



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, May 17, 2022

IMMEDIATELY FOLLOWING COUNCIL

Hybrid

3131 Old Perth Road.

	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 May 3, 2022, be approved.	5 - 11
E. CONSENT REPORTS None	
F. STAFF REPORTS	
<u>Roads and Public Works</u>	
F.1. Backyard Composters Recommended Motion: THAT Committee of the Whole recommend that Council approve offering residents a \$40 rebate for the purchase of a backyard composter; AND FURTHERMORE THAT 25 rebates per year be available.	12 - 15
F.2. Dedicating Plan 27N90, Block 21 as part of the Municipal Highway System Recommended Motion: THAT Committee of the Whole recommend Council Direct Staff to prepare a bylaw for the purposes of dedicating Block 21 of Plan 27M90 as part of the municipal highway system to be known as Saddler Drive.	16 - 18

Recreation and Culture

- F.3. Festival Parades** 19 - 22
Recommended Motion:
THAT Committee of the Whole approve staff working with the Celfest and Puppets Up! Festival Committees to plan safe parade routes for 2022.

- F.4. Age Friendly Wellness Trail** 23 - 28
Recommended Motion:
THAT Committee of the Whole recommend that Council approve installation of a 6-part wellness trail on public lands in downtown Almonte;

AND FURTHERMORE, that staff be permitted to work with the committee to choose appropriate locations and equipment.

Building and Planning

- F.5. Zoning By-law Amendment Z-02-22 - 3232 12th Concession, Pakenham North** 29 - 41
Recommended Motion:
THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the lands municipally known as 3232 12th Concession 12, Pakenham from “Agricultural (A-31) Zone” and Limited Service Residential Zone to “Agriculture Special Exception” (A-44).

- F.6. Official Plan Amendment 29 and Zoning By-law Amendment Z-04-22 - Prime Agricultural Area Designation Review (LEAR)** 42 - 89
Recommended Motion:
THAT Committee of the Whole recommends that Council adopts Official Plan Amendment No. 29 being an amendment to repeal and replace Schedule A – Rural Land Uses to the Community Official Plan and make certain policy revisions to the Community Official Plan to be in full force and effect on January 5, 2024.

AND THAT Committee of the Whole recommends that Council adopts Zoning By-law Amendment Z-04-22 being a concurrent Zoning By-law amendment in order for the Rural and Agricultural limits to be consistent with the proposed Schedule A – Rural Land Use to the Community Official Plan to be in full force and effect on January 5, 2024.

Finance and Administration

- F.7. Revision to Seasonal Stands Bylaw 19-48** 90 - 106
Recommended Motion:
THAT Committee of Whole recommend that Council approve amendments to the Mobile Canteen and Seasonal Stands Bylaw 19-48 to reflect the addition of Refreshment Cart definitions and provisions;
AND THAT the Fees and Charges Bylaw 21-108 be amended to reflect the new Refreshment Cart Rate.
- F.8. 2021 Council Remuneration and Expenses** 107 - 116
Recommended Motion:
THAT Committee of the Whole recommend Council receive this report for information.
- G. NOTICE OF MOTION**
- H. INFORMATION ITEMS**
- H.1. Mayor's Report**
- H.2. County Councillor's Report**
- H.3. Mississippi Valley Conservation Authority Report** 117 - 127
- H.4. Library Board Report**
- H.5. Information List #10-22**
Recommended Motion:
THAT the information list #10-22 be received for information.
- a. April 22, 2022 - Almonte General Hospital Fairview Manor Receives Gold Award** 128 - 129
 - b. April 22, 2022 Multi Municipal Wind Turbine Working Group re: Setback Recommendation** 130 - 134
 - c. April 27, 2022 Township of Cramahe Resolution re: More Homes for Everyone Act** 135 - 136
 - d. April 28, 2022 Minister of Energy re: Natural Gas Expansion Program** 137
 - e. April 29, 2022 Carleton Place Memorial Hospital Approved for Funding** 138 - 141
 - f. April 29, 2022 Ministry of Northern Development, Mines, Natural Resources and Forestry re: Decision Notice Excess Soils** 142 - 143
 - g. May 2, 2022 Minister of Infrastructure re: Asset Management Planning Tools and Supports** 144 - 145

