



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, February 1, 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

4 - 8

Recommended Motion:

THAT the minutes dated January 25, 2022 be approved.

E. CONSENT REPORTS

None

F. STAFF REPORTS

Planning and Building

F.1. Site Plan Control (D11-73-21) - 65 Mill Street, 73 and 75 Little Bridge Street

9 - 28

Recommended Motion:

THAT Committee of the Whole recommend that Council approve the Site Plan Control application (D11-73-21) for the properties described legally in this report and municipally known as 65 Mill Street, 73 and 75 Little Bridge including cash-in-lieu request for one (1) parking space;

AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development as detailed in Documents 1 and 2.

Finance and Administration

- F.2. 2022 Municipal Election – Joint Compliance Audit Committee** 29 - 46
- Recommended Motion:**
THAT Council approve the Municipality's membership in the Joint Lanark County Compliance Audit Committee;
- AND THAT** a by-law be brought forward that stipulates the Committee's terms of reference;
- AND THAT** a recommendation for Committee appointments be brought forward for approval in due course.
- G. NOTICE OF MOTION**
None
- H. INFORMATION ITEMS**
- H.1. Mayor's Report**
- H.2. County Councillor's Report**
- H.3. Mississippi Valley Conservation Authority Report** 47 - 49
- H.4. Library Board Report**
- H.5. Information List #03-22**
Recommended Motion:
THAT the information list #03-22 be received for information.
- a. December 22 2021 Town of Bradford West Gwillimbury re Motion Against Quebec's Bill 21** 50 - 51
- b. January 11, 2022 - Municipality of Shuniah Resolution re: MPAC assessments** 52
- c. January 12, 2022 - Niagara on the Lake Resolution re: National Childcare Program** 53 - 54
- d. January 19, 2022 Town of Bracebridge - Support for Muskoka Parry Sound Sexual Assault Services** 55
- e. January 21, 2022 - Town of Aurora Resolution re: Dissolve OLT** 56 - 58
- f. January 25, 2022 - Township of Adjala-Tosorontio Resolution re: Funding Support for Rural Infrastructure Projects** 59
- g. January 25, 2022 - Letter from OMAFRA and AAFC** 60 - 61
- h. January 25, 2022 - Leeds, Grenville and Lanark District Health Unit re: Ontario Building Code Part VIII** 62 - 65
- H.6. Meeting Calendar**

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| a. | February 2022 | 66 |
| b. | March 2022 | 67 |

I. OTHER/NEW BUSINESS

J.	PENDING LIST	68 - 69
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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 25, 2022
E-participation**

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

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Cory Smith, Acting Director of Public Works
Jennifer Russell, Administration

A. CALL TO ORDER (immediately following Council)

Councillor Holmes called the meeting to order at 7:16 p.m.

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

None declared.

C. APPROVAL OF AGENDA

Resolution No CW013-22

Moved by Councillor Maydan

Seconded by Councillor Ferguson

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW014-22

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the minutes dated January 11, 2022 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW015-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT the following consent reports and committee minutes be received:

- E.1 Accessibility Advisory Committee Minutes - September 22, 2021
- E.2 Committee of Adjustment Minutes - July 27, 2021
- E.6 Mississippi River Power Corp

AND THAT items E.3, E.4 and E.5 be pulled for further consideration.

CARRIED

E.3 Committee of Adjustment Minutes - May 19 2021

Resolution No CW016-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the Committee of Adjustment minutes dated May 21, 2021 be received as information

CARRIED

E.4 Committee of Adjustment Minutes - September 8, 2021

Resolution No CW017-22

Moved by Councillor Maydan

Seconded by Mayor Lowry

THAT the Committee of Adjustment minutes dated September 8, 2022 be received as information.

CARRIED

E.5 Parks and Recreation Minutes - Nov 30, 2021

Resolution No CW018-22

Moved by Councillor Guerard

Seconded by Councillor Maydan

THAT the minutes from the Parks and Recreation Committee dated November 30, 2021 be received as information.

CARRIED

F. STAFF REPORTS

Finance and Administration

F.1 Committee of the Whole Chair

Resolution No CW019-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

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.

CARRIED

F.2 Recruitment, Selection and Hiring Policy Updates

Resolution No CW020-22

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the Committee of the Whole recommends that Council approve the proposed updates to the Municipality's Recruitment, Selection and Hiring Policy.

CARRIED

Resolution No CW021-22

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT the Committee of the Whole recommends that Council approve the advertising for the position of Elections Assistant.

CARRIED

F.3 Long Term Disability Premiums

Resolution No CW022-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

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

CARRIED

F.4 Additional Road Options

Item referred back to staff and to be brought forward for further consideration at a future meeting.

F.5 Long Term Debt, Reserve and Additional Budget Considerations

Resolution No CW023-22

Moved by Councillor Maydan

Seconded by Councillor Dalgity

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

CARRIED

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

H.4.a Mississippi Mills Library Board Minutes November 12

H.5 Information List #02-22

Resolution No CW024-22

Moved by Councillor Dalgity

Seconded by Deputy Mayor Minnille

THAT the information list #02-22 be received for information;

AND THAT item H.5.D, OPP Lanark County Detachment 2020 Progress Report, be pulled for further consideration.

CARRIED

H.6 Meeting Calendar

Members reviewed the February, March and 2022 Council calendars.

I. OTHER/NEW BUSINESS

Mayor Lowry provided a brief update on announcements made at the ROMA conference. Announcement include: 3rd round of modernization funding, and a new round of RED funding.

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW025-22

Moved by Mayor Lowry

Seconded by Councillor Maydan

THAT the meeting be adjourned at 8:16 p.m.

CARRIED

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

PLANNING REPORT

MEETING DATE: February 1, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Site Plan Control – (D11-73-21)
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
Almonte Ward, Municipality of Mississippi Mills
Municipally known as 65 Mill Street, 73 and 75 Little Bridge Street

OWNER: 73 Little Bridge Inc.

APPLICANT: Nelligan O'Brien Payne LLP (Debbie Bellinger)

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the Site Plan Control application (D11-73-21) for the properties described legally in this report and municipally known as 65 Mill Street, 73 and 75 Little Bridge including cash-in-lieu request for one (1) parking space; and

THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development as detailed in Documents 1 and 2.

BACKGROUND:

The applicant has filed an application for Site Plan Control on behalf of 73 Little Bridge Inc. for the proposed development which includes adding 73 and 75 Little Bridge Street properties and the area identified in Figure 1 as a lot addition from 83 Mill Street, under Site Plan Control.

65 Mill Street is currently under Site Plan Control. In 2017, Site Plan Control approval was granted for the change of use at 65 Mill Street to construct new residential units. The applicant is now proposing to (structurally) combine all three buildings under one ownership and add one (1) additional residential unit. There are no changes proposed to number of existing commercial units in the buildings. In order to combine all of the

properties (65 Mill Street, 73 and 75 Little Bridge Street) under one Site Plan Control agreement, a Major Site Plan Control application is required. There are no proposed additions to the properties which would change the building footprints. As described in the applicant's summary, there are some interior renovations to the residential units as well as proposed exterior extensions of the second floor.

Figure 1 shows an aerial photo with property parcels overlaid. The red outlined properties are the additional properties (73 and 75 Little Bridge Street) to be added under Site Plan Control. The outlined blue property is 65 Mill Street, which is already subject to Site Plan Control through an application and approval in 2016/2017 (D11-73-16).

Figure 1 – Location and Context Map



RELATED PLANNING APPLICATIONS

The applicant has also filed a request for Exemption from Draft Plan of Condominium Approval to the County, on behalf of 73 Little Bridge Inc. in order to convert the existing

six (6) commercial units and 11 residential units (17 units total) to condominium title as well as modifications to the existing building to create additional floor area on the third floor. At its meeting on January 11, 2022, the Committee of the Whole recommended that Mississippi Mills Council passed a recommendation at its meeting on January 25, 2022, in support of the request for exemption. The request for Exemption from Draft Approval of Condominium is anticipated to be heard at the County in February.

The applicant has also applied to Lanark County for a consent application to the County for a lot addition of 80.2 m² (including right-of-way easements), which was heard by Land Division Committee this month (File B21/177). Land Division Committee conditionally approved the application this month subject to a number of conditions.

As previously mentioned, the property at 65 Mill Street is already subject to Site Plan Control. It is noted that the previous Site Plan Control approval also included approval for cash-in-lieu of parking for a total of five (5) parking spaces. At the time of approval, a deferral of this payment was granted via the Site Plan Control agreement as the applicant had indicated that there was further development to take place in the near future that would provide the required five (5) parking spaces.

Staff have confirmed with the municipality's records that there is an outstanding payment for required parking spaces for the associated change in use within the building at 65 Mill Street (D11-73-16). As part of that Site Plan approval, Council also approved a deferral of the payment as the applicant's intention was to provide those required as part of Phase 2 of the development. Phase 2 of the development is this Site Plan Control application. By adding all three properties under one Site Plan Control application and subsequent Site Plan agreement as a complete development with the existing six (6) commercial units and 11 residential units, the parking requirements for the development are satisfied, save and except one (1) parking space. Further analysis on the required parking is contained in the Zoning By-law section of this report.

