Perth			
Master Grant Policy Secondary Unit Grant Policy		Effective:	April 27, 2021
		Replaces:	N/A
Issued by:	Director of Development Services	Approval:	By-law No. 4558-5
Applicable Policy and Legislation	Master Grant Policy		

To be a sustainable Community that respects both its Heritage and Natural Environment, while enabling a balanced lifestyle by means of a vibrant economy.

1. **PURPOSE**

To provide a grant program to eligible Town of Perth homeowners to facilitate the construction of additional dwelling units or additional dwellings. The more housing options available that target lower to midrange income levels, the greater the supply. Increasing the supply could lead to rent reductions, and greater opportunities to free up entry level rental units, making housing available for those at the lowest income levels and those at risk of homelessness. Access to safe, affordable and adequate housing promotes overall health and wellbeing, increases resident safety and creates a more liveable community.

2. **SCOPE**

The grant is available to all homeowners in the Town of Perth that meet the eligibility requirements.

3. **RESPONSIBILITY**

It is the responsibility of the Director of Development Services to administer the Secondary Unit Grant Policy.

4. **DEFINITIONS**

4.1. **“Additional dwelling”** means a newly constructed accessory structure that can be inhabited and meets the Ontario Building Code and the Town of Perth’s Zoning By-law provisions.

4.2. **“Additional dwelling unit”** means a newly constructed addition to an existing house that provides a separate entrance and meets the Ontario Building Code and the Town of Perth’s Zoning By-law provisions.

4.3. **“Council”** shall mean the individuals elected to sit on Town Council, the role of

which is to develop and evaluate the policies and programs of the municipality.

4.4. “**Director**” shall mean the Director of Development Services.

4.5. “**Town**” shall mean The Corporation of the Town of Perth.

5. WHO CAN APPLY?

Owners of residential properties identified as having the capacity to support a second dwelling unit or second dwelling. Owners of the property must reside on the property.

6. WHAT IS INELIGIBLE?

- Retrofitting basement or attic.
- Retrofitting existing garage or accessory structure.
- Retrofitting a partially completed additional dwelling unit or additional dwelling.
- New Construction intended to create short term accommodation units.
- New Construction and retrofitting to properties not occupied by the owner.
- New construction of second dwelling as second floor unit to existing or new garage.

7. FREQUENCY OF APPLICATION

A property owner may only receive one (1) grant per property.

8. APPLICATION PROCEDURES

- Applications must be submitted on the official application form;
- The applicant will be required to submit one invoice from a contractor;
- Construction must be completed within one (1) calendar year of the date of the approval of the grant. If the work is not completed within one (1) calendar year the grant will be cancelled.

9. FUNDING AVAILABILITY

It is the intent of this Secondary Unit Grant to allow up to \$50,000 in funds per calendar year, however the Grant is subject, at all times, to the availability of funding as determined by Council during the budget process each year. Funding approval will be based on the eligibility criterion.

10. BASIS OF CALCULATION

A maximum grant amount of \$5,000 will be allocated to each homeowner participating in the grant program. As the grant program is encouraging the new construction of additional dwelling units and additional dwellings, it is understood that \$5,000 only provides a small portion to the overall costs. Only one invoice is required to be provided to illustrate proof of construction activity.

11. REVIEW PROCESS

Applications for financial assistance will be reviewed by the Director of Development Services for completeness. The Director of Development Services, as per the Delegation of Powers By-law, will approve grants that clearly meet the eligibility of the Policy as outlined by the Council of the Town of Perth, and that all

Applications that request to deviate from the Policy be brought to Council for consideration. Funding approval will be based on the eligible criterion and available funding. This is an ongoing process throughout the year until all funds are exhausted. Note: Funding is conditional on the Applicant receiving building permits for the project.

12. RELEASE OF GRANT FUNDS AND POST-PROJECT REPORT

The Town will issue the fully approved grant amount after a satisfactory post inspection is completed by the Chief Building Official. An annual report will be provided to Council providing a summary of projects and total grant funding awarded during a calendar year.

13. SCHEDULE(S):

SCHEDULE 'A' - Secondary Unit Grant Application Form

14. SEVERABILITY

If a court or tribunal of competent jurisdiction declares any portion of this Policy to be illegal or unenforceable, that portion of this Policy will be considered to be severed from the balance of the Policy, which will continue to operate in full force.

15. REVIEW PERIOD

This policy shall be reviewed every two years.

**Town of Perth
Secondary Unit Grant Program – Application Form**

Registered Owner:	
Name:	
Address:	Postal Code:
Home Phone:	Work Phone:
Email Address:	Fax:

Property Description: (must be located in the Program Area)
Address:
Postal Code:

Project Invoice: Please provide one (1)

Estimate 1: (attach copy of original)	
Company name:	Phone:
Estimate (excluding HST): \$	

Eligible Grant Amount:	\$
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The Town of Perth Secondary Unit Grant Program will provide a grant to the applicant equal to \$5,000 for works related to constructing a new second dwelling unit or second dwelling. One (1) invoice from a qualified contractor must be obtained to determine the allowable funding.

Terms and Conditions

1. In order to be eligible for a Secondary Unit Grant an application form must be submitted to the Town prior to commencing any works.
2. Applications will initially be reviewed by Town staff with regard to planning approvals and/or building permits requirements.
3. Applicants will be advised in writing of any required approvals or permits associated with their application.
4. Eligible applicants must be the owner of the property and must reside on the property.
5. The property owner must have no outstanding tax arrears and must be in good standing with regard to taxation at the time of application and throughout the duration of the incentive benefit period as identified in the Master Grant policy.
6. Works associated with the Secondary Unit Grant Program must be in accordance with all Town policies, procedures, standards, and guidelines in order to be approved.
7. Existing and proposed uses must be in conformity with the policies and standards provided by the Town's Official Plan, Zoning By-law, Heritage Conservation District and all other planning documents.
8. Works associated with the Secondary Unit Grant Program must be undertaken pursuant to application for planning approval and/or building permit, and any additional required permits and in accordance to the Ontario Building Code and all applicable planning policies and standards.
9. Undertaken and completed works that are associated with a grant program application must be consistent with the project description contained in the application form and supporting materials, and with the program agreement. Should works not be consistent with the original project description, to the satisfaction of the Town, the Town may delay, reduce or cancel the grant.
10. Should the applicant fall into default of any of the eligibility requirements, or fail to meet the detailed requirements of each of the Grant program, or any requirements of the Town, the Town in its sole discretion may reduce, or cancel the agreement.
11. The Town may at any time discontinue the Secondary Unit Grant Program; however all approved projects will receive funding in accordance to the executed Grant Program Agreement and subject to available funding as approved by Council.
12. Any program commitments may be cancelled if work does not commence within six months of Council's approval of the application or in accordance with an agreement with the Town.

I/WE HEREBY CERTIFY that the information contained within this application is true, correct and complete in every respect and may be verified by the Town by such inquiry it deems appropriate, including inspection of the property for which the application is being made.

I/WE HEREBY AGREE that if any statements or information in this application or supported in support of this application are untrue, misleading or there is a material omission, the application may be rejected or not approved, or the grant may be delayed, reduced or cancelled.

I/WE HEREBY GRANT permission to the Town, or its agents, to inspect my/our property that is the subject of this application.

I/WE HEREBY AGREE all grants will be calculated and awarded at the sole discretion of the Town. Notwithstanding any representation by or on behalf of the Town, or any statement contained in the program, no right to any grant arises until it has been duly authorized, subject to the application meeting the terms and conditions of the program and the grant agreement. The Town is not responsible for any costs incurred by the Owner/Applicant in any way relating to the program, including, without limitation, costs incurred in anticipation of a grant.

Dated the _____ of _____, _____
Day Month Year

Name of Owner

Signature of Owner

REPORT

Date Presented: June 9, 2020

To: Members of the Committee of the Whole

From: Bradley Wright, Town Planner

Subject: **Affordable Housing Strategy**

For Information Only ☒ Delegation ☐ Presentation ☒ Attachment ☒

FOR INFORMATION ONLY.

Executive Summary:

This report has been drafted in response to the COVID-19 pandemic and potential impacts to the regional economy. This report provides a summary of the pre COVID-19 affordable housing issues within Lanark County and the Town of Perth. It also provides planning strategies that could be implemented to expedite the availability of affordable housing. These planning strategies consider recent policy changes to the Provincial Policy Statement (PPS) (May 1, 2020) and the current economic climate.

Strategic Plan:

N/A

Greenhouse Gas Reduction Plan 2016 - 2030:

N/A

Background/Discussion:

Please refer to the attached PAC Report-PAC-6.3 dated June 1, 2020.

Options:

Option 1: Recommended: For Information Only.

Financial Considerations:

N/A

Applicable Policy/Legislation:

Provincial Policy Statement, 2020
Zoning By-law 3358
Town of Perth Official Plan

Others Consulted:

Planning Advisory Committee

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'BTW', written above a horizontal line.

Bradley Wright, Town Planner

Approved by,

A handwritten signature in blue ink, appearing to be 'Michael Touw', written above a horizontal line.

Michael Touw, CAO

REPORT

Date Presented: June 1, 2020

To: Members of the Planning Advisory Committee

From: Bradley Wright, Town Planner

Subject: **Affordable Housing Strategy**

For Information Only ☒ Delegation ☐ Presentation ☐ Attachment

Recommendation:

FOR INFORMATION ONLY

Executive Summary:

This report has been drafted in response to the COVID-19 pandemic and the impacts to the regional economy. In particular, 13% of the Town of Perth's population is employed in the retail industry. Due to the temporary closing of retail stores and an abrupt change to tourism patterns, there is economic uncertainty to many residents of the Town of Perth.

This report provides a summary of the existing affordable housing issues within Lanark County and the Town of Perth. It also provides recommendations that could be utilized to expedite the availability of affordable housing based on changes to the PPS and the current economic climate.

Introduction

Lanark County's population is expected to grow by 61.4% by 2038 with an annual growth rate of 2.2%. The average size of Lanark County Households in 2016 was 2.4 people. The biggest increase in population is in the 65+ cohort which is expected to increase by 44% by 2041. Housing is considered affordable when housing costs do not exceed 30% of a household's before-tax income.

According to the 2016 Census 48.7% of renters and 16.2% of home owners in Lanark County spent more than 30% of their income on housing. A major barrier to home ownership is that the price of housing is rising at a faster rate than household income. The average resale for all owned dwellings increased 154% from 1996 to 2016, during that same time period the median household income only increased by 48%. As housing costs increase, affordability decreases, drastically impacting individuals and families in the low to moderate income range.

The number of owned dwellings in the Town of Perth has increased 12.3% from 1996 to 2016. This has outpaced the number of rental dwellings which has only increased by 9%

over the same time frame (Lanark). Total rental units numbered 1,270 in 2016, an increase of 105 units over the 20-year period.

The median household income in the Town of Perth is below the Lanark County median average. In 2016, the median household income was \$52,429 while the County median was \$71,660. Given that housing affordability is determined by a threshold of 30% of before-tax income, to maintain housing affordability, the Town of Perth rental rates should not exceed \$1,310 per month.

PPS 2020

Housing Options

The PPS 2020 defines housing options as: a range of housing types such as, but not limited to single-detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, multi-residential buildings. The term can also refer to a variety of housing arrangements and forms such as, but not limited to life lease housing, co-ownership housing, co-operative housing, community land trusts, land lease community homes, affordable housing, housing for people with special needs, and housing related to employment, institutional or educational uses.

Additional Residential Units

PPS, 2020 has replaced the term 'second residential unit' with 'additional residential unit'. Municipalities were previously able to specify that a second residential unit would be permitted within either a dwelling or an accessory structure. The recent modifications now require planning authorities to allow an additional residential unit within the dwelling and with an accessory structure, for a total of three (3) dwelling units per parcel.

As per Section 1.4.3 of PPS, 2020:

Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected market-based needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households and which aligns with applicable housing and homelessness plans.

In 2014, Lanark County completed its 10-year housing and homelessness plan entitled the Housing and Homelessness Blueprint. An additional housing study was completed in 2018 which provides updated information on demographics, income, housing availability and trends. By leveraging studies completed by Lanark County, the Town of Perth is in a position to develop housing affordability targets.

Community Benefits Charge

One past source of municipal funding for affordable housing has been density bonus provisions. Ontario's Bill 108, the More Homes, More Choices Act, 2019 replaces these provisions with a formal Community Benefits Charge strategy and by-law to be written locally. Funding for soft services such as recreation and library are proposed to move from development fees to the Community Benefits Charge. If the Town wishes to

prioritize affordable housing then it should use the new Community Benefits Charge strategy and By-law, required by Bill 108, to prioritize funding for affordable housing.

Under Ontario's current regulatory regime, Bill 108's new Community Planning Permit System could be used as a tool in strategic locations, utilizing economic feasibility analyses, to design clear, predictable, but flexible incentives and requirements to encourage the building of housing, especially affordable and "missing middle" housing.

Community Improvement Plan

A Community Improvement Plan is a tool under the Planning Act. It allows the Town to designate a specific area and then to direct funds and policy initiatives towards a specific goal, such as developing affordable housing.

Innovation

Case study #1: Encourage experiments in co-housing arrangements for seniors (e.g. seniors with students) and others, using existing homes.

The Symbiosis program at McMaster University is a program that matches students needing housing with seniors who have space in their homes. In general, seniors face many challenges downsizing to apartments, so they stay in their homes longer before moving to a retirement home. The Symbiosis program is focused on making quality matches, not on increasing the number of matches. This is important because these arrangements fall outside the *Residential Tenancies Act* and neither party is protected by the provisions of that act or human rights legislation in case something goes wrong. The Symbiosis program has not had any such problems so far because of the matching quality, the agreements, and relationships that develop. They try to match needs and wants, services, income requirements, motivation and are not interested in students who merely want cheap housing. They plan to put out a "toolkit" for other communities to use and try out their ideas.

Case Study #2: Welcome innovative, cost-saving methods for residential or mixed construction which help create more affordable housing.

In Ottawa, a new 24-story tower managed by Common Living Inc. will have 25% communal apartments, sharing amenities such as kitchens. These units have monthly rents expected to be 30% lower than regular apartment rents. The advantage for the building owner, according to the management company, is that rents per square foot are up to 50% higher with up to 1.5% higher yield on cost. However, there is specialized expertise required to design, operate and market these buildings. For this particular manager, co-living units are described as high-end student-like rentals which serve as transition homes for single adults.

Case Study #3: Grants

The City of Kingston has a Second Residential Unit Affordable Housing Grant Program. This is an incentive to help to finance secondary units which create affordable housing.

Case Study #4: Innovative building

The City of Kington has initiated a pilot project on tiny home development

Indigenous Needs

Affordable housing needs extends to indigenous groups as a vulnerable segment of society. When considering affordable housing initiatives, indigenous groups should be consulted early in the planning process. Also, there should be consideration of municipal resources to Indigenous peoples and related culturally supportive housing initiatives.

Recommendations for discussion:

1. Changes to the Zoning By-law following PPS, 2020:

With the changes to the PPS, there is an opportunity to amend Zoning By-laws to encourage second residential units and accessory structures that allow for occupancy. As part of this process, the Town could complete a mapping exercise to determine the number of residential units that would allow for increased density and the potential increase in affordable housing.

Increasing supply can make housing more affordable because it reduces inflationary pressure on prices and rents. However, building immediately affordable housing requires public funding. Also, there is a two-year time delay to allow for consultation, approvals, and construction. By making changes to the Zoning By-law to allow for intensification that is following the PPS, 2020 it may allow for increased supply in a reduced timeframe.

Town staff could encourage the creation of secondary suites in single-detached houses, including offering education and assistance in assessing the suitability for adding a secondary suite to a property.

In an effort to increase housing supply, especially affordable housing, to allow people to live closer to jobs, schools and amenities, many North American jurisdictions have looked at discouraging single-detached family zoning. Oregon and Minneapolis have, very recently, passed legislation to that effect.

The current Zoning By-law 3358 contains low density residential zones (R1) which only allow single detached dwellings as a permitted use. Due to the changes to the PPS, 2020 (secondary units and accessory units), there is a need to make changes to R1 zones to better reflect the PPS, 2020.

2. Changes to the Zoning By-law based on current economic conditions and COVID-19 pandemic:

Consideration should be given to modify the Zoning By-law to allow for residential density to be added to commercially zoned areas. The rise of online shopping has changed the retail landscape. Adding residential units to underutilized retail space is a significant trend in Canada and the United States.

With the COVID-19 pandemic, there could be a domino effect of closed retail businesses unable to pay commercial property rents. While there is an immediate need to support local business, there could also be medium term retail vacancy that could jeopardize the overall vibrancy of the town of Perth. Allowing residential density in commercially zoned areas would effectively increase rental options to property owners.

Adding residential to commercially zoned areas has particular potential when it is within walking distance to amenities and therefore creates less (competing) demand for parking.

Summary of Planning Strategies

1. Intensification:

Following Provincial direction regarding three dwelling units per residential parcel could lead to the encouragement of building additions and garden suites. This initiative could be immediate as there are no required changes to the Official Plan or Zoning By-law.

2. Zoning Changes:

Consideration should be given to modify the Zoning By-law to allow for residential density to be added to commercially zoned areas. Adding residential units to underutilized retail space is a significant trend in Canada and the United States. This may be a proactive solution to maintain downtown vibrancy if there is a shock to existing retail businesses.

3. Official Plan:

Ensure that future updates to the Town of Perth's Official Plan explicitly acknowledge the consideration of housing needs in making local planning decisions such as the need for a sustained 3-4% vacancy rate across different housing sectors, particularly housing with below-median rents. Another Official Plan policy, as recommended by the 2018 Lanark Housing Study is "where there is a binding agreement to ensure the affordability of the housing for a minimum of 10-year period, Council may grant relief of up to 10% from the development charge".

4. Community Benefits Charge:

As part of the Community Benefits Charge, the Town of Perth complete an economic feasibility analysis to determine incentives and requirements to encourage affordable housing.

5. Community Improvement Plan:

The Town of Perth should consider implementing a Community Improvement Plan to encourage affordable housing development and/or set aside a portion of property taxes from new market rentals, to pay for affordable housing.

6. Innovation:

As discussed above, there are several innovative initiatives occurring across the province. The Town should review these examples and look to build partnerships with local groups to find solutions to the affordable housing issue.

Respectfully submitted,

Bradley Wright
Town Planner

This report was completed though a summary of the following studies:

A Foundation for the Public Good: Recommendations to Increase Kingston's Housing Supply for All. Mayor's Task Force on Housing Final Report. City of Kingston. March, 2020.

Lanark County Housing Study 2018. Lanark County.

REPORT

Date Presented: August 11, 2020
To: Members of the Committee of the Whole
From: Bradley Wright, Town Planner
Subject: **Affordable Housing Options – Pilot Grant Program to Promote Secondary Units**

For Information Only ☐ Delegation ☐ Presentation ☐ Attachment ☒

Recommendation:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT RESOLVED THAT COUNCIL OF THE TOWN OF PERTH DIRECT STAFF TO DEVELOP A PILOT GRANT PROGRAM TO PROMOTE CONSTRUCTION OF SECONDARY UNITS AS AFFORDABLE HOUSING OPTIONS, AS PRESENTED IN STAFF REPORT 2020-COW-11.1.

Executive Summary:

This report provides a summary of an affordable housing grant program that could allow for an increased supply of housing options in the short term. This program would provide a \$5,000 grant for a homeowner to add a secondary unit either as part of the principal residence or as an accessory structure. The proposed grant program would consist of \$100,000 available to homeowners in the Town of Perth and run as a pilot program. The \$100,000 would be considered as part of the 2021 Budget deliberations. The project duration would be for one calendar year with grants being awarded in 2021.

Strategic Plan:

Sector 4 – Planning and Development, Strategic Initiatives (SI) #4: Develop land use policies which reflect the desired elements of a healthy vibrant sustainable community.

Overriding Principles By-law:

6.3.3 Town's Development Role: "In the event that the Town of Perth is required to financially contribute to the project infrastructure, it can be done by means of the subdivision agreement, a **project specific agreement** and/or a front ending agreement with the developer". As part of the grant program an agreement between the Town of Perth and the applicant would be completed.

Greenhouse Gas Reduction Plan 2016-2030:

The Town of Perth Climate Change Action Plan identifies development as the third highest source of greenhouse gas emissions within the Town of Perth. Intensification is considered a preferable method of reducing greenhouse gas emissions compared to greenfield development. See PAC Report 8.1 Section 3 - Secondary Units: Environmental Considerations for more discussion.