h.	May 2, 2022 Local Immigration Partnership Media Release re: Partnership with Ukrainian Diaspora Support Canada	146 - 147
i.	May 3, 2022 International Day Against Homophobia and Transphobia May 17 2022	148
j.	May 4, 2022 - City of Thorold Resolution re: Russian Sanctions	149 - 150
H.6.	Meeting Calendar	151 - 152
I.	OTHER/NEW BUSINESS	
J.	PENDING LIST	153 - 154
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**

**May 3, 2022
Hybrid
3131 Old Perth Road.**

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

Staff Present: Ken Kelly, CAO
Casey Munro, Deputy Clerk
Jeanne Harfield, Clerk
Jeff Letourneau, Director of Corporate Services & Treasurer
Cory Smith, A/Director of Public Works

A. CALL TO ORDER (immediately following Council)

Councillor Maydan called the meeting to order at 7:41 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared.

C. APPROVAL OF AGENDA

Resolution No CW124-22

Moved by Councillor Dalgity

Seconded by Deputy Mayor Minnille

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Deputy Mayor Minnille took over as Chair at 7:42 pm

Resolution No CW125-22

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT the minutes dated April 19, 2022, be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW126-22

Moved by Councillor Dalgity

Seconded by Councillor Holmes

THAT the following consent reports and committee minutes be received as information:

E.1 Drinking Water Quality Management Standard Report - Q1

E.2 Accessibility Advisory Committee - March 16, 2022

CARRIED

F. STAFF REPORTS

F.1 Agreement with West Carleton Snowmobile Club

Resolution No CW127-22

Moved by Councillor Holmes

Seconded by Mayor Lowry

THAT Committee of the Whole recommend that Council authorize staff to enter into an agreement with the West Carleton Snowmobile Club for the use of road allowances for snowmobile trails.

CARRIED

F.2 2022 Tax Rate By-law

Resolution No CW128-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council enacts and passes By-Law 22-027 Tax Rates 2022.

CARRIED

F.3 Disconnecting from Work Policy

Resolution No CW129-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Committee of the Whole recommend Council approve the Disconnecting from Work Policy attached to comply with Bill 27, Working for Workers Act 2021.

CARRIED

F.4 Appointments to Joint Election Compliance Audit Committee

Resolution No CW130-22

Moved by Councillor Dalgity

Seconded by Councillor Guerard

THAT Phil Hogan, Paul Howard and Richard Bennett be appointed to the Joint Lanark County Compliance Audit Committee for the term November 15, 2022 to November 14, 2026 to deal with applications from the 2022 Election and any by-elections during the next Council term.

CARRIED

F.5 Amendment to the Procedural By-law, Inaugural Meeting

Resolution No CW131-22

Moved by Councillor Guerard

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend that Council amend Schedule A – Inaugural Meeting of Procedural By-law 19-127.

CARRIED

Amendment:

Resolution No CW132-22

Moved by Councillor Maydan

Seconded by Councillor Dalgity

Insert: that Royal Anthem be included in the order of business

CARRIED

F.6 Director of Development Services and Engineering Job Description and Appointment of Hiring Committee

Resolution No CW133-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT Committee of the Whole recommend that Council approve the job description for the Director of Development Services and Engineering and appoint Councillor Ferguson, Councillor Dalgity, and Mayor Lowry to the Hiring Committee.

CARRIED

G. NOTICE OF MOTION

None

H. INFORMATION ITEMS

H.1 Mayor's Report

Mayor Lowry provided information about the Invest Lanark County website and the new innovation centre managed by Valley Heartland located in Smiths Falls to support economic development in all municipalities in Lanark County.