LOCATION AND DESCRIPTION OF SUBJECT LANDS:

The subject lands are located on the north side of Mill Street and Little Bridge Street in Almonte. The lands to be enlarged are approximately 625 m² and currently contains a mixed-use building. The subject lands are in the core of Almonte and are generally surrounded by a mix of village-commercial and residential land uses.

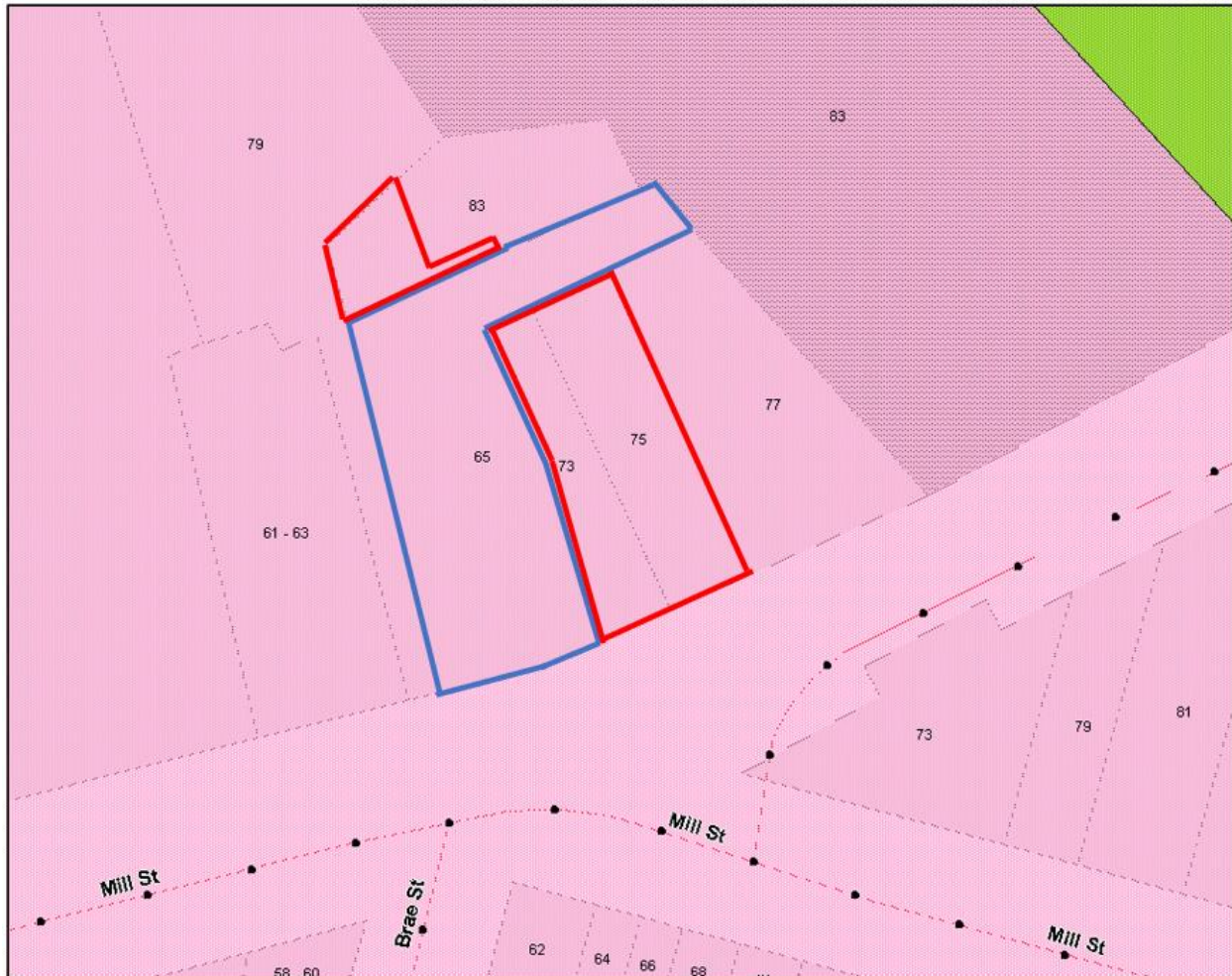
The location of the subject lands is depicted in the aerial photo in Figure 1. As previously mentioned above, the red outlined properties are the additional properties to be added under Site Plan Control. The outlined blue property is 65 Mill Street, which is already subject to Site Plan Control through an application and approval in 2016/2017 (D11-73-16).

COMMUNITY OFFICIAL PLAN (COP)

Downtown Commercial Policies

The subject lands are designated “Downtown Commercial” in the Community Official Plan. The intent of the Downtown Commercial designation is to provide the opportunity for a range of commercial, residential and institutional uses.

Figure 2 – Schedule B (Almonte Ward)



The Downtown Commercial designation permits the following uses, per section 3.7.2.1 of the COP:

- a wide variety of retail, office, service, administrative, cultural, institutional, medical and entertainment uses
- residential uses, in the form of apartments above or behind the principal commercial use of the building, and providing that residential uses on the ground floor do not exceed 50% of the total gross floor area of the ground floor.

The policies of the Downtown Commercial designation include ensuring that parking and loading facilities are supplied appropriately and are generally located at the rear of buildings, where possible. The Official Plan also recognizes that required parking can be provided on-site or cash-in-lieu of parking may be considered. The Official Plan encourages infilling and intensification in order to create and maintain a compact downtown core.

Downtown Commercial Parking Policies and Cash-in-lieu of Parking

The Community Official Plan recognizes that downtown parking is an important resource in the Downtown Commercial area; however, the policies also recognize that in the compact downtown area, providing the required parking may be a limitation to development or redevelopment.

Section 3.7.2.4 of the Official Plan considers the payment of cash-in-lieu of parking as an effective mechanism for encouraging a compact, efficient and viable downtown core. In this case, the applicant is requesting relief of one (1) parking space via the cash-in-lieu of parking process to facilitate the proposed development.

It is staff's opinion that the proposed development and request for cash-in-lieu of parking for one (1) parking space meets the general intent and applicable policies of the Downtown Commercial policies of the Community Official Plan.

COMPREHENSIVE ZONING BY-LAW #11-83

The properties are zoned Downtown Commercial (C2) in the Zoning By-law. The purpose of the C2 zone is to accommodate a broad range of uses including commercial, residential and institutional uses including mixed-use buildings and to foster a compact, mixed-use pedestrian-oriented area which is supportive of the architectural heritage. In recognition of the compact, mixed-use form of a downtown core, the C2 zoning provisions are very flexible requiring few side, rear and front yard setbacks.

The property is also within the Almonte Heritage Conservation District and all three properties (65 Mill Street, 73 and 75 Little Bridge Street) are identified as 'Strongly Contributing' to the district.

Regarding parking, the Zoning By-law requires 0.5 spaces per dwelling unit which is contained in the same building with other uses. The resulting requirement is six (6) parking spaces for the residential units. As previously noted, the applicant is able to provide five (5) of the six (6) required parking spaces for the residential units and has requested cash-in-lieu of the deficient one (1) parking space. There are a total of six (6) commercial units across the three subject properties, which all enjoy a legal non-complying status to not provide on-site parking because all of the commercial units pre-date the parking requirements in the Zoning By-law. This legal non-complying status is documented in the previous Site Plan Control application as well as previous property compliance reports prepared by the Planning Department.

The proposed Site Plan Control application meets the zoning provisions in the Zoning By-law as it pertains to the uses on the site and as it pertains to parking (cash-in-lieu of parking).

CIRCULATION COMMENTS

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

INTERNAL CIRCULATION

CAO:

No comments received.

Chief Building Official:

No comments received.

A/Director of Roads and Public Works:

There is a private fire hydrant on site with existing easements to the municipality allowing for access and maintenance.

Fire Chief:

There is a private fire hydrant on site. The existing arrangement should be confirmed with Public Works with respect to maintenance and obligations of the private hydrant providing fire protection to other structures.

Recreation Coordinator:

No concerns or objections.

EXTERNAL CIRCULATION

Ministry of Northern Development, Mines, Natural Resources and Forestry:

MNDM has no concerns regarding the Site Plan Control application at this site.

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

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

DISCUSSION

Parking

The Site Plan Control application also includes a request for cash-in-lieu of parking for one (1) parking space. Based on the policies of the Official Plan and that the proposed development is adding one residential unit to the property, staff are of the opinion that this request is appropriate at this time.

A special condition is recommended regarding the payment of this requested cash-in-lieu of parking for one (1) space (\$3000) be required prior to the registration of the Site Plan Control agreement and issuance of any building permits.

Servicing

As previously mentioned, there is a private fire hydrant located behind the existing building at 75 Mill Street (located in the parking area at the rear of the property located at 83 Mill Street).

There is an existing easement in favour of the municipality for the private fire hydrant to access, maintain, repair and if necessary, replace which was established in 2009.

CONCLUSION

The proposed Site Plan satisfies the provisions of the Zoning By-law and is consistent with relevant planning policies of the Community Official Plan.