Background/Discussion:

Housing that is affordable is generally defined as situations where household spending on shelter is less than 30 per cent of a household's before tax income.

In communities where single detached homes represent the dominant form of residential construction, secondary dwelling units present an opportunity to address a variety of policy issues, including housing affordability.

Allowing for secondary units encourages the intensification of existing developed areas. This has several positive environmental implications including reducing the costs and environmental impacts associated with the need to build new roads and extend infrastructure.

CGIS, a geographic information company based in Perth, completed a cursory mapping exercise to determine the number of residential parcels that could support garden suites (habitable accessory structures). Using lot sizes of more than 10,000 square feet as an initial criterion, CGIS calculated that there are 360 residential lots in the Town of Perth that could potentially support a garden suite.

With regard to adding secondary units as second floor additions, attached rear yard additions and second floor additions to garages, there is likely significantly more opportunity for these structures compared to garden suites. In other municipalities secondary units that are attached to the principal residence has been the preferred alternative for homeowners (likely due to costs, meeting the Building Code, etc.).

Following examples from other municipalities, the Town of Perth's Secondary Unit Grant Program is proposed to encourage an increase in the supply of affordable housing options. The focus of these efforts would be on single family homes with lot sizes large enough to accommodate an addition to the house or an accessory structure. The program would allow for the addition of one (1) secondary unit.

Pending approval of the recommendations contained in this report, staff will return to Council before September 2020 with the final program design and eligibility criteria, performance measures and communication/education details.

Options:

Option 1: Recommended:

AS RECOMMENDED BY THE COMMITTEE OF THE WHOLE, BE IT
RESOLVED THAT COUNCIL OF THE TOWN OF PERTH DIRECT STAFF TO
DEVELOP A PILOT GRANT PROGRAM TO PROMOTE CONSTRUCTION OF
SECONDARY UNITS AS AFFORDABLE HOUSING OPTIONS, AS
PRESENTED IN STAFF REPORT 2020-COW-11.1.

Option 2: Not Recommended: Status Quo. Do Nothing.

Financial Considerations:

Staff further recommends that the new program be funded under a grant program in the 2021 budget with a sum of \$100,000. This would be a pilot project which would provide \$5,000 to owner-occupied homeowners willing to provide newly constructed affordable housing. The funding for this program would be considered as part of the 2021 budget deliberations.

Applicable Policy/Legislation:

Promoting Affordable Housing Act, 2016
More Homes, More Choice Act, 2019
Provincial Policy Statement, 2020
Town of Perth Official Plan
Zoning By-law 3358

Others Consulted:

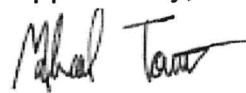
Directors
Fire Chief
Chief Building Official

Respectfully submitted,



Bradley Wright, Town Planner

Approved by,



Michael Touw, CAO

REPORT

Date Presented: July 27, 2020

To: Members of the Planning Advisory Committee

From: Bradley Wright, Town Planner

Subject: Pilot Grant Program to Promote Secondary Units as Affordable Housing Options

For Information Only ☐ Delegation ☐ Presentation ☐ Attachment ☒

Recommendation:

THAT THE PLANNING ADVISORY COMMITTEE RECOMMEND THAT COUNCIL:

DIRECT STAFF TO DEVELOP A PILOT GRANT PROGRAM TO PROMOTE CONSTRUCTION OF SECONDARY UNITS AS AFFORDABLE HOUSING OPTIONS AND BRING IT BACK IN THE FALL FOR APPROVAL AND PASSING OF A BY-LAW, AS PRESENTED IN STAFF REPORT 2020-PAC-8.1.

Executive Summary:

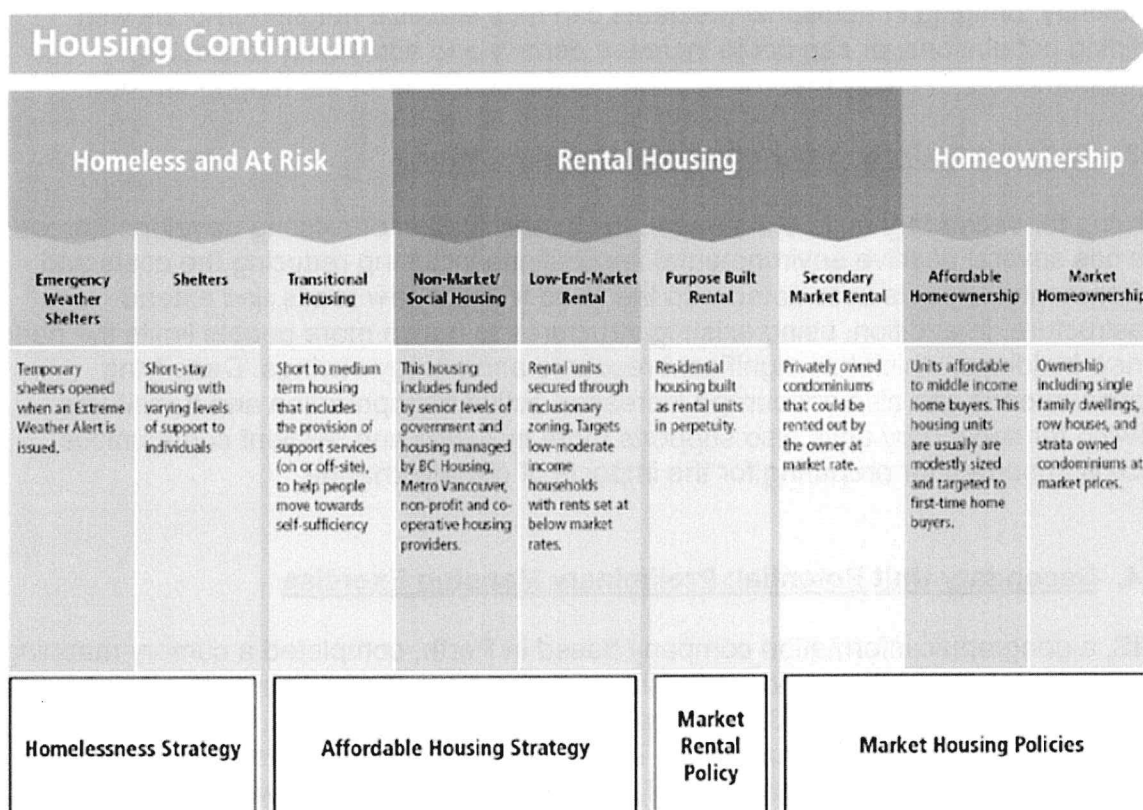
As a follow up to PAC Report 6.3, recent changes to the Provincial Policy Statement, and the economic impacts of the COVID-19 pandemic, this report provides a summary of an affordable housing grant program that could allow for an increased supply of housing options in the short term. This program would provide a \$5,000 grant for a homeowner to add a secondary unit either as part of the principal residence or as an accessory structure. The proposed grant program would consist of \$100,000 available to homeowners in the Town of Perth and run as a pilot program. The \$100,000 would be considered as part of the 2021 budget deliberations. The project duration would be for one calendar year with grants being awarded in 2021.

1. Affordable Housing – Background

Housing that is affordable is generally defined as situations where household spending on shelter is less than 30 per cent of a household's before tax income. Affordable housing is a very broad term that can include housing provided by the private, public and non-profit sectors as well as all forms of housing tenure; rental, ownership, and co-operative ownership, as well as temporary and permanent housing. Affordable housing can be geared to both low and moderate-income levels. Affordable housing is generally

defined as modest in terms of floor area and amenities, based on household needs and is priced at below average market housing rents in a community or area.

Providing housing solutions is complex. The figure below illustrates the housing continuum and how an affordable housing strategy provides solutions to a portion of this issue.



Source: <https://www.cip-icu.ca/Files/APE-2018-Projects/Storeys-Project-Innovative-Affordable-Housing-Poli.aspx>

By encouraging homeowners to construct additional dwelling units allows for the creation of more and different affordable housing options by leveraging existing private stock in the community. Leveraging private stock can be a relatively expeditious and cost-effective way to increase the supply of affordable housing in Town of Perth, particularly when compared to traditional new construction development.

2. Increasing Housing Supply and Mix: Secondary Units

In communities where single detached homes represent the dominant form of residential construction, secondary dwelling units present an opportunity to address a variety of policy issues, including housing affordability. A secondary dwelling unit is an independent dwelling unit that has been developed in conjunction with, but is secondary to, a principal residential dwelling. The use of secondary dwelling units offers potential to provide affordable rental housing, to gently increase residential densities, to reduce operating costs to home owners, and to add diversity and flexibility to a neighbourhood.

For a tenant, a secondary unit can represent lower cost rental accommodation, and can increase the overall supply of housing. Encouraging secondary units provides the opportunity for a tenant to live in a lower density neighbourhood, which is not always a viable option for a small household. In addition, allowing secondary units in mature neighbourhoods can afford the tenant access to the services that are available in such locations. For the homeowners, having a secondary unit can act as a mortgage helper, providing rental income, and potentially helping them qualify for the mortgage. For the community, bringing in additional residents can help stabilize neighbourhoods with declining populations, or can act to increase density and add vitality to existing neighbourhoods, in a way that will not change the character of the neighbourhood.

3. Secondary Units: Environmental Considerations

Allowing for secondary units encourages the intensification of existing developed areas. This has several positive environmental implications including reducing the costs and environmental impacts associated with the need to build new roads and extend infrastructure. In addition, using existing structures to house more people limits the need for new buildings, which has significant resource and energy savings. Densifying neighbourhoods can also encourage increased active transportation and transit use. Allowing for secondary units also supports more inclusive and resilient communities, which is important for preparing for the impacts of climate change.

4. Secondary Unit Potential: Preliminary Mapping Exercise

CGIS, a geographic information company based in Perth, completed a cursory mapping exercise to determine the number of residential parcels that could support garden suites. Using lot sizes of more than 10,000 square feet as an initial criterion, CGIS calculated that there are 360 residential lots in the Town of Perth that could potentially support a garden suite. There are likely additional garden suite opportunities within the Town, however, this exercise was completed to get an initial understanding of the scale of this opportunity.

With regard to adding secondary units as second floor additions, attached rear yard additions and second floor additions to garages, there is likely significantly more opportunity for these structures as compared to garden suites. In other municipalities, units that are attached to the principal residence has been the preferred alternative for homeowners.

After considering the Ontario Building Code and the costs of extending municipal services to accessory structures/garden suites/garages, the preferred additional unit construction method is an attached second unit to the principal residence either in the rear yard or as a second floor addition to an existing one-storey single family residence. Additional costs of municipal services, electricity and heating for accessory structures would likely result in somewhat higher capital costs for construction. The uptake of the preferred secondary unit construction will depend on multiple factors and will ultimately be decided by the homeowner.

5. Town of Perth Secondary Unit Grant Program

Following examples from other municipalities, the Town of Perth's Secondary Unit Grant Program is proposed to encourage an increase in the supply of affordable housing options. The focus of these efforts would be on single family homes with lot sizes large enough to accommodate an addition to the house or an accessory structure. The program would allow for the addition of one (1) secondary unit.

An owner-occupancy requirement will be considered for eligibility, as this requirement has been added to other municipal grant programs. The duration of the funding agreement would be either a five-year or ten-year funding agreement. The homeowner would be required to apply and pay for building permits. The homeowner would also be required to show proof of a rental rate set at 80% of the average market rent, or lower, for the Town of Perth. Additional eligibility criteria would be considered.

Table 1 lists the eligible construction activities for the grant program. The intent is to focus on new construction.

Table 1. Eligible construction activities for grant program.

New construction of second dwelling unit attached to principal residence (rear)
New construction of second dwelling unit as second floor unit
New construction of second or third dwelling unit as second floor unit to existing or new garage
New construction of second or third dwelling unit as garden suite

Table 2 provides a list of ineligible construction activities for the grant program. As existing single family homes and garages/accessory structures have not been designed for secondary unit or human habitation, retrofitting is required to meet the Ontario Building Code. Furthermore, with respect to basement or attic space, in-law suites, granny suites, or legal non-conforming suites may currently exist. Due to the need to meet the Ontario Building Code, retrofitting these spaces may present challenges to both the homeowner and municipal staff in terms of costs and review time. It is also possible that there may be existing retrofitted units that would be taking advantage of the grant program if the second unit is in conformity with the Ontario Building Code and close to completion. By making only new construction eligible, it would level the playing field of grant applicants.

Table 2. Ineligible construction activities for grant program.

Retrofitting basement or attic
Retrofitting existing garage or accessory structure

Next Steps

Pending approval of the recommendations contained in this report, staff will return to Council before September 2020 with the final program design and eligibility criteria, performance measures and communication/education details. Program evaluation results will be shared with Council. If the program is successful, additional funding may be requested to expand the program's reach.

Options:

Option 1: Recommended:

DIRECT STAFF TO DEVELOP A PILOT GRANT PROGRAM TO PROMOTE CONSTRUCTION OF SECONDARY UNITS AS AFFORDABLE HOUSING OPTIONS AND BRING IT BACK IN THE FALL FOR APPROVAL AND PASSING OF A BY-LAW, AS PRESENTED IN STAFF REPORT 2020-PAC-8.1.

Option 2: Not Recommended: Status Quo. Do Nothing.

Financial Considerations:

Staff further recommends that the new program be funded with under a grant program in the 2021 budget with a sum of \$100,000. This would be a pilot project which would provide \$5,000 to owner-occupied homeowners willing to provide newly constructed affordable housing. The funding for this program would be a consideration as part of the 2021 budget deliberations.

Applicable Policy/Legislation:

Promoting Affordable Housing Act, 2016
More Homes, More Choice Act, 2019
Provincial Policy Statement, 2020
Town of Perth Official Plan
Zoning By-law 3358

Respectfully submitted,



Bradley Wright
Town Planner

Here are the highlights from the Lanark County Council meeting held Wednesday, Sept. 8.

County to Recognize Truth and Reconciliation Day: Council has passed a motion to commit to recognizing Sept. 30, 2021, as the National Day for Truth and Reconciliation (National Orange Shirt Day) by sharing the stories of residential school survivors, their families and communities. This is in keeping with the federal government declaring the day to be a federal statutory holiday.

The motion refers to the Truth and Reconciliation Commission's final report in 2015 that included 94 Calls to Action to redress the legacy of residential schools and advance the process of Canadian reconciliation, and it follows recent discoveries of remains in unmarked graves across the country, leading to increased calls for all levels of government to address the recommendations in the TRC Calls to Action. The statutory holiday was established to address recommendation #80 to ensure public commemoration of the history and legacy of residential schools.

"This day provides an opportunity for us all to recognize and commemorate the tragic history and ongoing legacy of residential schools," said Warden Christa Lowry (Mississippi Mills Mayor). "It is also a day to honour and remember the survivors, their families and communities who continue to bear witness to these tragedies."

The county has raised the "Every Child Matters" flag for the month of September at the Lanark County Administration Building and plans are underway for a ceremony on September 30. A presentation on municipal/Indigenous relations was also slated for the community services committee meeting later in the evening. For more information, contact Leslie Drynan, Clerk/Deputy CAO, at 1-888-9-LANARK, ext. 1502.

Speed Limit Adjustments on Markle Road: Council has authorized a by-law to reduce speed on County Road 12 (Markle Road) near Lanark Village from 300 metres west of Argyle Street to a point 1.2 kilometres west.

Public Work Manager Sean Derouin recommended to the committee last month that the existing reduced speed zone in that area be extended westerly for 900 metres. The speed limit in the existing section will be 50 km/hour and the new section will be 60 km/hour. Speed limits on the road were evaluated and established using the Transportation Association of Canada's guideline tool. Derouin said a review of the corridor following several public complaints determined the recommended speed should be 60 km/hr. "To ensure the safety of all road users, traffic using this section of road must move at a reduced speed because of geometry and numerous entrances," he said.

A by-law authorizing speed limits for the road was also amended to reflect the change and Lanark County OPP will be notified. For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

Undertaking RFP to for Andrewsville Bridge: Council has passed a motion to proceed with a request for proposals to complete an environmental assessment study to investigate preferred options as the Andrewsville Bridge in Montague Township nears the end of its useful life.

This follows a report by Public Works Manager Sean Derouin to the committee last month, who outlined its history and the repairs undertaken over the past 16 years. The bridge is more than 100 years old and spans the Rideau River, providing access to the Parks Canada swing bridge that crosses the Rideau Canal at Nicholson's Locks. Lanark County and the United Counties of Leeds & Grenville (UCLG) share jurisdiction for the bridge, which has had a 5-tonne load limit since 1952 and is used by fewer than 200 vehicles per day. Since 2018 it has closed to traffic each year from Dec. 1 to March 1 to prolong its lifespan by eliminating further corrosion from de-icing materials being tracked across it.

The bridge has long been a source of debate at the Lanark County Council table, and a recent enhanced wading inspection has brought issues forward again. "Structural inspections have identified that the bridge has outlived its normal service life, noting the original steel superstructure continues to deteriorate at an ever-increasing rate," Derouin explained. "The other concern is the stability of the 70-metre drystone retaining wall on the south approach that is at risk of collapse." The inspection report has recommended closing the bridge within five years, and to complete the EA study to investigate the further options for the bridge.

The motion also notes that any work completed shall be conditional upon partnership with UCLG, which will be taking the recommendation to its council as well. Results of the RFP bid submissions are to be presented to the public works committee on Sept. 22. For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

Establishing Climate Action Work Plan and Emission Targets: Lanark County Council has passed motions related to activities undertaken by its Climate Action Committee.

Councillor John Fenik (Perth Mayor), who chairs the committee, presented the report that outlined the proposed work plan for up to the end of 2022. It includes target setting, gathering climate action ideas from local municipalities to be shared and creating the draft Community Climate Action Plan, which would involve public review leading to adoption and implementation. Council passed a motion to support the work plan.

Council also passed a motion supporting the Lanark County Climate Action Plan greenhouse gas emission reduction target to be 20 per cent, with a goal of achieving a greater target. The county's corporate plan is based on activities related to county offices, Lanark Lodge and fleet. The county is a member of the sustainably.eco program through Sustainable Kingston, which provides members with a full carbon footprint analysis and a climate action plan. A team reviews greenhouse gas emissions and calculates emission reductions using different strategies. With anticipated advancements in technology over the next 10 years, the draft plan suggests a minimum 20 per cent reduction target is possible. "The corporate plan is a living document that will be reviewed regularly to achieve the highest GHG reductions possible," the report indicated. "When available, new projects and technology will be incorporated."

County Council has been committed to climate change for a number of years and to date has already lowered emissions at County facilities by 15% through LED lighting retrofit for County Administration and Engineering Buildings, Installation of Energy Efficient Windows in the County's Administration

Building and Installation of a Building Automation System at Lanark Lodge. Lanark County's new commitment reflects an additional 20 percent reduction of greenhouse gases as a corporation.

For more information, contact Michelle Vala, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

Upcoming Meetings: County Council, Wednesday, Sept. 22, 5 p.m.; Public Works, Sept. 22 (following County Council); Economic Development, Sept. 22 (following Public Works). **County Council, Wednesday, Oct. 13, 5 p.m.;** Community Services, Oct. 13 (following County Council); Corporate Services, Oct. 13 (following Community Services). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

– 30 –



OFFICE OF THE MAYOR
CITY OF HAMILTON

August 20, 2021

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

Dear Premier Ford:

City Council, at its meeting held on August 13, 2021, approved Item 13 of Planning Committee Report 21-012 which reads as follows:

13. Noise Concerns and Request for Expiry of Extended Construction Hours

WHEREAS, municipalities have the authority under the *Municipal Act, 2001* to pass a Noise By-law to regulate and prohibit with respect to noise;

WHEREAS, in response to the COVID-19 pandemic, the Ontario government sought to accelerate construction projects in municipalities;

WHEREAS, the Ontario government passed O.Reg 131/20, under the *Municipal Act, 2001* ("O.Reg 131/20") allowing for extended construction hours for projects associated with the healthcare sector to 24 hours a day and any other construction activity in a municipality between the hours of 6am and 10pm;

WHEREAS, O.Reg 131/20 limits a municipality's authority and enforcement through Section 451.1 of the *Municipal Act, 2001* from prohibiting and regulating noise with respect to after-hour noise from construction sites;

WHEREAS, there has been an increase in complaints as a result of after-hour noise caused by construction sites impacting the quiet enjoyment of the residents of Hamilton; and,

WHEREAS, O.Reg 131/20 is set to expire on October 7, 2021;

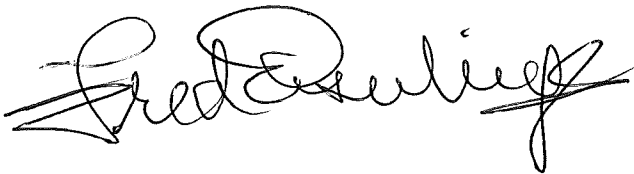
THEREFORE BE IT RESOLVED:

- (a) That the Mayor contact the Premier of Ontario, and local Members of Parliament to ask that the Province to promptly expediate the expiry of O.Reg 131/20, the COVID exemption for after-hours noise from construction sites.

