



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 25, 2022

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 January 11, 2022 be approved.	4 - 10
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and committee minutes be received.	
E.1. Accessibility Advisory Committee Minutes - September 22, 2021	11 - 14
E.2. Committee of Adjustment Minutes - July 27 2021	15 - 17
E.3. Committee of Adjustment Minutes - May 19 2021	18 - 24
E.4. Committee of Adjustment Minutes - September 8, 2021	25 - 28
E.5. Parks and Recreation Minutes - Nov 30, 2021	29 - 31
E.6. Mississippi River Power Corporation	32 - 37
F. STAFF REPORTS	

Finance and Administration

- F.1. Committee of the Whole Chair** 38 - 39
Recommended Motion:
THAT the Committee of the Whole recommends that Council extend Councillor Bev Holmes as Committee of the Whole Chair until February 28, 2022;

AND THAT the Committee of the Whole recommends that Council appoint Councillor Maydan as Committee of the Whole Chair effective March 1, 2022.
- F.2. Recruitment, Selection and Hiring Policy Updates** 40 - 57
Recommended Motion:
THAT the Committee of the Whole recommends that Council approve the proposed updates to the Municipality's Recruitment, Selection and Hiring Policy.

Recommended Motion:
THAT the Committee of the Whole recommends that Council approve the advertising for the position of Elections Assistant.
- F.3. Long Term Disability Premiums** 58 - 61
Recommended Motion:
THAT the Committee of the Whole recommends that Council approve Option 1 - subsidize 50% of the cost of LTD premiums.
- F.4. Additional Road Options** 62 - 64
Recommended Motion:
THAT Committee of the Whole receive the additional roadway for options to be considered for inclusion in the 2022 capital Works program for Public Works;

AND THAT Committee of the Whole recommend that Council provide direction to staff for inclusion of selected roadways into the 2022 budget.
- F.5. Long Term Debt, Reserve and Additional Budget Considerations** 65 - 69
Recommended Motion:
THAT Committee of the Whole recommend that Council accept this report as information.
- G. NOTICE OF MOTION**
None
- H. INFORMATION ITEMS**
- H.1. Mayor's Report**
None
- H.2. County Councillor's Report**
None

H.3.	Mississippi Valley Conservation Authority Report None	
H.4.	Library Board Report	
	a. Mississippi Mills Library Board Minutes November 12	70 - 71
H.5.	Information List #02-22 Recommended Motion: THAT the information list #02-22 be received for information.	
	a. December 22 2021 Town of Bradford West Gwillimbury re Motion Against Quebecs Bill 21	
	b. January 6 2022 Ministry of Northern Development re regulatory changes under Aggregate Resources Act	72
	c. January 6 2022 - Ministry of Municipal Affairs and Housing re Bill 13, the Supporting People and Businesses Act, 2021	73 - 77
	d. OPP Lanark County Detachment 2020 Progress Report	78 - 84
H.6.	Meeting Calendar	
	a. February 2022	85
	b. March 2022	86
	c. 2022 Council Calendar	87
I.	OTHER/NEW BUSINESS	
J.	PENDING LIST	88 - 89
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**

**January 11, 2022
E-participation**

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

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Casey Munro, Deputy Clerk
Tiffany MacLaren, Community Economic & Cultural Coordinator
Melanie Knight, Senior Planner

A. CALL TO ORDER (immediately following Council)

Councillor Holmes called the meeting to order at 6:10 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Resolution No CW22-001

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW22-002

Moved by Councillor Guerard

Seconded by Mayor Lowry

THAT the minutes dated December 2nd and December 21, 2021 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW22-003

Moved by Councillor Maydan

Seconded by Mayor Lowry

THAT the Memorandum 2021 Legal Fees be received.

CARRIED

F. STAFF REPORTS

Building and Planning

F.1 Exemption from Draft Plan of Condominium Approval - 65 Mill Street, 73 and 75 Little Bridge St, Almonte

Senior Planner, Melanie Knight provided an overview of the Condominium Approval process and answered questions posed by Members including: parking, notifications, and lot additions.

Resolution No CW22-004

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT the Committee of the Whole recommends Council supports the Exemption from Draft Plan of Condominium Approval for the lands legally described as Part of Lot 19A, Shipman Survey, Part of Lot 8 (Little Bridge Street) Colin King Survey and Parts of Lots A and B, All of Lots C & D and all of the lane (18 feet wide) (McIntosh Section) (As closed by By-law 09-58, Inst. LC90028) Registered Plan 6262, Town of Mississippi Mills, in order to allow the application to proceed directly to Plan of Condominium Approval by the County of Lanark.

CARRIED

Recreation and Culture

F.2 Municipal Grants 2022

Tiffany MacLaren, Cultural and Economic Development Coordinator provided an overview of the recommended municipal grants for 2022 and the municipal policy. Questions and comments from members include: Pride organization (rainbow cross walks), groups are all non profit

Resolution No CW22-005

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Council approve the following 2022 municipal grants:

- Pakenham Civitan Club \$2000
- All My Relations \$3500
- Almonte Legion Pipe Band \$3500
- Almonte in Concert \$2500
- Mississippi Lakes Association \$500
- Puppets Up 2022 \$5000
- North Lanark Agricultural Society \$5000
- Almonte Celfest \$5000
- Pride Mississippi Mills \$3450
- Folkus Concert Series \$2500

CARRIED

Finance and Administration

F.3 Procedural By-Law Report #3

Resolution No CW22-006

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the Committee of the Whole recommends that Council approve the revised Procedural By-law;

AND THAT Councillor Holmes' term as Committee of the Whole Chair be extended until the new Procedural By-law is in force and effect.

DEFEATED

F.4 Discussion on how to allocate MRPC and 28 Mill St funds

Resolution No CW22-007

Moved by Councillor Dalgity

Seconded by Councillor Maydan

THAT the Committee of the Whole recommend to Council that the allocation of funds derived from the sale of 28 Mill Street and the capital reserve for the building for a combined amount of \$652,787.22 be allocated 50% towards general capital expenditures or \$326,393.61 and 50% towards water & sewer expenditures or \$326,393.61 as per Option 1(A) and as defined in the Draft Budget 2022 as tabled.

CARRIED

Resolution No CW22-008

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the Committee of the Whole recommend to Council that the allocation of the \$225,000 dividend payment, the \$119,433 interest payment and the \$1 million promissory note repayment from MRPC be allocated 50% towards general capital expenditures and 50% towards water & sewer expenditures as per Option 1(B) and as defined in the Draft Budget 2022 as tabled.

CARRIED

G. NOTICE OF MOTION

Councillor Ferguson - Notice of Motion

G.1 Davison Crescent

Deputy Mayor Minnille took over as Chair at 8:01 pm

Councillor Holmes resumed as Chair at 8:05 pm

Resolution No CW22-009

Moved by Deputy Mayor Minnille

Seconded by Councillor Guerard

Motion to Amend

insert: THAT Committee of the Whole recommend that Council direct staff to continue winter maintenance activities until May 1, 2022 at an amount determined by staff to recover costs.

CARRIED

Resolution No CW22-010

Moved by Councillor Ferguson

Seconded by Mayor Lowry

WHEREAS on November 1, 2016, Council passed by-law 16-99 to address the maintenance of Davison Crescent (Part 44 on Plan RD6) for a period ending at the end of 2021;

AND WHEREAS the recently expired contract with Michael Patrick Gallagher and the other signatories to the Davison Crescent Maintenance Agreement (the property owners) which expired in 2021 did not have provisions to allow for an extension of the agreement;

AND WHEREAS in a staff report dated October 4, 2016, staff recommended that the contract not be extended further and that residents arrange for a private contractor from the fall of 2021 onwards;

AND WHEREAS no arrangement have been made by the newly created Davison Crescent Residents Association (DCRA) with a private contractor for the maintenance and winter operations for Davison Crescent;

AND WHEREAS the previous contract stated that Davison Crescent would not be assumed as a municipal road;

AND WHEREAS DCRA representatives have been reaching out to staff and Councillors for a solution going forward;

THEREFORE BE IT RESOLVED THAT the Committee of the Whole recommend that Council direct staff to communicate with representatives of the DCRA to have their solicitor contact the Mississippi Mills solicitor to

work towards assumption of Davison Crescent in compliance with Mississippi Mills Policy on the Assumption of Private Roads;

AND BE IT FURTHER RESOLVED THAT the Committee of the Whole recommend that Council direct staff to provide additional points of contact to assist DCRA in securing adequate private maintenance in the interim.

AND BE IT FURTHER RESOLVED THAT the Committee of the Whole recommend that Council direct staff to continue winter maintenance activities until May 1, 2022 at an amount determined by staff to recover costs.

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report

None

H.2 County Councillor's Report

None

H.3 Mississippi Valley Conservation Authority Report

None

H.4 Library Board Report

None

H.5 Information List #01-22

Resolution No CW-011

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the information list #01-22 items be received for information

AND THAT item H.5.b - Share the Road Coalition re: Ten Bicycle Friendly Community Designations be pulled for further consideration.

CARRIED

H.6 Meeting Calendar

Members reviewed the January and February 2022 calendars

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW-012

Moved by Councillor Dalgity

Seconded by Deputy Mayor Minnille

THAT the meeting be adjourned at 8:18 p.m.

CARRIED

Jeanne Harfield, Clerk



The Corporation of the Municipality of Mississippi Mills
Accessibility Advisory Committee Meeting
MINUTES

September 22, 2021
3:00 p.m.
E-participation

Committee Present: Councillor Guerard
Araina Clark
Betty Preston
Jim Lowry
Kristen Ray
Myrna Blair

Committee Absent: Claire Marson

Staff Present: Casey Munro, Deputy Clerk
Jennifer Russell, Administration

A. CALL TO ORDER

The Chair, Betty Preston, called the meeting to order at 3:00 p.m

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Moved by Araina Clark

Seconded by Myrna Blair

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Kristen Ray

Seconded by Jim Lowry

THAT the minutes dated May 19, 2021 be approved.

CARRIED

Moved by Araina Clark

Seconded by Myrna Blair

THAT Kristen Ray Chair the remainder of the meeting.

CARRIED

E. BUSINESS ARISING OUT OF MINUTES

None

F. DELEGATIONS AND PRESENTATIONS

None

G. REPORTS

G.1 Accessibility Compliance Audit and Changes to Policies and Procedures

Jennifer Russell provided an overview of the compliance audit and the report to Council.

Committee members discussed the following items:

- COVID protocols are not included in these policies and procedures
- Too much repetition in the policies or procedures
- Policies and procedures need to be updated and streamlined

Moved by Councillor Guerard

Seconded by Jim Lowry

THAT the report be received for information;

AND THAT item G.1. Accessibility Compliance Audit and Changes to Policies and Procedures, be deferred to the next Accessibility Advisory Committee meeting for further review.

CARRIED

H. INFORMATION AND CORRESPONDENCE

H.1 Resignation of Committee Member - Paul Crozier

Accessibility Advisory Committee member Paul Crozier submitted his resignation by email on May 20, 2021. The Committee will not be filling his vacant position at this time.

H.2 New Staff Resource - Casey Munro, Deputy Clerk

The Committee welcomed Casey Munro, Deputy Clerk, as the new Accessibility Advisory Committee staff resource.

I. ROUND TABLE

Araina Clark - Millrun Park's progress is well underway and looking beautiful.

Councillor Guerard - Federal voting process had accessibility issues with forcing electors to use stairs. Future voting stations should be on one level to avoid these issues.

J. OTHER / NEW BUSINESS

None

K. MEETING ANNOUNCEMENTS

The next Accessibility Advisory Committee meeting will be October 20, 2021 at 3:00 p.m.

L. ADJOURNMENT

Moved by Betty Preston

Seconded by Jim Lowry

THAT the meeting be adjourned at 3:38 p.m.

CARRIED

Jennifer Russell, Recording
Secretary



**The Corporation of the Municipality of Mississippi Mills
Committee of Adjustment and Property Standards Meeting**

MINUTES

July 27, 2021

6:00 p.m.

E-participation

Committee Present: Connie Bielby

Stacey Blair

Patricia McCann-MacMillan, Chair

Staff Present:

Marc Rivet, MCIP, RPP Senior Planner & Associate, J.L.

Richards & Associates Limited (JLR)

Eric Forhan, MScPI Planner, J.L. Richards & Associates Limited
(JLR)

Jennifer Russell, Administration

A. CALL TO ORDER

The Chair, Patricia McCann-MacMillan, called the meeting to order at 6:21 p.m.

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

None

C. APPROVAL OF AGENDA

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the agenda be approved as amended;

AND THAT item E.1 Minor Variance Application A-04-21- 573 Ramsay Conc 4A
(Vanderklyn) be deferred to the August 25, 2021 Committee of Adjustment and
Property Standards meeting.

CARRIED

D. APPROVAL OF MINUTES

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the minutes from the May 19, 2021 meeting be approved.

CARRIED

E. REPORTS

**E.1 Minor Variance Application A-04-21- 573 Ramsay Conc 4A
(Vanderklyn)**

The Minor Variance Application A-04-21 - 573 Ramsay Conc 4A (Vanderklyn) is deferred to the August 25, 2021 Committee of Adjustment and Property Standards meeting.

E.2 Minor Variance Application A-05-21 - Northwest corner of Brookdale Ave & Union St N (Caldwell)

Steve Pentz, consultant for the applicant, provided a summary of the application and reasons for the application, including an explanation on how the proposal meets the four (4) tests as prescribed under the *Planning Act*.

The Chair invited members of the Committee and the public to speak. The following people spoke:

- Nikki Diack – Ms. Diack elaborated upon written comments which expressed her concerns with the proposed rear setback and distance to her dwelling. These concerns were sent to staff and reviewed in their entirety by the Committee members prior to the Committee meeting. Ms. Diack stated that previous residents who enquired about the orientation of the house were told the house had to be a certain way which deterred others from purchasing the property.

Moved by Patricia McCann-MacMillan

Seconded by Connie Bielby

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Part of Lot 16, Concession 10; Part 1 of Plan 26R-1213, Almonte Ward, Municipality of Mississippi Mills, to reduce the minimum required rear yard setback for

a single detached dwelling in the First Density Residential (R1) Zone, from 7.5 m to 2.4 m, subject to the following conditions:

1. That the Minor Variance is approved in general conformity with the Site Plan, prepared by Novatech and dated June 2021.
2. That the Owners obtain a civil/ municipal address for the subject property.

CARRIED

F. OTHER / NEW BUSINESS

None

G. MEETING ANNOUNCEMENTS

The next meeting is scheduled for Wednesday August 25, 2021 at 6:00 p.m.

H. ADJOURNMENT

Moved by Stacey Blair

Seconded by Patricia McCann-MacMillan

THAT the meeting adjourn at 6:40 pm.

CARRIED

Jennifer Russell, Recording
Secretary



**The Corporation of the Municipality of Mississippi Mills
Committee of Adjustment and Property Standards Meeting**

MINUTES

May 19, 2021

6:00 p.m.

E-participation

Committee Present: Stacey Blair
Connie Bielby
Patricia McCann-MacMillan

Staff Present: Marc Rivet, MCIP, RPP Senior Planner & Associate, J.L.
Richards & Associates Limited (JLR)
Eric Forhan, MScPI Planner, J.L. Richards & Associates Limited
(JLR)
Jennifer Russell, Administration

A. CALL TO ORDER

The Chair, Patricia McCann-MacMillan, called the meeting to order at 6:00 pm

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

None

C. APPROVAL OF AGENDA

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the minutes dated March 17, 2021 be approved.