Therefore, Staff recommends the approval of the Site Plan Control application and the cash-in-lieu of parking space for one (1) space, subject to the execution and registration of the Site Plan Control Agreement.

Respectfully submitted by,

Reviewed by:



Melanie Knight
Senior Planner

Ken Kelly
CAO

ATTACHMENTS:

Document 1 – Site Plan
Document 2 – Conditions of Approval

PLAN
28R-1167

SCALE: 1" = 30'-0"

KEY PLAN

EXISTING PARKING NOT PART OF THIS CONDOMINIUM

PROPOSED EASEMENT

RIGHT-OF-WAY

LOT A

LOT B

LOT C

LOT D

LOT E

LOT F

LOT G

LOT H

LOT I

LOT J

LOT K

LOT L

LOT M

LOT N

LOT O

LOT P

LOT Q

LOT R

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LOT JG

LOT JH

LOT JI

LOT JJ

LOT JK

LOT JL

LOT JM

LOT JN

LOT JO

LOT JP

LOT JQ

LOT JR

LOT JS

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LOT JU

LOT JV

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LOT JX

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Document 2 – Special Conditions of Approval

In addition to the Standard Conditions, the following condition is recommended:

1. The Owner agrees to pay for cash-in-lieu of parking of one (1) required off-street parking space in the amount of three thousand dollars (\$3,000.00) prior to the registration of this agreement and issuance of any building permits, to the satisfaction of the Planning Department.

Site Plan Control Cash-in-lieu of Parking

65 Mill Street
73 and 75 Little Bridge Street

February 1, 2022

Application D11-73-21:

- Requesting Site Plan Control approval to include the properties at 65 Mill Street, 73 and 75 Little Bridge Street and a lot addition under one Site Plan agreement
- Requesting approval for cash-in-lieu of parking for one (1) parking space

Related applications:

- Consent application B21/177
- Exemption from Draft Approval for Condominium

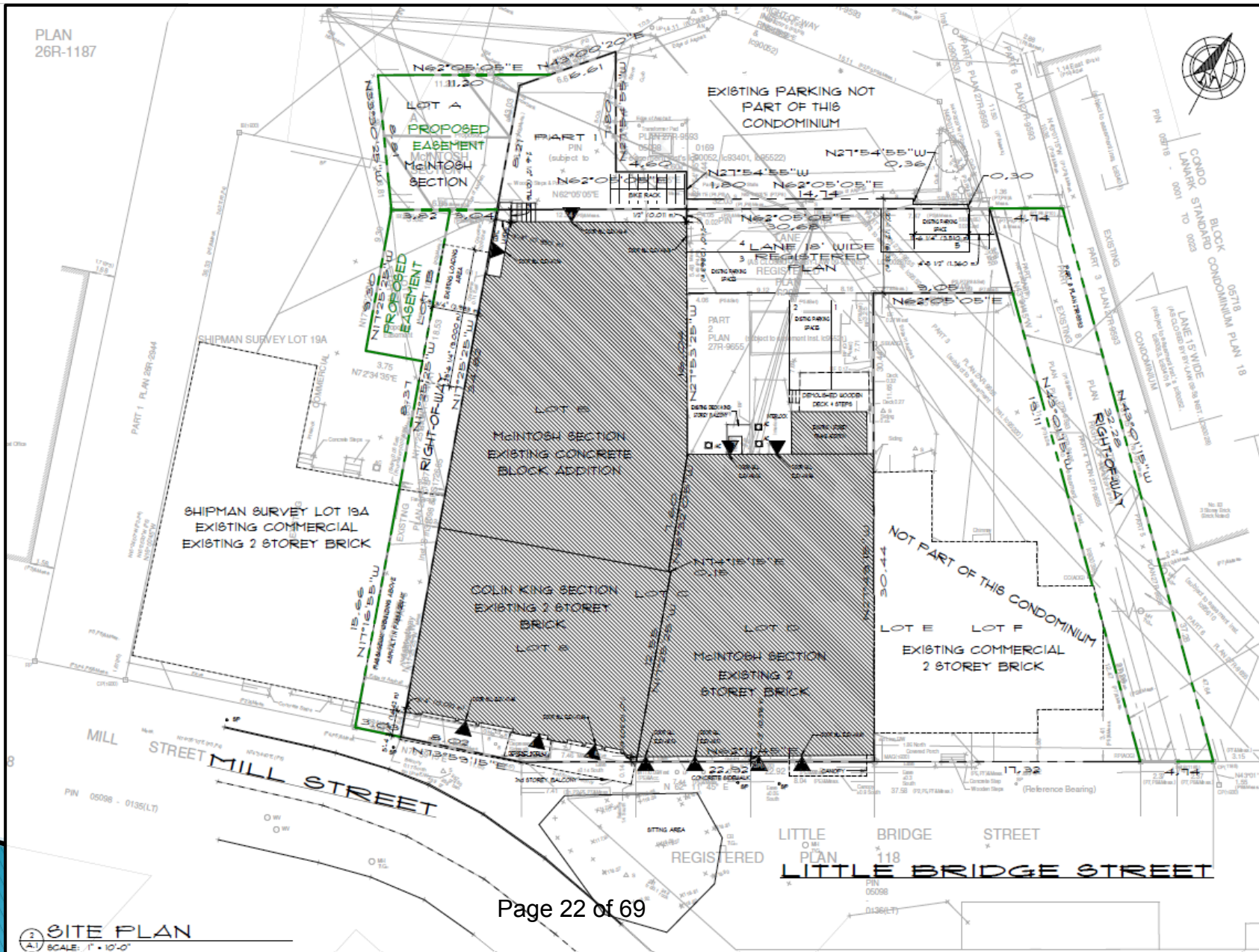


Details of proposal:

- To combine all of the properties under one Site Plan Control agreement
- Interior renovations to the residential units to expand the units and change the layout as well as provide interior connections to the buildings
- 11 residential units and 6 commercial units with five (5) parking spaces provided



PLAN
26R-1187



Previous planning history:

- 2017 – Site Plan Control application and subsequent agreement was registered on title for 65 Mill Street
- Cash-in-lieu of parking required as part of the application
- 2017 - Council approved a deferral of the payment of cash-in-lieu as the applicant was intending on undertaking “Phase 2” of the development in the immediate future

Current parking requirement:

- Zoning By-law requires 0.5 spaces per dwelling unit in a building with other uses (mixed-use building)
= 6 parking spaces for 11 residential units
- Zoning By-law does not require visitor parking for mixed-use buildings
- Commercial units enjoy a legal non-conforming right to not provide parking

Official Plan Downtown Parking Policies:

- Recognizes parking is important resource
- Recognizes in compact downtown areas, providing required parking may limit development/redevelopment
- Cash-in-lieu of parking effective mechanism to encourage compact development and viable downtown core

Cash-in-lieu of Parking:

- Zoning By-law requires 0.5 spaces per dwelling unit in a building with other uses (mixed-use building)
= 6 parking spaces for 11 residential units
- Zoning By-law does not require visitor parking for mixed-use buildings
- Commercial units enjoy a legal non-conforming right to not provide parking

Staff Recommendation:

THAT Committee of the Whole recommend that Council approve the Site Plan Control application (D11-73-21) for the properties described legally in this report and municipally known as 65 Mill Street, 73 and 75 Little Bridge including cash-in-lieu request for one (1) parking space; and

THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the development as detailed in Documents 1 and 2.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: February 1, 2022
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk
SUBJECT: 2022 Municipal Election – Joint Compliance Audit Committee

RECOMMENDATION:

THAT Council approve the Municipality's membership in the Joint Lanark County Compliance Audit Committee;

AND THAT a by-law be brought forward that stipulates the Committee's terms of reference;

AND THAT a recommendation for Committee appointments be brought forward for approval in due course.

BACKGROUND:

Pursuant to Section 88.37 of Municipal Elections Act, 1996, municipalities are required to establish a Compliance Audit Committee to deal with complaints regarding election campaign financing. In 2010 and 2014, the Municipality was a member of the Joint Lanark County Election Compliance Audit Committee.

DISCUSSION:

Clerks within Lanark County have been working together on a wide variety of election matters. In developing the terms of reference, the Clerks have made recommendations with regard to recruitment and appointment and support a pooling of resources to ensure qualified members are represented on the Committee.

All local municipalities within Lanark County, including the Town of Smiths Falls, have agreed to a joint committee. The same occurred for the 2010, 2014 and 2018 elections. Each municipality will be required to approve the terms of reference (Attachment 1) and appointments.

Upon adoption a joint recruitment ad will be placed. Ideal candidates will be familiar with legal, municipal, election and finance matters, specifically the requirements of the Municipal Elections Act, 1996 with regard to election financing.

FINANCIAL IMPLICATIONS

According to the Act, municipalities are responsible for the costs associated with the Compliance Audit Committee, including audit costs. In the event of an application, the affected municipality would be responsible for the associated costs. The County Clerk will serve as Committee Secretary and charge back their time to each respective municipality.

There will be minimal costs for advertising and recruitment of members for the Committee that will be shared among the participating municipalities and will be expensed to the election budget.