- (b) That the Mayor contact the Premier of Ontario, and local Members of Parliament to request that the Province not make the temporary regulations of O.Reg 131/20, or any similar restrictions, permanent through an amendment to the *Municipal Act, 2001*.
- (c) That the request be sent to other municipalities in Ontario, including the Association of Municipalities of Ontario for their endorsement.

Your consideration of Council's request is appreciated. We would ask that you reference File #C21-014 when responding to this correspondence.

Sincerely,

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

Fred Eisenberger
Mayor

File #C21-014

- c.c. Hon. Andrea Horwath, Leader of the Official Opposition, MPP, Hamilton Centre
Hon. Donna Skelly, MPP, Flamborough-Glanbrook
Hon. Paul Miller, MPP, Hamilton East-Stoney Creek
Hon. Monique Taylor, MPP, Hamilton Mountain
Hon. Sandy Shaw, MPP, Hamilton West-Ancaster-Dundas
Association of Municipalities of Ontario
All Ontario Municipalities (by email)



August 27, 2021

Federation of Canadian Municipalities

Sent via email: resolutions@fcm.ca

To Whom it May Concern:

Please be advised that the Council of the Corporation of the City of Brantford adopted the following resolution at its City Council meeting held on August 24, 2021:

12.2.14 Year of the Garden 2022

WHEREAS the City of Brantford is committed to being a Garden Friendly City, supporting the development of its garden culture; and

WHEREAS the City has a rich tradition of horticultural excellence with more than 180 floral gardens in municipal parks and along City streets, unique mosaic and carpet bed displays as well as annual plantings that enhance public art and historic monuments throughout the community and within the Downtown; and

WHEREAS Equal Grounds Community Gardens coordinates and supports more than 20 active community gardens throughout the City- an initiative that is maintained fully by community residents and volunteers, to provide places for growing local, healthy and nutritious fruits and vegetables in urban neighbourhoods; and

WHEREAS the City is proud to be home to landscapes that demonstrate a growing commitment to environmental sustainability and climate action including an emphasis on water conservation, and the use of native plants and species providing food and habitat for bees and other pollinators; and

WHEREAS gardens and gardening contribute to the quality of life of our municipality and create safe and healthy places where people can come together, and the entire Country is being asked to proclaim 2022 as the "Year of the Garden";

NOW THEREFORE BE IT RESOLVED:

- A. THAT, the City of Brantford actively PARTICIPATE in the "Year of the Garden" by promoting beautification initiatives, enhancing plantings city wide, encouraging resident engagement and creating a supporting media campaign, and
- B. THAT Staff BE DIRECTED to prepare a plan for 2022 that highlights Brantford's gardening excellence and commitment to environmental sustainability, along with the required budget to be submitted to the

Estimates Committee for consideration through the 2022 budget process,
and

- C. THAT this resolution BE SHARED with the Federation of Canadian Municipalities, the Association of Municipalities of Ontario, The Member of Parliament and Member of Provincial Parliament for Brantford-Brant, the County of Brant, and all Ontario municipalities.

I trust this information is of assistance.

Yours truly,

A handwritten signature in black ink, appearing to read 'Tanya Daniels', with a large, stylized circular flourish at the end.

Tanya Daniels
City Clerk

tdaniels@brantford.ca

Copy to: Association of Municipalities of Ontario
Phil McColeman, MP Brantford-Brant
Will Bouma, MPP Brantford-Brant
The County of Brant
All Ontario Municipalities

EORN Seeks Members for Board of Directors

(September 7, 2021) - The Eastern Ontario Regional Network (EORN) is currently seeking applications from the public to serve on their Board of Directors. Eastern Ontario residents who want to contribute to the economic and technological advancement of the region are encouraged to apply.

Qualified candidates with public or private sector expertise in finance, law, and/or technology are being sought to fill one (1) immediate short-term vacancy with an option to renew for a two-year term in January 2023. This is a volunteer position requiring attendance at monthly board meetings and various other events and activities.

Interested individuals should visit the EORN website, www.eorn.ca for further information regarding submission of interest. A job description is available on the website. To apply for this position, please forward resume and cover letter to:

David Fell, CEO, EORN
County of Peterborough
County Court House
470 Water Street
Peterborough, ON
K9H 3M3
Email: dfell@eorn.ca

Applications will be accepted until 4:00 p.m. on **Thursday September 30, 2021**

EORN is a non-profit organization, created by the Eastern Ontario Wardens' Caucus (EOWC), which is comprised of the 13 upper and single tier municipalities in eastern Ontario. EORN also works closely with the separated municipalities and Indigenous communities within the region. EORN has created a 10-year Digital Strategy to build on its success and to ensure that the broadband and cellular networks fulfil their potential to deliver economic growth and improved quality of life to Eastern Ontario communities.

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. The project began in the spring of 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, it has also spurred more than \$100 million in additional private sector investment in the region, over and above their initial commitments.

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, the information gathered will be used for the purpose of selection for the board of directors. Any inquiries should be directed to the EORN CEO.

We thank all applicants who respond to this advertisement. Only those applicants selected for an interview will be contacted.



Board of Directors Job Description

Scope

The Board of Directors acts as the governance body responsible for operating both the not-for-profit Eastern Ontario Regional Network (EORN), and the for-profit wholly owned subsidiary called EORN Consulting Services (ECS). The EORN Board does this on behalf of the 13 upper- and single-tier municipalities within eastern Ontario (the Eastern Ontario Warden's Caucus – EOWC), as well as separated municipalities (the Eastern Ontario Mayors Committee – EOMC) and First Nations communities. It is accountable to these communities for ensuring:

1. That EORN/ECS fulfills its mission as outlined in its funding agreements with the Municipalities as well as the Federal Government and the Government of Ontario.
2. That the EORN/ECS fulfills the specific obligations detailed in its agreements with the private sector partners engaged to build the project.
3. That EORN/ECS maintains the ethical standards of the Corporation and fulfills its legal obligations under the Corporations Act and the Municipal Act.

Members of the Boards of Directors have both collective responsibilities and individual accountabilities.

Collective Responsibilities

The collective responsibilities of the members of Board of Directors are:

Planning and Performance

1. Approve policies, which are consistent with the EORN/ECS Vision, the Strategic Plan, and the funding agreements.
2. Ensure responsibilities outlined in the contracted service agreement between EORN/ECS and the government funding bodies as well as the private sector partners are met.
3. Determine the vision and mission of EORN/ECS and approve its philosophy of management.
4. Develop and update an ongoing strategic planning framework for EORN/ECS and ensure that all decisions are made in accordance with the plan.

5. Monitor and evaluate plans, programs and standards to ensure that they meet the priorities, goals and policies of EORN/ECS, and approve appropriate resources to achieve these objectives.
6. Strive for continuous improvement and foster the concept of lifelong learning within the organization.
7. Approve an Annual Business Plan for the EORN/ECS encompassing programs, human resources and financial plans.
8. Ensure the existence of a corporate information system and risk management process, which allows EORN/ECS to make informed decisions.
9. Enter into contractual arrangements with various levels of government and private sector companies.
10. Ensure the existence of succession policies and manage the process.
11. Provide reports to all of the relevant stakeholder groups.

Delegation of Powers and Privileges

1. Recruit, select and evaluate the Chief Executive Officer or any other Officer who may report to the Board.
2. Provide an annual mandate letter to the Chief Executive Officer.
3. Determine measurement criteria for the Chief Executive Officer.
4. Ensure the establishment of an appropriate management organization and structure to promote the goals of the project.
5. Ensure the development of an operating plan that executes the strategic plan and the needs of the communities served.

Resource Management

1. Ensure that policies, procedures and controls are established which ensure the financial stability and viability of the EORN/ECS.
2. Approve annual and multi-year operating budgets.
3. Ensure the appointment of an independent auditor.

The Board's Practices

1. Recruit, develop, and support members of the Board of Directors. Develop and maintain on the part of members of the Board of Directors a level of understanding of EORN/ECS activities, and the Board's role responsibilities and governance issues.
2. Establish a board operating structure (e.g. committees, executive).
3. Establish procedures for conducting the business of the Board.
4. Ensure that there is an ongoing mechanism to evaluate the Board's performance.

Relationship with the Community

1. Strive to understand and meet the needs and expectations of the communities served by the EORN/ECS.
2. Ensure that the EORN/ECS maintains respectful, supportive and mutually beneficial relationships with the municipal Councils and all stakeholders of the project.

3. Ensure that EORN/ECS maintains harmonious relationships with government, allied organizations and other stakeholders.
4. Ensure that the community and all stakeholders are well informed about the EORN/ECS and its plans and activities.

Individual Accountabilities

The individual accountabilities of the members of the Board of Directors are:

1. To act honestly and in good faith and in the best interests of the EORN/ECS and the community.
2. To respect the confidentiality of matters brought before the Board.
3. To attend regular Board meetings on a monthly basis.
4. To attend and participate in Board education events.
5. To review and understand the by-laws, board policies, and the roles and responsibilities of Directors and management in the leadership of EORN/ECS.
6. To prepare for all meetings.
7. To actively participate in discussions.
8. To support decisions of the Board.
9. To declare any conflict of interest in fact or in appearance as required.
10. To actively participate on Board Committees and attend regular meeting of Committees to which he/she is named.
11. To attend and participate in as many EORN/ECS events as possible.
12. To positively promote the EORN/ECS in the community.

Five Arches Bridge closure slated for Sept. 22

The Five Arches Bridge in Pakenham will be closed on Sept. 22 from 8 a.m. to 6 p.m. to accommodate a masonry condition survey.

Lanark County has retained WSP for engineering services to conduct a detailed enhanced investigation of the historic bridge and to complete the detail design of the selected rehabilitation strategy.

A detour will be in place on County Road 20 (Kinburn Side Road), Regional Road 3 (Upper Dwyer Hill Road) and Regional Road 22 (Galletta Side Road).

“The masonry condition survey is part of the enhanced investigation needed in the process to protect this Lanark County landmark,” explained Sean Derouin, public works manager. “The bridge must be fully closed to complete the work, and we thank motorists for their patience.”

For more information, the public works department can be contacted at 613-267-1353 or toll-free at 1-888-952-6275.

– 30 –

For more information, contact:
Sean Derouin
Public Works Manager
County of Lanark
1-888-9-LANARK, ext. 3194



CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

3131 OLD PERTH ROAD • PO BOX 400 • RR 2 • ALMONTE ON • K0A 1A0

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WEBSITE: www.mississippimills.ca

September 8, 2021

The Right Honourable Justin Trudeau

Prime Minister of Canada

Justin.Trudeau@parl.gc.ca

The Honourable François-Philippe Champagne

Minister of Innovation, Science and Industry

Francois-Philippe.Champagne@parl.gc.ca

Re: Municipality of Chatham-Kent Resolution Supporting Affordable Internet

The Council of the Corporation of the Municipality of Mississippi Mills at their regularly scheduled meeting on September 7, 2021 adopted the following resolution:

THAT, the Municipality of Mississippi Mills support the Municipality of Chatham-Kent Resolution Supporting Affordable Internet;

AND THAT, the Resolution be circulated to the Municipality of Chatham-Kent, Ontario Minister of Industry, local MPPs, and the Association of Municipalities of Ontario.

The Municipality of Chatham-Kent's letter and resolution is attached as information.

Affordable internet is also a priority in our rural community. Thank you in advance for your consideration.

Yours truly,

Cynthia Moyle,
Acting Clerk

/Enclosure

August 11, 2021

The Right Honourable Justin Trudeau
Prime Minister of Canada
Justin.Trudeau@parl.gc.ca

Federal Cabinet
Via email to each Minister

The Honourable François-Philippe Champagne
Minister of Innovation, Science and Industry
Francois-Philippe.Champagne@parl.gc.ca

Re: Council Resolution Supporting Affordable Internet

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on August 9, 2021 passed the attached resolution.

Internet is a necessity, not a luxury for the vast majority of Canadians – a fact that has been highlighted throughout the ongoing COVID-19 pandemic. However, despite being an essential utility, too many people are struggling to afford reliable internet services, while some don't have access to broadband internet at all. Ontario residents, and Canadians from coast to coast to coast, should never have to choose between paying their internet bill and other essentials such as food, medication, or housing expenses.

On May 27th, the Canadian Radio-television and Telecommunications Commission (CRTC) arbitrarily reversed its 2019 Rates Order concerning wholesale internet rates charged by Canada's largest carriers to smaller companies. This decision was devastating for consumers as it effectively guarantees internet prices will continue to rise despite the fact that Canadians already pay some of the highest internet prices in the world. Additionally, this decision directly impacts many smaller internet service providers (ISPs) and threatens hundreds of well-paying jobs and tens of millions in investments that would benefit communities in Ontario.

Issued in August of 2019, the CRTC's 2019 Rates Order confirmed the large carriers systematically broke rate-setting rules to grossly inflate their costs of providing network access. The CRTC set new rates and ordered the large carriers to repay amounts they overcharged competitors during its proceeding. The 2019 Rates Order was based on a rigorous, evidence-based, 4-year long regulatory process. It was upheld on appeals by the Federal Court of Appeal, the Supreme Court of Canada, and the Federal Cabinet and was widely expected to be implemented this year. Instead, the CRTC arbitrarily and completely reversed the 2019 Rates Order, a decision that harms competition, reduces customer choice, and ignores the real and urgent need for affordable internet in Canada.

Not only do rural and remote communities continue to struggle to gain access to affordable broadband internet, the digital divide and lack of affordability remain an issue across all communities in Ontario, and Canada. For example, a recent report by the Brookfield Institute at Ryerson University found that more than a third of households in Toronto are worried about paying their home internet bills over the next few months. More than half of the city's low-income households also have download speeds below the national target of 50 megabits per second. Many rural and remote communities don't have access to broadband, or any internet services, at all. This would be problematic in the best of times, but is even more so now as the pandemic has made high-speed, affordable internet a necessity for education, work, and health care.

A 2020 price study prepared by Wall Communications Inc. for ISED found that internet prices increased across all service baskets over 2019, making Canada an international outlier among its peer countries. Without intervention from the federal government, who in 2019 promised to reduce internet prices for all Canadians, there is no doubt that this trend will continue.

The Federal Cabinet must overturn the decision now to ensure that affordable internet becomes a reality, not just an ideal. We are sharing this letter and Council resolution with representatives of, and leaders in, communities across Canada. We urge you and them to make this important issue your own, as it directly affects the people in their regions, and across Canada. As you all know, internet is now a necessary utility to all Canadians similar to gas, hydro, water and electricity. The CRTC decision has impacted over 1,200 small ISP's across Canada, thousands of jobs in your communities and negatively impacts millions of Canadians ability to receive affordable internet.

We would welcome the opportunity to discuss this critical issue with you at your earliest convenience, and to work together in making our concerns heard in support of affordable internet for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Canniff', written in a cursive style.

Darrin Canniff, Mayor/CEO
Municipality of Chatham-Kent

Attachment: Council Resolution Supporting Affordable Internet

C: (via email)
Honourable Doug Ford, Premier of Ontario
Dave Epp, MP, Chatham-Kent-Leamington
Lianne Rood, MP, Lambton-Kent-Middlesex
Rick Nicholls, MPP, Chatham-Kent-Leamington
Monte McNaughton, MPP, Lambton-Kent-Middlesex
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
All Ontario Municipalities

Whereas internet connectivity is a basic necessity and essential utility for the vast majority of Canadians;

Whereas too many Canadians struggle to afford reliable, high-speed internet services, or do not have access to broadband internet at all;

Whereas the need for high-speed and affordable internet is always critical, but is even more so now as the COVID-19 pandemic has shown it is required for education, work, and health care;

Whereas independent studies have consistently shown that Canadians pay some of the highest prices for internet in the world and that internet prices have increased year over year;

Whereas the Canadian Radio-television and Telecommunications Commission's (CRTC) 2019 Rates Order set wholesale internet prices that would facilitate greater competition and promote innovative broadband services and more affordable prices for consumers;

Whereas the 2019 Rates Order was based on a rigorous, evidence-based, 4-year long regulatory process, and was upheld on appeal by unanimous decision of the Federal Court of Appeal, while the Supreme Court of Canada and the Federal Cabinet declined to review it;

Whereas on May 27, 2021, the CRTC decided to reverse its 2019 Rates Order, effectively guaranteeing that internet prices will continue to rise for consumers;

Now therefore be it resolved that the Municipality of Chatham-Kent call on the Federal Cabinet, Prime Minister Justin Trudeau, and ISED Minister Francois-Phillippe Champagne to overrule the CRTC's reversal and immediately implement the evidence-based 2019 Rates Order.

Be it further resolved that the Premier of Ontario, Ontario Minister of Industry, local MPPs, the Association of Municipalities of Ontario, all 444 Ontario municipalities and the Federation of Canadian Municipalities be sent correspondence of Council's resolution along with the attached letter.

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-4132

September 9, 2021

Dear Head of Council:

Our government believes everyone deserves a safe and affordable place to call home. Inadequate supply and high housing costs have made housing unattainable for too many people in Ontario. We want to reduce red tape and streamline development approvals so that we can help to put affordable home ownership in reach of more Ontario families, and provide more people with the opportunity to live closer to where they work.

That is why I am pleased to provide you with this [Site Plan Control Guide](#). This guide provides an overview of site plan control and shares best practices from some communities across Ontario which municipalities may consider implementing to make the site plan process more efficient.

The Site Plan Control Guide also works to support The Provincial Policy Statement, 2020 and other recent changes to the land use planning system – including changes to the *Planning Act* through Bill 108, the *More Homes, More Choice Act, 2019* and to A Place to Grow: Growth Plan for the Greater Golden Horseshoe. Collectively, these changes support key government priorities of increasing housing supply, supporting job creation and reducing red tape – while continuing to protect Ontarians' health and safety and the environment, including the Greenbelt.

If you have any questions about the Site Plan Control Guide, please email the Ministry at provincialplanning@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister

c: Chief Administrative Officer



760 Peterborough County Road 36, Trent Lakes, ON K0M 1A0 Tel 705-738-3800 Fax 705-738-3801

September 9, 2021

Via email only

To: Premier Doug Ford – doug.fordco@pc.ola.org
Ontario Minister of Health Christine Elliott – christine.elliott@pc.ola.org
Dave Smith, MPP Peterborough-Kawartha – dave.smith@pc.ola.org
David Piccini, MPP Northumberland-Peterborough South –
david.piccini@pc.ola.org
Laurie Scott, MPP Haliburton-Kawartha Lakes-Brock – laurie.scott@pc.ola.org
Ontario Association of Optometrists – oaoinfo@optom.on.ca

Re: OHIP Eye Care Resolution R2021-593

Please be advised that during their Regular Council meeting held September 7, 2021, Council passed the following resolution:

Resolution No. **R2021-425**

Moved by Councillor Lambshead

Seconded by Councillor Franzen

Whereas routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

Whereas conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

Whereas payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

Whereas the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

Whereas the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

Whereas the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting

September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

Whereas this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases;

Now Therefore, be it resolved that the Municipality of Trent Lakes requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

That the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

That a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Dave Smith, MPP David Piccini, MPP Laurie Scott, to the Ontario Association of Optometrists, and to all municipalities in Ontario.

Carried.