CARRIED

E. REPORTS

E.1 Minor Variance Application A-01-21

Marc Rivet, Planner with JL Richards, provided an overview of the application. The Chair invited members of the Committee and the public to speak. No one spoke.

Moved by Stacey Blair

Seconded by Connie Bielby

1. THAT the Minor Variance is approved based on the plans submitted:

2. THAT the Owners obtain all required building permits;

3. THAT the Owners obtain Site Plan approval for the proposed development;

4. THAT the Owner provide a Scoped Environmental Impact Assessment demonstrating no negative impacts and that the proposed mitigation measures be incorporated into the Site Plan;

5. THAT the Owner provide a Landscape Plan consisting of riparian vegetation within 15 metres of the natural high-water line (exception for the permitted shoreline access area permitted in the Zoning By-law);

6. THAT the Owners obtain all required permits from the Mississippi Valley Conservation Authority (MVCA).

CARRIED

E.2 Minor Variance Application A-02-21

Eric Forhan, Planner with JL Richards, provided a summary of the application. The Chair invited members of the committee and the public to speak.

The Committee discussed the following items:

- Water leachate issues/water quality in the private wells, including potential contamination from nearby uses.
- Other Nuisances (e.g. noise, air pollution/ smoke) related to the nearby landfill and agricultural operations.
- The Committee Chair suggested a revision to the staff proposed condition (#5) to address any potential impacts on water quality. The remaining Committee Members agreed.

The following members from the public spoke:

- Alice Paige Puddington, owner/applicant. The participant discussed the following:
 - 5 water test sites monitored yearly;
 - recycle depot is staffed during open hours.
- Shannon Lee Mannion, local resident (Women's Institute, Almonte). The participant raised concerns over the following:
 - Overall design (features, septic etc.)
 - Proximity to agricultural land and the guiding policies for agricultural lands, including separation distances.
 - Proximity to waste disposal / landfill site.
 - The intended use of the additional residential unit (dwelling vs. bed and breakfast use)

Moved by Connie Bielby

Seconded by Patricia McCann-MacMillan

1. THAT the following requested Minor Variances to Zoning By-Law #11-83 are approved in accordance with the submitted drawings provided in Schedule A:

- To apply the zoning provisions of the Agricultural (A) Zone to the one lot, whereas Section 3.2.4 provides that where a lot has two or more of its parts classified in different zones, then the provisions for each zone shall apply to each part.
- To permit a Secondary Dwelling (Additional Residential Unit) within 500 metre (m) of an open waste disposal site, whereas Section 6.25(1) states that no building or structure erected and used for human habitation shall be located closer than 500 m (1640 ft) from any area

zoned for and containing a licensed waste disposal site, from 500 m to 165 m.

- To permit a Secondary Dwelling (Additional Residential Unit) in the Rural Area and ancillary to an existing detached dwelling, where as Section 8.16(2) states that a Secondary Dwelling Unit is only permitted in a settlement area and must be contained within the same building as its principal dwelling unit.
- To permit a Secondary Dwelling (Additional Residential Unit) that is over 40% of the gross floor area of its principal dwelling unit, whereas Section 8.16(5) states that a secondary dwelling located at or above grade must not be greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit, from 40% to 56%.

2. THAT the Owner/Applicant obtain all required building permits and approvals for the Secondary Dwelling (Additional Residential Unit).

3. THAT the Owner/Applicant demonstrate that the open landfill site located within 500 m of the proposed development will not have any negative impacts on the proposed Secondary Dwelling (Additional Residential Unit), in accordance with Policy 4.8.5.5 of the Municipality's Community Official Plan (COP) and subject to the approval of the Director of Roads and Public Works.

4. THAT the Owner/Applicant demonstrate to the Municipality that the existing/proposed private services (water / septic) is appropriate for the proposed Secondary Dwelling (Additional Residential Unit), to the satisfaction of the Municipality and the Leeds, Grenville & Lanark District Health Unit.

5. THAT the Owner/Applicant register a covenant on the title of the property stating that the lot is adjacent to an agricultural area and active landfill site (waste management facility) and may therefore be subjected to noise, dust, odours and other nuisances, including the potential impacts onto residential water quality, associated with these activities.

6. THAT the Owner/Applicant confirm that there are no livestock facilities or manure storage facilities within 1 km to the proposed Secondary Dwelling (Additional Residential Unit), or otherwise provide Minimum Distance Separation (MDS) calculations to the Municipality.

CARRIED

E.3 Minor Variance Application A-03-21

Eric Forhan, Planner with JL Richards, provided an overview of the the application.

The Chair invited members of the Committee and the public to speak. The following people spoke:

- The Committee discussed similar issues related to A-02-21 and reached consensus on a revision to Condition 5.
- Donnie Cheslock, owner/applicant – discussed the present (minimal) impact of air contamination (plume) issues resulting from adjacent uses (e.g. agricultural, landfill site).

Moved by Connie Bielby

Seconded by Stacey Blair

1. THAT the following requested Minor Variances to Zoning By-Law #11-83 are approved in accordance with the submitted drawings provided in Schedule A:

- To apply the zoning provisions of the Rural (RU) Zone to the one lot, whereas Section 3.2.4 provides that where a lot has two or more of its parts classified in different zones, then the provisions for each zone shall apply to each part.
- To permit a Secondary Dwelling (Additional Residential Unit) within 500 metre (m) of an open waste disposal site, whereas Section 6.25(1) states that no building or structure erected and used for human habitation shall be located closer than 500 m (1640 ft) from any area zoned for and containing a licensed waste disposal site, from 500 m to 400 m.
- To permit a Secondary Dwelling (Additional Residential Unit) in the Rural Area and ancillary to an existing detached dwelling, where as Section 8.16(2) states that a Secondary Dwelling Unit is only permitted

in a settlement area and must be contained within the same building as its principal dwelling unit.

- To permit a Secondary Dwelling (Additional Residential Unit) that is over 40% of the gross floor area of its principal dwelling unit, whereas Section 8.16(5) states that a secondary dwelling located at or above grade must not be greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit, from 40% to 41%.
- To permit a Secondary Dwelling (Additional Residential Unit) within 150 m of an Agricultural Designation, whereas Section 12.2 provides a minimum separation distance of 150 m between non-farm buildings and structures on lands adjacent to the Agricultural designation, from 150 m to 0m.

2. THAT the Owner/Applicant obtain all required building permits and approvals for the Secondary Dwelling (Additional Residential Unit).

3. THAT the Owner/Applicant demonstrate that the open landfill site located within 500 m of the proposed development will not have any negative impacts on the proposed Secondary Dwelling (Additional Residential Unit), in accordance with Policy 4.8.5.5 of the Municipality's Community Official Plan (COP) and subject to the approval of the Director of Roads and Public Works.

4. THAT the Owner/Applicant demonstrate to the Municipality that the existing/proposed private services (water / septic) is appropriate for the proposed Secondary Dwelling (Additional Residential Unit), to the satisfaction of the Municipality and the Leeds, Grenville & Lanark District Health Unit.

5. THAT the Owner/Applicant register a covenant on the title of the property stating that the lot is adjacent to an agricultural area and active landfill site (waste management facility) and may therefore be subjected to noise, dust, odours and other nuisances, including the potential impacts onto residential water quality, associated with these activities.

6. THAT the Owner/Applicant confirm that there are no livestock facilities or manure storage facilities within 1 km to the proposed Secondary Dwelling (Additional Residential Unit), or otherwise provide Minimum Distance Separation (MDS) calculations to the Municipality.

F. OTHER / NEW BUSINESS

None

G. MEETING ANNOUNCEMENTS

None

H. ADJOURNMENT

Moved by Patricia McCann-MacMillan

Seconded by Stacey Blair

THAT the meeting adjourned at 7:06 pm.

CARRIED

Jennifer Russell, Recording
Secretary



**The Corporation of the Municipality of Mississippi Mills
Committee of Adjustment and Property Standards Meeting**

MINUTES

September 8, 2021

6:00 p.m.

E-participation

Committee Present: Connie Bielby
Patricia McCann-MacMillan, Chair
Stacey Blair

Staff Present: Eric Forhan, MScPI Planner, J.L. Richards & Associates Limited
(JLR)
Jennifer Russell, Deputy Clerk

A. CALL TO ORDER

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the meeting be called to order at 6:01 pm.

CARRIED

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

None

C. APPROVAL OF AGENDA

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the agenda be approved as amended;

AND THAT item E.2 Minor Variance Application A-07-21 - 273 Almonte Street, be deferred to a future Committee of Adjustment and Property Standards meeting;

AND THAT Public Notice be recirculated at a later date.

CARRIED

D. APPROVAL OF MINUTES

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the minutes dated July 27, 2021 be approved.

CARRIED

E. REPORTS

E.1 Minor Variance Application A-06-21 - 152 Ottawa Street

Tracy Zander from Zanderplan, provided an overview of the application.

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment grant permission to the lands legally described as Part Lots 1 and 2, Henderson, Block A, Plan 6262, as in RN33222 (Ramsay Ward), municipally known as 152 Ottawa Street (the subject property), to formally recognize the existing use of the property, being an “automotive sales establishment”, as the legal non-conforming use, and to allow the “display and sale of new and used motor vehicles and may include the servicing, repair, cleaning, polishing and greasing of motor vehicles, the sale of automotive accessories and related products and the leasing and renting of motor vehicles”, subject to the following conditions:

1. That the legal non-conforming use of an “automotive sales establishment” be permitted only within the legal boundaries of the subject property based on a legal plan of survey, or equivalent.
2. That the Owners obtain Major Site Plan Approval.

CARRIED

E.2 Minor Variance Application A-07-21 - 273 Almonte Street

Item E.2 Minor Variance Application A-07-21 - 273 Almonte Street has been deferred to a future Committee of Adjustment and Property Standards meeting. Public Notice will be recirculated at a later date.

E.3 Minor Variance Application A-08-21 - 500 Ottawa Street

Eric Forhan provided an overview of the application. The applicant, Steven Lopes, provided comments on the development proposal. Committee members posed some design-related questions that were answered by both Mr. Forhan and Mr. Lopes.

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variances for the lands legally described as Pt East Half of Lot 16, Concession 10, Plan 26R-3116 (Ramsay Ward), municipally known as 500 Ottawa Street, to permit granular surfacing (gravel) of access lanes, whereas Section 9.3.10 requires that access lanes be surfaced with asphalt, concrete, interlocking pavers or similar hard surfaces, subject to the following conditions:

1. That the Minor Variances be approved in general conformity with the Site Plan(S1) and Landscape, Grading and Drainage Plan (L1), both prepared by Environmental Engineering Consultants Ltd. and dated August 16th, 2021.
2. That the Owner/Applicant submit a legal plan of survey, or equivalent prior to the approval of the Major Site Plan.

CARRIED

E.4 Minor Variance Application A-09-21 - 3350 12th Concession Pakenham North

Eric Forhan provided an overview of the application. The applicant, Evan Noden, provided comments on the development proposal.

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the Municipality of Mississippi Mills Committee of Adjustment grant permission to the Owner of the lands legally described as Part of Lot 26,

Concession 12; Part Plan 26R-1898 (Pakenham), and municipally known as 3350 North Pakenham Concession 12, Municipality of Mississippi Mills, to extend a legal non-complying structure to support a garage addition, thereby reducing the legal non-complying side yard setback from 2.7 m to 2.1 m, subject to the following conditions:

1. That the Minor Variance is approved in general conformity with the Site Plan(SP1), prepared by TM Draft By Design and dated June 18th, 2021.
2. That the Owner/Applicant submit a legal plan of survey, or equivalent at the time of building permit review to confirm the proposed setback tied to this request for permission.

CARRIED

F. OTHER / NEW BUSINESS

None

G. MEETING ANNOUNCEMENTS

None

H. ADJOURNMENT

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the meeting be adjourned at 6:28 pm

CARRIED

Jennifer Russell, Recording
Secretary



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

MINUTES

November 30, 2021

3:45 p.m.

E-participation

Committee Present: Councillor Dalgity
Councillor Guerard
Sherryl Smith
Scott Newton
Terry Ainsworth
Victoria James-Lafleur
Calvin Murphy, Recreation Manager

Committee Absent: Christine Andersen
Lyn Button
Vicki Lowe

Staff Present: Bonnie Ostrom

A. CALL TO ORDER

The Chair called the meeting to order at 3.47pm

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

C. APPROVAL OF AGENDA

Moved by Councillor Dalgity

Seconded by Terry Ainsworth

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Sherryl Smith

Seconded by Victoria James-Lafleur

THAT the minutes of the Parks and Recreation Advisory Committee dated November 4,2021 be approved as presented.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

F. REPORTS

G. BUSINESS ARISING OUT OF MINUTES

- Dog Park update: The Dog Park working group will continue to work on costing breakdowns and confirm a volunteer group willing to aid in the project moving forward. Once costs have been established then a staff report will be presented at Council. Fundraising efforts will also need to be done moving forward.

H. ROUND TABLE

Recreational programming funnels through the Calvin Murphy- Recreation Manager. Should someone wish to run a program or start a municipal program, they would first speak with Calvin.

The Strategic Plan will include public feedback on what the community wants to see with regards to recreational facilities, programing etc. It will help define what the Recreation department focuses on; facilities, programs, parks etc.

Committee members voiced their ideas/suggestions regarding recreational programs.

- Senior programming in Pakenham; reinstate the senior aerobics at the very least
- Possibly negotiate with the school board to have the Pakenham school gym made available for adult volleyball/badminton.
- Programming under review with the strategic plan; possible gymnastics for kids, walking programs for seniors, a swimming pool
- Put emphasis on the Adopt a Park program to encourage residents to participate.
- Think large for the future, new facility with indoor soccer fields, swimming pool etc. These are things that do not happen overnight and should be planned/budgeted for over the years with a vision in place.

The Upper Canada District School Board has recently opened up their gym space to outside user groups. The Adult Volleyball and Adult Badminton

programs will begin again in the new year with Covid protocols in place.
Volunteers lead the programs.

I. INFORMATION AND CORRESPONDENCE

Reminder that there is no Light up the Night on Friday Dec 3rd.

Pakenham Santa Parade will take place on Saturday Dec 4th at 1pm.

Almonte Santa Parade will take place on Sunday Dec 5th at 5pm.

A special thank you from the Recreation Manager- Calvin Murphy to all committee members for your contributions to the Parks & Recreation Committee and working groups.

A special notice that you will be receiving an invitation to the Volunteer Appreciation evening at the Almonte Old Town Hall on Sunday December 19. More details will be sent next week.

Chairperson Scott Newton thanked staff for keeping the committee on track. He thanked Council for their support and dedication and thanked all committee members for their contribution and for volunteering their time.

J. OTHER / NEW BUSINESS

K. MEETING ANNOUNCEMENTS

L. ADJOURNMENT

Moved by Councillor Dalgity

Seconded by Sherryl Smith

That the meeting be adjourned at 4:15pm

CARRIED

Bonnie Ostrom,

Recording Secretary

Operations Report to Directors - Mississippi River Power Corp.