Appointees would receive a stipend of \$150 per meeting with reimbursement of expenses associated with travel to be paid by the member municipality requiring the services of the Committee

SUMMARY

It is recommended that Council approve the Municipality's membership in the Joint Lanark County Compliance Audit Committee.

Respectfully submitted,

Approved by,

Jeanne Harfield

Ken Kelly

Clerk

Chief Administrative Officer

Attachment:

1. Joint Lanark County 2022 Election Compliance Audit Committee – Terms of Reference

ATTACHMENT 1

Joint Lanark County 2022 Election

Compliance Audit Committee

	Terms of Reference
1	<p><u>Name</u></p> <p>The name of the Committee is the “Joint Lanark County 2022 Election Compliance Audit Committee” consisting of the following municipalities:</p> <ul style="list-style-type: none">• Municipality of Mississippi Mills• Tay Valley Township• Town of Carleton Place• Town of Perth• Town of Smiths Falls• Township of Beckwith• Township of Drummond/North Elmsley• Township of Lanark Highlands• Township of Montague
	<p><u>Duration</u></p> <p>The term of office is from November 15, 2022 to November 14, 2026 to deal with applications from the 2022 election and any by-elections during Council’s term.</p>
3	<p><u>Mandate</u></p> <p>The powers and functions of the Committee are set out in Sections 88.33 to 88.37 of the <i>Municipal Elections Act, 1996</i> (Appendix “A”). The Committee will perform the functions relating to the compliance audit application process as outlined in the Act. These functions include:</p> <p><u>Candidate Contravention</u></p> <ol style="list-style-type: none">a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Candidate’s election campaign finances;d. receive the auditor's report from the Clerk;

- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, decide whether to commence legal proceedings against the candidate for the apparent contravention;
- g. after reviewing the report, give to the Candidate, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Candidate Contributor Contravention

- a. within 30 days receipt of a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits, consider the report and decide whether to commence a legal proceeding against the contributor for an apparent contravention.
- b. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contravention

- a. within 30 days receipt of a compliance audit application by an elector, consider the application and decide whether it should be granted or rejected;
- b. give to the Candidate, the Clerk and the Applicant the decision of the Committee to grant or reject the application, and brief written reasons for the decision;
- c. if the application is granted, appoint a licensed auditor to conduct a compliance audit of the Registered Third Party's campaign finances;
- d. receive the auditor's report from the Clerk;
- e. within 30 days receipt of the auditor's report, consider the report;
- f. if the report concludes that the Registered Third Party appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Registered Third Party for the apparent contravention;
- g. after reviewing the report, give to the Registered Third Party, the Clerk and the Applicant the decision of the Committee, and brief written reasons for the decision.

Registered Third Party Contributor Contravention

- a. within 30 days receipt of the report, consider the report;
- b. if the report concludes that the Contributor appears to have contravened a provision of the Act relating to campaign finances, decide whether to commence legal proceedings against the Contributor for the apparent contravention;
- c. after reviewing the report, give to the Contributor and the Clerk the decision of the Committee, and brief written reasons for the decision.

	<p><u>Auditor Selection</u></p> <p>If the committee decides to grant the application, it shall appoint an auditor licensed under the <i>Public Accounting Act, 2004</i> to conduct a compliance audit of the Candidate's election campaign finances.</p> <p>The selection process will be coordinated through the Clerk of the respective municipality.</p>
4	<p><u>Membership</u></p> <p>The Committee shall be composed of three (3) voting members, with three (3) alternate members that would assume all the rights and privileges of a voting member if called upon. Alternate members shall be ranked and will be called upon to replace a voting member that has resigned from the Committee.</p> <p>Membership will be drawn from the following groups:</p> <ul style="list-style-type: none"> a. accounting and audit - accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates and registered third parties; b. legal; c. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and/or d. other individuals with knowledge of the campaign financing rules of the <i>Municipal Elections Act, 1996</i>. <p>Municipal employees or officers of the municipality, members of Council or local board; any Candidates or any persons who are Registered Third Parties in the 2022 municipal election or in any by-election during the term of Council for any member municipality are ineligible to be appointed as a member of the Committee pursuant to subsection 88.37 (2) of the of the <i>Municipal Elections Act, 1996</i>.</p> <p>Members will be required to participate in an orientation session as a condition of appointment.</p>
5	<p><u>Membership Selection</u></p> <p>The terms of reference and application form will be posted, as a minimum, on the municipal websites of the member municipalities. Staff will also contact and solicit those individuals as set out under section 4 of the Terms of Reference. In addition, advertisements will be placed in a local paper.</p> <p>All applicants will be required to complete an application form outlining their qualifications and experience. Staff may interview applicants who meet the selection</p>

	<p>criteria and prepare a short list of three voting members and three alternate members. Recommended candidates will be submitted to the Council of each member municipality for consideration.</p> <p>Members will be selected on the basis of the following:</p> <ul style="list-style-type: none"> a. demonstrated knowledge and understanding of municipal election financing rules; b. proven analytical and decision-making skills; c. experience working on a committee, task force or similar setting; d. availability and willingness to attend meetings; and e. excellent oral and written communication skills. <p>Any members appointed must also agree in writing they will not be a candidate or an individual who is a Registered Third Party in the current municipal election or in any by-election during the term of Council for any member municipality. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
6	<p><u>Conflict of Interest</u></p> <p>The principles of the <i>Municipal Conflict of Interest Act</i>, apply to this Committee. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p> <p>To avoid a conflict, any person appointed to the Committee must agree in writing not to prepare or audit the election financial statements of any candidate or registered third party for any of the member municipalities in the current municipal election. Failure to adhere to this requirement will result in the individual being removed from the Committee.</p>
7	<p><u>Chair</u></p> <p>The Committee will select a Chair from amongst its members at its first meeting when a compliance audit application is received.</p> <p>The Chair is the liaison between the members and the Secretary of the Committee on matters of policy and process.</p> <p>The Chair shall enforce the observance of order and decorum among the Committee members and the public at all meetings.</p> <p>When the Chair is absent, the Committee may appoint another member as Acting Chair. While presiding, the Acting Chair shall have all the powers of the Chair.</p>

8	<p><u>Staffing and Funding</u></p> <p>The Clerk from the County shall act as Secretary to the Committee.</p> <p>The member municipality requiring the services of the Committee shall be responsible for all associated expenses, including the auditor's costs.</p> <p>Committee Member Remuneration - \$150 per diem per meeting, plus mileage at a rate of \$0.50 cents per kilometer.</p>
9	<p><u>Meetings</u></p> <p>Meetings of the Committee shall be open to the public. The Committee may deliberate in private.</p> <p><i>Timing of Meetings</i></p> <p>Meetings shall be called by the Clerk from the County in coordination with the Clerk of the member municipality when required. The date and time of the meeting will be determined by the Clerk of the County and communicated directly to the Committee members. Subsequent meetings will be held at the call of the Chair in consultation with the Clerk from the County.</p> <p>Committee activity shall be determined primarily by the number and complexity of applications for compliance audits that may be received. The frequency and duration of meetings will be determined by the Committee in consultation with the Clerk from the County.</p> <p><i>Meeting Location</i></p> <p>The Committee shall meet at the location determined by the member municipality. The Committee may meet by electronic means.</p> <p><i>Meeting Notices, Agendas & Minutes</i></p> <p>The agenda shall constitute notice. The Clerk of the member municipality requiring the services of the Committee shall cause notice of the meetings to be provided:</p> <ul style="list-style-type: none"> • to members of the Committee, Candidate, and the Public for a meeting regarding an application by an elector; • to members of the Committee, Contributor, Candidate and the Public for a meeting regarding a Candidate Contributor Contravention report; • to members of the Committee, Contributor, Registered Third Party and the public for a meeting regarding a Registered Third Party Contributor Contravention. <p>A minimum of two (2) business days prior to the date of each meeting, not including</p>

weekends or holidays. The agendas and minutes of meetings shall be posted on the member municipality's website.

Minutes of each meeting shall outline the general deliberations and specific actions and recommendations that result.

Agenda Format

1. Call to Order
2. Disclosure of Pecuniary Interest and General Nature Thereof
3. Consideration of Compliance Audit Application, Clerk's Report or Auditor's Report
4. Adjournment

Quorum

Quorum for meetings shall consist of a majority of the members of the Committee.

If no quorum is present thirty (30) minutes after the time appointed for a meeting, the Clerk shall record the names of the members present and the meeting shall stand adjourned until the date of the next meeting.

Meeting Attendance

Any member of the Committee, who misses three (3) consecutive meetings, without being excused by the Committee, may be removed from the Committee. The Committee must make recommendations, by a report to Council for the removal of any member.

Motions & Voting

A motion shall only need to be formally moved before the Chair can put the question or a motion can be recorded in the minutes.

A motion shall be reduced to writing and shall be signed by the Chair and Secretary.

Every Member present shall be deemed to vote against the motion if they decline or abstain from voting, unless disqualified from voting by reason of a declared pecuniary interest.

In the case of a tie vote, the motion shall be considered to have been lost.