H.2 County Councillor's Report

Deputy Mayor Minnille provided an update on the recent County Council meeting, highlights include: solar project in Carleton Place and Perth, affordable housing contract awarded to Carebridge for a 28 unit building in Smiths Falls, proclamations - June is Pride Month, May 5th Hypertension Prevention Day, new funding to help prevent homelessness in Lanark County, setting the taxation rate, and update from EORN projects for greater access for broadband.

H.3 Mississippi Valley Conservation Authority Report

No report

H.4 Library Board Report

No report

H.5 Information List #09-22

Resolution No CW134-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT the information list #09-22 be received for information;

AND THAT item b: City of St. Catharines resolution re: Response to Ontario Housing Affordability Task Force and item c: Letter from Solicitor General re: Update to standards of care for outdoor dogs be pulled for further consideration.

CARRIED

H.6 Meeting Calendar

Member reviewed the calendar.

I. OTHER/NEW BUSINESS

I.1 Proclamation - June is Pride Month

Resolution No CW135-22

Moved by Councillor Dalgity

Seconded by Mayor Lowry

THAT Committee of the Whole recommend that Council proclaim "June is PRIDE Month" in the Municipality of Mississippi Mills

CARRIED

I.2 Proclamation - World Oceans Day - June 8, 2022

Resolution No CW136-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT Committee of the Whole recommend that Council proclaim June 8, 2022 as World Oceans Day.

CARRIED

I.3 Legion - Veterans Walkway Plan

Information was provided about the plans for the Veterans Memorial Walkway, there is no cost to the municipality or the Legion.

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW137-22

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 8:35 p.m.

CARRIED

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 17, 2022
TO: Committee of the Whole
FROM: Cindy Hartwick, A/Environmental Compliance Coordinator
SUBJECT: Backyard Composters

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve offering residents a \$40 rebate for the purchase of a backyard composter; AND FURTHERMORE THAT 25 rebates per year be available.

BACKGROUND:

In accordance with O.Reg 101/94, section 11.2.a) the municipality shall offer the provision of home composters to residents by the municipality at cost or less. The municipality orders and stocks composters at the municipal office for sale for a cost of \$40 (taxes included) per unit. The units offered to the public are procured through a provincial program.

DISCUSSION:

The current method of supplying composters purchased by the Municipality at cost requires significant storage space in our limited facilities. It also requires staff to handle and move the bulky composters multiple times before they are sold. In addition, several are damaged, and parts are lost, making them unsellable.

Staff reviewed options for simplifying the process. In reviewing options used by surrounding municipalities, it was identified that other municipalities provided residents with a rebate program rather than stocking composters themselves. A rebate program would allow residents to purchase their own composter with the type and style that suited them best. It would eliminate the staff time required to move the composters around and free up room in our limited storage areas.

If the rebate program was offered to Mississippi Mills residents, we may see more residents compost, as they can choose their own composter and not have to purchase the cheapest one the municipality finds. We currently coordinate with other municipalities for the purchase of composters to help keep the cost down as we each only require a limited number of composters.

Based on other municipal programs it is recommended the following criteria for a rebate would apply:

- Must be a resident or rate payer of Mississippi Mills
- Must provide an original receipt indicating the purchase of a new backyard composter
- Taxes and/or delivery charges will not be rebated
- A limit of one rebate application per household
- Rebates apply only to residential applications
- Homemade composters do not qualify
- Limited rebates available, 25 units per year, revocable by the Municipality at any time

A rebate application would be required for each household purchase.