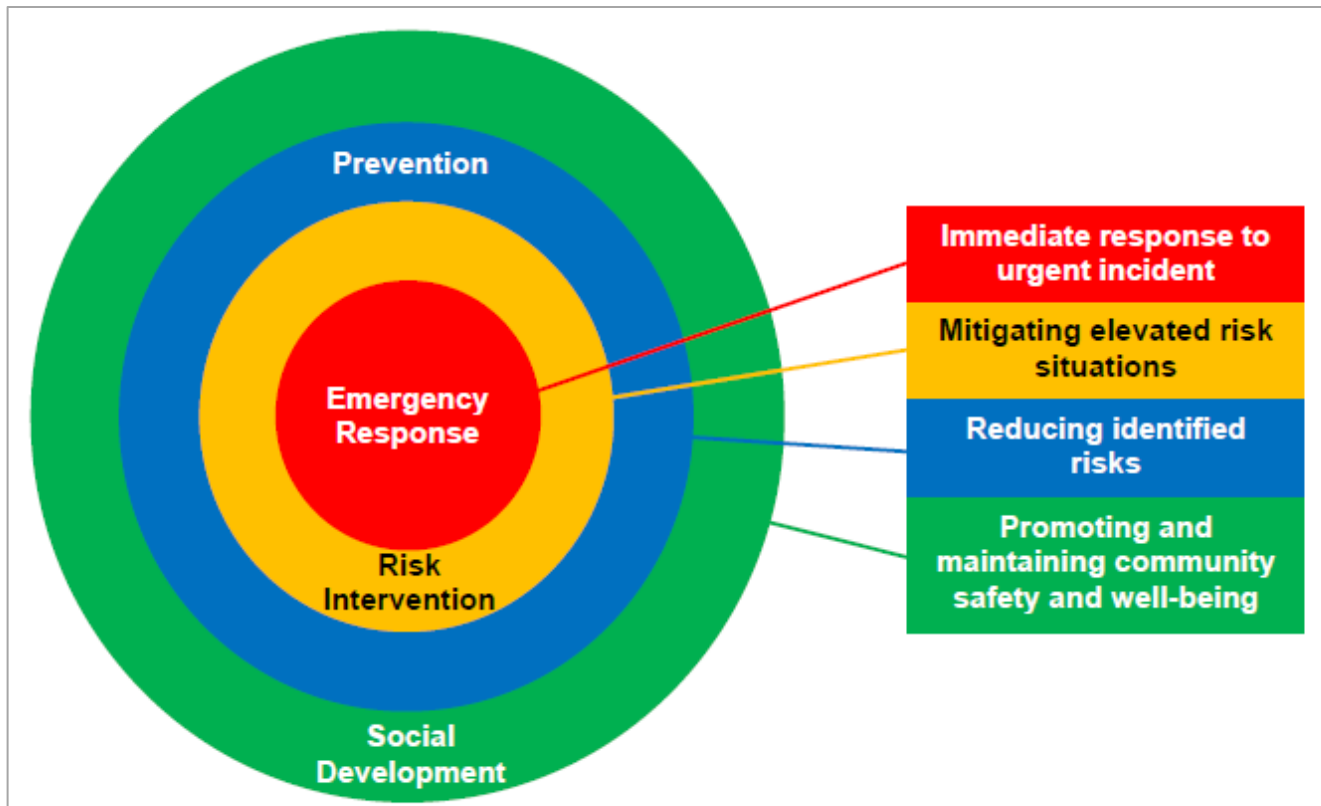
Sincerely,

A handwritten signature in black ink, appearing to read 'J. Clark'.

Jessie Clark, Director of Corporate Services/Clerk

cc: Ontario Municipalities

LANARK COUNTY SITUATION TABLE



ANNUAL REPORT

2020
&
January 1-June 30, 2021

*Report by Stephanie Gray
Coordinator
Lanark County Situation Table
Community Plan for Safety and Well-being
LanarkCST@gmail.com * 613-812-3778*

Cover image: A Framework for Planning Community Safety and Well-being, SOLGEN

LANARK COUNTY SITUATION TABLE

EXECUTIVE SUMMARY

In 2020 and the first half of 2021, the effects of the pandemic could be seen in the nature of operations for the Lanark County Situation Table and throughout the community. The table met consistently in a virtual format throughout this time, and agency representation has remained strong. This strength translated into opportunities for community collaboration to meet needs specific to the pandemic as well. This is contributing to efforts to enhance community safety and well-being.

There are currently 25 local front-line, human-service agencies actively participating at the situation table, with others serving in an ad hoc capacity. The group meets twice per month, with an ad hoc provision when necessary. Referrals to the table that meet the threshold of acutely elevated risk (AER) proceed to an intervention with appropriate agencies, all managed in a privacy-protective process. No personal information is collected or maintained by the situation table, but a de-identified Risk-Driven Tracking Database supported by the Ministry of the Solicitor General allows for the tracking of general demographics, risk factors, study flags, involved agencies and services mobilized. There is also a pre-consent-based non-AER process to try to reach individuals and families before their risk is elevated to acute.

In 2020, 28 discussions were held, with 24 meeting the threshold of AER. Of those, 15 were individuals and seven were families. More females were referred than males, with a particular jump in the first half of 2021. The number of youths referred has dropped dramatically, which could be related to the lockdowns and fewer referrals coming from schools. In general, the number of referrals has been increasing slightly over the last couple of years after a drop in 2018 when the Mobile Crisis Response Team was introduced. From inception to the end of June 2021, 269 referrals have been made, with 81% meeting the threshold for acutely elevated risk and, of those, 83% had overall risk lowered.

In 2020, and so far in 2021, there has been a shift in the level of agency involvement in discussions, likely attributed to the pandemic, with an increased frequency of involvement by Victim Services and Lanark County Social Services. The top risk factor continues to be mental health, but housing is increasing as a risk factor. The pandemic also saw a rise in poverty and basic needs for families, as well as mental health. For the first time, “homelessness” has appeared as the top study flag in 2021, replacing “recent escalation.” Domestic violence and risk of losing housing/unsafe living conditions were also top study flags. In 2020, mental health, medical health and victim support were the top services mobilized.

Lanark County OPP continues to track pre- and post-referral numbers for calls for service for individuals referred by them to the situation table, and analysis continues to show a trend in the reduction of officer hours and calls for service being dedicated to the individuals referred. Total calls for service in 2019 for those individuals decreased by 56%.

The project continues to be funded through provincial grants. The current grant cycle will sustain the situation table and community safety and well-being components until March 2022. Through the Perth Police Services Board, \$700,000 for various programs has been secured since 2015 for the benefit of the entire county.

The coordinator is a member of several local committees that play a key role in information sharing and networking and have been valuable in the community safety planning process and for shared training opportunities, as well as presentations and mentorship activities related to Lanark County’s community safety and well-being journey.

Thanks to the many partners that have contributed to the success of this project, which strives to make Lanark County and Smiths Falls a strong and vibrant community. This community’s collaborative spirit serves as a role model for others.

LANARK COUNTY SITUATION TABLE

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LANARK COUNTY SITUATION TABLE

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LANARK COUNTY SITUATION TABLE

INTRODUCTION

The Lanark County Situation Table Project began in September 2015 with two main objectives: to establish and maintain a situation table and to undertake a community plan for safety and well-being for Lanark County and Smiths Falls. Since then it has become a hub for community collaboration and networking.

The overall project pursues the philosophy of identifying root causes of crime and social disorder and finding ways to prevent them or mitigate harms. The situation table is a risk-intervention tool that mitigates harm, and the community plan for safety and well-being focuses on prevention and building social programs to strengthen the health and well-being of the community.

The purpose of this document is to provide community partners, police services boards/community policing advisory committees, local municipal councils and communities with an overview of activities in 2020 and the first half of 2021. It will provide background, situation table statistics for the reporting period and compared with other years, and information about grants and other activities. A separate “Community Plan for Safety and Well-being: Lanark County and the Town of Smiths Falls, Progress Report 2020” was released in February 2021.

This project has been made possible by grants from the Ministry of the Solicitor General (formerly Community Safety and Correctional Services), contributions from local municipalities and police services boards/community policing advisory committees, and in-kind support. Thanks to the Lanark County OPP and the Perth Police Services Board for taking the lead in establishing this model for Lanark County, to local municipalities for their support of the endeavour, and to the many partner agencies and their representatives who work tirelessly to help vulnerable people throughout Lanark County and Smiths Falls.

Background

The Lanark County Situation Table is based on a risk-intervention model that originated in Glasgow, Scotland and made its way to Prince Albert, Saskatchewan, where officials sought an innovative way to combat waves of violent crime. Ontario began to promote the model through the Ontario Association of Police Services Boards in 2012 and has since become a national leader. The concept incorporates the philosophy that when a population’s social determinants of health are strong (related to income and income distribution, education, unemployment and job security, employment and working conditions, early childhood development, food insecurity, housing, social exclusion, social safety network, health services, Aboriginal status, gender, race, disability), it can eliminate many of the roots causes of crime. When an individual has the tools to succeed, it leads to better outcomes.

The Perth Police Services Board incorporated these principles into its 2014-2016 Business Plan, as did the Lanark County OPP for the same cycle. The PSB, in partnership with Lanark County OPP, applied for and received provincial funding to pilot the project in 2015. A coordinator was hired in September of that year, and after preparation and training, the first situation table meeting was held on Dec. 9, 2015 with 14 agencies represented.

Thanks to continued provincial funding to support coordination and training each year, the community plan for safety and well-being was developed for Lanark County and Smiths Falls. Numerous training sessions for police and agencies have been held, and the overall program has expanded to provide opportunities for community networking in complex situations, including the pandemic. In 2019, the Community Safety and Policing Grant-Local Stream was approved for the Town of Perth by the Ministry of the Solicitor General to continue to coordinate this work for Lanark County and Smiths Falls up to March 31, 2022.

LANARK COUNTY SITUATION TABLE

DISCUSSION

This section will provide an overview of situation table operations, results for 2020 and the first six months of 2021, and the effect the situation table has had on police calls for service. It will also provide information about grants and other activities that have taken place.

How the Lanark County Situation Table Works

The situation table brings front-line, acute-care, human-service agencies together to provide wrap-around support for individuals who meet a defined threshold of “acutely elevated risk” (AER). AER means someone is at imminent risk of self-harm or harming someone else. In 2020 there were representatives from 25 local agencies actively participating at the situation table, with several other agencies serving in an ad hoc capacity. Representatives work in a privacy-protective manner to rapidly connect individuals to appropriate services. Coordination support is provided by the part-time position that has been funded by provincial grants through the Perth Police Services Board. The situation table has been meeting twice monthly since December 9, 2015. It also meets on an ad hoc basis when necessary, and has done so 33 times from inception to the end of June 2021. The frequency of ad hoc meetings escalated during the pandemic. No personal information is collected or retained by the Lanark County Situation Table, but a privacy-protective database allows for de-identified tracking of limited demographic information and prevalent local risk factors. The situation table has also been an effective medium for representatives to identify systemic gaps, many of which were incorporated into the community plan for safety and well-being process.

In 2019, the Lanark County Situation Table began a new non-AER referral process in an effort to capture more individuals before their situations escalated to acutely elevated risk, including those who may have chronic issues and who would be considered to be at a high risk of harm. These individuals would exhibit multiple risk factors and would benefit from a multi-agency response. The referral process used is essentially the same as for acutely-elevated risk referrals, except consent for discussion is required upfront. Privacy legislation allows, in circumstances of imminent harm, for a discussion to take place prior to consent being received for individuals who are at acutely elevated risk. Consent up front is always preferred.

The Lanark County Situation Table uses the online Risk-Driven Tracking Database (RTD) through an agreement with and supported by the provincial Ministry of the Solicitor General (SOLGEN). This allows for nationally comparative data for analysis and for the situation table to track referrals in a de-identified format using a case number, general information about gender and age range, risk factors, study flags, agencies involved (originating and assisting) and services mobilized. No personal information is retained in the database. There are 105 risk factors and 33 study flags included in the database, encompassing a wide range of categories (e.g. addictions, mental and physical health, criminal involvement, housing). Three individuals are licensed and trained by SOLGEN to use the RTD for the Lanark County Situation Table (the coordinator and two OPP data analysts who are authorized as data recorders for the meetings). The system includes reporting capabilities to help with trend analysis and community safety planning. Reports are specific to each situation table and the system adheres to strict privacy and security guidelines.

The following agencies are actively represented at the Situation Table as of June 30:

- Adult Probation and Parole – Ministry of Community Safety and Correctional Services
- Almonte General Hospital/Carleton Place Memorial District Hospital
- Catholic District School Board of Eastern Ontario
- Cornerstone Landing Youth Services

LANARK COUNTY SITUATION TABLE

- ConnectWell Community Health (formerly North Lanark Community Health Centre)
- Family and Children's Services of Lanark, Leeds and Grenville
- Lanark County Interval House
- Lanark County Mental Health
- Lanark County Paramedic Services
- Lanark County Sexual Assault & Domestic Violence Program
- Lanark County Social Services (Ontario Works, Social Housing, Children's Services and Developmental Services)
- Lanark, Leeds, Grenville Addiction and Mental Health
- Leeds, Grenville, Lanark District Health Unit
- Local Health Integration Network – South East
- Ontario Disability Support Program
- Open Doors for Lanark Children and Youth
- OPP – Lanark County
- Perth and Smiths Falls District Hospital
- Rideau Community Health Services
- RNJ Youth Services
- Smiths Falls Police Service
- Transitional Aged Youth Program
- Thrive (Upper Canada Family Health Team)
- Upper Canada District School Board
- Victim Services of Lanark County

Representation at the situation table has been very stable, with numerous individuals consistently attending on behalf of their member agencies – some since inception in 2015. The agencies at the situation table represent a range of human-service sectors and typically have a mandate to provide case management. This may include, for example, counselling for mental health or addictions; support for basic needs, including financial, housing, disabilities or health care; supports related to domestic violence and sexual assault, or programs directed by and through probation. School boards are represented for the early intervention capabilities they inherently have through their daily contact with students who may be at risk, as well as the support systems they have for students. Representatives from participating agencies determine the level of risk for individuals before referring them to the situation table for consideration.

The Lanark County Situation Table itself does not conduct case management. Rather, the agencies involved at the intervention stage take on that role as appropriate and with consent. In addition, self-referrals are not accepted; referrals are made through one of the participating agencies. Several agencies that are not full participating members at the situation table, but that may encounter individuals who could be referred, have been made aware of the referral process and are sometimes involved.

Referrals are made by core participating agencies following a four-filter process (see below), which helps to determine whether the referral meets the threshold for acutely elevated risk (see below). Guidelines are provided by the Information Privacy Commission of Ontario. If an individual meets the threshold of acutely elevated risk, relevant agencies coordinate a rapid intervention with appropriate supports in an effort to prevent a crisis.

LANARK COUNTY SITUATION TABLE

Acutely Elevated Risk

The Lanark County Situation Table uses the following definition of acutely elevated risk:

“Acutely elevated risk” is a reference to any situation impinging on individuals, families, groups or places where circumstances indicate an extremely high probability of the occurrence of victimization from crime or social disorder. Left untended, such situations would likely result in serious harm or lead to the situation worsening to the point where a more formal and intrusive intervention is required, such as targeted enforcement and/or other emergency responses.

The “acute” nature of these situations is an indicator that threatening circumstances have accumulated to the point where a crisis is imminent, new circumstances have contributed to severely increased chances of victimization, and/or any effort to mitigate victimizations requires a multi-agency response.

Objective and standardized criteria for acutely elevated risk do not exist owing to the complexity and uniqueness of each situation. Therefore professionals sitting at the Lanark County Situation Table are required to rely on their combined experience and professional judgment to discriminate whether any given situation merits the designation “acutely elevated risk.”

Four Filter Process

The Lanark County Situation Table uses the following procedure to assess AER referrals:

- Filter One – Agency determines a situation is beyond its scope and may meet threshold for AER.
- Filter Two – De-identified discussion held at situation table in order for group to determine if it meets threshold.
- Filter Three – If it meets the threshold, most relevant/appropriate agencies are determined for intervention planning.
- Filter Four – Identified agencies with a direct role meet separately to discuss limited personal/confidential information in order to inform plan to address risk factors.

In all cases, obtaining consent to provide multi-sector services, and to permit any further sharing of personal and confidential information in support of such services, will be the first priority of the combined agencies responding to the situation.

Non-AER Referrals

Agencies may now make referrals for individuals who give consent to be discussed and who are deemed to be at a high level or risk, although not acutely elevated. The definition for non-acutely elevated risk is as follows:

“High” or “elevated” risk is deemed to be occurring if an agency representative determines the following:

- *Multiple risk factors are present.*
- *Continuation of the situation would likely result in the level of risk escalating to “acute” and increasing the possibility of serious harm or victimization and the need for a more formal and intrusive intervention or an emergency response.*

LANARK COUNTY SITUATION TABLE

- A multi-agency response and the release of limited personal information is needed in order to reduce the risk of harm.

The four-filter process is essentially the same in non-AER referrals, with the exception that consent **MUST** be obtained prior to the referral. The situation table records the risk factors, study flags, involved agencies and services mobilized using a separate spreadsheet provided by the Ministry in order to continue to assess risks and vulnerable populations in the community. No identifiable information is retained by the situation table.

Follow Up

At subsequent meetings of the situation table, the lead agency at filter four reports back to the group regarding the conclusion of the intervention, for example, whether risk was lowered because an individual was connected to services or whether there is still acutely elevated risk and further intervention needs to occur.

The following section provides detailed statistics from 2020 and the first half of 2021, as well as comparisons with previous years.

Lanark County Situation Table Statistics

Demographics

In 2020, 28 discussions were held. Of the 24 that proceeded to intervention, 15 were individuals, seven were families and two was classified as “environmental.”

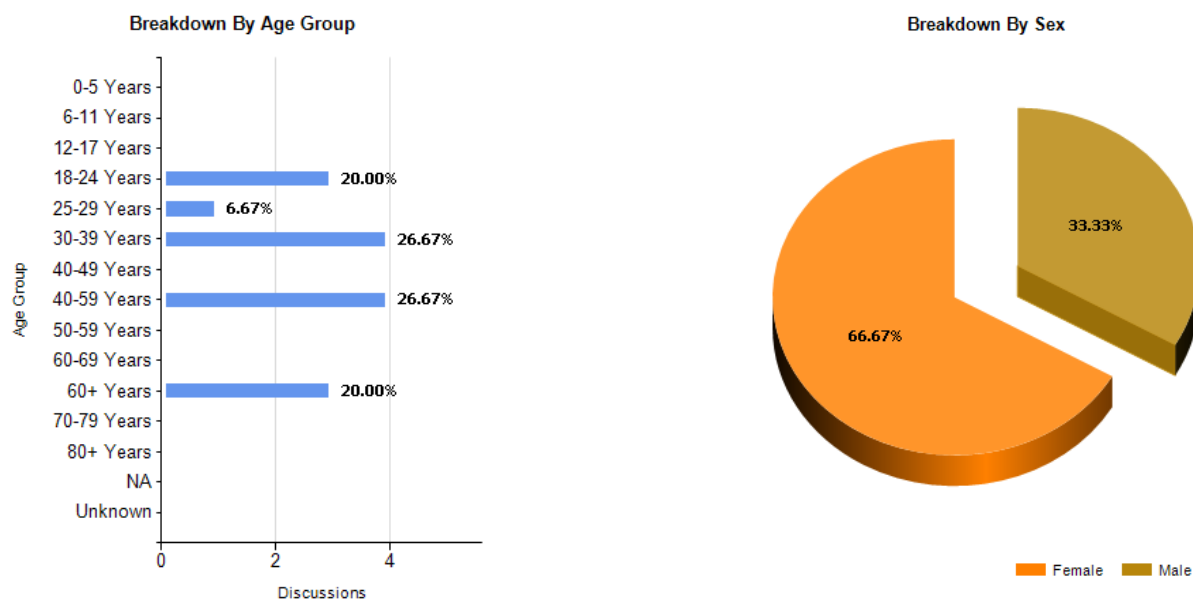


Figure 1 Demographics - 2020

NOTE: Data that appear in the “Breakdown by Age Group” and “Breakdown by Sex” graphs are only associated with discussions where Discussion Type is identified as “Person.”

LANARK COUNTY SITUATION TABLE

The charts below represent the total from inception Dec. 9, 2015 to June 30, 2021.