The manner of determining the vote on a motion shall be by show of hands.

The Chair shall announce the result of every vote.

10	<p data-bbox="277 195 854 228"><u>Administrative Practices and Procedures</u></p> <p data-bbox="277 262 1495 422">The Terms of Reference constitute the Administrative Practices and Procedures of the Committee. Any responsibilities not clearly identified within these Terms of Reference shall be in accordance with Section 88.33 to 88.37 of the <i>Municipal Elections Act</i>, 1996.</p> <p data-bbox="277 455 1471 535">The Clerk at any time has the right to develop additional administrative practices and procedures.</p>
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APPENDIX “A”

Municipal Elections Act, 1996

S.O. 1996, c. 32

(for reference only)

COMPLIANCE AUDITS AND REVIEWS OF CONTRIBUTIONS

Compliance audit of candidates' campaign finances

Application by elector

88.33 (1) An elector who is entitled to vote in an election and believes on reasonable grounds that a candidate has contravened a provision of this Act relating to election campaign finances may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement under section 88.25. 2016, c. 15, s. 63.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality or the secretary of the local board for which the candidate was nominated for office, and it shall be in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 63.

Deadline for applications

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The candidate's supplementary filing date, if any, under section 88.30.
4. The date on which the candidate's extension, if any, under subsection 88.23 (6) expires. 2016, c. 15, s. 63.

Compliance audit committee

(4) Within 10 days after receiving the application, the clerk of the municipality or the secretary of the local board, as the case may be, shall forward the application to the compliance audit committee. 2016, c. 15, s. 63.

Notice of meetings

(5) Reasonable notice of the meetings of the committee under this section shall be given to the candidate, the applicant and the public. 2017, c. 20, Sched. 10, s. 1.

Open meetings

(5.1) The meetings of the committee under this section shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 1.

Same

(6) Subsection (5.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 1.

Decision of committee

(7) Within 30 days after the committee has received the application, the committee shall consider the application and decide whether it should be granted or rejected. 2016, c. 15, s. 63.

Same

(8) The decision of the committee to grant or reject the application, and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Appeal

(9) The decision of the committee under subsection (7) may be appealed to the Superior Court of Justice within 15 days after the decision is made, and the court may make any decision the committee could have made. 2016, c. 15, s. 63.

Appointment of auditor

(10) If the committee decides under subsection (7) to grant the application, it shall appoint an auditor to conduct a compliance audit of the candidate's election campaign finances. 2016, c. 15, s. 63.

Same

(11) Only auditors licensed under the *Public Accounting Act, 2004* or prescribed persons are eligible to be appointed under subsection (10). 2016, c. 15, s. 63.

Duty of auditor

(12) The auditor shall promptly conduct an audit of the candidate's election campaign finances to determine whether he or she has complied with the provisions of this Act relating to election campaign finances and shall prepare a report outlining any apparent contravention by the candidate. 2016, c. 15, s. 63.

Who receives report

(13) The auditor shall submit the report to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Report to be forwarded to committee

(14) Within 10 days after receiving the report, the clerk of the municipality or the secretary of the local board shall forward the report to the compliance audit committee. 2016, c. 15, s. 63.

Powers of auditor

(15) For the purpose of the audit, the auditor,

- (a) is entitled to have access, at all reasonable hours, to all relevant books, papers, documents or things of the candidate and of the municipality or local board; and
- (b) has the powers set out in section 33 of the *Public Inquiries Act, 2009* and section 33 applies to the audit. 2016, c. 15, s. 63.

Costs

(16) The municipality or local board shall pay the auditor's costs of performing the audit. 2016, c. 15, s. 63.

Decision

(17) The committee shall consider the report within 30 days after receiving it and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention. 2016, c. 15, s. 63.

Notice of decision, reasons

(18) The decision of the committee under subsection (17), and brief written reasons for the decision, shall be given to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant. 2016, c. 15, s. 63.

Immunity

(19) No action or other proceeding for damages shall be instituted against an auditor appointed under subsection (10) for any act done in good faith in the execution or intended execution of the audit or for any alleged neglect or default in its execution in good faith. 2016, c. 15, s. 63.

Saving provision

(20) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to election campaign finances. 2016, c. 15, s. 63.

Section Amendments with date in force (d/m/y)

Review of contributions to candidates

88.34 (1) The clerk shall review the contributions reported on the financial statements submitted by a candidate under section 88.25 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Report, contributions to candidates for council

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a council who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same council appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same council. 2016, c. 15, s. 64.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 64.

Report, contributions to candidates for a local board

(5) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30, the clerk shall prepare a report identifying each contributor to a candidate for office on a local board who appears to have contravened any of the contribution limits under section 88.9 and,

- (a) if the contributor's total contributions to a candidate for office on a local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to the candidate; and
- (b) if the contributor's total contributions to two or more candidates for office on the same local board appear to exceed the limit under section 88.9, the report shall set out the contributions made by that contributor to all candidates for office on the same local board. 2016, c. 15, s. 64.

Same

(6) The clerk shall prepare a separate report under subsection (5) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.9. 2016, c. 15, s. 64.

Same

(7) The clerk shall forward each report prepared under subsection (5) to the secretary of the local board for which the candidate was nominated for office and, within 10 days after receiving the report, the secretary of the local board shall forward it to the compliance audit committee. 2016, c. 15, s. 64.

Decision of compliance audit committee

(8) Within 30 days after receiving a report under subsection (4) or (7), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 64.

Notice of meetings

(9) Reasonable notice of the meetings of the committee under subsection (8) shall be given to the contributor, the applicable candidate and the public. 2017, c. 20, Sched. 10, s. 2.

Open meetings

(9.1) The meetings of the committee under subsection (8) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 2.

Same

(10) Subsection (9.1) applies despite sections 207 and 208.1 of the *Education Act*. 2017, c. 20, Sched. 10, s. 2.

Notice of decision, reasons

(11) The decision of the committee under subsection (8), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality or the secretary of the local board, as the case may be. 2016, c. 15, s. 64.

Saving provision

(12) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 64.

Section Amendments with date in force (d/m/y)

Compliance audit of registered third parties

Application by elector

88.35 (1) An elector who is entitled to vote in an election in a municipality and believes on reasonable grounds that a registered third party who is registered in relation to the election in the municipality has contravened a provision of this Act relating to campaign finances may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement under section 88.29. 2016, c. 15, s. 65.

Requirements

(2) An application for a compliance audit shall be made to the clerk of the municipality in which the registered third party was registered, and it shall be made in writing and shall set out the reasons for the elector's belief. 2016, c. 15, s. 65.

Deadline

(3) The application must be made within 90 days after the latest of the following dates:

1. The filing date under section 88.30.
2. The date the registered third party filed a financial statement, if the statement was filed within 30 days after the applicable filing date under section 88.30.
3. The supplementary filing date, if any, for the registered third party under section 88.30.
4. The date on which the registered third party's extension, if any, under subsection 88.27 (3) expires. 2016, c. 15, s. 65.

Application of s. 88.33 (4) to (20)

(4) Subsections 88.33 (4) to (20) apply to a compliance audit under this section, with the following modifications:

1. A reference to a candidate shall be read as a reference to the registered third party.
2. A reference to the clerk with whom the candidate filed his or her nomination shall be read as a reference to the clerk of the municipality in which the registered third party is registered.
3. A reference to election campaign finances shall be read as a reference to the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Review of contributions to registered third parties

88.36 (1) The clerk shall review the contributions reported on the financial statements submitted by a registered third party under section 88.29 to determine whether any contributor appears to have exceeded any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Report by the clerk

(2) As soon as possible following the day that is 30 days after the filing date or supplementary filing date, as the case may be, under section 88.30 for a registered third party, the clerk shall prepare a report identifying each contributor to the registered third party who appears to have contravened any of the contribution limits under section 88.13 and,

- (a) if the contributor's total contributions to a registered third party that is registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to the registered third party in relation to third party advertisements; and
- (b) if the contributor's total contributions to two or more registered third parties that are registered in the municipality appear to exceed the limit under section 88.13, the report shall set out the contributions made by that contributor to all registered third parties in the municipality in relation to third party advertisements. 2016, c. 15, s. 65.

Same

(3) The clerk shall prepare a separate report under subsection (2) in respect of each contributor who appears to have contravened any of the contribution limits under section 88.13. 2016, c. 15, s. 65.

Same

(4) The clerk shall forward each report prepared under subsection (2) to the compliance audit committee. 2016, c. 15, s. 65.

Decision of compliance audit committee

(5) Within 30 days after receiving a report under subsection (4), the compliance audit committee shall consider it and decide whether to commence a legal proceeding against a contributor for an apparent contravention. 2016, c. 15, s. 65.

Notice of meetings

(6) Reasonable notice of the meetings of the committee under subsection (5) shall be given to the contributor, the registered third party and the public. 2017, c. 20, Sched. 10, s. 3.

Open meetings

(6.1) The meetings of the committee under subsection (5) shall be open to the public, but the committee may deliberate in private. 2017, c. 20, Sched. 10, s. 3.