The following is a breakdown of the purchases and sales of composters over the last three years:

	2021	2020	2019
Composters Purchased	40	20	40
Purchase Price	\$59.61	\$40.43	\$45.22
Composters Sold	25	17	32
Cost to the Municipality to sell Composters	\$1384.40	\$128.60	\$528.80

OPTIONS:

Option 1 – Status Quo

Option 2 – Offer a rebate program for backyard composters

FINANCIAL IMPLICATIONS:

In the budget there is account 1-411-0460-5480 Compost Program with a budget amount of \$1000.00. This could be used and would cover the cost of 25 rebates per year.

The 25 rebates could be revisited after 2 years to see if the number needs to be adjusted.

SUMMARY:

Based on staff research of selling vs rebate we are recommending switching from the sale of composters at the Municipal Office to offering a rebate program. It is believed that offering the rebate would simplify things for all staff. This program would come into effect once the current stock of composters is depleted.

Respectfully submitted by,

Reviewed by:

Cindy Hartwick,
A/Environmental Compliance Coordinator

Cory Smith,
A/Director of Roads and Public Works

Reviewed by

Ken Kelly
CAO

ATTACHMENTS:

1. Backyard Composter Rebate Form



Backyard Composter Rebate Application

Residents of the Municipality of Mississippi Mills can apply for a rebate of up to \$40.00 towards the purchase of a new backyard composter.

CRITERIA FOR APPLYING FOR REBATE

1. Must be a resident or rate payer of Mississippi Mills
2. Must provide an original receipt indicating the purchase of a new backyard composter
3. Taxes and/or delivery charges will not be rebated
4. A limit of one rebate application per household
5. Rebates apply only to residential applications
6. Homemade composters do not qualify
7. Limited rebates available, 25 units per year, revocable by the Municipality at anytime

STEPS TO COMPLETING REBATE

1. Review criteria above to ensure you qualify for rebate
2. Complete this form in full and include an original receipt of purchase

Mail to:

Municipality of Mississippi Mills
Attn: Roads and Public Works
PO Box 400
Almonte, ON K0A 1A0

Email to:

chartwick@mississippimills.ca

OR

Full Name: _____ Email: _____

Mississippi Mills Street Address: _____

Mailing address: _____

Telephone Number: _____ Date: _____

Signature: _____

Purchase costs (excluding taxes) of Backyard Composter: _____

Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended by any by-laws passed pursuant to it and for the purpose of administering the Backyard Compost Rebate Program and for no other purpose. Applicants are advised that Mississippi Mills may be required to disclose information in this form under the Municipal Freedom of Information and Protection of Privacy Act.

OFFICE USE ONLY

Application Number: _____ Approved by: _____

Date Received: _____ Dated Approved: _____

Rebate Eligible: Y / N Amount \$ _____ Page 15 of 154

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 17, 2022
TO: Committee of the Whole
FROM: Cory Smith, A/Director of Public Works
SUBJECT: Dedicating Plan 27N90, Block 21 as part of the Municipal Highway System

RECOMMENDATION:

THAT Committee of the Whole recommend Council Direct Staff to prepare a bylaw for the purposes of dedicating Block 21 of Plan 27M90 as part of the municipal highway system to be known as Saddler Drive.

BACKGROUND:

Municipal Act, 2001, S.O. 2001, c.25 as amended grants authority to local municipalities to pass bylaws in respect of Municipal Highways. As part of subdivision agreements, it is common practice to accept dedicated blocks of land for future use, including that of future use as a road allowance.

DISCUSSION:

As part of the Mill Run Phase 4A Block 21 was dedicated along with 1 other location as “walkways or future access blocks” for the purposes of a future roadway. The term “walkways or future access blocks” was place marker wording. While the other block (Block 21) was accepted for the purposes of a pathway, the intention of Block 21, the was always as a future extension of Saddler Drive. At the time of registration, this should have been clarified, however, it appears that the place marker wording was used. The current dedication lacks clear definition of the intended purpose for Block 21 and may cause delay in future extension of Saddler Drive.

Passing a by-law dedicating Block 21 as part of the municipal Highway system, will resolve this matter, and provide clarity on the intended use of this block.