November 25, 2021

Last regular meeting – October 28, 2021

Generation for the month of October was 2,089,239 kWh. We generated 442,983 kWh on peak, at a rate of \$0.1517 per kWh for a total of \$67,200.58. We generated 1,646,255 kWh off peak, at a rate of \$0.1165 per kWh, for a total of \$191,788.73. Total generation revenue for the month of October was \$258,989.31. Kilowatt hour production for the month of October was just over 61% of capacity.

At the time of our last meeting the flow in the river measured 21 cms in Appleton. The following day we received significant precipitation which brought the flow up to 39 cms by the 27th of October. The flow stayed in that range over the next few weeks until additional precipitation on November 17-18 brought the flow up to 48 cms. With this flow we are generating at full capacity.

Earlier this month, our staff removed two logs at the Millfall Dam to ensure sufficient winter flows and ease of log removal early in the Spring. They also removed the top log from our bywash, which allows flow over the stoplogs all winter long, making ice removal much easier.

Penstock #1 was inspected on October 27th. Photos were taken and will be saved in the annual inspection file for reference. The penstock and transition piece looked good.

Staff did an inspection of the Hawk prior to winter operations. As a result, we changed a hydraulic hose, two hydraulic fittings on the clam, and changed from the plastic to steel guard on the rake. There were also a few spots where the weld appeared to be cracked. Thompson Welding was contacted for a further inspection. Rod Thompson came for an inspection two weeks ago and completed an overall inspection and repaired several cracks.

We did an inspection of the HPUs and replaced filters on both units. We also found a small nitrogen leak in the accumulator on unit #2 and determined that the source was the gauge. We changed out the gauge and topped up the nitrogen.

Earlier this month our staff winterized the public washroom in Metcalfe Park and installed “no winter maintenance” signs on the Riverwalk in the park. They also removed the picnic tables and all but one garbage can and stored them for the winter.

We’ve noticed issues with unit #1 on pond control. It won’t stabilize and continually adjusts resulting in large swings in output and occasional shutdowns. The shutdowns tend to occur as a result of the unit taking in too little flow which causes the headpond to rise. The unit then sees the rise in headpond level and overcompensates by drawing in far too much water. When the headpond then drops too low, the unit trips offline. This isn’t a problem when #2 is on pond control, but we like to switch back and forth, so one unit isn’t overworked. We worked on diagnosing the problem two weeks ago with a number of tests. With some assistance from Geoff at Gedawin Novo Controls, we’ve since come up with another range of tests, which we plan to perform this week.

On November 9, we had a transfer trip alarm which shut down our station. After a quick investigation we determined that the fibre connection from our station to the ORPC King Street substation, had been cut. Despite our drawings showing that the fibre line runs from our station up Farm Street, it actually loops in to the old hydro office and then back out. The new owners of the building are in the process of renovating and cut the line. I contacted Ottawa River Energy Solutions and they sent someone from Pembroke right away. They were able to splice the fibre and eliminate the run towards the office. We were back online in about 4.5 hours.

Staff installed two new ‘Danger’ signs at the Millfall/Earthen Dams last week.

We ordered and received steel required for a new ramp into the generating station. Staff will construct the new ramp over the winter.

I have been researching a new Computerized Maintenance Management System for our staff. The system will allow us to better plan and perform regular maintenance, initiate work orders, and organize spare parts inventory, among other things. I found what appears to be a suitable option and contacted the company for a demonstration. I also reviewed the product with staff. I’ll be setting up a live demonstration by the company for our staff in the coming weeks.

That’s all for this month.

Generation Stats

This section shows annual figures

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

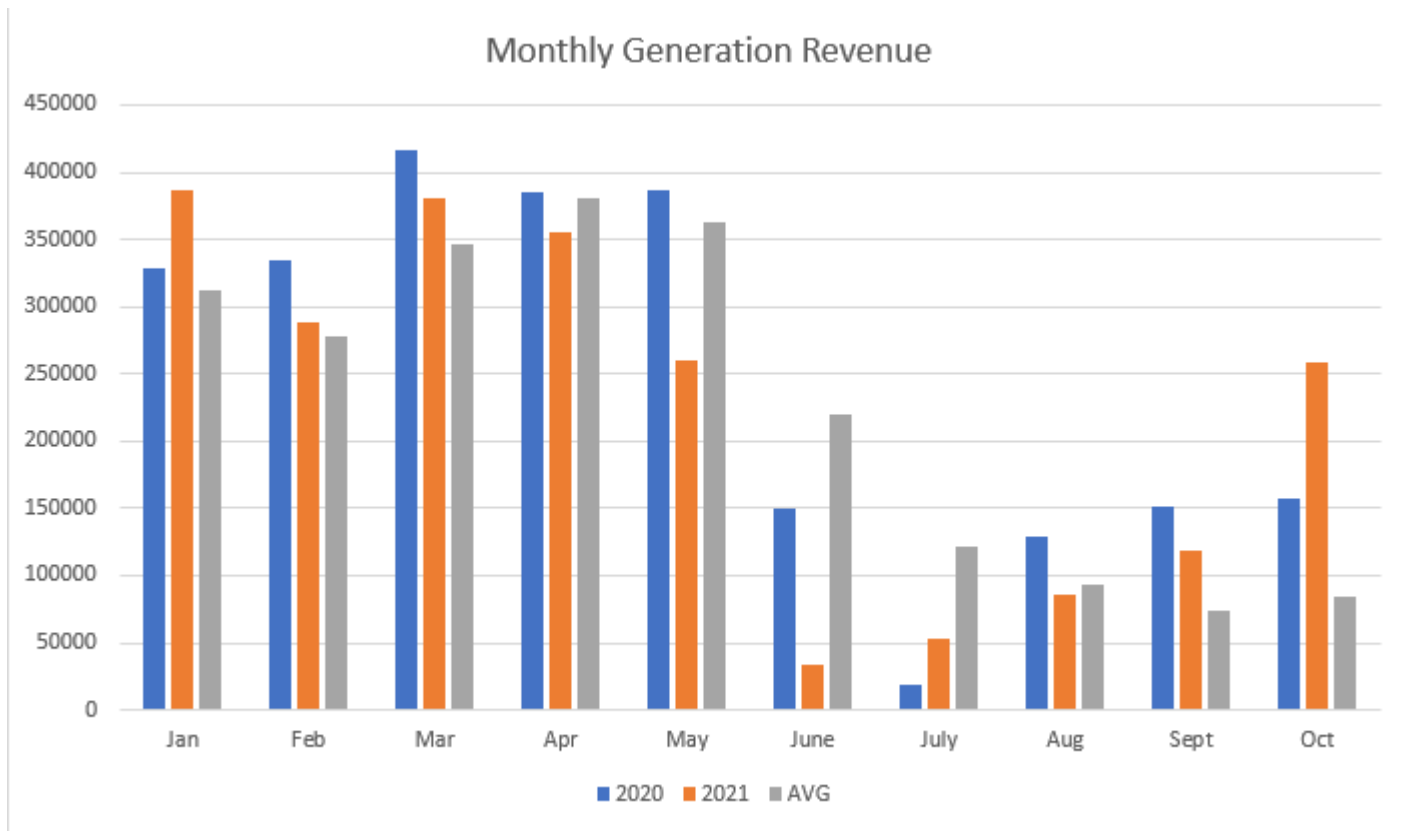
Budget Generation 2019 \$2,411,009
Actual Generation 2019 \$3,007,133
Actual Generation 2019 (kWh) 24,327,543

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

This section shows figures representing the period of January 1 – October 31 (2020 vs 2021)

2020		2021	
Budget Generation	\$1,981,956	Budget Generation	\$2,198,425
Actual Generation	\$2,455,994	Actual Generation	\$2,270,051
Actual Generation	19,755,761 kWh	Actual Generation	18,238,032 kWh

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



- AVG = 10 year average of actual monthly revenue.

Scott Newton, General Manager

Mississippi River Power Corp.
Meeting #231
Regular Monthly Board Meeting Minutes

Meeting Date: November 25, 2021

Meeting Location: Zoom Meeting

Attendance

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

Staff: General Manager Scott Newton

Absent: none

Guests: Troy MacDonald, Nathan Snowie, Taj Hussain (Grant Thornton LLP)

Approval of Agenda

Motion #1-231

Moved by Director Patrick McNeil,

Seconded by Director Christa Lowry.

That the agenda for meeting #231, be approved as amended, all in favour,

CARRIED.

Consent Agenda

Motion #2-231

Moved by Director Patrick McNeil,

Seconded by Director Lyman Gardiner.

That the consent agenda be approved, all in favour,

CARRIED.

Approval of Operations Report

Motion #3-231

Moved by Director Patrick McNeil,

Seconded by Director David Goldsmith.

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

CARRIED.

Guest Presentation

Tory MacDonald, Nathan Snowie and Taj Hussain of Grant Thornton LLP presented their draft Estimate Valuation Report. Board members asked several questions. There was plenty of discussion around future pricing sensitivity.

Governance

The Board discussed the process for reviewing our revised Bylaw 1 and proposed revisions to the Unanimous Shareholder Declaration with Council. It was agreed that MRPC would host a workshop for Council in February or March, to review, discuss and provide rationale behind the changes and proposed changes in the documents.

Finance

The Board reviewed the revised draft 2022 budget and provided additional feedback.

There was a discussion about potential for partial repayment of the Promissory Note with the Municipality. This will be discussed in further detail at next month's board meeting.

New Business

None

Next Board Meeting

The next meeting is tentatively scheduled for December 15th.

Adjournment

Motion #4-231

Moved by Director Christa Lowry,

Seconded by Director Lyman Gardiner.

That the meeting be adjourned at 11:05am.

Scott Newton, Secretary

Adrian Foster, President

Lyman Gardiner, Treasurer

**MISSISSIPPI RIVER POWER CORPORATION
BUDGETED STATEMENT OF INCOME
FOR THE YEAR ENDED DECEMBER 31, 2022**

**BUDGET
Dec 31/22**

Revenue

Sale of Power 2,613,414

2,613,414

Direct Costs

Amortization - plant and equipment 704,370

Heat, light and power 14,000

Insurance 36,000

Plant Automation 5,500

Repairs and maintenance - building 55,500

- equipment 115,300

- equip - Prof/Legal Fees 0

- vehicle 4,500

River Bed Rental 15,586

Wages and benefits 105,000

1,055,756

Gross Profit

1,557,658

Expenses

Advertising and promotion 31,400

Amortization 46,853

Bank charges and interest 1,500

Debenture interest 683,599

Loan interest 186,046

Feasibility studies 8,500

Heat, light and power 5,500

Insurance 0

Repairs and maintenance - building 11,500

- equipment 700

- groundskeeping 26,200

Taxes, fees and licences 4,700

Bookkeeping 4,000

Office 16,200

Telephone and communications 11,000

Professional fees 20,000

Directors fees 31,500

Wages and benefits 173,512

1,262,710

Other Income (Expenses)

Other income 42,000

Net rent -3,974

Gross Revenue Charge -27,280

10,746

Income for the Period 305,694

Less: Payment in lieu of income taxes (23% blended rate) 39,740

Less: Deferred income taxes -3,000

Net Income (Loss) for the Period 268,954

Retained Earnings (Deficit) Beginning of Period 2,656,309

Adjustment to Retained Earnings

Less: Dividends 225,000

Retained Earnings End of Year 2,700,263

Pre-tax profit percentage 11.70%

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 25, 2022
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk
SUBJECT: Committee of the Whole Chair

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council extend Councillor Bev Holmes as Committee of the Whole Chair until February 28, 2022;

AND THAT the Committee of the Whole recommends that Council appoint Councillor Maydan as Committee of the Whole Chair effective March 1, 2022.

BACKGROUND:

Councillor Bev Holmes took over as Chair of Committee of the Whole in August 2021. The six-month Committee of the Whole (COW) Chair term for Councillor Holmes ends at the end of January 2022.

Section 22 of By-19-127 Procedural By-law states that "Council Shall appoint a Chair for Committee of the Whole on a rotating basis every six months by alphabetical order starting with the Deputy Mayor."

DISCUSSION:

Councillor Maydan is the next in alphabetical order to be appointed as the new Chair of COW. Councillor Maydan will not be available to Chair meetings in February, therefore it is being recommended for Council's consideration to extend Councillor Holmes as Chair until the end of February.

The 2018-2022 term of Council ends on November 14, 2022. Between March and November 2022 there are 14 scheduled meetings of COW (this does not include any un-scheduled special meetings). A normal 6-month period of COW meetings (without recess or special meetings) is 12 meetings. Council can appoint Councillor Maydan until the end of the term (November 14, 2022) or only for six months (as per section 22 of by-law 19-127). Should Council only appoint Councillor Maydan for 6 months a new Chair will need to be appointed from September 1 until November 14, 2022. The next Member of Council to be appointed would be Deputy Mayor Minnille.

FINANCIAL IMPLICATIONS

None

SUMMARY

Councillor Holmes' tenure as Committee of the Whole Chair (COW) ends on January 31, 2022. Councillor Maydan is the next councillor in alphabetical order to be appointed COW Chair. However, Councillor Maydan is unavailable to Chair the two meetings in February. Therefore, it is being recommended that Council extend Councillor Holmes as COW Chair until the end of February and that Councillor Maydan's term as COW Chair will commence on March 1, 2022.

Council can either appoint Councillor Maydan as chair until the end of the term (November 14, 2022) or for only 6 months (end of August). If Council appoints Councillor Maydan for 6 months a new COW Chair will need to be appointed for September – November.

Respectfully submitted,

Jeanne Harfield

Clerk

Approved by,

Ken Kelly

Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 25, 2022
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk
SUBJECT: Recruitment, Selection and Hiring Policy Updates

RECOMMENDATION:

- 1 – THAT the Committee of the Whole recommends that Council approve the proposed updates to the Municipality’s Recruitment, Selection and Hiring Policy.**
- 2 – THAT the Committee of the Whole recommends that Council approve the advertising for the position of Elections Assistant.**

BACKGROUND:

The Municipality’s Recruitment, Selection and Hiring Policy was approved in 2013 and has not been updated since. Recent recruitment has highlighted areas for improvement and modification to the policy to allow for greater clarity and making the best use of Council and staff time.

DISCUSSION:

Mississippi Mills is a growing municipality and has undergone a municipal wide Service Delivery Review which resulted in the approval of a revised organization chart with new positions identified. As part of the 2021 budget process a number of new positions were approved by Council. Additionally, the municipality in recent years has needed to fill positions due to staff retiring or vacancies. As such, during the process of filling these positions staff have highlighted roadblocks with the policy.

The following amendments are being proposed:

- Addition of definition for “Hiring Selection Committee” – which states:
 - Hiring Selection Committee” Council shall appoint a Hiring Selection Committee for each department head as per the organization chart.
 - This definition provides clarity on who sits on the Hiring Selection Committee. It is recommended that the additional member of Council be appointed on a one-year term so that a new member does not need to be appointed for every new recruitment.