Notice of decision, reasons

(7) The decision of the committee under subsection (5), and brief written reasons for the decision, shall be given to the contributor and to the clerk of the municipality. 2016, c. 15, s. 65.

Saving provision

(8) This section does not prevent a person from laying a charge or taking any other legal action, at any time, with respect to an alleged contravention of a provision of this Act relating to contribution limits. 2016, c. 15, s. 65.

Section Amendments with date in force (d/m/y)

Compliance audit committee

88.37 (1) A council or local board shall establish a compliance audit committee before October 1 of an election year for the purposes of this Act. 2016, c. 15, s. 66.

Composition

(2) The committee shall be composed of not fewer than three and not more than seven members and shall not include,

- (a) employees or officers of the municipality or local board;
- (b) members of the council or local board;
- (c) any persons who are candidates in the election for which the committee is established;
or
- (d) any persons who are registered third parties in the municipality in the election for which the committee is established. 2016, c. 15, s. 66.

Eligibility for appointment

(3) A person who has such qualifications and satisfies such eligibility requirements as may be prescribed is eligible for appointment to the committee. 2016, c. 15, s. 66.

Same

(4) In appointing persons to the committee, the council or local board shall have regard to the prescribed eligibility criteria. 2016, c. 15, s. 66.

Term of office

(5) The term of office of the committee is the same as the term of office of the council or local board that takes office following the next regular election, and the term of office of the members of the committee is the same as the term of the committee to which they have been appointed. 2016, c. 15, s. 66.

Role of clerk or secretary

(6) The clerk of the municipality or the secretary of the local board, as the case may be, shall establish administrative practices and procedures for the committee and shall carry out any other duties required under this Act to implement the committee's decisions. 2016, c. 15, s. 66.

Costs

(7) The council or local board, as the case may be, shall pay all costs in relation to the committee's operation and activities. 2016, c. 15, s. 66.



December 3, 2021

I-02

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

Dear Ms. Moyle,

Re: Conservation Authority Transition Plan

Please find attached the *Transition Plan* that Mississippi Valley Conservation Authority will be following to implement new rules regarding levies apportioned to municipalities that will take effect January 1, 2024.

Preparation of the *Transition Plan* is the first of several steps prescribed under the *Conservation Authorities Act* O. Reg. 687/21 issued in October. The Plan outlines key steps and timelines, some of which are mandatory and are in bold.

The Plan also indicates how municipalities will be engaged. MVCA plans to work with adjacent conservation authorities to minimize duplication and harmonize processes for our member municipalities to the greatest degree possible. Together, we will be reaching out to you to organize information/consultation sessions for early in the new year.

If you did not have the opportunity to attend the recent AMO information session on these regulatory changes, you can access relevant information here:

<https://www.amo.on.ca/advocacy/environment/amo-releases-conservation-authority-fact-sheets-municipalities>

Please feel free to call if you have any questions.

Sincerely yours,

A handwritten signature in blue ink that reads 'Sally McIntyre'.

Sally McIntyre, RPP
General Manager

c. Mayor Christa Lowry, Ken Kelly - CAO, Sommer Casgrain-Robertson, Brad McNevin

Attach.

Mississippi Valley Conservation Authority
O. Reg. 687/21 TRANSITION PLAN

APPROVED December 1, 2021

Item	Deliverable	Timing ¹
1. Transition Plan		
a) Inform municipalities of new regulations, available training from AMO-CO, and forthcoming documents.	Email to member municipalities	Completed.
b) Draft Transition Plan in consultation with neighbouring CAs	Draft Plan	Completed.
c) Obtain Board approval of the Transition Plan	Staff report	Dec. 1, 2021
d) Distribute to member municipalities	With neighbouring CAs	Dec. 17, 2021
e) Submit Transition Plan to the Minister and post on website (per subsection 3 of the regulation)	Approved Transition Plan	Dec. 31, 2021
2. Program and Service Inventory		
a) Obtain initial Policy & Priority Committee direction on scope of non-mandatory programs & services and funding sources	Staff report with options	Jan. 12, 2021
b) Share draft program & service inventory with neighboring conservation authorities	Draft program & service inventory	Jan. 31, 2022
c) Obtain Board approval of the Program & Service Inventory	Staff report with proposed Program & Service Inventory	Feb. 2022 AGM
d) Submit Inventory to the Minister, circulate to participating municipalities and post in website (per subsection 5 (1) of the regulation)	Approved Program & Service Inventory	Feb. 28, 2022
3. Cost Apportionment Agreements (CAAs)		
a) Municipal engagement to present the inventory, address questions, and establish municipality-specific negotiating timelines and approaches	In partnership with RVCA. Tentatively proposing joint 0.5-day session in Perth.	Apr. 30, 2022

¹ Bolded dates are mandatory deadlines.

Item	Deliverable	Timing ¹
b) Engage municipalities	Minutes and draft CAAs	Throughout
c) Engage neighbouring CAs		Throughout
d) Maintain a record of municipal feedback (per subsection 5 (1) (c) of the regulation)	Input/feedback documentation	Throughout
e) Adjust Program & Service Inventory as required – advise participating municipalities and the Minister of any changes	Maintain a log of changes and include in mandatory reporting (per subsection 5 (3) (a) of the regulation)	See mandatory reporting dates
f) Targeted completion of cost apportioning agreements (per subsection 2 (1) of the regulation)	Executed cost apportioning agreements	June 30, 2022 (or 2023 if required) ²
g) All cost apportionment agreements in place		Jan. 1, 2024
4. Mandatory Reporting		
Progress Report #1		July 1, 2022
Progress Report #2		Oct. 1, 2022
Progress Report #3		Jan. 1, 2023
Progress Report #4		Apr. 1, 2023
Progress Report #5		Jul. 1, 2023
Progress Report #6		Oct. 1, 2023
Final Report		Jan. 31, 2024

The following stakeholders will be engaged during this process:

- Township of Addington Highlands
- Township of Lanark Highlands
- Township of Greater Madawaska
- Township of North Frontenac
- Township of Central Frontenac
- Tay Valley Township
- Twp. of Drummond / North Elmsley
- Beckwith Township
- Town of Carleton Place
- Municipality of Mississippi Mills
- City of Ottawa
- County of Lanark
- County of Frontenac
- Ministry of Environment, Conservation & Parks
- Rideau Valley CA
- South Nation CA
- Quinte Conservation
- Cataraqui River CA

² With current councils by June 2022; with new councils by June 2023.

December 22, 2021

VIA EMAIL

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

Dear Honourable Doug Ford,

Re: Motion Against Quebec's Bill 21

At its Regular Meeting of Council held on December 21st, 2021, the Town of Bradford West Gwillimbury Council approved the following resolution regarding the Province of Quebec's Bill 21.

Resolution 2021-424 Scott/Sandhu

WHEREAS Quebec's Bill 21 unfairly discriminates against public-sector workers by directly infringing on their freedom of religion and freedom of expression rights as enshrined into law by the Canadian Charter of Rights and Freedoms;

WHEREAS Bradford West Gwillimbury is a growing community that is proud of its diversity and diligently working to tear down barriers, advance anti-racism work and foster an inclusive community;

WHEREAS municipalities across Ontario are passing motions condemning Bill 21;

AND WHEREAS the Ontario Legislature unanimously passed a motion in 2019 stating: "Ontario and its government shall oppose any law that would seek to restrict or limit the religious freedoms of our citizens; and, that Ontario's Legislature affirms that we value our diversity and assert that we shall promote and protect free expression and the rights of religious minorities, consistent with the Charter of Rights and Freedoms";

THEREFORE BE IT RESOLVED that the Town of Bradford West Gwillimbury Council declares its opposition to Bill 21 and supports efforts to see this discriminatory law overturned; and

THAT a copy of this resolution be forwarded to the Honourable Doug Ford, Premier of Ontario, the Honourable Francois Legault, Premier of Quebec, the Honourable Caroline Mulroney, MPP York-Simcoe, Scot Davidson, MP York-Simcoe, the Association of Municipalities of Ontario, and all other municipalities in Ontario.
CARRIED.

Thank you for your consideration of this request.