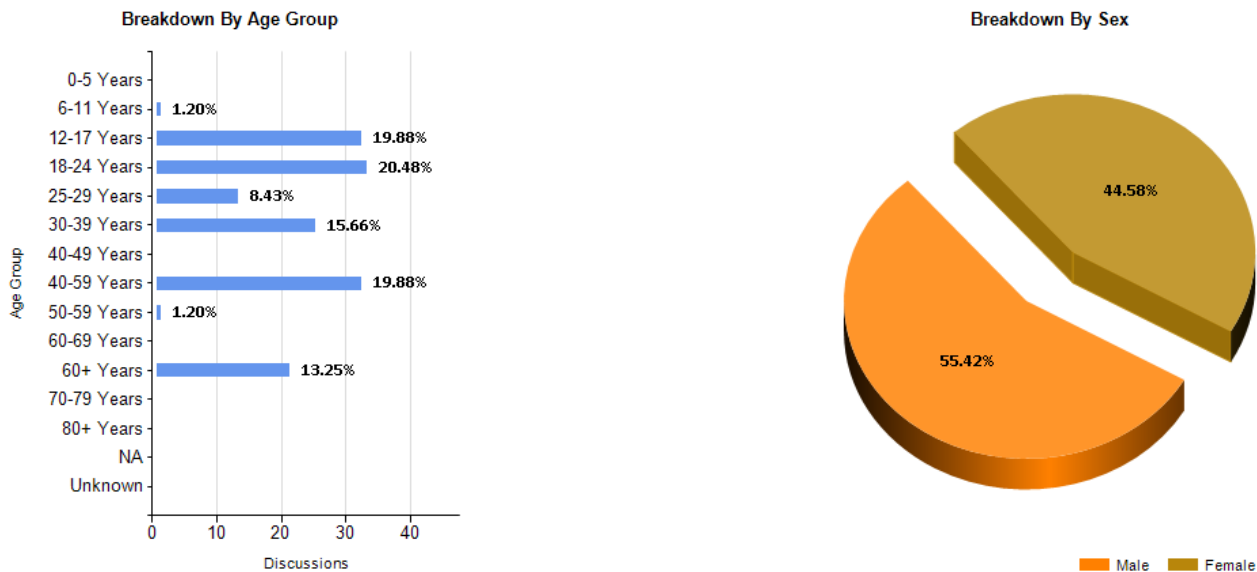


Figure 2 Demographics – December 2015 to June 30, 2021

The following charts represent the first six months of 2021.

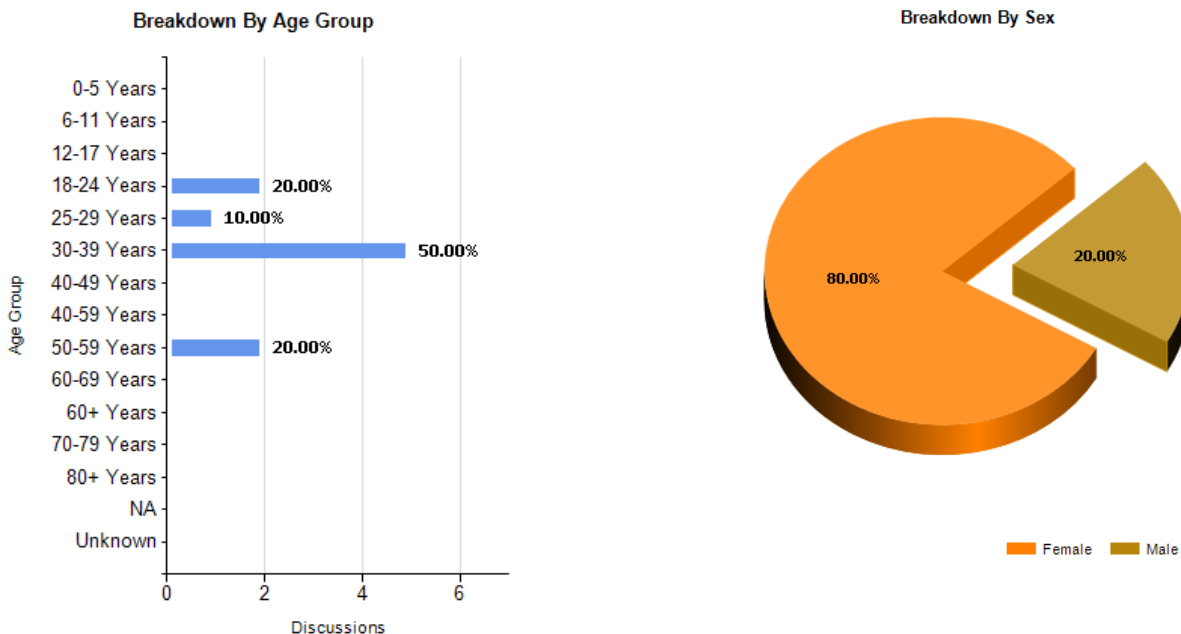


Figure 3 Demographics – Jan. 1 to June 30, 2021

Of note is a large jump in the number of females being referred to the situation in 2021 as compared to previous years. In the first few years of operation, the split was closer to even, with males tending to be referred more often. This started to change in 2019, with the most significant increase in the number of women being referred occurring so far in

LANARK COUNTY SITUATION TABLE

2021. In 2020 and 2021, the number of individuals under the age of 18 has dropped dramatically, we may be related to schools being closed to in-person learning and fewer adult eyes on vulnerable youth.

The following chart shows Vulnerable Age Groups by Year from Jan. 1, 2017 to the end of June 2021. A spike in the number of seniors referred to the situation table in 2018 may be attributed to the addition of Health Link agencies to the table.

Highlights Year-over-Year ▾

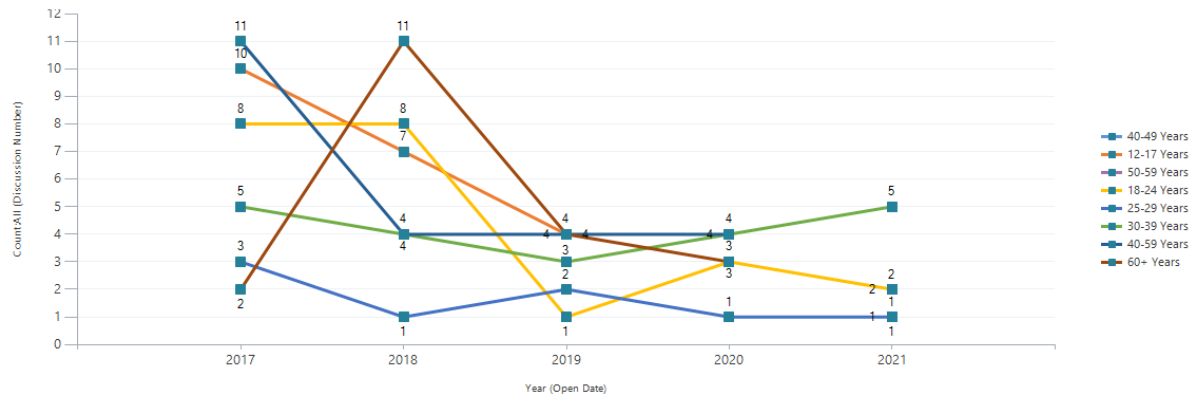


Figure 4 Vulnerable Age Group by Year

The following chart shows the total number of discussions in five years (2017 to the first half of 2021). Referral numbers increased in 2020 compared to the previous year and are tracking for another increase in 2021. The decline in discussions in previous years can be attributed to improved screening of referrals prior to coming to the situation table, more networking and awareness of services by agencies leading to connections prior to crisis, and the inception of the Mobile Crisis Response Team, with mental health nurses embedded with Lanark OPP and Smiths Falls Police Service beginning in the fall of 2018, allowing for interventions prior to individuals being referred to the situation table.

Highlights Year-over-Year ▾

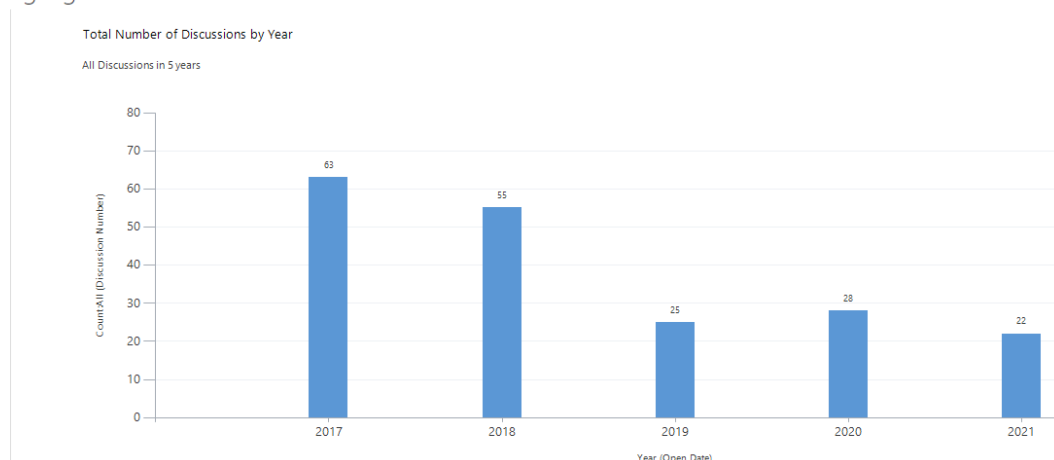


Figure 5 Total Discussions by Year

LANARK COUNTY SITUATION TABLE

Conclusion Reasons

Of the 28 discussions held in 2020, four were rejected. Of those, three were deemed to not be at acutely elevated risk and were referred to the non-AER process instead. For the other, it was determined more could be done by the originator.

The conclusions for the 28 discussions in 2020, including the 24 that proceeded, are shown below.

Conclusion Grouping	# of Discussions	Percentage
Overall risk lowered	17	60.71%
Still AER	5	17.86%
Rejected	4	14.29%
Other	2	7.14%
Total	28	100.00%

Table 1 Conclusions - 2020

Of the 17 referrals that had overall risk lowered, 15 were connected to services and two had risk lowered through no action of the situation table. The remaining two relocated out of the jurisdiction. Five were concluded as “still at acutely elevated risk.” Of those, three refused services and two were deemed to be “systemic” issue (roadblocks in the system). Consequently, 71% of the referrals that proceeded to intervention were resolved with overall risk lowered.

From inception to June 30, 2021, there were 269 referrals to the situation table. Of those, 217 (81%) met the threshold of acutely elevated risk and 181 (83%) subsequently had overall risk lowered. So far in 2021, 16 of the 20 discussions (80%) have met the threshold, with 87.5% concluded with overall risk lowered.

Occasionally a discussion will be re-opened if acutely elevated risk is identified again later. Sometimes persisting risk factors are involved or a new risk factor has been introduced. Reopenings can also be due to an individual not being located the first time, but connected to services after a second referral.

Agency Involvement

In 2020 and 2021, a shift began to occur in agency engagement, possibly attributed to the pandemic. In 2020, Lanark County OPP and Lanark County Victim Services were the top referrers to the situation table. So far in 2021, Adult Probation is the top referrer. Since inception, police have been the top referrers to the table due to the 24/7 nature of their service and the tracking of repeat calls for service. There was a dramatic drop in the number of referrals when the Mobile Crisis Response Team began in 2018, as previously mentioned. Police involvement at the intervention stage typically drops off significantly once appropriate services are engaged, unless there is a safety concern involved or an officer has a good rapport with individuals that could help to establish contact with other agencies.

In 2020, almost every agency represented at the situation table was involved with a discussion that proceeded to the intervention stage as either an originating, lead or assisting agency. In 2020, Victim Services led four interventions and Probation led three, while Lanark County Mental Health was by far the top assisting agency, being involved in 18 of the 24 referrals that proceeded to intervention. Overall in 2020, Victim Services had the most engagement, followed by Lanark County Mental Health and the OPP. Due to the prevalence of housing issues in 2021, Lanark County Social

LANARK COUNTY SITUATION TABLE

Services has had the most overall engagement so far this year, followed by Victim Services and Probation. Overall risk factors are examined in more detail later in the report.

The charts below show overall agency engagement for 2020, from inception to June 30, 2021, and for the first six months of 2021 (respectively) in the originating, lead and assisting categories.

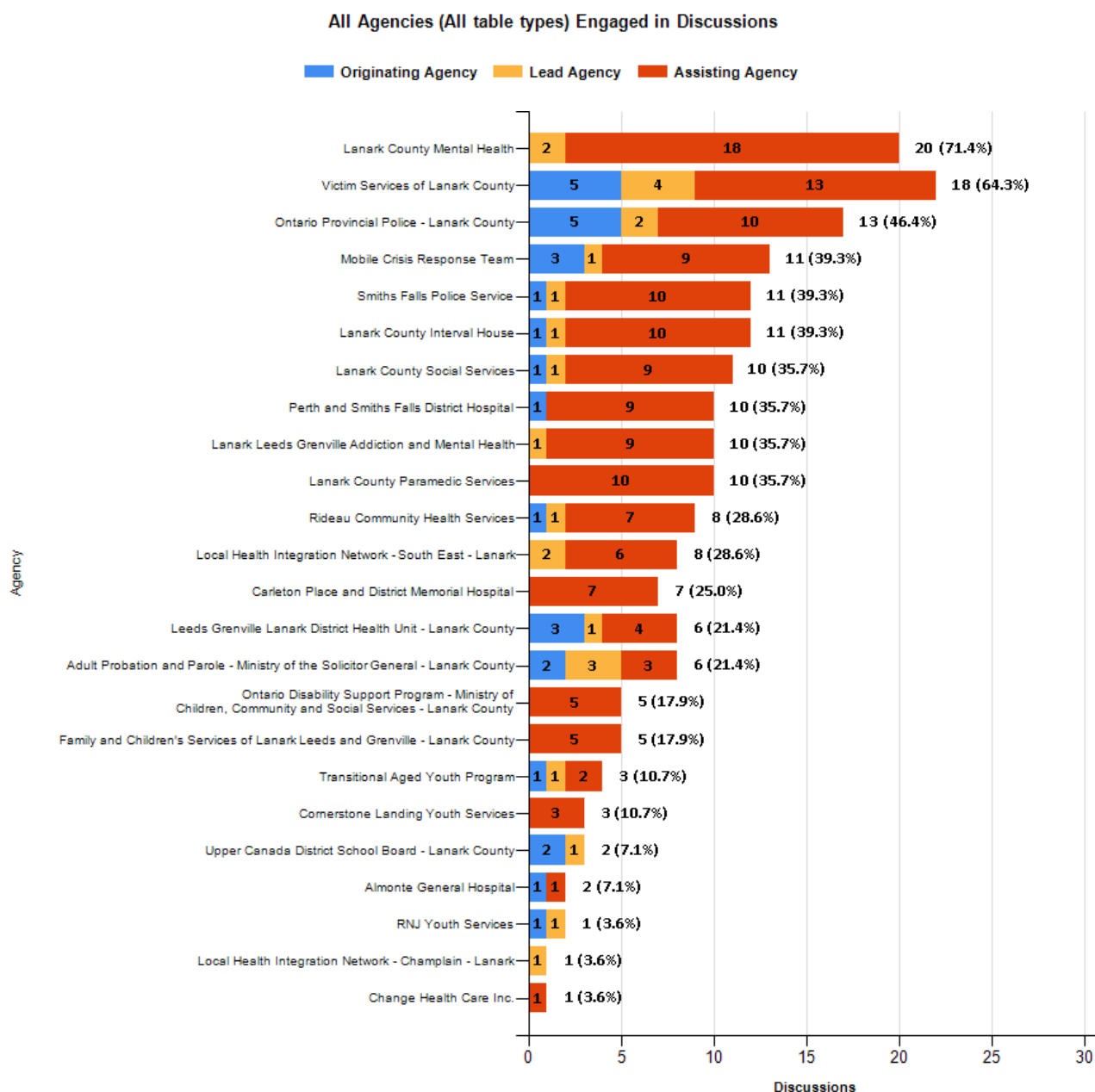


Figure 6 Agency Engagement 2020

LANARK COUNTY SITUATION TABLE

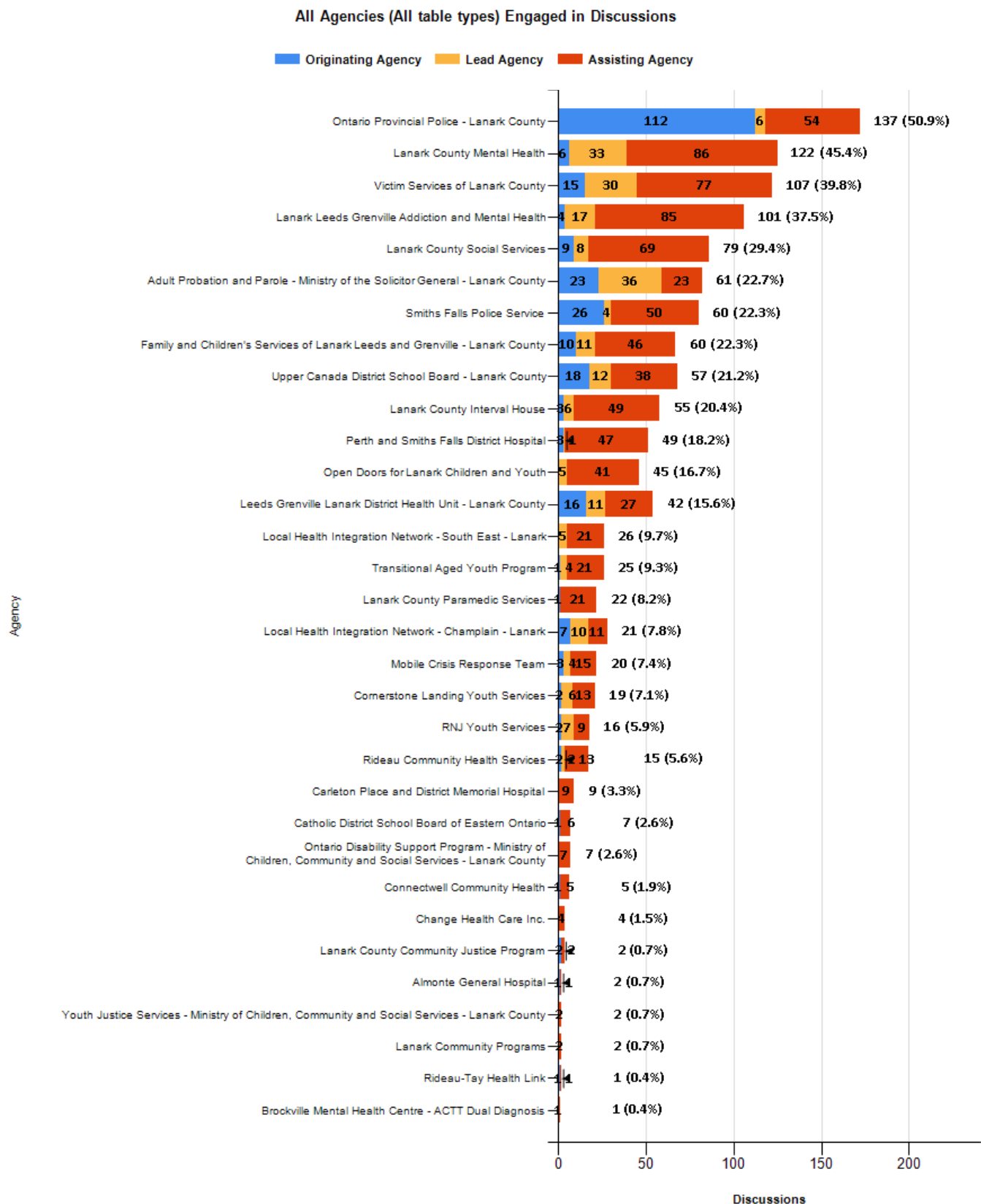


Figure 7 Agency Engagement 2015 to June 2021

LANARK COUNTY SITUATION TABLE

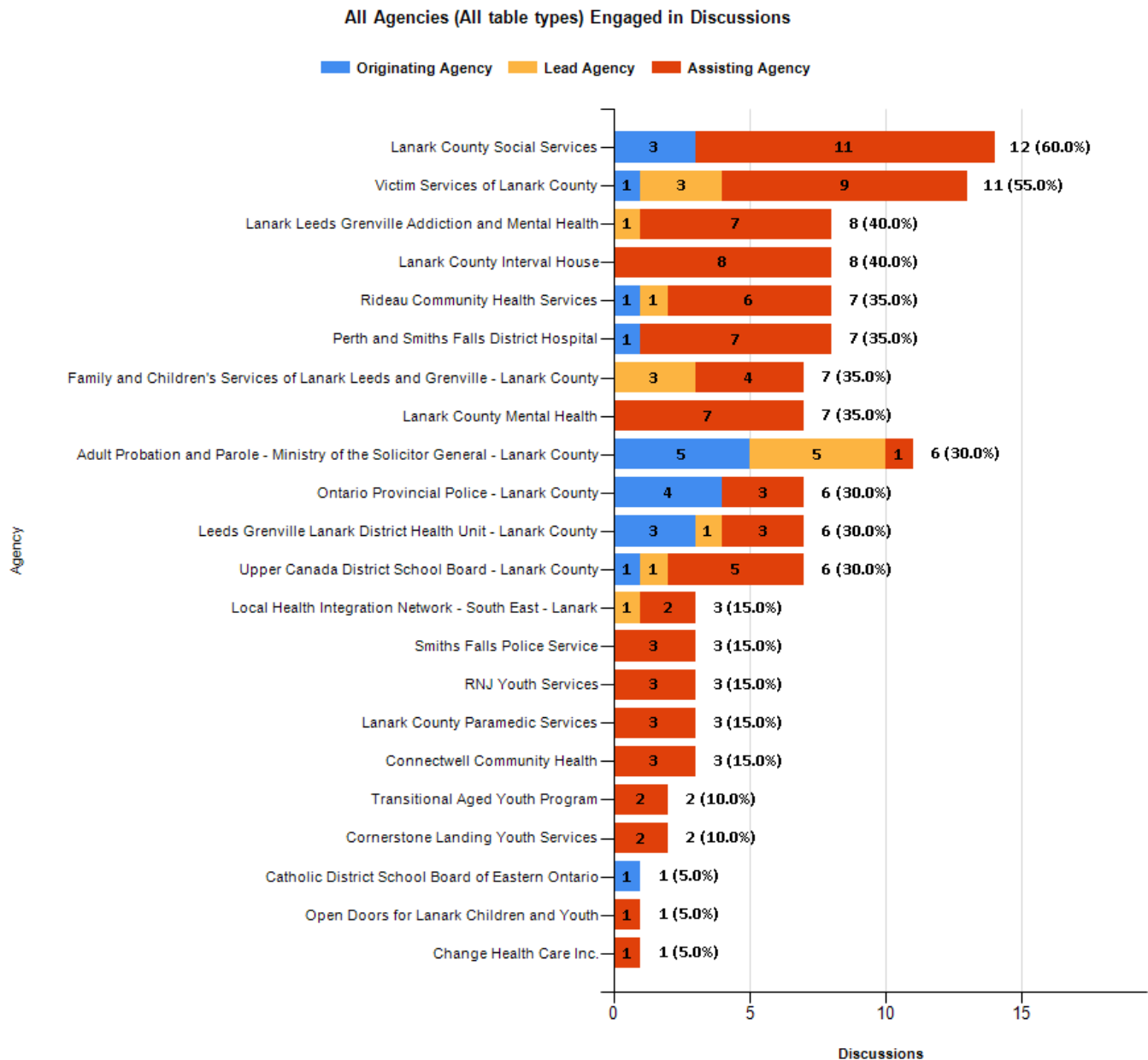


Figure 8 Agency Engagement Jan. 1-June 30, 2021

With referral numbers increasing slightly over the last two years since the large drop in 2018 following the inception of MCRT, decreased police engagement in referrals and more referrals coming from different agencies could be considered a positive step towards wider involvement in the situation table and increased early intervention when police are involved that diverts from the situation table.