- Addition of definition for Virtual Interview – which states:
 - “Virtual Interview” shall mean an interview conducted with the use of technology to conduct an interview or any step during the interview process via video conferencing.
 - As a result of COVID the municipality has used video conferencing software to conduct interviews.
- Section 7.02 Hiring Procedure – Existing Position
 - The previous policy required that any position regardless if it was existing required Council approval before being advertised. The revised section now requires that Council be notified when an existing position is being advertised and that the recruitment process to fill the vacancy has started.
- New Section 7.03 – Hiring Procedure – New Position
 - The previous policy did not have this section. This section requires that Council approve any newly created position prior to beginning the recruitment process. Note, that if the position was previously approved as part of a budget process an additional staff report would not be required but Council would still be notified once the recruitment process starts.
- Section 7.05.1 – Assessment
 - Under the “CAO Position” included Senior Staff since that has typically been the process used in the past.
- Section 7.05.6 – Final Offer
 - Included statement that all contracts shall use the municipal contract template and that any significant changes to the template shall be reviewed by the municipal solicitor.
- Section 12.01 Compensation – Upon Hiring
 - Previous policy stated that the majority of new employees be placed at the minimum level of the pay scale. Based on recent hiring experiences it is unlikely that perspective employees will be content starting at step 1 of the pay scale. While those responsible for negotiating will aim to negotiate a salary in the best interest of the municipality this section was re-worded to allow for more flexibility when it comes to salary negotiations.

Elections Assistant Position

Should Committee of the Whole not wish to recommend that Council make the proposed amendments to the policy or require further information from staff, staff is requesting the position of Elections Assistant be approved to be advertised.

To assist with both the 2014 and 2018 Municipal Elections, the municipality has hired a full-time contract position of Elections Assistant. This position assists the Clerks Department with the planning and administration of the Municipal Election. During the year of the Election greater work loads are placed on the Clerks Department to conduct, organize and ensure a successful election is carried out. The Clerks Department is also responsible for maintaining the normal day-to-day activities of the department. The Elections Assistant is critical in ensuring the success of the election and allowing the Clerk and Deputy Clerk to complete regular duties of the department. This position is a

full-time contract that begins in April and Ends in October. It is based on an hourly rate of \$19.92. The position of Elections Assistant is budgeted in the proposed 2022 Municipal Elections budget.

FINANCIAL IMPLICATIONS

There are no financial implications with this report.

SUMMARY

The Municipality's Recruitment, Selection and Hiring Policy has not been updated since 2013. As a result of recent recruitment, review of municipal practices and ensuring both staff and Council are utilizing their time in the most efficient way amendments to the policy have been recommended. Amendments include no longer requiring the approval of Council to advertise existing positions or approved positions, greater clarity around the selection committee, more flexibility when negotiating, and ensuring that contracts are consistent and reviewed by the municipal solicitor if required.

Should Committee of the Whole require additional time to review the policy or not recommend the changes to Council, staff have requested that the Committee of the Whole recommend to Council that staff advertise for the position of Elections Assistant.

Respectfully submitted,

Jeanne Harfield

Clerk

Approved by,

Ken Kelly

Chief Administrative Officer



RECRUITMENT, SELECTION AND HIRING POLICY

WHEREAS it is important for the municipality to have policies in place with respect to the recruitment, selection and hiring of staff to meet the needs of the Corporation;

AND WHEREAS in the past there has been no formal policy with respect to recruitment, selection and hiring of employees for the Municipality;

NOW THEREFORE the following shall be the policy for recruitment, selection and hiring:

1. POLICY STATEMENT

Staffing is an essential process to ensure continuity of operations. It is the policy of the Municipality to recruit, select, retain, promote and assign the most qualified human resources available in order to fulfill its objectives. This shall be accomplished by making staffing decisions based on qualifications, ability and performance. This will ensure equal treatment and opportunity for all employees and job applicants regardless of race, nationality, colour, religion, sex, marital status, physical disability or any other factor unrelated to job performance. All vacant positions shall be staffed within the framework of legislation, applicable collective agreement(s), budgetary limitations and corporate needs.

2. SCOPE

This policy applies to all hiring within the Corporation.

3. CATEGORIES OF EMPLOYMENT

- a. Permanent Full-time: persons who normally work a full five day week. These employees are entitled to all staff benefits.
- b. Permanent Part-time: persons whose appointment calls for a specific lesser number of hours a day, or days per week on a continuing basis. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.

- c. Casual: persons hired to cover unscheduled, unforeseen or intermittent work. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.
- d. Student: a person who is registered and attends an educational institution on a full-time basis. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.
- e. Contract: a person engaged under a letter of agreement, or a formal contract to carry out special projects for a specific period of time. Such employees are only eligible for benefits (standard deductions) as specified by legislation i.e. Employment Standards Act.

4. DEFINITIONS:

“Accommodation/accommodate” refers to the design and adaptation of the work environment to the needs of as many types of persons as possible and, according to the Supreme Court of Canada, refers to what is required in the circumstances of each case to avoid discrimination. Several examples of accommodation are listed in **Section 6 - Accommodation Procedure**.

“Adaptive technology” consists of work-related devices or equipment that allow employees with disabilities to participate as fully as possible in the workplace and include items such as magnification software and hardware, voice recognition software and augmentative communication devices.

“Attendant services” refers to the provision of services to persons with disabilities who require assistance with the duties of their position, as well as assistance with activities of everyday living during the employees' hours of work.

“Barriers” are physical barriers as well as formal or informal policies and practices that restrict or exclude persons in the designated groups from employment opportunities.

“Bona fide occupational requirements” according to the Supreme Court of Canada, are those requirements that:

- the employer has adopted for a purpose or goal that is rationally connected to the functions of the position;
- the employer has adopted in good faith, in the belief that they are necessary to fulfil the purpose or goal; and
- are reasonably necessary to accomplish the purpose or goal in the sense that the employer cannot accommodate persons with the characteristics of a particular group without incurring undue hardship.

“Candidates” includes applicants from outside Mississippi Mills, as well as existing employees who are participating in a recruitment process.

“Employees” includes full-time, part-time, casual, seasonal, contract employees.

“Employment and employment-related opportunities” - includes appointments, promotions, deployments, secondments, assignments, training and career development opportunities.

“Facilities” includes premises and equipment.

“Flexible work arrangements” include but are not limited to flex time and compressed work weeks for qualifying employees. (Please refer to Mississippi Mills’ Flex Arrangement Policy)

“Hiring Selection Committee” Council shall appoint a Hiring Selection Committee for each department head as per the organization chart.

“Persons with disabilities” as defined by the Employment Equity Act, are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who:

- consider themselves disadvantaged in employment by reason of that
- impairment; or
- believe that an employer or potential employer likely would consider them disadvantaged in employment by reason of that impairment.

These would include persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

For the purpose of this policy, persons with disabilities do not have to fall strictly within this definition. Examples of types of disabilities that may require accommodation are listed in the Accommodation procedure.

“Recruitment processes” include open, closed or without competition staffing actions that result in a permanent or temporary appointment or deployment. Recruitment processes encompass all related activities such as establishing qualifications, advertising, assessment, giving notice that an appointment or deployment has been made, recourse and disclosure, as well as any related communications with candidates.

“Relative” shall mean the wife, husband, father, mother, father-in law, mother-in-law, sister, brother, son, daughter, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparents, common law spouse, grandchildren, niece, nephew, foster child and / or the equivalent members of a blended family of a member of council, local board or committee of council of the municipality.

“Systems” includes information systems and employment systems (such as policies, practices, directives and guidelines).

“Virtual Interview” shall mean an interview conducted with the use of technology to conduct an interview or any step during the interview process via video conferencing.

5. DUTY TO ACCOMMODATE

The Municipality is committed to ensure the full participation of persons with disabilities in the employ of Mississippi Mills whether as candidates for all categories of employment or as employees by:

- identifying and removing barriers to employment, career development and promotion of persons with disabilities unless doing so would result in undue hardship;
- designing all employment systems, processes and facilities to be accessible by building accommodation into workplace standards, systems, processes and facilities; and
- accommodating individuals when such barriers cannot be removed. Such accommodation must be made to the point of undue hardship taking into consideration issues of health, safety and cost. Accommodation must also be based on the circumstances of each case and must respect an individual's right to privacy and confidentiality.

6. ACCOMMODATION PROCEDURE

6.01 The accommodation process should be as uncomplicated as possible and should respect the dignity and privacy of the person being accommodated. This can be accomplished if, at the time any person applies for a position, he or she is asked whether or not accommodation is required. The inquiry should be made again at the time of appointment or at the beginning of any other staffing process.

6.02 A request for accommodation need not be in writing, but should be communicated as clearly and specifically as possible. The person to whom the request has been directed should do the following.

- Determine the type of accommodation required, based on information provided by the candidate or employee.
- If the candidate or employee does not know what type of accommodation is required, consult experts in the field to determine the appropriate accommodation. This could include the person's own physician, psychologist or experts on the condition requiring accommodation.
- Provide the accommodation based on the request of the person being accommodated, or, if necessary, on the advice of experts.

- 6.03** Persons requesting accommodation may be asked to provide documentation from a qualified health care professional to clarify the limitations caused by the disability and/or the type of accommodation that would be most effective. Any medical records provided should be kept strictly confidential and separate from personnel files. Requests for this type of information should come from the OHSS.
- 6.04** Departments are expected to integrate into their budgets and financial planning exercises the resources necessary to accommodate their employees. When considering cost, it should be kept in mind that in many cases the cost will be amortized over the employee's entire career.
- 6.05** The Municipality will notify employees and candidates about the availability of accommodation in the recruitment, assessment and selection processes.

7. HIRING PROCEDURE

7.01 Prior to a position being posted, the following steps shall be undertaken:

- Actual staffing and job requirements will be considered
- The need for the position will be assessed
- The job description will be developed or reviewed for any changes
- The salary level will be reviewed
- Approval of Council to fill the position shall be obtained prior to advertising for permanent staff positions

7.02 Existing positions

For any position that has become vacant or has been approved as per the Municipality's Organization Chart the following steps shall be undertaken:

- Review of the current job description
- Review of the salary level
- Notifying Council that the position will be advertised and the recruitment process is underway

7.03 New positions

Prior to hiring for a new position that has not previously been approved and budgeted for or part of the Municipal Organization Chart the following steps shall be undertaken:

- Job Description written

- Salary level identified after analysis and review
- Approval of Council for the creation of the new position
- Notifying Council that the position will be advertised and the recruitment process is underway

7.04 Recruitment Process

7.04.1 Union Process:

The recruitment for unionized positions shall be in accordance with the current Collective Agreement(s).

7.04.2 Non-Union Process:

i. Posting of Positions

When a vacancy occurs or a new position is created, the position shall be posted concurrently internally and externally for a period of at least ten days or as otherwise determined.

Each posting, both internal and external shall contain a deadline for submission and will state the title, department, description of duties, qualifications, experience necessary to be considered for the position and reference the availability of accommodation for applicants with disabilities.

ii. Internal Postings

Employees who have completed their probationary period are eligible to apply for posted positions. Only employees who apply and meet the minimum qualifications of the position shall be considered for an interview. Consideration will be given to the applicant's previous job performance, work history and qualifications. The most qualified candidates will be selected for interviews.

Employees who change positions through the job posting procedure will normally be prohibited from applying for new postings until they have completed a minimum of six months in the new position. The waiting period can be waived due to extenuating circumstances that are acceptable to the responsible Directors and Council.

Position vacancies shall be posted on bulletin boards in all facilities where staff is positioned.

Employees who apply for posted positions are required to state how they meet the qualifications stated in the posting. No applications will be accepted after the deadline.

iii. External Postings

Position vacancies shall be advertised externally for at least a period of ten days as follows:

- Non-Management Positions – shall be advertised in a newspaper(s) having general circulation within the Municipality.
- Management Positions – shall be advertised in a newspaper(s) having general circulation within the Municipality.
- All positions shall be posted on the Municipality's website
- Alternatively, positions requiring specific **professional** municipal experience may be posted on association websites and broadcast to association members via e-mail. Examples of associations would include the AMCTO, Municipal World, Treasurers and Municipal Managers, Ontario Recreation Facilities Association, etc.

7.05 Assessment

7.05.1 Permanent Full and Part Time Positions

Interviews for permanent part-time or full-time positions shall be undertaken by a Hiring Committee. The Hiring Committee shall be comprised of the following:

Non Management Positions

- CAO, Department Head or designate
- Supervisor (if applicable)

Management Positions

- Hiring Selection Committee
- CAO

CAO Position

- Hiring Selection Committee
- Senior Staff (1-2)

7.05.2 Procedure

For non-management positions, normally only one interview will be required. For management positions, a second interview may be conducted, depending on the requirements of the Hiring Committee. For the CAO position, a second interview may be conducted and/or a presentation with all members of Council.

7.05.3 Accommodation

During recruitment job applicants will be notified when selected to participate in the assessment process (interview and testing) that accommodations are available upon request in relation to the materials or processes to be used, taking into account the applicant's accessibility needs due to their disability.

7.05.4 Testing

Prior to the second interview being conducted or to hiring, the Municipality may require that testing be undertaken. Testing will be limited to measures that will reflect the candidate's ability to perform the duties of the position. Failure to meet the tests expected standards will result in the elimination of the candidate from selection.

7.05.5 Presentations

As part of a second interview, candidates may be required to prepare and deliver a presentation to the Hiring Committee on a topic relevant to the position.

Interview questions and assessment forms for hiring shall be based on up to date job descriptions.

Staff in consultation with the Hiring Selection Committee, if applicable, shall ensure that the following is undertaken for each hiring:

- review the applications submitted and determine a shortlist of candidates to be interviewed
- develop interview format, questions, scoring model, etc.

- conduct reference checks prior to finalizing its decision on the preferred candidate
- make a recommendation to Council on the preferred candidate for the position and the pay level to be offered

7.05.6 Final Offer

The final recommendation to hire will be made by the Hiring Committee based on the results of the interview(s), any testing that may have been required, reference checks and subject to Council or delegated approval. All contracts shall be consistent with the municipal contract template. Any significant changes to the contract template shall be reviewed by the municipal solicitor.

A final offer is conditional upon the following:

- providing a Criminal Reference Check satisfactory to the Municipality
- providing a Driver's abstract
- receipt of a signed Criminal Convictions Disclaimer

The final offer shall notify the selected candidate of the Municipality's policies for accommodating employees with disabilities, including the requirement for the completion of a workplace emergency response form. Where required, individual accommodation plans shall be developed.

The successful candidate shall respond to the offer within three (3) working days.

The CAO will formally notify in writing all unsuccessful candidates interviewed for permanent full and part time positions.

The respective Department Head shall notify in writing all unsuccessful candidates interviewed for casual and student positions.

7.06 Casual and Student Positions

Interviews for casual and student positions may be undertaken by the respective Department Head and supervisor, if applicable.

7.06.1 Procedure

Interview questions and assessment forms for hiring shall be based on up to date job descriptions.

The Department Head and / or supervisor shall:

- review the applications submitted and determine a shortlist of candidates to be interviewed
- develop interview format, questions, scoring model, etc.

- conduct reference checks prior to finalizing its decision on the preferred candidate, if required
- make a recommendation to Council or delegate on the preferred candidate for the position and the pay level to be offered

7.06.2 Evaluation

Candidates will be evaluated based on their qualifications and experience including their previous work history, educational background, transferable skills, and quality of application / resume submitted and any other job-related criteria outlined on the job description for the respective position.

7.06.3 Final Offer

The final recommendation to hire will be made by the Hiring Committee based on the results of the interview(s), any testing that may have been required, reference checks and subject to Council or delegated approval.