Regards,



Tara Reynolds
Deputy Clerk, Town of Bradford West Gwillimbury
(905) 775-5366 Ext 1104
treynolds@townofbwg.com

CC: Hon. Francois Legault, Premier of Quebec
Hon. Caroline Mulroney, MPP York-Simcoe
Scot Davidson, MP York-Simcoe
The Association of Municipalities of Ontario
All Municipalities in Ontario



COUNCIL RESOLUTION

Resolution No.: 13-22

Date: Jan 11, 2022

Moved By: DON SMITH

Seconded By: RON GIARDETTI

THAT Council hereby supports the resolution from Tay Valley regarding the recently announced postponement of the province-wide assessment update for the 2022 and 2023 taxation years and their request of the government of Ontario to reconsider its decision and to direct MPAC to proceed with a province-wide assessment update; and

BE IT RESOLVED that a copy of this resolution be forwarded to the Premier of Ontario Honourable Doug Ford, local MP's and MPP's, Municipal Property Assessment Corporation (MPAC), the Association of Municipalities of Ontario (AMO), and all other Ontario municipalities.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8

January 12, 2022

SENT ELECTRONICALLY

City of St. Catharines
Legal and Clerks Services
Office of the City Clerk
Box 3012, 50 Church Street
St. Catharines, ON L2R 7C2

ATTN: Bonnie Nistico-Dunk, City Clerk
bdunk@stcatharines.ca

RE: National Childcare Program

Please be advised the Council of The Corporation of The Town of Niagara-on-the Lake, at its regular meeting held on December 20, 2021, passed a motion in support of The City of St. Catharines resolution in regard to the National Childcare Program,

“WHEREAS the province of Ontario has the most expensive childcare in the country, presenting a financial hardship for many families and a barrier for women’s full economic participation; and

WHEREAS the \$34 billion early learning and childcare spending commitment announced this year by the federal government will bring transformative change to childcare by lowering parent fees and expanding the supply of regulated not-for-profit and public childcare in this country; and

WHEREAS the federal government has already reached childcare agreements with BC, Nova Scotia, Manitoba, Saskatchewan, Yukon Territory, PEI, Newfoundland and Labrador and Quebec; and

WHEREAS the provisions of each agreement vary to some degree, but the majority of the jurisdictions have agreed to use the federal funds to:

- (a) lower parent fees by 50 per cent by the end of 2022 and to \$10 a day by 2025-26 or sooner;*
- (b) improve the wages and working conditions of early childhood educators, and*
- (c) publicly fund the expansion of not-profit and public childcare;*

THEREFORE BE IT RESOLVED that the City of St. Catharines request that the provincial government take the necessary steps to work with the federal government on a bilateral agreement to ensure the new national child care program be made available to Ontarians, and that it focuses on increased access, affordability, quality and responsiveness, all of which are essential to the COVID-19 pandemic response; and

BE IT FURTHER RESOLVED that staff actively monitor federal developments and engage in provincial and regional discussions; and

BE IT FURTHER RESOLVED that City Council request the City Clerk circulate Council's decision to other municipalities in Ontario, the Ontario Municipal Social Services Association and the Association of Municipalities of Ontario."

If you have any questions or require further information, please contact our office at 905-468-3266.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colleen Hutt', with a stylized, cursive script.

Colleen Hutt
Acting Town Clerk

c.c. Premier Doug Ford - doug.fordco@pc.ola.org
Niagara Area MPPs
Ontario Municipal Social Services Association - info@omssa.com
Ontario Municipalities
Association of Municipalities of Ontario - amo@amo.on.ca

January 19, 2022

Re: Support for Muskoka Parry Sound Sexual Assault Services (MPSSAS) Receive Increased and Sustainable Provincial Funding (Mayor, G. Smith)

At its meeting of December 22, 2021, the Council of the Corporation of the Town of Bracebridge ratified motions 21-GC-317, regarding the Support for Muskoka Parry Sound Sexual Assault Services (MPSSAS) Receive Increased and Sustainable Provincial Funding, as follows:

“WHEREAS the Muskoka Parry Sound Sexual Assault Services (MPSSAS) has provided prevention education, advocacy and support for survivors of recent or historical sexual violence in the area since 1993;

AND WHEREAS the number of survivors needing access to crisis counselling and long-term therapy programs has multiplied four (4) times since 1993;

AND WHEREAS ongoing underfunding of MPSSAS and the sexual assault services sector has reduced the number of resources available to provide these services due to highly specialized skill requirements that are unmatched by low wages and benefits relative to other mental health funded positions;

AND WHEREAS the current COVID-19 pandemic has resulted in isolated survivors, unable to leave abusive situations due to pressures on housing and shelters, requiring the services of MPSSAS;

NOW THEREFORE BE IT RESOLVED THAT increased and sustainable provincial funding for MPSSAS and other sexual assault services centres be supported for priority consideration by the Provincial Government and its agencies.”

In accordance with Council's direction I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,



Lori McDonald
Director of Corporate Services/Clerk

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

Good day fellow elected official,

Successive provincial governments of all political stripes have failed to have due regard for municipal authority in local land use planning decisions. As a result, rather than approving much needed housing units, municipalities instead have spent decades mired in the red tape of costly, time consuming appeals hearings spending millions of taxpayer dollars defending Council decisions to uphold provincially approved Official Plans.

With delay upon delay, nothing gets built and the hope of developing the “missing middle” of housing looks at this stage, to be merely a pipe dream.

We are witnessing a crisis in attainable housing; a crisis fueled in part by a land use planning appeals process that supplants the rights of local municipalities to uphold their own provincially approved Official Plans with the power of an unelected, unaccountable third party – the OLT - to determine “good planning outcomes” for our communities.

If municipalities had the authority to enforce their provincially approved Official Plans, then thousands of units of housing could be built in York Region alone without any further delay.

To address the very real need for a diversity of attainable housing in communities across our province, we need to eliminate one of the key barriers to its realization – the Ontario Land Tribunal.

I have attached a Motion that I would respectfully ask you to put forward at your council.

This Motion requests the Government of Ontario to dissolve the OLT and recognize the authority of municipal councils in local land use planning decisions.

Please consider adding this Motion to your Council agendas. It is imperative that collectively our voices are heard. Local governments should have the authority to exercise greater control over planning matters in their own communities. By working together, we can build a positive future for all Ontarians.

Regards,

Tom Mrakas
Mayor Town of Aurora
416-543-1624

Whereas Municipalities across this province collectively spend millions of dollars of taxpayer money and municipal resources developing Official Plans that meet current Provincial Planning Policy; and

Whereas an Official Plan is developed through months of public consultation to ensure, “that future planning and development will meet the specific needs of (our) community”; and

Whereas our Official Plan includes zoning provisions that encourage development of the “missing middle” or “gentle density” to meet the need for attainable housing in our community; and

Whereas our Official Plan is ultimately approved by the province; and

Whereas it is within the legislative purview of Municipal Council to approve Official Plan amendments or Zoning By-law changes that better the community or fit within the vision of (Your Municipality) Official Plan; and

Whereas it is also within the legislative purview of Municipal Council to deny Official Plan amendments or Zoning By-law changes that do not better the community or do not fit within the vision of the (Your Municipality) Official Plan; and

Whereas municipal planning decisions may be appealed to the Ontario Land Tribunal (OLT; formerly the Ontario Municipal Board or “OMB”), an unelected, appointed body that is not accountable to the residents of (Your Municipality); and

Whereas the OLT has the authority to make a final decision on planning matters based on a “best planning outcome” and not whether the proposed development is in compliance with municipal Official Plans and Provincial Planning Policy; and

Whereas all decisions—save planning decisions—made by Municipal Council are only subject to appeal by judicial review and such appeals are limited to questions of law and or process; and

Whereas Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans; and

Whereas towns and cities across this Province are repeatedly forced to spend millions of dollars defending Official Plans that have already been approved by the province in expensive, time consuming and ultimately futile OLT hearings; and

Whereas lengthy, costly OLT hearings act as a barrier to the development of attainable housing;

1. Now Therefore Be It Hereby Resolved That (Your Municipality) requests the Government of Ontario to dissolve the OLT immediately thereby eliminating one of the most significant sources of red tape delaying the development of more attainable housing in Ontario; and
2. Be It Further Resolved That a copy of this Motion be sent to the Honourable Doug Ford, Premier of Ontario, the Minister of Municipal Affairs and Housing, the Leader of the Opposition, the Leaders of the Liberal and Green Party, all MPPs in the Province of Ontario; the Large Urban Mayors’ Caucus of Ontario, the Small Urban GTHA Mayors and Regional Chairs of Ontario; and
3. Be It Further Resolved That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

January 25, 2022

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

sent via email: premier@ontario.ca

Re: Funding Support for Infrastructure Projects – Bridge/Culvert Replacements in Rural Municipalities

Dear Premier:

At the last regular Council meeting held January 12th, 2022, the following resolution was passed:

“RESOLVED that the Council of the Corporation of the Township of Adjala-Tosorontio supports the requests from the Township of Adelaide-Metcalfe, the Township of Lake of Bays, the Township of Amaranth and Northumberland County for the Federal and Provincial Government to provide more funding to rural municipalities to support infrastructure projects related to major bridge and culvert replacements.

AND FURTHER THAT this resolution be forwarded to the Premier of Ontario, Provincial Minister of Finance, Federal Finance Minister, AMO, and all Ontario municipalities.”

Sincerely,

Dianne Gould-Brown

Dianne Gould-Brown, CMO
Municipal Clerk

cc:

Hon. Peter Bethenfalvy, Ontario Minister of Finance
Hon. Chrystia Freeland, Federal Minister of Finance
AMO
All Ontario Municipalities

minister.fin@ontario.ca
chrystia.freeland@fin.gc.ca
amo@amo.on.ca



January 25, 2022

Ken Kelly
CAO/Acting Treasurer
Municipality of Mississippi Mills
kkelly@mississippimills.ca

Dear Mr. Kelly:

Strengthening the agriculture and agri-food sector is critical to Canada's economic growth. In partnership, the Governments of Canada and Ontario are working to deliver the greatest benefits for farmers, food processors and Canadian families.