Risk Factors

The RTD system places risk information into different groupings. SOLGEN defines risk factors as “negative characteristics and/or conditions present in individuals, families and communities that may increase the presence of crime or fear of crime in a community.” There are 105 risk factors included in the RTD. These fit into 27 categories along with 13 Community Safety and Well-being high-level priorities, which allows for different types of analysis. The following tables show the top five risk categories for individuals and families respectively for the last three full years, the first half of

LANARK COUNTY SITUATION TABLE

2021 and for all time. Housing, basic needs and poverty are highlighted to show the increasing incidence of these risks in the referrals coming to the table in recent years, which also reflects the nature of agency involvement. Housing is becoming a critical concern in communities. In light of the pandemic, poverty and basic needs are also being tracked.

Top Risk Categories – Persons										
Year	Top 1		Top 2		Top 3		Top 4		Top 5	
2018 (35 disc.)	Mental Health	86%	Criminal Involvement, Drugs	49%	Antisocial/Negative Behaviour	40%	Basic Needs, Parenting	34%	Suicide	31%
2019 (18 disc.)	Mental Health	94%	Alcohol	61%	Antisocial/Negative Behaviour	56%	Criminal Involvement, Physical Health	44%	Drugs, Housing	39%
2020 (15 disc.)	Mental Health	93%	Antisocial/Negative Behaviour, Drugs, Housing	60%	Basic Needs, Criminal Involvement	47%	Crime Victimization, Physical Health	40%	Alcohol, Physical Violence	33%
2021 (10 disc. to June 30)	Mental Health	90%	Criminal Involvement	80%	Drugs	70%	Poverty	60%	Alcohol, Antisocial/Negative Behaviour, Housing, Physical Health	50%
2015-2021 (166 disc.)	Mental Health	87%	Criminal Involvement	58%	Drugs	50%	Alcohol	45%	Parenting	35%

Table 2 Top Five Risk Categories for Individuals by Year

In 2018, housing was a risk in 29% of referrals, and poverty in 11%. In 2019, housing made the top 5, with basic needs and poverty inching up at 33%. In 2020 housing and basic needs were the #2 and 3 risks, with poverty at 20%. So far in 2021, poverty is a factor in more than half of the referrals, with housing at 50% and basic needs at 40%. For all time, housing is in sixth place at 30%, followed by basic needs at 28% and poverty at 19%. Mental health continues to dominate referrals, consistently appearing as the top risk in 87 to 94% of referrals.

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Top Risk Categories – Families										
Year	Top 1		Top 2		Top 3		Top 4		Top 5	
2018 (11 disc.)	Parenting	91%	Criminal Involvement	64%	Alcohol, Antisocial/Negative Behaviour, Drugs, Physical Violence	45%	Mental Health	36%	Missing School	27%
2019 (3 disc.)	Crime Victimization, Parenting, Physical Health, Physical Violence	67%	Alcohol, Antisocial/Negative Behaviour, Cognitive Functioning, Criminal Involvement, Drugs, Housing , Mental Health, Poverty	33%	(no further risks identified for the 3 discussions)					
2020 (7 disc.)	Mental Health	100%	Parenting	86%	Antisocial/Negative Behaviour, Emotional Violence, Physical Health	71%	Elderly Abuse, Physical Violence	57%	Alcohol, Basic Needs , Cognitive Functioning, Criminal Involvement	43%
2021 (6 disc. to June 30)	Mental Health	100%	Basic Needs , Drugs, Parenting, Physical Health	83%	Housing	67%	Antisocial/Negative Behaviour, Poverty	50%	Emotional Violence, Missing School, Supervision	33%
2015-2021 (47 disc.)	Parenting	77%	Mental Health	64%	Criminal Involvement	47%	Drugs	45%	Physical Health	43%

Table 3 Top Five Risk Categories for Families by Year

The number of family referrals to the situation table is much smaller than individuals, making it more difficult to establish trends; however, it is worth noting that mental health was the number one risk in 2020 and so far in 2021 at 100% of the referrals and that basic needs, housing and poverty were all in the top five risks so far this year. The number of family referrals has been trending higher each year after a drop in 2019. In 2018, basic needs were a factor in 18% of referrals, with housing and poverty 9%. In 2019 there were only three referrals and the risks were similar in all cases, with housing and poverty a factor in a third of referrals. (Basic needs was not noted as a risk.) In 2020 poverty was at 14% and housing was not listed. For all time, basic needs was at 36%, housing at 26% and poverty at 13%.

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Mental health continues to be found as a prevalent risk in every year. It should be noted that for each individual discussion, there can be numerous risk factors within a single risk category. For example, an individual who has had repeated and escalating contacts with police may be demonstrating several different criminal involvement risk factors within the single criminal involvement category (e.g. mischief, assault and theft). Criminal involvement is frequently seen as a risk considering the volume of referrals that come from police, often due to escalating contacts with police. The criminal involvement category can include instances when a person is suspected, charged, arrested or convicted of an offence (as opposed to only convicted, for example).

Risk Factors and Demographics

The RTD does provide the ability to analyse prevalent risk factor variances between genders and age groups. Over time with a larger sample, it may be possible to determine trends related to age group and gender and the types of risks encountered in an effort to pinpoint strategies to mitigate those risks at an earlier point through community safety planning.

Study Flags

The RTD offers reports to show the range of study flags associated with discussions. Since inception, the most frequent study flag has been, by far, “recent escalation.” This is typically associated with referrals from police, as frequency of involvement with individuals is often an indicator of the need for a referral. In 2020, 75% of the discussions that proceeded to intervention included the “recent escalation” study flag. In 2019, the number was 77%, it is 69% so far in 2021 and 61% since inception. For the first time since inception, “recent escalation” has dropped down in the study flag list for the first six months of 2021 – replaced by homelessness at 69% and followed by domestic violence and risk of losing housing/unsafe living conditions – which is consistent with some of the trends noted during the pandemic. As shown in the charts below, those study flags, along with transportation and social isolation, have consistently been within the top five study flags since inception. Unlike risk factor records, not all discussions include recorded study flags.

Study Flag	Number of Study Flags Reported
Recent Escalation	17
Homelessness	10
Transportation Issues	8
Risk of Losing Housing/Unsafe Living Conditions	7
Domestic Violence	7
Child Involved	6

Table 4 Top Five Study Flags (22 Discussions), 2019

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Study Flag	Number of Study Flags Reported
Recent Escalation	18
Risk of Losing Housing/Unsafe Living Conditions	12
Domestic Violence	11
Homelessness	9
Social Isolation	9
Cognitive Disability	8

Table 5 Top Five Study Flags (24 Discussions), 2020

Study Flag	Number of Study Flags Reported
Homelessness	11
Domestic Violence	7
Risk of Losing Housing/Unsafe Living Conditions	7
Custody Issues/Child Welfare	6
Recent Escalation	6
Methamphetamine Use	4
Child Involved	4
Sex Trade	3
Social Isolation	3

Table 6 Top Five Study Flags (16 Discussions), Jan. 1-June 30, 2021

LANARK COUNTY SITUATION TABLE

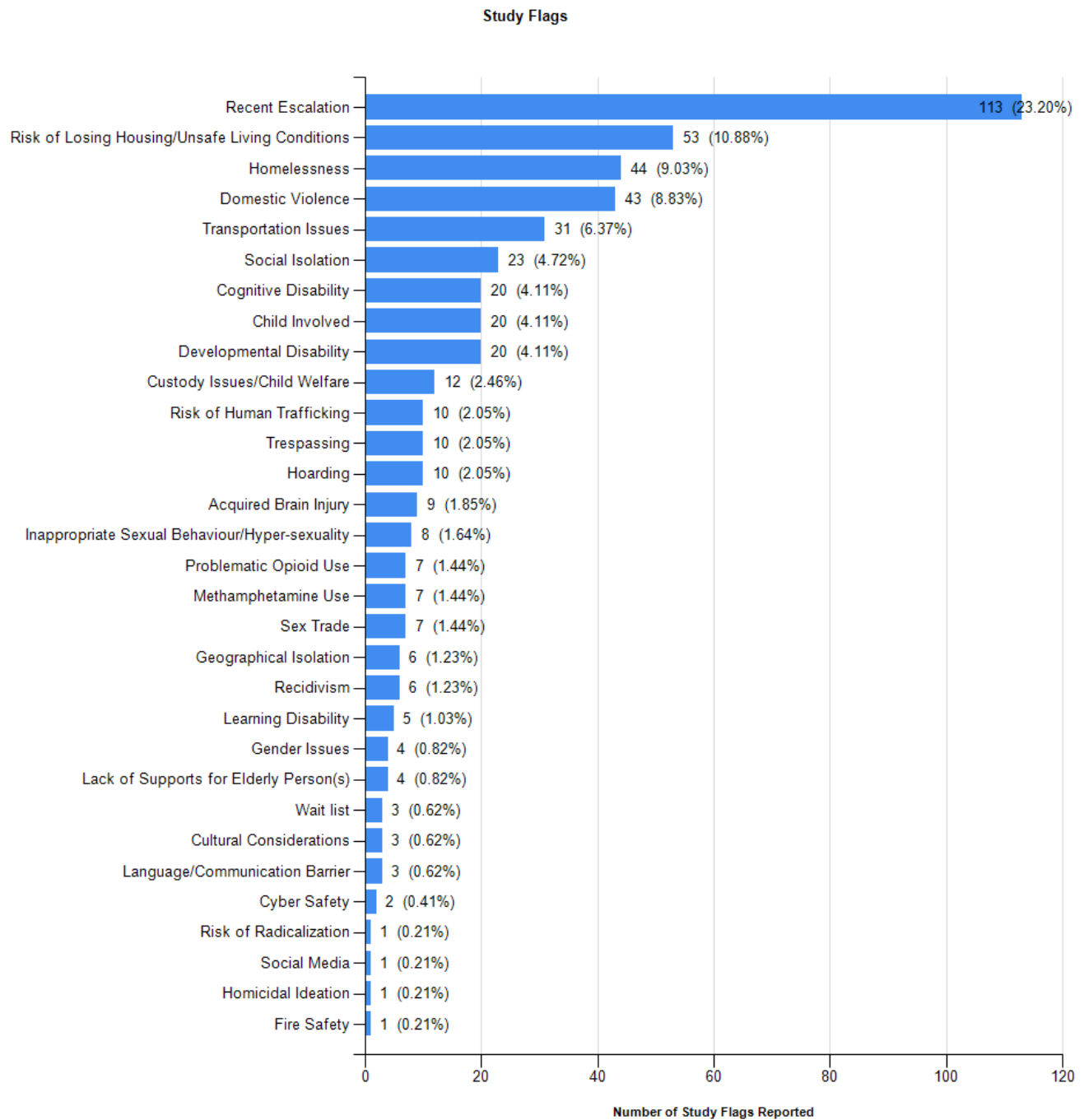


Figure 9 All Study Flags (184 Discussions), 2015-2021

LANARK COUNTY SITUATION TABLE

Services Mobilized

The Risk-driven Tracking Database (RTD) system now has a “Services Mobilized” section, and the Lanark County Situation Table began tracking that information in late 2017, with 2018 representing the first full year of data. This includes different categories of services and allows the lead agency to indicate during the report-back process whether individuals (or others) were engaged, informed of, connected to or refused a service. It also can indicate if a service is not available. Mental health continues to be the service mobilized most often. The charts below show the range of services that were mobilized in 2020 and the first six months of 2021. Note the prevalence of social services and housing so far in 2021.

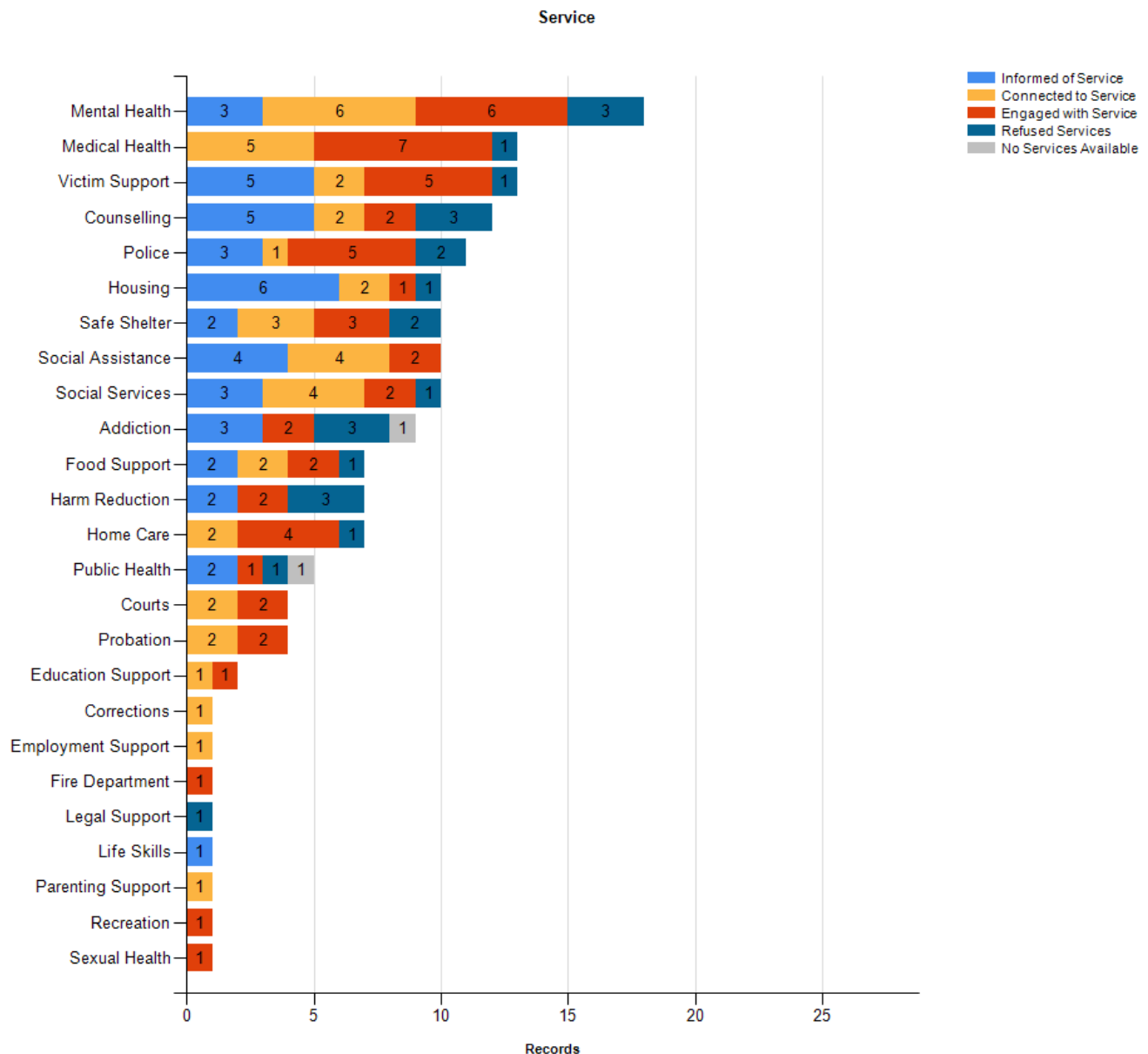


Figure 10 Services Mobilized Categories, 2020

LANARK COUNTY SITUATION TABLE

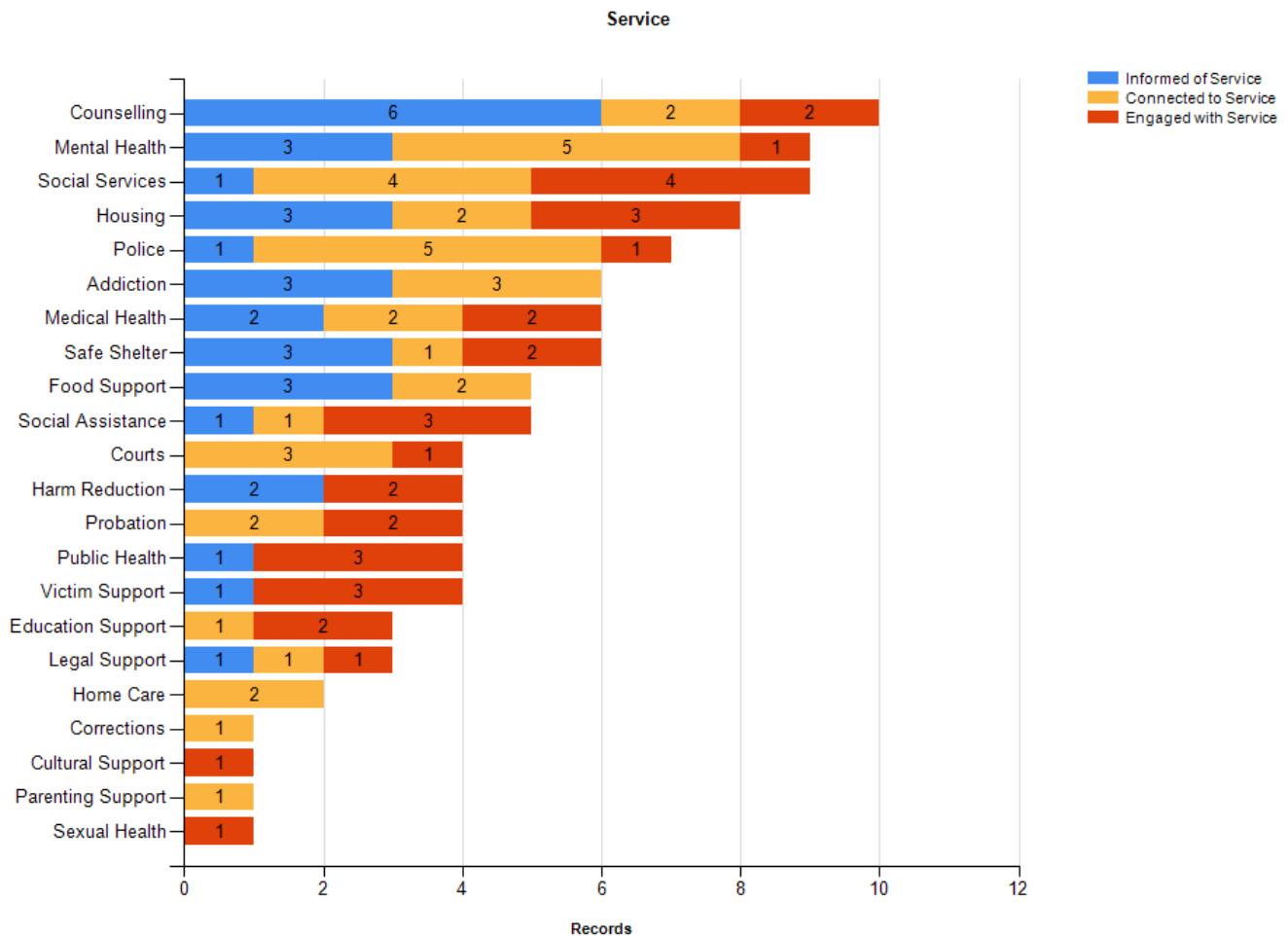


Figure 11 Services Mobilized Categories, Jan. 1-June 30, 2021

OPP

Pre- and Post-Referral Data

Since the start of the Lanark County Situation Table, Lanark County OPP has been evaluating its effectiveness in relation to calls for service pre-referral and post-referral. This applies only to individuals referred to the situation table by the OPP. From inception to the end of June 2021, OPP have made a total of 112 out of 269 referrals. In 2020, OPP reviewed the five referrals they made that year to determine if there had been a reduction of officer hours and calls for services committed to those individuals.