A final offer is conditional upon the following:

- providing a Criminal Reference Check satisfactory to the Municipality
- providing a Driver's abstract
- receipt of a signed Criminal Convictions Disclaimer

The final offer shall notify the selected candidate of the Municipality's policies for accommodating employees with disabilities, including the requirement for the completion of a workplace emergency response form. Where required, individual accommodation plans shall be developed.

The successful candidate shall respond to the offer within three (3) working days.

The CAO will formally notify in writing all unsuccessful candidates interviewed for permanent full and part time positions.

The respective Department Head shall notify in writing all unsuccessful candidates interviewed for casual and student positions.

7.06.4 Post Evaluation Interview

The CAO will conduct any post selection follow ups with candidates of permanent full and part time positions who request same.

The respective Department Head will conduct any post selection follow ups with candidates of casual and student positions who request same.

8. DOCUMENTED INDIVIDUAL ACCOMMODATION PLANS

Individual accommodation plans, where required shall be implemented as follows:

- the employee shall be consulted in determining their requirements on an individual basis
- outside medical resources may be consulted to assist in determining if and how the accommodation can be achieved
- allow the employee the opportunity to have a co-worker, family member, etc. participate in the process
- the employee's privacy shall be paramount and where possible in the implementation of the plan kept confidential
- the plan once implemented, shall be reviewed after an initial month's trial period and then annually thereafter
- if an individual plan is denied, a written explanation shall be provided with a copy placed in the employee's personnel file
- the plan shall be in a format that takes into account the accessibility requirements of the individual, and may include communication supports

9. OTHER EMPLOYMENT RELATED MATTERS

- 9.01** Upon return to work after being absent due to a disability, a documented accommodation plan, using medical information provided by employee's medical practitioner shall be developed between the employee and the Municipality.
- 9.02** The accessibility needs of employees with disabilities will be taken into account in the performance management process. Appraisal forms shall be provided in an alternate format and/or with communication supports upon request.
- 9.03** The accessibility needs of employees with disabilities will be taken into account when providing career development and advancement opportunities including any required training or the development of a new individual accommodation plan to allow the career development or advancement to occur.
- 9.04** Prior to redeployment of an employment to a new role, facility, workspace, etc. accommodations shall be adjusted as required.

10. HIRING OF RELATIVES OF MUNICIPAL EMPLOYEES AND MEMBERS OF COUNCIL, LOCAL BOARDS AND COMMITTEES OF COUNCIL

- 10.01** Recruitment of a relative is permissible provided:

- standard competition procedures have not been circumvented;
- the applicant is the most qualified;
- no undue influence was exerted on the recruiting supervisor or team; and
- no potential conflict appear to exist.

10.02 Members of the same family are permitted to work for the Municipality provided they possess the necessary qualifications to perform the positions they were appointed to and there is no direct supervisory relationship between the members.

10.03 Should employees marry or become members of the same household after becoming employed by the Municipality, they may continue their employment as long as there is no:

- Direct reporting relationship between the two employees;
- Actual conflict of interest or the appearance of a conflict of interest.

If one of the above situations occur, the Municipality will make every effort to find a suitable position to which one of the affected employees may transfer. If accommodations of this nature are not feasible, the respective employees will determine which one of them will resign.

No member of Council, a local board or employee who are related to an applicant for a position with the Municipality shall be involved in the interview for same. The member of Council, local board or employee shall remain neutral and in no way influence the interviewers who are involved with the hiring of the position to which the relative has applied.

11. PROBATIONARY PERIODS

11.01 The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The Municipality uses this period to evaluate employees' capabilities, work habits, skills and overall suitability for the position.

11.02 All new and rehired employees work on a probationary basis for the first:

- Six (6) months for non management positions
- One (1) year for management positions

unless a different period of time is specified at the time of employment. Council must approve any variations to the above noted probationary periods prior to the preparation of an offer letter.

11.03 At least two (2) weeks prior to the end of a probationary period,

- the supervisor (in conjunction with the Director, where appropriate) for non management positions
- the Chief Administrative Officer for management positions
- the Hiring Selection Committee for the Chief Administrative Officer position

will review a new employee's performance and make a recommendation to Council on whether or not such employee will continue employment with the Municipality. The respective supervisor will advise the employee of the decision with respect to continued employment.

11.04 If the respective supervisor, on the approval of Council, determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for a specific period. The employee shall be advised by the respective Director for non management positions and the CAO for Director positions and Council for the CAO position.

11.05 Any significant absence of employment during a probationary period will automatically extend the probationary period by the length of the absence.

11.06 During the probationary period, new employees are eligible for those benefits required by law, except that full-time employees will commence the benefit program according to the terms and conditions of the program. Exceptions to the commencement of benefits must be approved by Council and be included in the letter of offer.

11.07 Upon satisfactory completion of the probationary period, employees will be classified as full-time or part-time as appropriate. At this time, employees will be eligible for other employer provided benefits. After completion of the probationary period, service accumulation for the purposes of salary and vacation administration, will be effective from the original date of employment.

12. COMPENSATION FOR NEW EMPLOYEES

12.01 Upon Hiring

A newly hired employee will be appointed to the pay grid applicable to the position.

In determining the pay structure on hiring, the following factors must be taken into account:

- The pay range for the position;
- The qualifications and experience of the candidate (minimum qualifications = minimum of range)

It is the discretion of the individual (ex: CAO, Department Head, etc.) negotiating contract with the new hire to start the new hire at the appropriate level on the pay scale. It is expected that the majority of new employees will be placed at the minimum level of the pay scale for the position upon hiring. However, new employees who have significantly higher qualifications or experience than those normally required for the position may be paid a salary in excess of the minimum salary for the position. Any recommendation of the Hiring Committee to start a new employee beyond the minimum level of the pay scale must be approved by Council or delegated authority.

12.02 Salary Adjustments

12.02.1 Annual Review

Each employee's compensation will be reviewed annually on the employee's anniversary date. Movement upwards to the next step in the pay scale is dependent upon satisfactory performance being attained as evidenced by a performance appraisal that indicates such a performance level. Assuming satisfactory performance has been achieved, the employee will progress to the next step in the pay scale until the maximum of the pay scale has been attained.

Movement to the next step will not be processed until a performance review has been completed indicating a satisfactory performance level, approved by the appropriate Director and forwarded to the Chief Administrative Officer.

Performance reviews will be undertaken as follows:

- the supervisor (in conjunction with the Director, where appropriate) for non-management positions
- the Chief Administrative Officer for management positions
- the Hiring Selection Committee for the Chief Administrative Officer position

For management and CAO positions, Councillors will be pre-consulted for their input including the identification of any training requirements or setting of performance objectives.

12.02.2 Promotion

A promotion occurs when an employee is appointed to a position which carries a higher pay grid than the one previously held.

Upon a promotion, the employee will be paid within the pay grid of the new position. Taking into account qualifications and experience, the employee may be appointed at a step in the pay grid that is the next step representing a higher salary compared to their current salary and that does not exceed the maximum of the new pay grid.

12.02.3 Lateral Transfer

A lateral transfer is defined as one in which an employee is moved from one position to another position at that is at the same level (same pay grid) as the first. Normally, no salary increase will be granted for a lateral transfer.

13. EXIT INTERVIEWS

Any full-time employee leaving the employ of the Municipality, will be asked to participate in an exit interview. The purpose of the exit interview is to determine if any improvements to the position, organization, etc. can be made.

The exit interviews will be conducted by Chief Administrative Officer and in the event of the CAO, the Hiring Selection Committee.

14. RESPONSIBILITY

The CAO and Department Heads are responsible for ensuring compliance with this policy.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 25, 2022
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk
SUBJECT: Long Term Disability Premiums

RECOMMENDATION:

THAT the Committee of the Whole recommends that Council approve Option 1 - subsidize 50% of the cost of LTD premiums.

BACKGROUND:

In 2017, the Municipality's group benefits provider changed from Sun Life to Industrial Alliance. As a result of the transition the premiums for long term disability (LTD) increased by 80.5%. In Mississippi Mills employees are responsible for paying LTD premiums and monthly deductions are taken off from each full-time employee paycheck.

In 2017, Council was presented with a staff report outlining the increases to LTD and provided options to subsidize or completely cover LTD premiums. At the time Council did not vote to subsidize or cover the LTD premiums.

DISCUSSION:

Mississippi Mills along with other municipalities participate in a group buying arrangement for insurance coverage coordinated by Lanark County. In 2021, Carleton Place announced that they would no longer be participating in the group purchase for insurance and opted to source alternative insurance coverage. As a result of Carleton Place opting out as well as other factors, insurance premiums under Industrial Alliance have increased. However, the largest increase is to the 2022 LTD premiums which have increased by 39.7%.

This does not mark the only increase to LTD premiums since 2017. For instance, in 2020 LTD premiums increased by 20% and in 2021 LTD premiums increased by an additional 22%. Most recently, in January 2022 Industrial Alliance informed the municipality that the LTD premiums would increase again by 39.7%.

Year	LTD Rate	% Increase
2017	\$2.215	N/A
2018	\$3.999	80.5%

2019	\$3.999	N/A
2020	\$4.799	20%
2021	\$5.854	22%
2022	\$8.176	39.7%

Between 2017 and 2022 there is a 269.12% increase in LTD rates.

In Mississippi Mills, the union group through the collective bargaining process negotiates salary and benefit changes on behalf of all employees. As part of the recent agreement, employee salaries are increased annually by 2%. In some cases, due to the LTD premium increase employees may be taking home less salary in 2022 than they did in 2021. For example, the table below shows the impact the increase in LTD premiums will have on an employee's paycheck. The example below is based on an annual salary of \$52,136.15 in 2021 before deductions.

Employee X					
2021			2022 with 2% increase		
Per paycheck	Salary	\$2,005.20	Per paycheck	Salary	\$2,045.28
	LTD premium	\$91.58		LTD premium	\$139.80
	Other deductions	\$600.58		Other deductions	\$617.22
	Salary after deductions	\$1,313.04		Salary after deductions	\$1,288.26
Annual Salary after deductions	\$34,139.04		Annual Salary after deductions	\$33,494.76	

Assuming that employee X is at the top of the pay scale for their position they would not get a step increase only the 2% annual increase as agreed to in the collective agreement. As a result, employee X will take home less money in 2022 than in 2021.

LTD premiums are calculated based on a formula that is tied to a full-time employee's salary level. With the new LTD premiums in 2022, the annual deductions for employees range from on the lowest end at \$2,619.48 to the cap at \$5,298.00. In 2022, the average LTD premiums paid annually by employees is: \$3,923.87.

LTD premium deductions from employees' salaries have been an issue for employee retention as well as negatively impacting employee morale. This is because other municipalities in Lanark County pay 100% of LTD premiums. At Lanark County, CUPE pays LTD premiums for all unionized employees and the County pays 100% of the premiums for all non-unionized employees. As a result of COVID-19 and other factors, employee and perspective employees are seeking greater benefits as well as more

flexibility in work. If Mississippi Mills adjusts how LTD premiums are paid it will go towards attracting talented prospective employees and retaining valuable employees.

The main benefit to the employee paying 100% of the premiums is the tax treatment of payments. If an employee does use the long term disability insurance the payments to the employee are not taxable. It should be noted that Mississippi Mills currently does not have any employees on Long Term Disability and since 2017 only 1 employee has been on LTD.

Full-time staff do not have the option to opt-out of LTD. Full time employees once eligible (after a 3-month waiting period) are automatically enrolled in the municipal benefits program.

To address concerns raised relating to staff retention and morale the following options are being presented to Committee of the Whole for consideration:

Option 1 – Subsidize 50 per cent of the total LTD premiums that are currently paid in full by employees. This option would result in employees paying 50% of the premium and the municipality covering the other 50%. While this is not in keeping with other comparable municipalities it is an improvement to the current situation.

Option 2 – Include full LTD premiums in the 2022 budget. This would address staff morale and hopefully help retain staff and align Mississippi Mills with other lower tier municipalities and the County of Lanark.

Option 3 – Subsidize the 2022 incremental increase (39.7%) in the 2022 budget. The employees would still be responsible for paying the LTD premiums that were established in 2021. The Municipality would pay the difference between 2021 and 2022.

Should Council decide to subsidize in part or pay for the full LTD premiums Council will also need to direct staff to work with the Union to amend the collective agreement to reflect these changes.

FINANCIAL IMPLICATIONS

The financial implications to the 2022 budget vary with the four options presented.

Option 1 – This option would result in a budget increase of \$111,830.22

Option 2 – This option would result in a budget increase of \$223,660.44

Option 3 – This option would result in a budget increase of \$63,641.52

SUMMARY

In January 2022, the municipality's insurance provider sent Mississippi Mills the insurance renewal rates for 2022. The rate for LTD premiums increased by 39.7%.

Currently, employees are responsible for paying 100% of the LTD premiums and this amount is deducted from each paycheck. Prior to the most recent increase, LTD deductions already negatively impact employee morale and is an issue in employee retention and attracting new employees. Adding further deductions to employees will only further negatively impact employee morale and could potentially impact employee retention.

In an effort to address these concerns, staff has brought forward this report with various options to help alleviate the amount that is deducted from employee paychecks. Staff is recommending that the Committee of the Whole recommends that Council approve Option 1 – subsidizing 50% of the LTD premiums which would result in a budget impact of \$111,830.22.

Respectfully submitted,

Jeanne Harfield

Clerk

Approved by,

Ken Kelly

Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 25, 2022
TO: Committee of the Whole
FROM: Cory Smith, A/Director of Roads and Public Works
SUBJECT: Budget 2022 - Additional Road Options

RECOMMENDATION:

THAT Committee of the Whole receive the additional roadway for options to be considered for inclusion in the 2022 capital Works program for Public Works;

AND THAT Committee of the Whole recommend that Council provide direction to staff for inclusion of selected roadways into the 2022 budget.

BACKGROUND:

Council requested that staff provide options for additional roads that could be renewed with Ontario Community Infrastructure Funding (OCIF) that has been received but is unallocated of approximately \$340,000.00. Staff have reviewed the road network to provide recommendations for roadways to be considered for inclusion into the 2022 Capital Works program. This list includes roads located in each ward of the municipality.

DISCUSSION:

Based on the condition of the existing roads and the available budget of approximately \$340,000.00 several roads were looked at for potential renewals. While there are many other roads that may be in equal or worse shape, the cost of renewals in many cases is greater than the funds available. As a result, staff reviewed roads in all conditions and included considerations for roads that can be preserved to extend life before renewal. The roads included for consideration have been looked at for purposes of condition, commercial importance, and operational/maintenance requirements. In addition, the roads included have the ability to easily be incorporated into a tender with minimal delay in tender preparation expected.

Proposed Roadways

The following roads are proposed as options for consideration by council to add to the proposed 2022 Capital budget to utilize the \$340,000 in funding;

Ward	Road Name	From	To	Surface Type	Year Last Renewed	Length (m)	Estimated Cost
Ramsay	Rae Road	Country St	County Rd. 29	Surface Treatment	2006	660	\$100,250.00
Ramsay	Rae Road	County Rd. 29	Conc. 8	Surface Treatment	2006	1358	\$206,200.00
Ramsay	Blakeney Road	Bridge	County Rd. 29	Surface Treatment	2003	877	\$133,250.00
Ramsay	Conc 12	CR 44 (March)	Dead End	Surface Treatment	2001	1799	\$273,160.00
Pakenham	McWatty	Count Rd. 29	Lynx Hollow	Micro-Surface	1992	1377	\$100,600.00
Pakenham	Lynx Hollow	McWatty	Ski Hill Road	Micro-Surface	1992	720	\$52,250.00
Pakenham	Ski Hill	Lynx Hollow	Davison Cres	Micro-Surface	2006	1776	\$129,750.00
Almonte	Maude	Mercer	Florence	Asphalt	1981	137	\$189,500.00
Almonte	Maude	Florence	St. James	Asphalt	1981	138	\$189,500.00
Almonte	Florence	Ottawa	Victoria	Asphalt	1978	97	\$134,500.00

OPTIONS:

Council Can choose various combinations of additional roadways to add into the 2022 capital works program. All options can be completed independently. However, it is advantageous to group certain roads together. A list of advantageous groupings are below.