As part of these ongoing efforts, we would like to share with you that today we are boosting the per claim administration payment amount provided to municipalities through the Ontario Wildlife Damage Compensation Program (OWDCP).

We understand the important role OWDCP plays in supporting farmers by providing compensation when their livestock and/or poultry has been injured or killed by wildlife, and to beekeepers whose beehives, bee colonies and related equipment are damaged by wildlife.

Municipalities are valued partners in delivering the OWDCP, and we appreciate your commitment to administering this program. In recognition of the crucial role municipalities play, the payment amount provided to municipalities will increase to \$50 per application, from the previous \$30, for any application with an injury/kill date of February 1, 2022 onwards. This increase recognizes that municipalities' incremental costs of program delivery have increased because of changes made over the past few years to strengthen the program.

To ensure a smooth transition date, February 1, 2022, municipalities will be able to begin accessing the increased payment amount through OWDCP. This coming into force date will also ensure a smooth transition, as well as minimize any potential errors in payments or financial reporting.

This timely investment will help to sustain one of the business risk management supports that our livestock farmers count on to do the invaluable work that they do in supplying safe, high-quality food for the people of the province.

.../2

This initiative builds on other supports extended to the province's agricultural sector to protect its progress as we move forward during the COVID-19 pandemic.

We would like to recognize Mayor Kevin Holland, of the Township of Conmee, who has advocated for these improvements during meetings of the Association of Municipalities of Ontario (AMO).

Updated program guidelines are available at www.ontario.ca/predation. Should you have any questions, please contact wildlife.damage@ontario.ca.

Sincerely,

A handwritten signature in blue ink, appearing to read 'M. Bibeau'.

Marie-Claude Bibeau
Federal Minister of Agriculture
and Agri-Food

A handwritten signature in blue ink, appearing to read 'Lisa M. Thompson'.

Lisa M. Thompson
Ontario Minister of Agriculture,
Food and Rural Affairs

Leeds, Grenville and Lanark District Health Unit

Update to Mayors/Reeves on the Ontario Building Code Part VIII Program

January 25, 2022

Health Unit and Ontario Building Code - Part VIII

The Board of Health is required to provide provincially mandated public health programs and services as outlined in the Ontario Public Health Standards (OPHS), and legislated within the Ontario Health Protection and Promotion Act. Boards are accountable to the Ministry of Health for a specific level of service as outlined in the provincial Accountability Agreement with the Board.

In addition to, and separate from the provincially mandated public health programs, the Board has had, since 1998, a formal arrangement with 19 of the 22 municipalities in Lanark, Leeds, and Grenville to provide Part VIII services under the Ontario Building Code Act (e.g. approval of new septic system installations) through the Land Control Program. This service is entirely self-funded through revenue generated by the program.

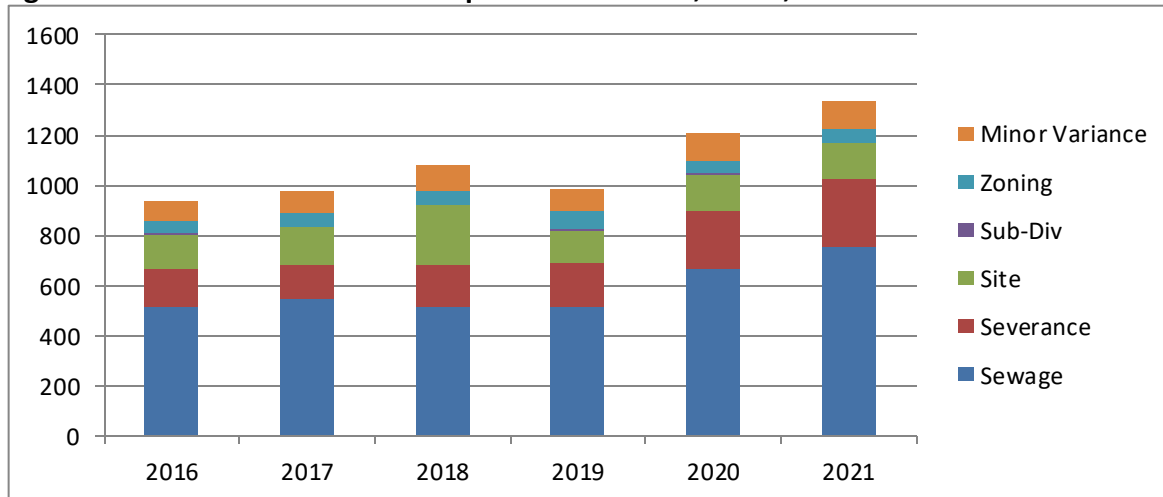
Notwithstanding this formal arrangement, it is the Municipalities who are legislated to provide the Part VIII service and several services that contribute to the health of the public and to prevent health problems such as municipal water and waste water treatment. This is one of the reasons municipalities are represented on the Board of Health.

Increased Service Requests

In 2020, the Part VIII service requests increased significantly, particularly for new septic systems (see Figure 1 Service Requests page 2), and then increased further in 2021 driven in part by the response to the COVID-19 pandemic. For example:

- addition of income apartments with increase in septic system requirements;
- addition of suites for the older and other members of the family with increase in septic system requirements; and
- movement from urban to rural areas with new construction of homes.

Figure 1 – Land Control Service Requests 2016- 2021, Leeds, Grenville and Lanark



Health Unit Response

In 2021, the Health Unit hired two additional Public Health Inspectors (PHIs) for the program to respond to the anticipated continued high level of service. Unfortunately, there is currently a very small pool of Public Health Inspectors available in Ontario for recruitment because PHIs are not trained in Part VIII work, and only four Health Units are still involved in Part VIII work.

Despite the addition of two new PHIs in 2021, the large increase in requests for service surpassed what the current Land Control Program staff of four PHIs and the Chief Building Official are able to do. Our PHIs who are driving long distances to cover the entire region, which is not efficient, and working a lot of overtime, have still not been able to keep up with the requests. As a result, we have had to use Public Health Inspectors with Part VIII certification for the regular OPHS public health program, to respond to Part VIII requests. This means we are not meeting our provincial Accountability Requirements for public health services. This situation is not sustainable.

From our experience with the PHI recruitment in 2021, we won't be able to hire enough Public Health Inspectors to do the Part VIII service work required now and in the future. The Health Unit must first and foremost deliver on the legislated mandate to provide the programs and services listed under the Ontario Public Health Standards.

Other Public Health Units, faced with this situation, have made the decision to divest the Part VIII program and return it to municipalities. With careful thought, we have recommended to the Board of Health that the Health Unit Land Control Program staff work with the 19 municipalities to transition the Part VIII program back to them effective Sept. 1, 2022.

Part VIII Transition to Municipalities

Three of the municipalities in Leeds, Grenville and Lanark currently either already manage their own Part VIII program, have another municipality do it for them, or have a Conservation Authority do the program for the municipality. These are all options for the 19 municipalities.

We recognize this is a big change for municipalities. Our Land Control Team has had two meetings with the CAO's/ Chief Building Officials on the transition, as well as one-on-one conversations. A letter was sent to municipalities and sewage system installers on Dec. 9, 2021.

The Health Unit's Chief Building Official and Deputy Building Official will be available to provide training, resources, and consultation to municipalities (see below).

Materials and Resources:

- On-site sewage system fee structure (supplied Jan. 5, 2022)
- Internal and external forms/memorandums/worksheets, etc.
- Inspection guidance documents to be provided to Building Officials if they are carrying out the Part VIII program in-house.
- Number of on-site sewage permits issued in last three years in your municipality (Provided Dec. 2, 2021).
- Number of severances and other tracked data can be provided to municipalities upon request.

Legal:

- Municipal Agreements
- Copies of Orders (these are the same as municipal "Order to Comply, Remedy Unsafe Building etc.)
- Copy of court approved Part 1 ticketing short-wording and set fines

Computer Support:

- Overview of software to deliver program
- Copies (faxed or emailed) have been provided to individual municipalities for all sewage permits issued since 1998.

Job Shadowing, Consultation:

- Sept. 1, 2022 to Sept. 1, 2023

The Leeds, Grenville and Lanark District Health Unit (LGLDHU) will continue to conduct all Part VIII duties on behalf of the 19 municipalities until Sept. 1, 2022. To ensure continuity for permit owners and contractors, the LGLDHU will *complete permits* that are issued or renewed by **Sept 1, 2022**. Final inspections are to be completed no later than **Sept 1, 2023**.

If there is a public health concern related to the leakage of a septic system, then the area Public Health Inspector would be involved in the investigation along with the municipality.

Questions

Dr. Paula Stewart and Board of Health Chair, Doug Malanka, will be available to answer questions about the Part VIII Program transition to municipalities on Friday, Jan. 28, 2022 after the 10 am municipal COVID-related call.

Please submit questions on the Part VIII transition to municipalities to Dr. Paula Stewart paula.stewart@healthunit.org by 4:00 pm Thursday, Jan. 27, 2022.



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 9AM MRPC Workshop	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		



Municipality of Mississippi Mills
PENDING LIST
February 1, 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 2022 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	TBD
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