The report showed with the combined data for the individuals there continues to be a trend in the reduction of officer hours and calls for service dedicated to those involved. Overall, and in keeping with the previous years' analysis, there continues to be a trend in the reduction of officer interactions with subjects, down 56%. CAD hours (Computer Aided Dispatch), which indicates the number of hours multiplied by the number of officers responding to a call, decreased by 51%, and there was a 38% decrease in total officer hours, which is the number of CAD hours plus any supplemental hours noted in occurrences. Total calls for service decreased by 61%. While some individuals have seen a less dramatic decrease, others have seen a significant reduction. Based on the rate of decrease there is an overall average of 42.4 total officer hours reduced per subject and an average reduction of seven calls for service per individual. The analysis does not include time spent by court officers or support staff after initial interactions with a subject, nor does it include any

LANARK COUNTY SITUATION TABLE

court time accrued by officers relating to any of the interactions. It can be inferred that those hours would also be reduced with fewer interactions.

Grants and Activities

Since 2015, the Lanark County Situation Table and related activities (e.g. the Community Plan for Safety and Well-being and collaborative projects) have been funded by a combination of provincial grants through the Perth Police Services Board, as well as municipal and in-kind contributions. A summary follows.

Completed Grants

The following is an outline of the initial and completed grants that have been authorized by the Perth Police Services Board related to the situation table and other projects.

1. Proceeds of Crime (2015-2016). Initial grant to pilot the Lanark County Situation Table. The PSB received \$59,962 to hire the coordinator, launch the situation table, begin the Community Safety and Well-being Plan component and coordinate training activities with community partners.
2. Proceeds of Crime (2016-2017). This grant continued the initial work of the Lanark County Situation Table, including operations and coordination. It moved the CSWB Plan forward, and supported training initiatives and education. The PSB received \$59,935.
3. Policing Effectiveness and Modernization Grant (2017-2018). The PSB received an allocation of \$60,000 to continue coordination of the LCST and CSWB Plan, as well as ongoing training partnerships and mobilization and engagement activities with police.
4. Proceeds of Crime (2018-2020). This is the \$158,000, two-year grant to pilot the mental health nurse program, now known as the Mobile Crisis Response Team.
5. Policing Effectiveness and Modernization Grant (2018-2019). The PSB again received the \$60,000 allocation to sustain situation table and CSWB plan coordination.

Current Grants

The following grants are currently underway through the Perth Police Services Board:

1. Community Safety and Policing – Local Stream (2019-2022). This grant provides \$45,000 per year for three years to support Lanark County Situation Table and Community Safety and Well-being Plan coordination, as well as some training activities. (The Local Stream is the former PEM Grant allocation. The allocation was reduced as part of provincial budget cuts in 2019.)
2. Community Safety and Policing – Provincial Stream (2019-2022). This grant has a theme around sexual assault, harassment and human trafficking. Funding was awarded in December, with \$46,650 in the first year, \$60,000 in the second year and \$60,000 in the third year. It primarily supports a part-time Victim Advocate position (in partnership with Lanark County Interval House), as well as training activities, survivor engagement, the development of a training video for police, and a victim-centred interview room in Carleton Place.

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Since 2015, a total of \$699,547 in provincial grant funding has been secured for the Town of Perth (for the benefit of the entire county) through the Perth Police Services Board via Lanark County OPP and agency partners, as well as many thousands more in in-kind support.

Municipal and In-Kind Contributions: In 2016 and 2017, several local municipalities generously contributed funds to support situation table operations. These funds were intended to be seed and/or bridge funding between grants as the coordinator worked to secure additional funds. Perth (through the Police Services Board budget), Tay Valley, Montague, Mississippi Mills, Drummond/North Elmsley and Lanark Highlands made contributions. These funds are held in reserve to be used if needed. In addition, Lanark County provides meeting space and IT support as an in-kind contribution, the Town of Perth provides in-kind contract administrative support and Lanark County OPP provides in-kind office space for the coordinator.

Committees: In addition to the regular situation table operations and activities related to the community safety planning process, the coordinator continues to participate in several committees that are relevant to the work outlined in the community plan for safety and well-being, which provides valuable networking and information that supports the plan, including:

- Lanark County Child and Youth Services Collaborative
- Community of Practice (Situation Table Coordinators)
- Child and Youth Advocacy Centre Steering Committee
- Vital Signs (Perth & District Community Foundation)
- Human Services Justice Coordinating Committee
- Successful Aging Advisory Committee
- Justice and Mental Health Rural Outreach Project Committee (project until September 2020)
- Community Pandemic Response Committee
- Planet Youth Lanark County
- Lanark County Emergency Management
- Isolation Centre Working Group
- Victim Advocate Partners
- United for All (United Way)

2020 Activities:

- Continued working with Lanark OPP (A/Detachment Commander Insp. Karuna Padiachi) and Lanark County Mental Health to advocate for sustainable funding for the Mobile Crisis Response Team.
- On March 3 and 4, the coordinator was invited to speak about Lanark County's community safety planning journey and our various collaborative initiatives at the Community Safety and Well-being Symposium held in Regina, Saskatchewan. Close to 300 people attended the event, including representatives from Scotland, and the coordinator's presentation was well received. It was an excellent learning and networking opportunity, and a chance to hear about progress made in many communities regarding the CSWB model. The full cost was paid by the Government of Saskatchewan.

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- With the onset of COVID-19, the coordinator worked to switch the situation table format to a virtual model, which has continued to meet regularly and on an ad-hoc basis since March 2020 without interruption. The format has been well received and eliminated travel time for many agency representatives.
- On March 17, the first meeting of the Community Pandemic Response Committee was convened by video conference. Organized by Ramsey Hart of The Table Community Food Centre and hosted through United Way Eastern Ontario, this assembly of local agencies came together quickly to attempt to mobilize services such as food delivery, mental health supports and access to information concerning the lockdown measures. As part of this group, the coordinator worked with Lanark County to develop a COVID information page on the County's website, which has been updated over the months. This venue, including a survey of the community, has contributed to a better understanding of the impacts of the pandemic in our area.
- The coordinator took part in the County's Emergency Management meetings with all municipalities to provide updates regarding services for vulnerable populations. The work of the Community Pandemic Response Committee was very informative for this process.
- The coordinator was asked to be part of a working group to set up an isolation centre for COVID-positive homeless/precariously housed individuals for Lanark County and Smiths Falls. The coordinator assisted with communications about the centre and spreading the word to local agencies on the referral process. The centre was set up through emergency Social Services Relief Funding (Phase 1) through Lanark County Social Services provided by the province and is set to operate until the end of 2021.
- Final reports for the 2019-2020 year for both Community Safety and Policing Grants were submitted to the ministry in May, and interim reports for 2020-2021 were submitted in November.
- The situation table supported virtual human trafficking training for five Lanark OPP officers.
- Filming began for the officer training video.
- The Culture and Diversity Working Group of the CSWB Plan launched the Inclusive Voices social media platforms to inform on racism and diversity.
- The need for affordable housing in Lanark County continues to be a major issue, and the coordinator continued to work with various agencies to try to support short- and long-term solutions and advocacy.
- The CSWB Advisory committee met in December and our new co-chairs, Insp. Karuna Padiachi and Larry McDermott, led a process to help prioritize actions.

2021 Activities

- The 2020 Progress Update for the CSWB was released in February.
- The coordinator supervised a placement student from Algonquin College, Jacob Legault, in the winter and spring. Jacob worked with the coordinator and community partners, including Lanark County Interval House, the Victim Advocate and the Sexual Assault/Domestic Violence Advisory Committee. Of particular note he took a leading role in a final report to evaluate the victim experience in the Victim Advocate Program, which was presented to the SADV Advisory Committee and partners. He will continue to work with the coordinator on a contract for curriculum for the police training video.
- The coordinator attended special Lanark County Community Services Committee meetings in the spring was subsequently invited to sit on the Lanark County Housing Working Group with other agencies, county staff and a private developer, which was tasked with making recommendations to Lanark County Council on elements of the 10-Year Housing and Homelessness Plan and moving partnerships forward.

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- An Indigenous Health & Well-being Working Group has formed under the plan with co-chairs Insp. Karuna Padiachi and Larry McDermott, Lanark County Warden Christa Lowry, Perth Mayor John Fenik and Lanark County Interval House Executive Director Erin Lee. Its goal is to make recommendations on Indigenous/Municipal relations for Lanark County Council.
- The coordinator was invited to make a presentation to the provincial Inter-ministerial Working Group in June, which consists of representatives across the spectrum of provincial services. The presentation was to highlight Lanark County's work on the CSWB Plan, as well as the situation table and other collaborative projects. There were several informative presentations.
- In the spring two successful trauma-informed care training sessions were held virtually with ATTCH. This was done with support from multiple partners, including Lanark County OPP, Hawkesbury OPP, the Perth Police Services Board, Hawkesbury Police Services Board, the Lanark County Situation Table, Lanark County Interval House and Community Support, and Open Doors for Lanark Children and Youth. Participants included agency representatives and OPP officers from across eastern Ontario.
- The final reports for year two of the Community Safety and Policing Grants – local and provincial streams – were completed and submitted to the Ministry of the Solicitor General in April. The grants are now in their final year.
- The coordinator continues to provide information presentation to various groups and helps to provide coordinators in other communities with information about the situation table and community plans for safety and well-being.

CONCLUSION

Community partners drive the success of the Lanark County Situation Table and the Community Plan for Safety and Well-being. A consistent and committed membership has been a strength at the situation table and has enhanced the ability of partners to come together to help those requiring support, not only at the situation table but in other instances as well. Examples of collaboration were evident throughout the pandemic, when agencies and organization rallied to provide services and supports.

Thank you to the many partners and participants who have supported the work of the Lanark County Situation Table and the Community Plan for Safety and Well-being, and to the Ministry of the Solicitor General for its ongoing support of this valuable risk-intervention model.



2nd Quarter 2021 Drinking Water Quality Management Standard Report to Members of Council

The purpose of this report is to summarize the activities of the Roads and Public Works Department (water distribution system) for the period of April 1st, 2021 through June 30th, 2021.

Operational Plan Revisions

There were no Operational Plan Revisions during this quarter.

Internal Audits

There were no Internal Audits during this quarter.

Non-Conformance Identified: Related to an incident on April 10, 2021, Improper operation of a Hydrant. No immediate system concerns. Investigation occurred. Non-Conformance and corrective actions to be reviewed during 2021 management review.

External Audits

There were no External Audits during this quarter.

Status of License

The certificate of full-scope accreditation for our QMS – Operational Plan (OAP-178) currently posted with our sub-system licenses was issued on May 28, 2021.

The Municipality received an extension to its Municipal Drinking Water License (MDWL) on June 15, 2021, stating that the MDWL expires on December 3, 2021. The Municipality's Drinking Water Works Permit (DWWP) expires on August 31, 2027.

Drinking Water Quality

Customer Service Inquiries

During the second quarter of 2021, 4 (four) inquiries were received relating to water supply and/or quality and is summarized as follows:

- Water aesthetic - 1
- Water leak – 3

Adverse Water Quality Incidents

There were no reportable adverse quality incidents in the second quarter (per Ontario Regulation 170/03).

Management Review

The next Management Review will take place in the fourth quarter of 2021.

Operational Activities

The following activities have been initiated or completed during the second quarter:

- April 13 – watermain repair - Elgin St
- May 13 – watermain repair - Harold St
- May 26 – brown water - 5545 Martin St
- June 1 – super chlorination – Water Storage
- June 2 – curb stop shut off - St. Georges St
- June 5 – valve repair - 52 Union St
- June 17 – PRV repair – Almonte St/St. Andrew St
- Construction – Mill Run, Riverfront Estates, Water Storage, White Tail Ridge
- Leak detection activities ongoing
- Water meter change-outs ongoing
- Water main flushing ongoing
- Water meter reading

Water Production Statistics

- Refer to attached Table / Graph.

Upcoming Events / Activities

July

Construction - Mill Run, Water Storage, White Tail Ridge
Hydrant Flushing
Service Repairs
Water Meter Reads

August

Construction - Mill Run, Water Storage, White Tail Ridge
Hydrant Flushing
Service Repairs

September


Construction - Mill Run, Water Storage, White Tail Ridge
Service Repairs
Fall Hydrant Flushing Program

September -Continued

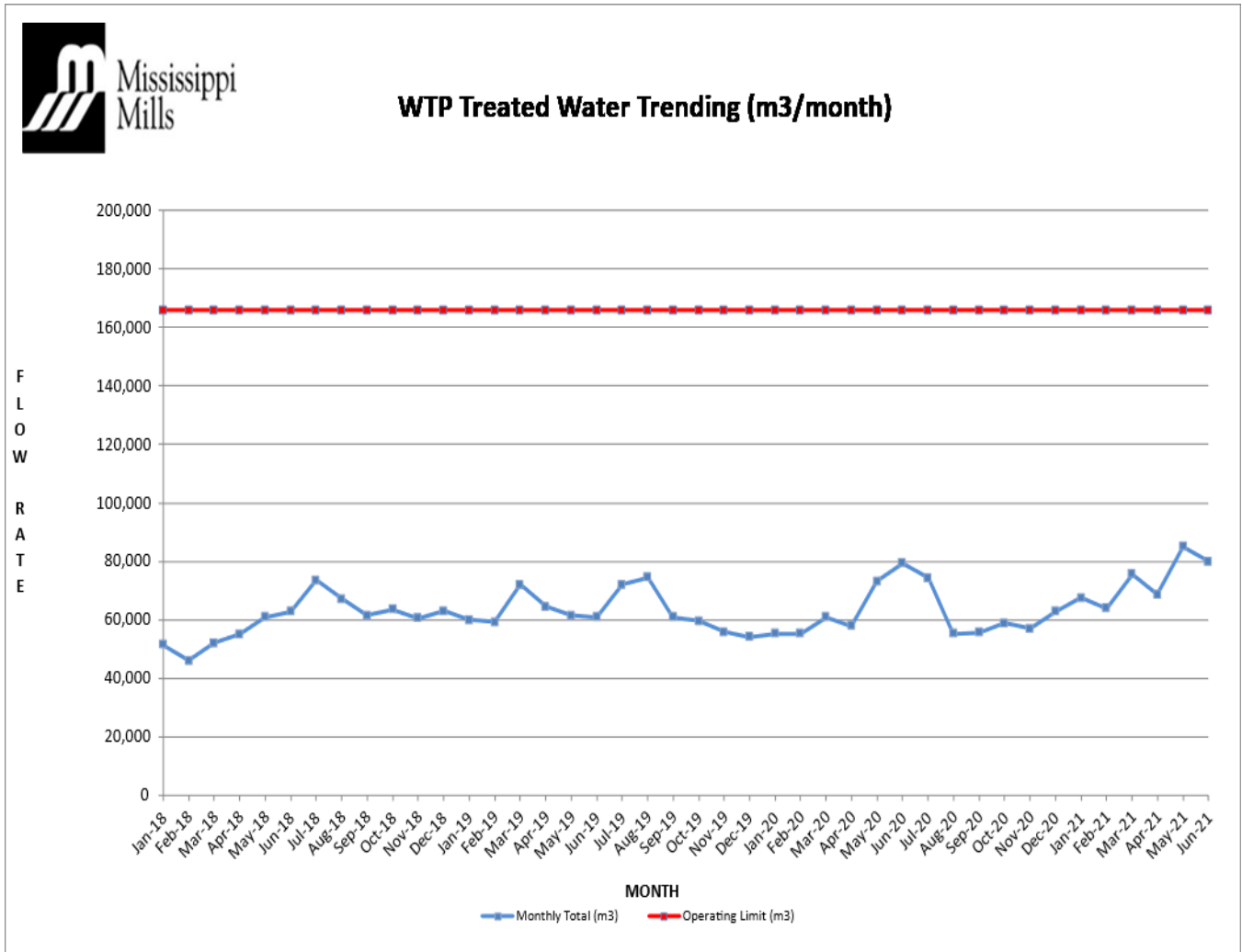
Valve Turning Program
Water Meter Reads
2021 Water Budget

Cc: All Licensed Waterworks Staff

TABLE

 Mississippi Mills							
WATER TREATMENT PRODUCTION (2021 YEAR TO DATE Q2)							
Month/Year	Well 3 Monthly Total (m3)	Well 5 Monthly Total (m3)	Well 6 Monthly Total (m3)	Well 7 Monthly Total (m3)	Well 8 Monthly Total (m3)	Monthly Total (m3)	Operating Limit (m3)
Jan-21	5.04	6344.86	7765.45	26868.61	26637.2	67621.11	165826.8
Feb-21	2553.89	5693.44	7777.53	24164.17	23689.6	63878.66	165826.8
Mar-21	6045.46	5449.25	8774.23	27954.05	27424.7	75647.66	165826.8
Apr-21	6759.19	3426.53	7196.07	25871.27	25379	68632.08	165826.8
May-21	9262.8	3838.13	7726.77	32741.75	31423.6	84993.05	165826.8
Jun-21	9867.21	7879.48	0	32381.06	29811.1	79938.88	165826.8
Jul-21							165826.8
Aug-21							165826.8
Sep-21							165826.8
Oct-21							165826.8
Nov-21							165826.8
Dec-21							165826.8

GRAPH



MEMORANDUM

To: Council
From: Chad Brown, Fire Chief
Date: September 21, 2021
Re: 2020 Year End Summary & 2021 Summary to Date

Members of Council,

The Mississippi Mills Fire Department (MMFD) provides fire safety education, fire code and enforcement, and fire protection services for the Municipality. The purpose of this report is to provide Council with an overview of the activities and services that MMFD has been providing to residents.

Please find the attached summary of department activities for the year 2020 and the summary of services delivered in 2021.

Training and Meetings

MMFD conducts routine monthly firefighter training. Training is scheduled for the first and third Wednesday in Pakenham and the second and last Thursday in Almonte. A third training night per station may be included in the monthly training schedule to accommodate operational readiness requirements or for specialized services.

2020

MMFD conducted 62 training activities and held 30 meetings in 2020 totaling 334 session hours and 2,314 staff hours.

Training highlights include:

- Water shuttle practice to confirm water flow for rural properties that have no pressurized (hydrant) water sources
- Ice and water rescue training on the Mississippi to ensure the safety of residents and recreational users of our waterways and lakes. The service is limited to shore-based rescue techniques.