1. Rae Road from Country St. to County Road 29 and Rae Road from County Road 29 to Concession 8. Total Length 2.02 km. Combined Cost \$306,450.
2. McWatty, Lynx Hollow and Ski Hill Road. Total Length 3.87 km. Combined Cost \$282,850.00
 - a. Note Preservation but corrects subgrade issues needed before a rebuild
3. Maude st. from Mercer to Florence and Maude st. from Florence to St. James
Total Length: 275m. Combined Cost \$379,000.00

There is no advantage of combining any other segments.

FINANCIAL IMPLICATIONS:

As the 2022 Budget has not been finalized there are no financial implications at this time.

SUMMARY:

Staff have provided additional options of road to be included in the 2022 capital works program as per councils request. Each option has it's own validity and staff support the choice of Council to include any of the recommended options.

Respectfully submitted,

Reviewed by,

Cory Smith, CTech.
A/Director of Roads and Public Works

Ken Kelly, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 25, 2022
TO: Committee of the Whole
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Long Term Debt, Reserve and Additional Budget Considerations

RECOMMENDATION:

THAT Committee of the Whole recommend that Council accept this report as information.

DISCUSSION:

Long Term Debt

Long Term Debt of the Municipality is tracked throughout the year. As payments are made the outstanding principal is reduced. Expired or subsequent renewals of debt are also administered. Attached to this report is information on the value of long-term debt as of Dec 31, 2021 including the total annual payments required to service the debt which includes principal and interest.

The total value of long-term debt at the end of 2021 is estimated at \$23,696,487.76 with annual payments of \$2,310,036.40. This includes the new debt issued in 2021 for the construction of the water reservoir and the development of the business park.

A component of the annual filing of Financial Information Reports with the Province is the calculation of the Annual Repayment Limit (ARL) for a municipality. The ARL is calculated as 25% of a municipality's net own source revenues minus the payments it already makes on existing debt. In 2021, Mississippi Mills had an Annual Repayment Limit of \$3,139,327.00. Attached to this report for reference is the letter from the Province with regards to the Municipality's annual repayment limit for 2021 which is a guide for budgeting and debt issuance in 2022.

During the 2022 calendar year there is some debt that will be retired and those loan payments will no longer be made.

The draft Budget 2022 preposes the use of long term debt for several infrastructure projects and issuing of \$4,275,350 in new long term debt. The majority of this new debt

is for the Downtown Revitalization project (Transportation Share) which is \$4,025,350 the rest is for the Curling Club Chiller replacement at \$250,000.

Table 1 below illustrates the changes in long term debt, the addition of new debt and the in relation to the annual repayment limit.

Table 1 Total Loan and Annual Repayment

Loans outstanding at end of 2021	\$	23,696,488
Loans Proposed to be added to Total Debt in 2022	\$	4,275,350
Value of total loans at end of 2022	\$	26,655,328
Note Value at end of 2022 accounts for debt that will retire during the year.		
Annual Repayment Limit 2021	\$	3,139,327
Total annual loan payments projected in 2022	\$	2,310,036
Loan payments for new debt issued in 2022	\$	284,532
Projected annual loan payments in 2023	\$	2,594,568

Note that the new debt that will be issued in 2022 will not have a full year of loan payments in this budget. The debt will likely be issued in the fall of 2022 as needed to coincide with the phases of the construction project.

RESERVES

At the end of 2020 the Municipality had reserve funds in the amount of \$15,037,545. During the 2021 operating year the following estimates are used as transfers from operations and use of reserves for capital acquisitions.

Table 2 – Estimated Reserves at end of 2021

Financial Statements 2020 (audited)	\$	15,037,545
Transfers from operations	\$	1,522,963
Transfer to capital acquisitions	\$	3,028,948
Total Reserves Dec 31/2021 (ESTIMATED)	\$	13,531,560

The estimated reserves at the end of 2021 are \$13,500,000. This is not an audited amount and likely to change that is why this reported is qualified with the term estimated.

The proposed Budget for 2022 has the following total transfers in and out of reserves as depicted in Table 3 below.

Table 3 – Proposed changes in Reserves contained in Budget 2022

Total Reserves Dec 31/2021 (ESTIMATED)	\$ 13,531,560
Transfers from operations (Net)	\$ 660,082
Transfer to capital acquisitions	\$ 3,857,666
Total Reserves Dec 31/2022 (ESTIMATED)	\$ 10,333,977

The net effect of the proposed transfers in and out of reserves included in the proposed Budget 2022 is a reduction in reserves to \$10,300,000 estimated by year end. Given the amount of capital work that is taking place in 2022/2023 this is viewed as reasonable.

ADDITIONAL BUDGET CONSIDERATIONS

There have been some additional items noted for discussion during the budget meetings to date. Obviously, these are items that have not been specifically included in the budget to date and there are no revenue allocated to these projects.

The A/Director of Public Works has presented a report detailing additional roads work. This was in response to a request from Councillor Ferguson to have information on roads conditions or options to use the additional funds from the Ontario Community Infrastructure Fund (OCIF) that were received. We had expected \$245,705 and received \$643,107. We are proposed the use of \$262,000 of OCIF funds for microsurface projects on Clayton Road and Bayview Road.

There have been other items identified either by Councillors or staff including traffic calming measures, Main St Pedestrian Crossover, repainting of the PRIDE crosswalks, asphalt repair equipment, long term disability premium subsidy and survey work.

A tally of these items is included in the table below which assumes \$255,607 will be used for additional road work.

Table 4 – Additional Budget Considerations

OCIF FUNDING	\$ 643,107
DRAFT 2022 Budget	
Clayton Road (4.73 km)	\$ 214,500
Bayview Road (50% split with Mo	\$ 47,500
Subtotal	\$ 381,107
Main St Pedestrian Crossing	\$ 28,000
PRIDE Crosswalks	\$ 7,500
Traffic Calming Measures	\$ 30,000
(incl Black Cat - 2 \$7600)	
Asphalt Repair Equipment	\$ 60,000
Subtotal	\$ 255,607
Additional Road Work	\$ 255,607
Subtotal	\$ -
UNFUNDED	
LTD premuims	\$ 112,000
Survey Work OVRT	\$ 7,500

FINANCIAL IMPLICATIONS:

This report is to present financial information that Council can use in its budget deliberations. The approval of this report does not have any financial implications as it is for information purposes only.

SUMMARY:

This report is for information and includes additional information for Council to use in future budget deliberations.

Respectfully submitted by,

Ken T. Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Long Term Debt Dec 31, 2021

Municipality of Mississippi Mills

Long Term Debt

Long Term Debt											375.50	23.09			
											12	180.08			
Project	Total LTD Dec 31/19	Total LTD Dec 31/20	2021 Additions	Total LTD Dec 31/21	Financial Institution	Int Rate	Expiry Date of existing loan	Renewal Term	Type of Repayment	Frequency	Annual Repayments Principal-2022	2022 Interest	2022 Total	Department	
Municipal Office-Loan #1	274,360.50	248,433.00		221,470.00	RBC	3.92%		2028	Blended P+I	Monthly	26,963.00	9,254.00	36,217.00	Admin. Bldgs	
Municipal Office-Loan #2	132,563.59	114,671.00		96,216.00	RBC	3.10%		2026	Blended P+I	Monthly	18,455.00	3,340.00	21,795.00	Admin. Bldgs	
Almonte Old Town Hall-Loan #1	242,840.31	219,880.00		196,003.00	RBC	3.92%		2028	Blended P+I	Monthly	23,877.00	8,195.00	32,072.00	Admin. Bldgs	
Almonte Old Town Hall-Loan #2	390,395.46	337,738.00		283,425.00	RBC	3.10%		2026	Blended P+I	Monthly	54,313.00	9,829.00	64,142.00	Admin. Bldgs	
Almonte Old Town Hall-Loan #3	990,647.51	923,634.00		853,373.76	TD Bank	2.85%		2031	Blended P+I	Monthly			98,199.12	Admin. Bldgs	
Business Park	106,879.84	64,815.00		22,751.00	OSIFA	4.63%		2022	Blended P+I	Semi-Annual	22,751.00	1,400.84	24,151.84	Economic Dev.	
Fire Halls	214,607.60	152,251.00		87,908.00	BMO	3.14%		2023	Principal+Int	Monthly	64,343.00	3,894.00	68,237.00	Fire Dept.	
SCBA	37,181.07	20,820.00		4,046.00	TD Bank	2.474%		2022	Blended P+I	Monthly	4,046.00	201.07	4,247.07	Fire Dept.	
2013 Fire Truck	133,564.40	107,900.00		81,473.00	TD Bank	2.910%		2023	Blended P+I	Monthly	26,427.00	2,769.00	29,196.00	Fire Dept.	
2016 Fire Truck	122,456.83	106,669.00		90,474.00	BMO	2.550%		2027	Blended P+I	Monthly	16,195.00	2,534.00	18,729.00	Fire Dept.	
2017 Fire Truck	257,631.69	228,583.00		198,705.00	TD Bank	2.780%		2027	Blended P+I	Monthly	29,878.00	6,031.00	35,909.00	Fire Dept.	
2018 Fire Truck Unit #550	184,377.23	166,214.00		147,401.00	TD Bank	3.430%		2028	Blended P+I	Monthly	18,813.00	5,405.00	24,218.00	Fire Dept.	
2017 Pakenham Library Expansion	155,947.07	149,655.00		143,151.00	BMO	3.310%		2028	10 years to 2038	Blended P+I	Monthly	6,504.00	4,856.00	11,360.00	Library
Arenas-Loan #1	11,216.69	10,155.00		9,050.00	RBC	3.92%		2028	Blended P+I	Monthly	1,105.00	379.00	1,484.00	Parks & Rec	
Arenas-Loan #2	299,145.75	258,777.00		217,139.00	RBC	3.10%		2026	Blended P+I	Monthly	41,638.00	7,536.00	49,174.00	Parks & Rec	
Arenas-Loan #3	8,615.11	6,454.00		4,223.00	BMO	3.14%		2023	Principal+Int	Monthly	2,231.00	135.00	2,366.00	Parks & Rec	
Arenas-Loan #4 (Almonte Comm. Centre)	9,506.57	7,867.00		6,141.00	RBC	1.90%		2025	Blended P+I	Monthly	1,726.00	135.00	1,861.00	Parks & Rec	
Arenas-Loan #5 (Almonte Comm. Centre)	481,065.41	445,837.00		407,045.00	RBC	4.15%		2030	10 yrs to 2030	Blended P+I	Monthly	38,792.00	12,836.00	51,628.00	Parks & Rec
2017 Arena Roof	244,340.54	234,433.00		224,192.00	BMO	3.310%		2028	10 years to 2038	Blended P+I	Monthly	10,241.00	7,647.00	17,888.00	Parks & Rec
2018 Ice Resurfacer	69,902.68	63,040.00		55,931.00	TD Bank	3.430%		2028	Blended P+I	Monthly	7,109.00	2,042.00	9,151.00	Parks & Rec	
2017 Gemmill Park	489,705.96	470,797.00		451,275.00	TD Bank	2.990%		2029	10 years to 2039	Blended P+I	Monthly	19,522.00	13,773.00	33,295.00	Parks & Rec
2018 Dasherboard Replacement		704,460.00		675,109.00	TD Bank	2.417%		2030	10 years to 2040	Blended P+I	Monthly	29,351.00	16,760.00	46,111.00	Parks & Rec
Perth/Country/Bridge Sts.-Loan #2 (Roads)	69,166.30	43,056.00		16,946.00	OSIFA	4.63%		2022	Blended P+I	Semi-Annual	16,946.00	1,045.20	17,991.20	Transportation	
Public Works Office	22,322.48	20,208.00		18,010.00	RBC	3.92%		2028	Blended P+I	Monthly	2,198.00	754.00	2,952.00	Transportation	
Ottawa St./Road Work	510,577.95	422,580.00		330,009.00	RBC	1.90%		2025	Blended P+I	Monthly	92,571.00	7,223.00	99,794.00	Transportation	
Plow Truck	79,313.11	56,800.00		33,719.00	TD Bank	2.474%		2022	Blended P+I	Monthly	23,081.00	1,144.00	24,225.00	Transportation	
Ann St.	90,125.35	70,357.00		50,090.00	TD Bank	2.474%		2022	Blended P+I	Monthly	20,267.00	1,005.00	21,272.00	Transportation	
2013 Mill of Kintail Bridge	481,339.49	455,169.00		428,035.00	TD Bank	3.450%		2024	10 yrs to 2034	Blended P+I	Monthly	27,134.00	15,272.00	42,406.00	Transportation
2013 Sidewalk Plow	59,124.86	47,763.00		36,064.00	TD Bank	2.910%		2023	Blended P+I	Monthly	11,699.00	1,226.00	12,925.00	Transportation	
2014 Grader	155,280.58	125,473.00		94,879.00	TD Bank	2.910%		2023	Blended P+I	Monthly	30,594.00	3,215.00	33,809.00	Transportation	
Bridges (Con 6D & Con9)	867,741.71	825,451.00		781,934.00	TD Bank	2.860%		2026	10 years to 2036	Blended P+I	Monthly	43,517.00	23,038.00	66,555.00	Transportation
2016 Plow Truck	168,524.06	146,801.00		124,518.00	BMO	2.550%		2027	Blended P+I	Monthly	22,283.00	3,487.00	25,770.00	Transportation	
Nugent Bridge	760,605.47	729,848.00		698,058.00	BMO	3.310%		2028	10 years to 2038	Blended P+I	Monthly	31,790.00	23,739.00	55,529.00	Transportation
2017 Loader	289,125.10	256,367.00		222,675.00	TD Bank	2.780%		2027	Blended P+I	Monthly	33,692.00	6,801.00	40,493.00	Transportation	
2018 Bridges and Culverts	2,901,558.95	2,789,220.00		2,673,234.00	TD Bank	2.990%		2029	10 years to 2039	Blended P+I	Monthly	115,986.00	81,829.00	197,815.00	Transportation
2018 Backhoes	260,081.09	234,469.00		207,939.00	TD Bank	3.430%		2028	Blended P+I	Monthly	26,530.00	7,622.00	34,152.00	Transportation	
2018 Grader	335,124.93	302,063.00		267,817.00	TD Bank	3.430%		2028	Blended P+I	Monthly	34,246.00	9,839.00	44,085.00	Transportation	
2018 Downtown Renewal 50%		169,056.00		163,112.00						Estimate only	5,944.00	6,507.00	12,451.00	Transportation	
2018 Ramsay Garage Renovations	200,437.76	192,652.00		184,613.00	TD Bank	2.990%		2029	10 years to 2039	Blended P+I	Monthly	8,039.00	5,671.00	13,710.00	Transportation
Perth/Country/Bridge Sts.-Loan #1 (W&S)	18,669.06	16,127.00		13,506.00	RBC	3.10%		2026	Blended P+I	Monthly	2,621.00	474.00	3,095.00	W&S	
Perth/Country/Bridge Sts.-Loan #2 (W&S)	18,385.97	11,446.00		4,506.00	OSIFA	4.63%		2022	Blended P+I	Semi-Annual	4,506.00	277.05	4,783.05	W&S	
WWTP	7,055,260.68	6,884,350.00		6,706,308.00	OSIFA	4.13%		2044	Blended P+I	Semi-Annual	178,042.00	282,504.00	460,546.00	W&S	
2016 Scada Equipt	155,384.22	135,275.00		114,647.00	BMO	2.550%		2027	Blended P+I	Monthly	20,628.00	3,228.00	23,856.00	W&S	
2018 Downtown Renewal 50%		169,056.00		163,112.00						Estimate only	5,944.00	6,507.00	12,451.00	W&S	
W&S Capital		395,656.00		379,254.00	TD Bank	2.417%		2030	10 years to 2040	Blended P+I	Monthly	16,402.00	9,366.00	25,768.00	W&S
Victoria St. W&S		1,865,931.00		1,788,361.00	TD Bank	2.417%		2030	10 years to 2040	Blended P+I	Monthly	77,570.00	44,295.00	121,865.00	W&S
Water Storage			2,417,250.00	2,417,250.00	TD Bank	2.850%		2031	10 years to 2041	Blended P+I	Monthly			157,925.52	W&S start 2022
Business Park 2020/2021-Roads	-	-	961,055.00	961,055.00	RBC	1.850%		2023	16 months	Blended P+I	Monthly	-	-	72,381.60	Transp. Starts in 2
Business Park 2020/2021-W&S			340,335.00	340,335.00	incl in above						-	-	-	W&S start 2022	
Total	19,355,100.93	21,408,257.00	3,718,640.00	23,696,487.76							1,316,510.00	665,020.16	2,310,036.40		

MISSISSIPPI MILLS PUBLIC LIBRARY
BOARD
MINUTES
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on November 12, 2021 at 10:30 a.m. online through Zoom.