OPTIONS:

1. Council Direct staff to prepare a by-law dedicating Block 21 of Plan 27M90 as part of the municipal highway system, to be known as Saddler Drive.
2. Council may defer this item.

FINANCIAL IMPLICATIONS:

There are no current financial implications at this time.

SUMMARY:

Due to the current wording in place, the dedication of this block as a roadway is unclear. Dedication of this block into the Municipal Highway system clarifies the intended future use of this block and removes any ambiguity that the current wording creates.

Respectfully submitted by,

Reviewed by:

Cory Smith,
A/Director of Public Works

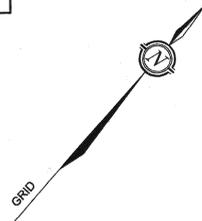
Ken Kelly,
CAO

ATTACHMENTS:

1. Plan 27M90

METRIC
DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES
AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

SCP
19801404



COORDINATES WERE DERIVED FROM SPECIFIED CONTROL POINTS (SCP)
019801403 AND 019801404, MTM ZONE 9, NAD83 ORIGINAL.

COORDINATES HAVE BEEN DETERMINED TO AN URBAN ACCURACY
IN ACCORDANCE WITH SECTION 14 (2) OF O. REG 216/10.

POINT ID	NORTHING	EASTING
1	5011014.271	329236.078
2	5011302.218	329557.489
SCP 19801403	5010015.145	328939.022
SCP 19801404	5010345.452	329294.042

COORDINATES CANNOT IN THEMSELVES BE USED TO RE-ESTABLISH
CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

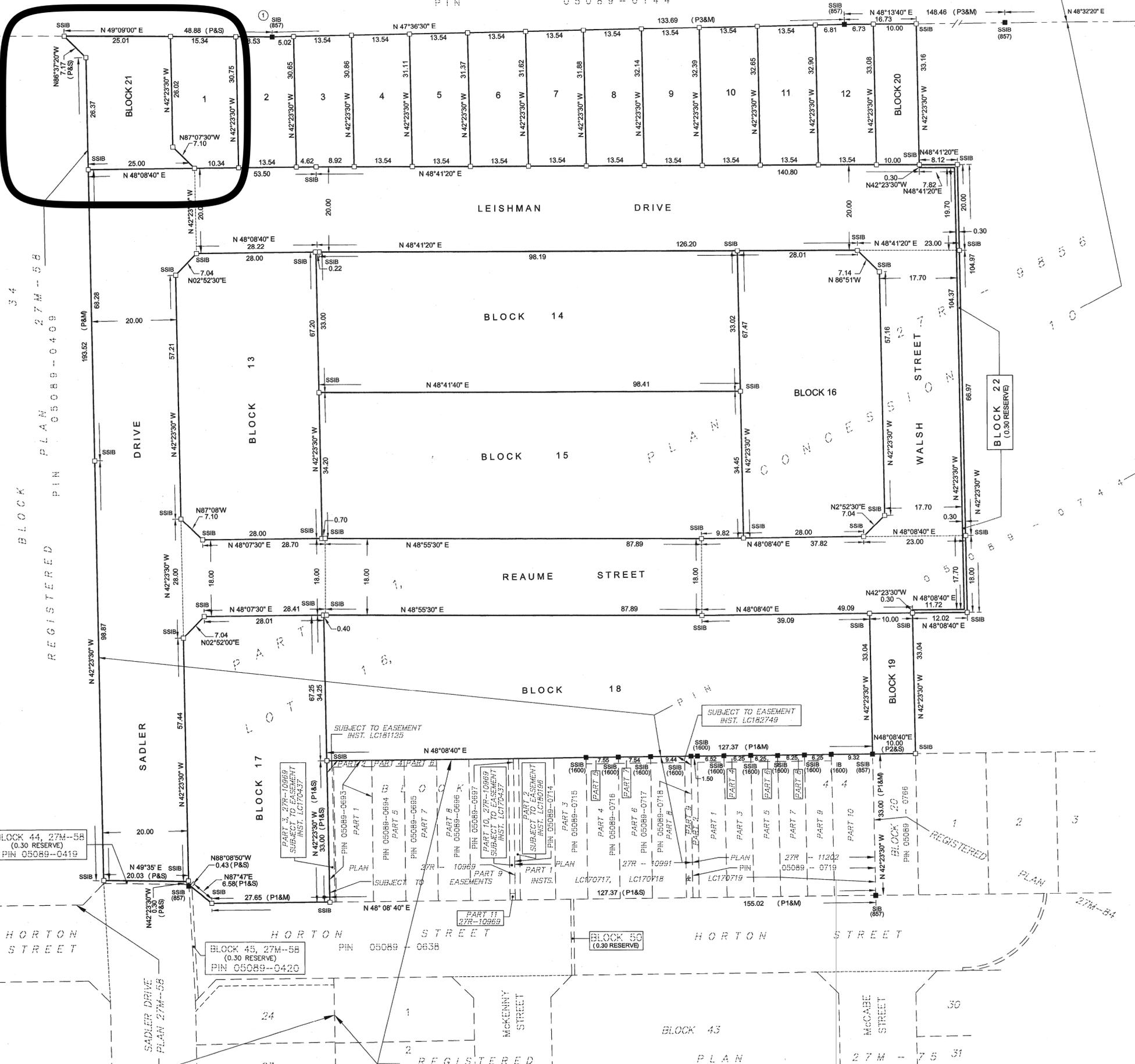
THIS FINAL PLAN OF SUBDIVISION
IS APPROVED UNDER SECTION 51
OF THE PLANNING ACT ON
THIS 14TH DAY OF MAY 2019