2021 (YTD)

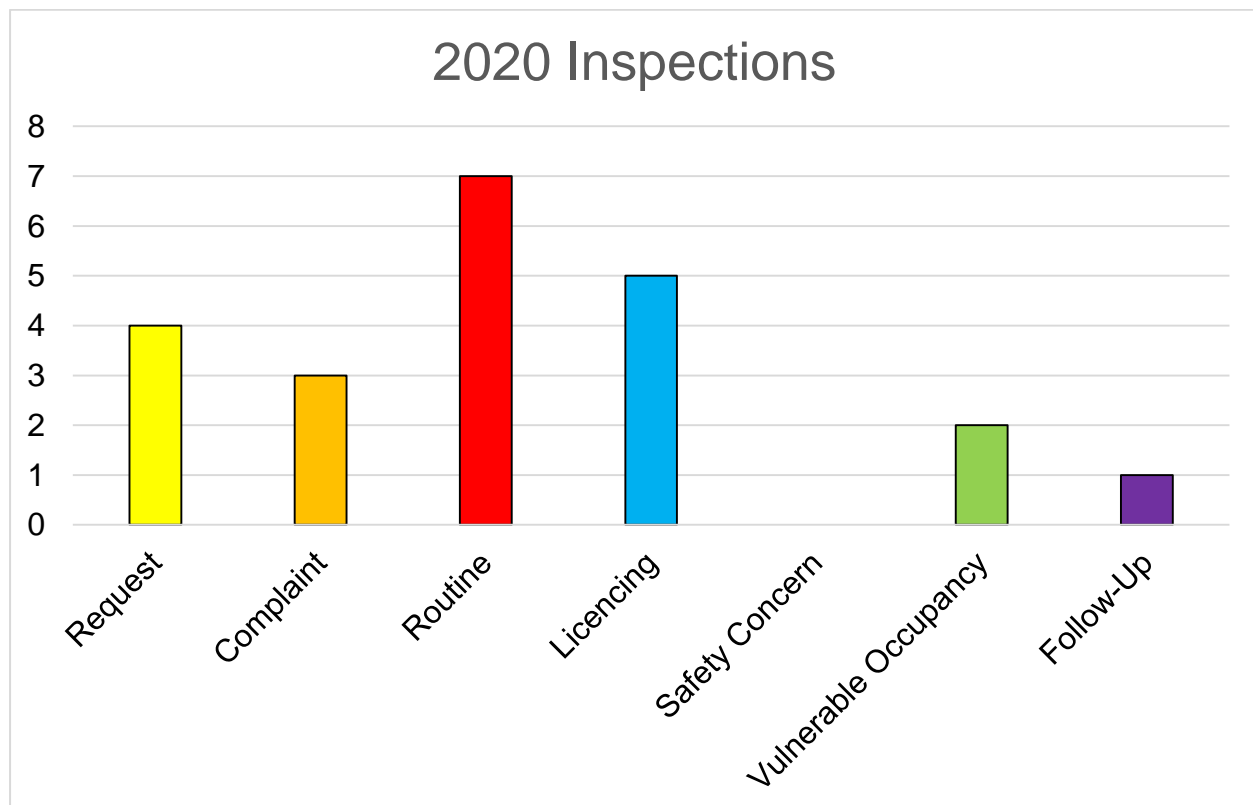
MMFD has conducted 44 in-house training activities and held 12 meetings in 2021 thus far, totaling 164.5 session hours and 1,215.5 staff hours.

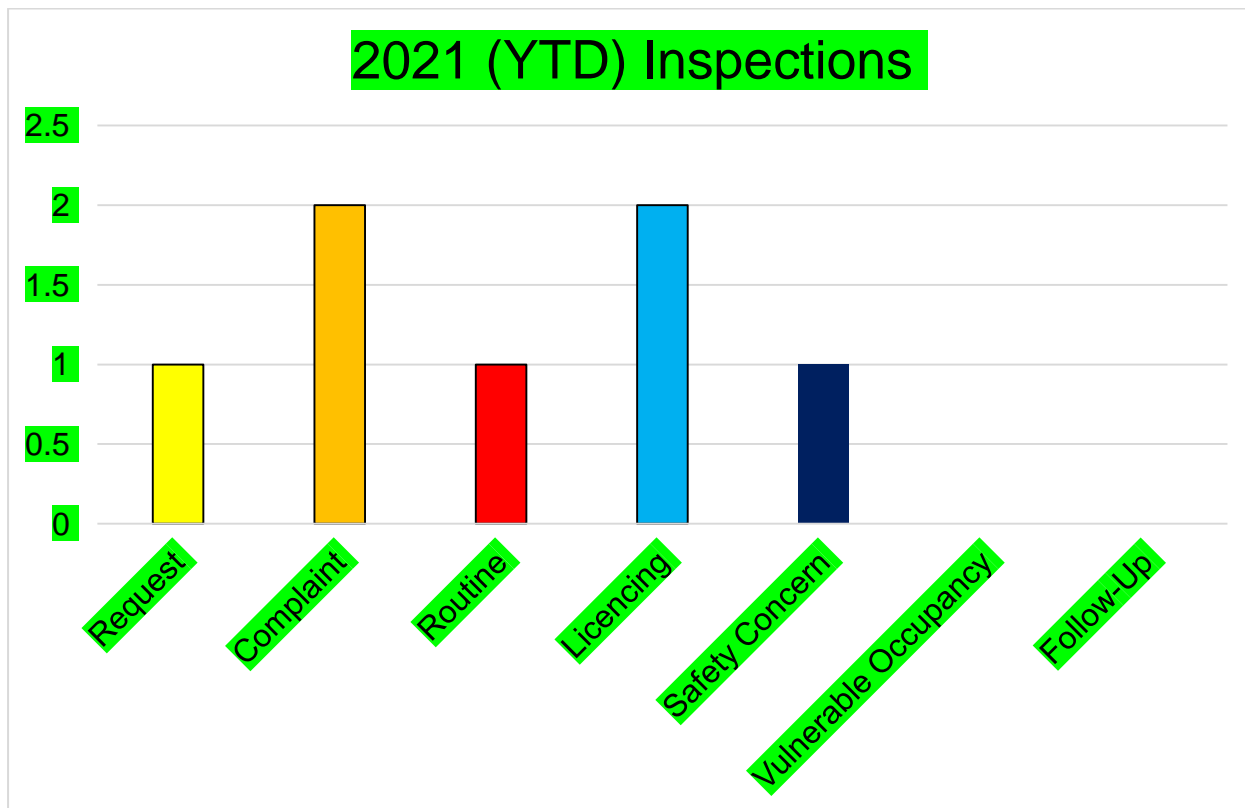
Training highlights include:

- Firefighters attended a specialized auto extrication training in June. The two-day event offered hands-on training to departments that offer County Rescue Services.
- MMFD firefighters completed their medical training in August. Firefighters are all trained in first aid, CPR, defibrillation, and oxygen therapy.
- Our Regional Training Centre offered a Fire Dynamics course. Fire Dynamics is the study of how chemistry, fire science, material science and the mechanical engineering disciplines of fluid mechanics and heat transfer interact to influence fire behavior.
- Regional Training Centre Status:
 - Scheduled Courses
 - Instructor 1 – Postponed due to covid
 - Officer 2 – Postponed due to covid
 - Inspector 1- Cancelled due to lack of enrollment
 - Firefighter 1- Cancelled due to lack of enrollment
 - Courses Currently Running
 - Instructor 2
 - Public Information Officer
 - Fire Investigator
 - Incident Safety Officer – Scheduled to start beginning of October

Inspections

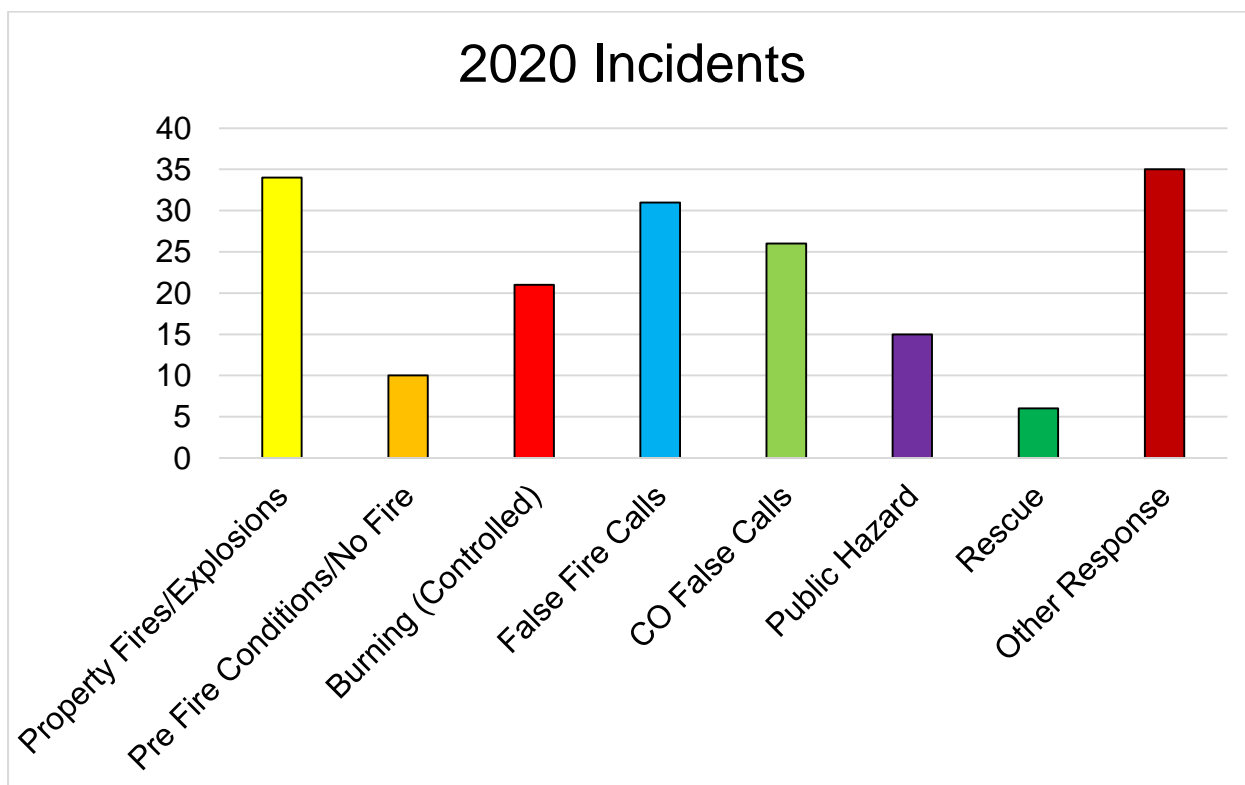
22 inspections were conducted in 2020 which included mandatory vulnerable occupancy inspections and fire drill observations, complaints, routine, licencing, and requests. Seven inspections have taken place in 2021 to date. The Office of the Fire Marshal requires MMFD to assess inspection complaints and determine if a fire safety inspection is required.





Incidents

MMFD attended 178 incidents in 2020. There have been 126 incidents to date in 2021. The graphs below provide a summary of incident types. Total number of incident staff hours for 2020 were 3,943 and is currently 1,255 hours for 2021.



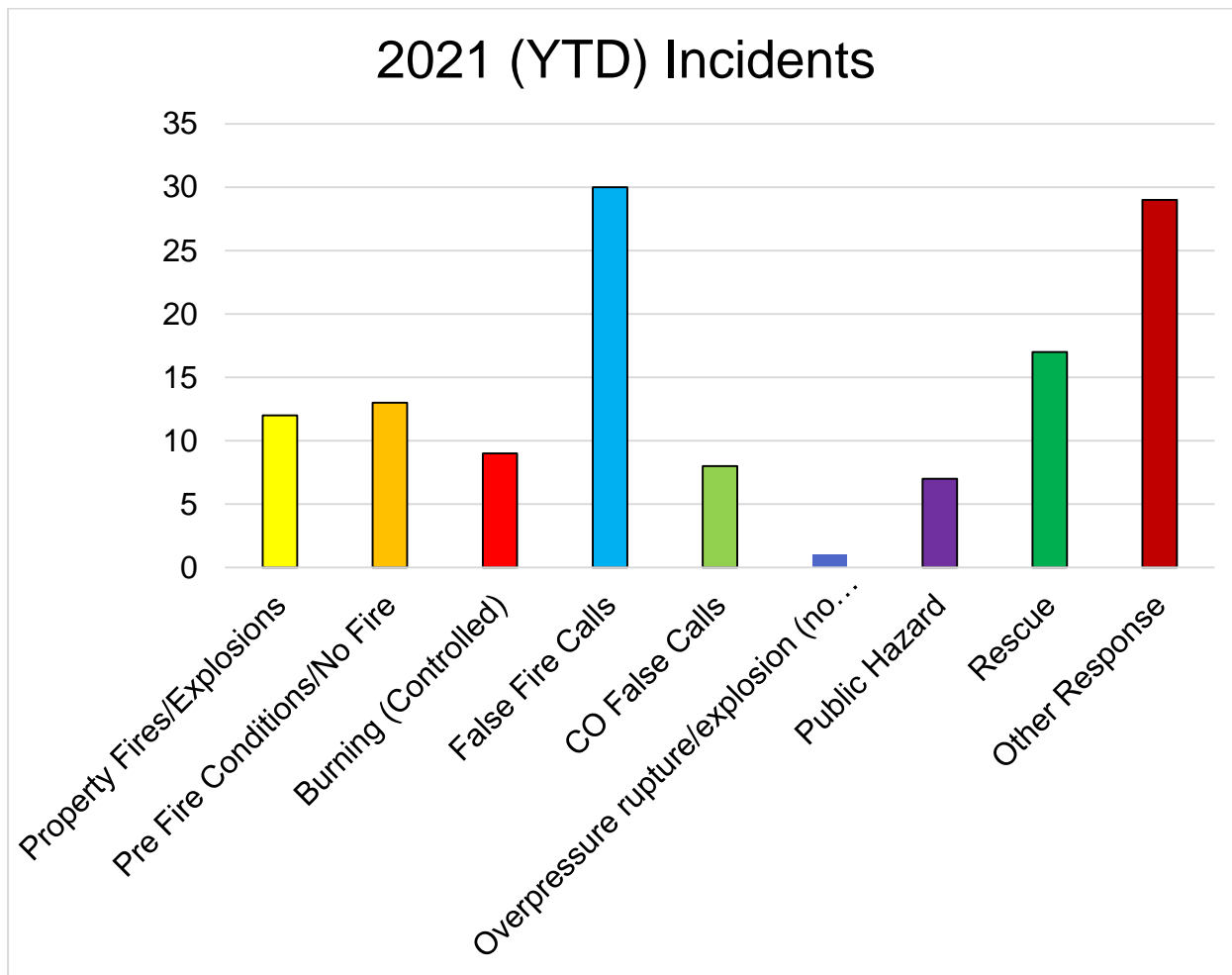
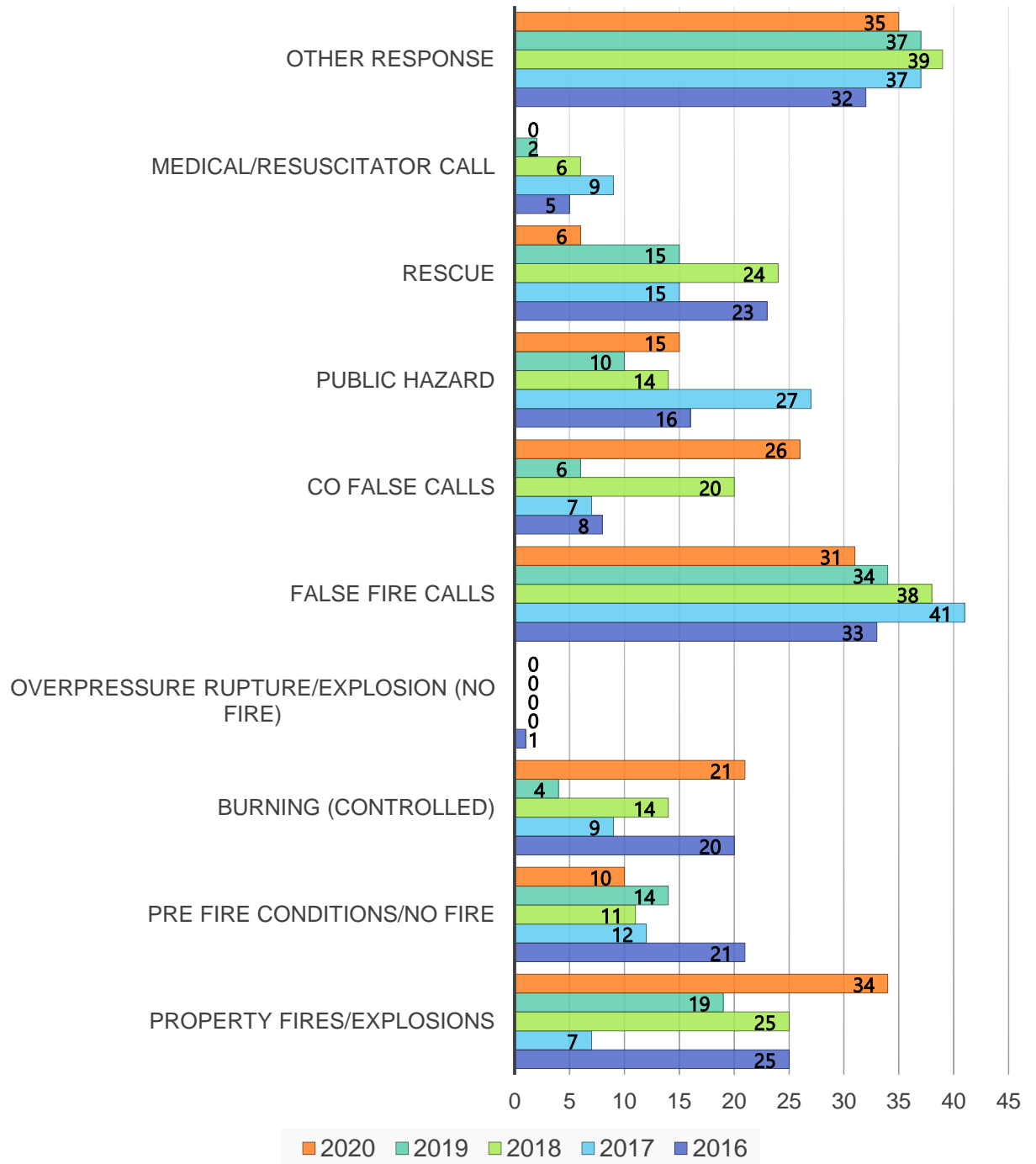


Table 1 is a geographic summary of 2020 and 2021 (year to date) incidents.

Table 1. 2020 & 2021 (YTD) Incidents by Geographic Location

Location	Number of Incidents 2020	Number of Incidents 2021 (YTD)
Clayton	6	2
Ramsay	35	15
Almonte	102	64
Pakenham	22	23
Beckwith	2	4
Lanark Highlands	6	10
Carleton Place	2	7
BBDE	1	0
McNabb/Braeside	1	0
Smiths Falls	1	0
Ottawa	0	1
Total	178	126

Five Year Trend By Reponse Type





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 10:30AM 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 National Day for Truth and Reconciliation	31	



COUNCIL CALENDAR

October 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6PM Council 7PM COW	6	7	8	9
10	11 Thanksgiving	12 Half Day Budget	13	14 All Day Budget	15	16
17	18	19 6PM Council 7PM COW	20 OEMC Day 1	21 OEMC Day 2	22	23
24 31	25	26	27	28	29	

COUNCIL CALENDAR

November 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6PM Council 7PM COW	3	4	5	6
7	8	9	10	11 Remembrance Day	12	13
14	15	16 6PM Council 7PM COW	17	18	19	20
22	22	23 Budget	24	25	26 Warden`s Banquet	27
28	29	30				



Municipality of Mississippi Mills
PENDING LIST
September 7, 2021

Title	Department	Comments/Status	Report to Council (Date)
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	Treasurer/Public Works	Special meeting and report detailing breakdown of costing to reflect water and sewer costs and other costs	Q2 2021
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q2 2021
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	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
Review of Procedural By-law	Clerks	Postponed as a result of COVID-19	Q2 2021

Film Policy	Ec Dev/Culture	Recommendation from CEDC	Q2 2021
Public Consultation - Dog Park	Recreation and Parks and Recreation Adivsory Committee	Conduct public consultation on potential new dog park in Mississippi Mills and report findings back to Committee of the Whole	May/June 2021
Museum Funding Review	Ec Dev/Culture	Review of Museum fundung 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
Community Risk Assessment	Fire	Community Risk Assessment Report	Q3 2021
Emergency Management Plan	Fire	Emergency Management Plan Report and Bylaw	Q4 2021
Master Fire Plan	Fire	Master Fire Plan Report	Q1 2022
Review Key to Municipality Policy	Clerks		Q1 2022