1. **CALL TO ORDER**

The meeting was called to order at 10:35 a.m.

2. **ATTENDANCE:**

PRESENT:

Leanne Czerwinski, Vice Chair
Councillor Jan Maydan
Barbara Button
Micheline Boucher
Warren Thorngate
Marie Traversy
Jeff Fraser
Christine Row, staff

ABSENT:

Cathy Peacock, Chair

3. **APPROVAL OF AGENDA**

Resolution No. 55-21

Moved by B. Button

Seconded by J. Fraser

THAT the MMPLB approves the agenda as presented.

CARRIED

4. **DISCLOSURE OF PECUNIARY INTEREST**

[None]

5. **DELEGATIONS/PRESENTATIONS**

[None]

6. **CONSENT ITEM**

- a) Approval of minutes October 8, 2021
 - b) Correspondence – P. Carson re: Cost Sharing Agreement, C. Peacock's reply to P. Carson
 - c) Reports- CEO report
 - d) Incidents
- [None]

Resolution No. 56-21

Moved by B. Button

Seconded by J. Maydan

THAT the MMPLB accepts the consent items and approves the October 8, 2021 minutes as presented.

CARRIED

7. **FOR DISCUSSION/DECISION**

- a) Closed meeting

[None]

- b) Puppets Up donation board

Resolution No. 57-21

Moved by J. Fraser

Seconded by W. Thorngate

THAT the MMPLB approves the placement of the Puppets Up donation board in accordance with the Donations, Fundraising and Sponsorship Policy (FR-01).

CARRIED

- c) Financial review
MMPLB reviewed the October 31, 2021 Financial Statement.

8. OTHER/NEW BUSINESS

- a) Cost Sharing update
[None]
- b) Friends of the Library update-The Friends have raised \$2,300 through their 2022 calendar project and \$4,500 through the silent auction.
- c) Communication Committee/ Communication to Municipality& Council update
[None]
- d) Board training- The Board evaluation will be completed at the next meeting.

9. NEXT MEETING

January 14, 2022 at 10:30 a.m.

10. ADJOURNMENT

Resolution No. 58-21

Moved by J. Fraser

Seconded by B. Button

THAT the meeting be adjourned at 11:30 a.m.

CARRIED

Subject: Proposed regulatory changes under the Aggregate Resources Act

Dear Ontario Heads of Council and Clerks,

The Ministry of Northern Development, Mines, Natural Resources and Forestry recognizes the critical role Ontario's municipalities play in the lives of Ontarians. We value our strong collaborative partnership with municipalities and the associations that represent their interests.

I am writing to inform you, the Ministry of Northern Development, Mines, Natural Resources and Forestry is proposing regulatory changes under the *Aggregate Resources Act*. These changes will harmonize with Ministry of the Environment, Conservation and Parks' new provincial requirements under the *Environmental Protection Act* (EPA) for soil that is moved during construction activities to another site for a beneficial reuse (i.e., excess soil). Ontario Regulation 406/19, and Rules for Soil Management and Excess Soil Quality Standards include risk-based quality standards for the safe reuse of excess soil.

We invite you to review the changes and offer comments.

A complete summary of the proposed regulatory changes can be found on the Environmental Registry at the following address: www.ero.ontario.ca

Then search for notice: 019-4801

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)
2. By email to aggregates@ontario.ca, or
3. By mail to:

Resources Development Section
Ministry of Northern Development, Mines, Natural Resources and Forestry
300 Water Street, 2nd Floor South
Peterborough, ON K9J 3C7

If you have any questions you can contact Darryl Mitchell at (705) 313-2154.

Sincerely,

Jennifer Keyes,
Director, Resources Planning and Development Policy Branch

**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



Ontario

234-2022-61

Dear Head of Council:

The supply of housing in Ontario has not kept up with demand over the past decade and everyone has a role to play in fixing Ontario's housing crisis. More than ever, we need municipalities, non-profits and private industry to work with us to encourage the building of different kinds of housing – so that Ontario families have more affordable options.

To help support this important priority, I am pleased to provide you with an update on recent changes our government has made to help streamline and simplify Ontario's planning system.

Bill 13, the *Supporting People and Businesses Act, 2021*

Schedule 19 of Bill 13, the *Supporting People and Businesses Act, 2021* came into force December 2, 2021 upon royal assent.

Changes have been made to help streamline the planning system and, in some cases, help shorten approval timelines by providing municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now, subject to having appropriate official plan policies, delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws and the lifting of holding symbols, should they choose to.

You can find more information about these changes on the Environmental Registry of Ontario ([019-4419](https://www.ero.on.ca/)) and the Regulatory Registry ([21-MMAH025](https://www.ero.on.ca/)) and some frequently asked questions are provided below.

At this time, I encourage you to review and update your existing delegation policies and consider exercising this new authority to help streamline your decision-making processes, and free up council's valuable time to focus on other more strategic matters.

Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*

As you know, we also recently made *Planning Act* changes related to control of the division of land, including subdivision control, plans of subdivision, consents and validations through Bill 276, the *Supporting Recovery and Competitiveness Act, 2021*, which received Royal Assent on June 3, 2021. I am writing to confirm that Schedule 24 of Bill 276 and associated regulations came into force on January 1, 2022.

We are proud to make these changes, which will help save time and money for those involved in the land division approval process, including municipalities, landowners, purchasers and some lease holders. Our changes will continue to protect Ontarians when they buy and sell property, while making the rules of subdivision control clearer and simpler.

.../2

Your municipality may wish to consider whether adjustments to your land division application and review processes to align with the changes would be beneficial.

More information about these changes and the feedback we received during our consultation can be found on the Environmental Registry of Ontario ([019-3495 and 019-3958](#)) and Regulatory Registry ([Proposal 21-MMAH008 and Proposal 21-MMAH015](#)). Some frequently asked questions are provided below. Any further questions about the changes to the *Planning Act* and related regulations can be directed to ProvincialPlanning@ontario.ca.

Sincerely,



Steve Clark
Minister

c: Chief Administrative Officer

FAQs

Schedule 19 (Planning Act) to Bill 13, the Supporting People and Businesses Act, 2021

What changes have been made to the Planning Act?

- Changes to the Planning Act, Municipal Act, 2001 and City of Toronto Act, 2006 provide municipalities with discretionary authority to delegate additional decisions to committees of council or municipal staff for minor amendments to zoning by-laws like:
 - Temporary use by-laws
 - Lifting of holding provisions
- Before matters may be delegated, official plan policies will need to be developed to establish the type of minor zoning by-law amendments that may be delegated, such as authorization of temporary uses, the lifting of a holding symbol, and other minor zoning by-law amendments.

What types of “minor” amendments to a zoning by-law may be delegated?

- If a municipality would like to use this authority, official plan policies will need to be established to scope and define the types of “minor” zoning amendments that may be delegated. This could include matters like temporary use by-laws and by-laws lifting holding provisions.
- This approach is intended to allow for a locally tailored approach that reflects input from the public.

What types of conditions could council apply when delegating its authority?

- Council will have the ability to apply conditions on the delegation of its decision(s). These conditions would be determined locally when the official plan policies and implementing by-law for the delegation are being developed.

Will this new delegation authority alter the public meeting or appeal rights of the matters delegated?

- The delegation of additional planning matters would not alter any notice or public meeting requirements or limit appeal rights.

What other planning decisions can be delegated?

- Under the Planning Act, municipal council can delegate the following decisions to a committee of council, staff, or, in some cases, a committee of adjustment:
 - Community planning permit system permits
 - Approval of adopted lower-tier official plan amendments
 - Plans of subdivision and condominiums
 - Consents
 - Site plan
 - Validations
- Other planning matters, such as administrative functions related to by-laws, may be delegated by council based on the delegation provisions in the Municipal Act, 2001 (or City of Toronto Act, 2006).

Schedule 24 (Planning Act) to Bill 276, the Supporting Recovery and Competitiveness Act, 2021

What changes will be made to the Planning Act?

- The changes include technical, administrative and policy changes to provisions in sections 50, 51, 53, 54, 55 and 57 of the Planning Act related to control of the division of land, as well as other housekeeping or consequential changes.
- Upon proclamation, the changes will:
 - provide new exceptions to subdivision control and part lot control (i.e., exceptions from the need for land division approval) – for example, by preventing parcels from merging with other lands in certain circumstances
 - change the plan of subdivision process – for example, by aligning the requirements for public notice, information, and public meetings with other instruments under the Act
 - change the consent application process – for example, by requiring a municipality or the Minister, where requested, to issue a certificate for the retained land in addition to providing a certificate for the lands that are subject to the consent application, and
 - make other changes regarding subdivision control and its related processes – for example, by requiring that a decision on a validation conform with the same criteria which are applicable to consents.

What changes will be made with respect to “lot mergers”?

- Changes will be made to the subdivision control provisions to prevent lots from merging where lands were previously owned by, or abutted land previously owned by, joint tenants and where the ownership would have otherwise merged as a result of the death of one of the joint tenants.
- Outside of a “death of a joint tenant” scenario, lot mergers will continue to occur.

What changes will be made to the consent application process?

- Changes will be made to the consent application process to, for example:
 - permit a purchaser of land or the purchaser’s agent to apply for a consent
 - establish a new certificate of cancellation
 - provide for certificates to be issued in respect of retained land in addition to the lands that are subject to the consent application
 - provide for a standard two-year period during which the conditions of a consent must be satisfied, and
 - permit a consent application to be amended by an applicant prior to a decision about the consent being made by the consent-granting authority.
- Municipalities may need to modify or update certain administrative processes as a result of some of these changes.

What is a certificate for retained land?

- Changes to the Planning Act will provide for a consent-granting authority to issue a certificate for the retained land (the other part of the parcel approved through the land division process) resulting from certain consents.
- This certificate will show that the retained land has “consent” status.
- An applicant will need to specify in their application whether they are requesting a retained land certificate, and if so, require that a statement from a solicitor

confirming the extend of the owner's retained land be included as part of that application.

What is a certificate of cancellation?

- In some situations, the original consent granted for a parcel of land may no longer be wanted or needed. This could occur, for example, where a parcel created by consent may need to be widened to accommodate a driveway. In these cases, the original consent may need to be cancelled to ensure the revised parcel will function as a single unit.
- Changes to the Planning Act will allow owners to apply to the consent-granting authority for a certificate of cancellation for a parcel that was previously severed with a consent. The consent-granting authority may also require the owner to apply as a condition of approval.
- Once a certificate of cancellation is issued, the parcel would be treated as though the previous consent had not been given. This could mean that the parcel would merge with neighbouring lands that are owned by the same person.

What considerations need to be applied to validation requests?

- A validation can be used in place of obtaining a consent to the contravening transaction (transfer or other transaction that was made in breach of the Planning Act requirements) in certain situations; for example, where the landowners at the time of the contravention are not available to sign the new transfer documents.
- The validation allows the validation authority to consider each situation on its merits and decide whether a request to validate title should be supported. The validation authority may, as a condition to issuing the validation, impose conditions as it considers appropriate.
- Bill 276 will make changes to require that a decision regarding a validation must conform with the same criteria which are applicable to consents, for example:
 - having regard to provincial interests and the land division criteria set out in the Planning Act
 - ensuring the validation is consistent with the Provincial Policy Statement and conforms, or does not conflict, with provincial plans, and
 - ensuring the validation conforms with all applicable official plans.



2020

PROGRESS REPORT



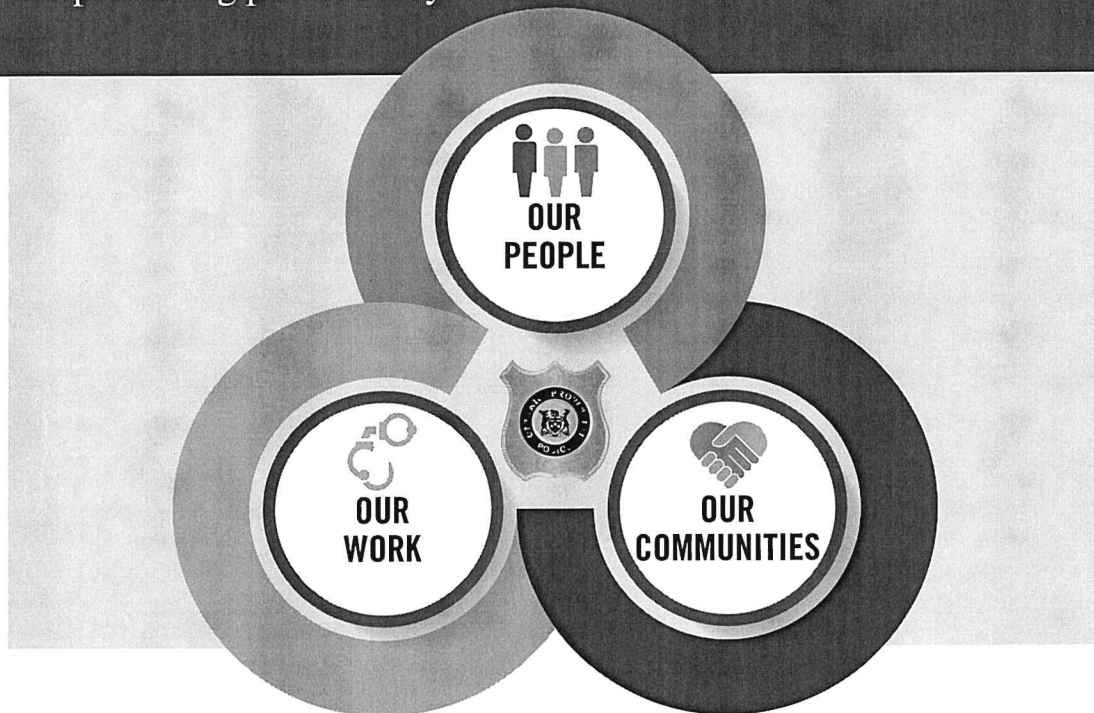
LANARK COUNTY DETACHMENT

OUR VISION

Safe Communities... A Secure Ontario

OUR MISSION

To serve our province by protecting its citizens, upholding the law and preserving public safety.



OUR VALUES

Serving with
**PRIDE,
PROFESSIONALISM
& HONOUR**

Interacting with
**RESPECT,
COMPASSION
& FAIRNESS**

Leading with
**INTEGRITY,
HONESTY
& COURAGE**

Always doing the right things for the right reasons

LANARK COUNTY
2020 Progress Report
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Message from the Detachment Commander

I am pleased to present the Lanark Detachment 2020 Action Plan Progress Report. Looking back at the past year, it should be noted that the COVID-19 pandemic had a significant impact on policing, notably we observed an increase in calls for service related to domestic violence and mental health. We also noted a substantial reduction in motor vehicle collisions (MVCs) and some other areas of calls for service.



In analyzing trends, it would be more appropriate to use a three year average to show the progress currently being made within Lanark County Detachment. Looking back over the past three years, we can recognize the many successes that the detachment has had.

Our focus has and will continue to be:

- Improving community safety and well-being through development of effective working relationships with community partners and complete engagement and participation in the Community Safety and Well-being (CWSB) Plan for Lanark County and the Town of Smiths Falls. We remain committed to collaboration with our community partners to develop co-response models that focus on prevention, harm reduction and risk intervention strategies to improve the overall well-being of our communities. We remain open to and respectful of cultural differences with ongoing efforts of developing skills and knowledge to build mutually effective relationships within our communities.
- Building on the demonstrated success of identification and assistance to members of the community who are or may be at an elevated level of risk and engaging appropriate community partners through our continued close partnership and support of the Lanark County Situation Table.
- The Lanark County Police and Mental Health, Emergency Department, Ambulance Service, Diversion (LEAD) nurse program was revamped and is now the Mobile Crisis Response Team (MCRT). The program has consistently demonstrated success in ensuring appropriate resources are provided in a timely manner to community members who are experiencing some form of crisis. Additionally, the program has expanded its ability to proactively identify community members exhibiting elevated levels of risk thereby reducing police involvement. In addition to expanding the number of mental health workers from one to three, the team expanded its Crisis Response Officer (CRO) to two dedicated officers in 2020.
- The Lanark County Victim Advocate program is currently in its second year and has achieved many successes in fulfilling its mandate of supporting victims of crimes related to domestic violence, sexual assault and human trafficking.
- The reduction of harm and victimization, specifically those dealing with incidents related to violent crime, property crime, illicit drugs and cyber-crime. In supporting our Community Street Crime Unit (CSCU), we are able to target and resolve areas of concern related to the afore-mentioned.
- Continued partnerships with our community partners to reduce violence and victimization of vulnerable and marginalized populations including the young and the elderly through programs such as: Interval House and Child Youth Advocacy Centre.
- Lanark County Detachment remains committed to traffic safety, through enforcement and education to change driver behaviours that are primarily responsible for deaths and injuries on our roadways, waterways and trails. Through the use of an intelligence based traffic safety approach, officers are being deployed to areas of concern which allows for more efficient and effective use of policing resources with the goal being a reduction of deaths and injuries.

Through active engagement and consultation with the Police Services Boards (PSBs) and Community Policing Advisory Committee (CPAC), Lanark County Detachment continues to address localised needs and concerns brought forward by members of the community.

Through the establishment of a Lanark County Diversity and Inclusion committee, we have and continue to value the contributions of our members recognizing and highlighting their achievements, contributions and successes. Another objective of the committee is to increase officer awareness of the diverse communities that we serve within Lanark County.

Lanark County Detachment remains committed to and routinely undertakes various activities supporting our members' health and well-being. In doing so, it ensures that our members are more than able to ensure that our communities are provided the best protection, public safety and upholding the law is at the forefront during their tours of duty. In addition, we commit to continue to work closely with our community partners on many fronts to accomplish our vision of Safe Communities, A Secure Ontario.

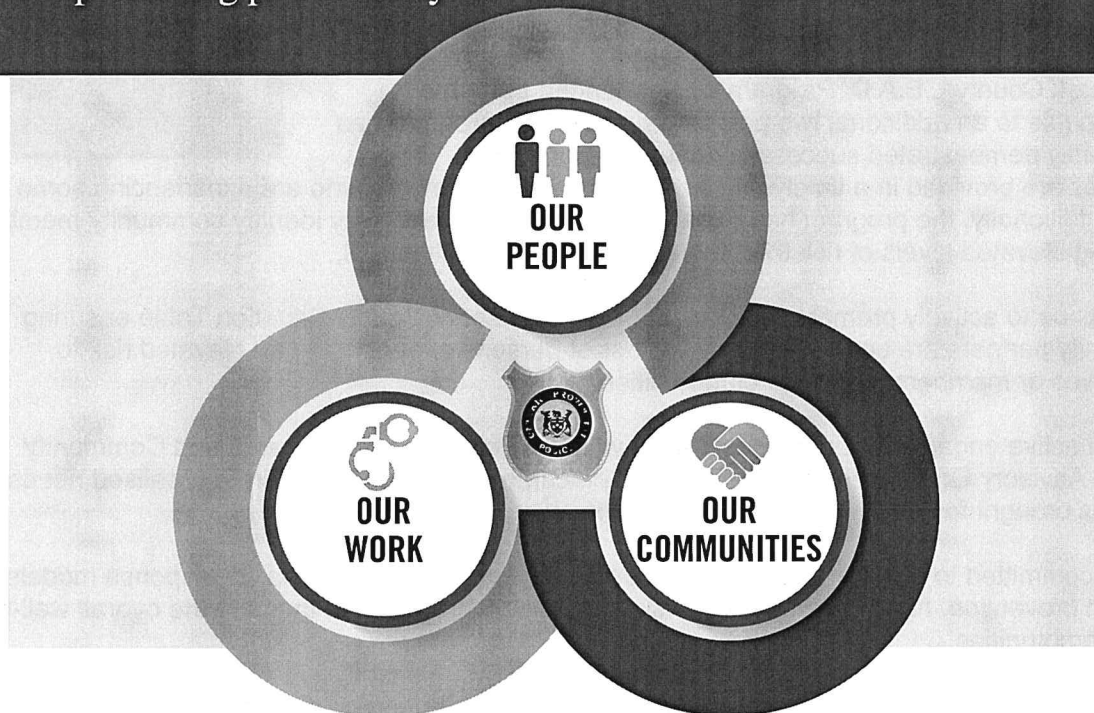
Inspector Karuna Padiachi
Interim Detachment Commander
Lanark Detachment OPP

OUR VISION

Safe Communities... A Secure Ontario

OUR MISSION

To serve our province by protecting its citizens, upholding the law and preserving public safety.



OUR VALUES

Serving with
**PRIDE,
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Interacting with
**RESPECT,
COMPASSION
& FAIRNESS**

Leading with
**INTEGRITY,
HONESTY
& COURAGE**

Always doing the right things for the right reasons

Message from the Detachment Commander

In reviewing the past three years, I am pleased to observe that Lanark County Detachment achieved many successes in the commitments that were targeted in the 2017-2019 Action Plan.

With a continued focus on community engagement and involvement, Lanark County OPP in collaboration with community partners, contributed to the development of the Community Safety and Well Being (CSWB) Plan.

The Lanark County L.E.A.D. Program was expanded from one fulltime nurse to an additional two part-time nurses. The program has consistently demonstrated success in ensuring appropriate resources are provided in a timely manner to community members who are experiencing some form of crisis. Additionally, the program has expanded its ability to proactively identify community members exhibiting elevated levels of risk thereby reducing police involvement.



We continue to actively promote and participate in the Lanark County Situation Table ensuring community partners are actively engaged to assist persons experiencing an elevated risk to themselves or members within our communities.

Through active engagement and consultation with the Police Services Boards and Community Policing Advisory Committee, Lanark County Detachment continues to address localised needs and concerns brought forward by members of the community.

We are committed to collaboration with our community partners to develop co-response models that focus on prevention, harm reduction and risk intervention strategies to improve the overall well-being of our communities.

We remain open to and respectful of cultural differences with ongoing efforts of developing skills and knowledge to build mutually effective relationships.

We will continue to identify opportunities to enhance our frontline officers' experience.

The OPP has launched its 2020-2022 Strategic Plan. It outlines our next steps towards becoming an organization we aim to be, what and how policing services will be delivered. The Plan is available on opp.ca.

I am pleased to present the Lanark County 2020-2022 Action Plan that is closely aligned to the OPP Strategic Plan.

The focus for the next three years for our Detachment will be:

- Continued support of the Lanark County Situation Table to ensure community members at an acutely elevated level of risk are afforded the ability to engage community partners prior to crisis.

- Collaboration between community partners and provisioning of provincial funding to establish a Victim Advocate Program that affords additional support to victims of domestic violence, human trafficking and sexual assault.
- Building on the successes, observations and lessons learned from the L.E.A.D. Mental Health Program, the program will be rebranded as the Mobile Crisis Response Team (MCRT). We will enhance the program through the addition of a dedicated officer that will be available to respond seven days per week along with a mental health professional. Together with our MCRT partners, we will continue efforts to obtain and sustain funding for this vital and effective program.
- Continued partnerships with our community partners to reduce violence and victimization of vulnerable and marginalized populations including the young and the elderly through programs such as: Interval House and Child Youth Advocacy Centre.
- Actively participate with our partners in the CSWB to understand our communities and work towards addressing current and longstanding social injustice issues.
- Commitment to ensuring the wellness of our members as a priority throughout this period. Mental health and wellness of our members is paramount and through prioritizing this responsibility, we also ensure that our communities are served effectively.
- Focus on the reduction of harm and victimization, specifically those dealing with incidents related to violent crime, property crime, illicit drugs and cyber-crime.
- Commitment to an intelligence based traffic safety approach targeting irresponsible driving behaviour that leads to injuries and deaths on our roadways, waterways and trails. In addition to proactive enforcement of RIDE, other provincial and/or local campaigns, we will continue to address local traffic concerns within our communities.

In closing, Lanark County Detachment commits to supporting the wellness of our members, protecting our communities, preserving public safety and upholding the law. In addition, we commit to continue to work closely with our community partners on many fronts to accomplish our vision of Safe Communities, A Secure Ontario.

Inspector Karuna Padiachi
Interim Detachment Commander
Lanark Detachment OPP



COUNCIL CALENDAR

February 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 6PM Council 7PM COW	2	3	4	5
6	7	8	9	10	11 10:30AM Library Board	12
13	14	15 6PM Council 7PM COW	16	17	18	19
20	21 Family Day	22	23	24	25	26
27 OGRA	28 OGRA					








COUNCIL CALENDAR

March 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 OGRA 6PM Council 7PM COW	2 OGRA	3	4	5
6	7	8	9	10	11 10:30AM Library Board	12
13	14	15 6PM Council 7PM COW	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2022 COUNCIL/COMMITTEE CALENDAR

 Council
 Committee of the Whole

 Special Meetings
 Annual Conferences
 Statutory Holidays (office closed)

 Office Closed
 Election

JANUARY						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3 Stat Holiday	4	5	6	7	8
9	10	11 Council COW	12	13	14	15
16	17	18	19	20	21	22
23 ROMA	24 ROMA	25 ROMA Council COW	26	27	28	29
30	31					

FEBRUARY						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 Council COW	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Council COW	16	17	18	19
20	21 Family Day	22	23	24	25	26
27 OGRA	28 OGRA					

MARCH						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 OGRA Council COW	2 OGRA	3	4	5
6	7	8	9	10	11	12
13	14	15 Council COW	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL						
SUN	MON	Tues	WED	THUR	FRI	SAT
					1	2
3	4	5 Council COW	6	7	8	9
10	11	12	13	14	15 Good Friday	16
17	18 Easter Monday	19 Council COW	20	21	22	23
24	25	26	27	28	29	30

MAY						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 Nominations open	3 Council COW	4	5	6	7
8	9	10	11	12	13	14
15	16	17 Council COW	18	19	20	21
22	23 Victoria Day	24	25	26	27	28
29	30	31				

JUNE						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7 Council COW	8	9 FCM Regina	10	11
12	13	14	15	16	17	18
19	20	21 Council COW	22	23	24	25
26	27	28	29	30		

JULY						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1 Canada Day	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1 Civic Holiday	2	3	4	5	6
7	8	9 Council COW	10	11	12	13
14	15 AMO Ottawa	16	17	18	19 Nomination Day	20
21	22	23 Council COW	24	25	26	27
28	29	30	31			

SEPTEMBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5 Labour Day	6 Council COW	7	8	9	10
11	12	13	14	15	16	17
18	19	20 Council COW	21	22	23	24
25	26	27	28	29	30	

OCTOBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1
2	3	4 Council COW	5	6	7	8
9	10 Thanksgiving	11	12	13	14	15
16	17 Advance Voting	18	19	20	21	22
23	24 Election Day	25	26	27	28	29
30	31					

NOVEMBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 Council COW	2	3	4	5
6	7	8	9	10	11 Remembrance Day	12
13	14	15 Inaugural Council	16	17	18 County Budget	19
20	21	22 Council Orientation	23	24	25	26
27	28	29	30			

DECEMBER						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5	6 Council COW	7	8	9	10
11	12	13 Budget	14	15	16	17
18	19	20 Council COW	21	22	23	24
25	26 Boxing Day	27 Stat Holiday	28	29	30	31



Municipality of Mississippi Mills
PENDING LIST
January 25, 2022

Title	Department	Comments/Status	Report to Council (Date)
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q2 2022
Review of ATV By-law	Public Works	Bring forward options for Schedule "A" of By-law 13-108 to determine appropriate roadway restrictions in Mississippi Mills. Focus on OVRT	Q2 2022
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 2022
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2021 Wild Parsnip Management Plan	Q2 2022
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	Q2 2022
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	TBD
Communication of Downtown Revitalization Project	Public Works	Meeting with downtown businesses regarding revitalization project	TBD

Master Fire Plan	Fire	Master Fire Plan Report	Q1 2022
Review Key to Municipality Policy	Clerks		Q1 2022
Review Vaccination Policy	CAO	To review the current vaccination policy to determine if it still requires to be in place.	Q2 2022
Pedestrian Crossover - OVRT	Public Works	Review option for installing a predestiran crosswalk at the main street crossover of the OVRT	Q2 2022
Recruitment, Selection and Hiring Policy	CAO	To review the current policy and bring forward suggestions and updates to better represent effective and strategic use of staff/council time.	Q2 2022