KURT GREAVES
CHIEF ADMINISTRATIVE OFFICER/TREASURER
COUNTY OF LANARK

PLAN 27M-90

I certify that this Plan is registered in the Land Registry
Office for the Land Titles Division of Lanark No. 27 at
10:13 o'clock on the 22 day of May 2019
and entered in the parcel register for Property Identifier
05089-744
and the required consents are registered as Plan Document
No. LC190457
J. Holt
Representative for Land Registrar
THIS PLAN COMPRISES PART OF PIN 05089-0744

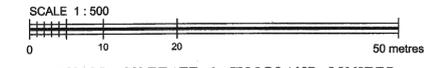
LOT 17, CONCESSION 10
PIN 05089-0144



MOST NORTHERLY
CORNER OF LOT 16,
CONCESSION 10

ROAD ALLOWANCE BETWEEN
CONCESSIONS 10 & 11
(KNOWN AS RAMSAY CONCESSION 11A)

PLAN OF SUBDIVISION OF
PART OF LOT 16, CONCESSION 10
GEOGRAPHIC TOWNSHIP OF RAMSAY
MUNICIPALITY OF MISSISSIPPI MILLS
COUNTY OF LANARK



FAIRHALL, MOFFATT & WOODLAND LIMITED
ONTARIO LAND SURVEYORS

NOTES

- BEARINGS ARE GRID AND ARE DERIVED FROM PUBLISHED HORIZONTAL CONTROL POINTS 019801403 (N 5010015.145, E 328939.022) AND 019801404 (N 5010345.452, E 329294.042) AND ARE REFERRED TO THE CENTRAL MERIDIAN 76°30' W LONGITUDE MTM ZONE 9, (NAD83 ORIGINAL).
- DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR 0.999891.
- ALL BARS SET ARE IB'S UNLESS OTHERWISE NOTED.

OWNER'S CERTIFICATE

THIS IS TO CERTIFY THAT:

- LOTS 1 TO 12, BOTH INCLUSIVE, BLOCKS 13 TO 21, BOTH INCLUSIVE, THE STREETS, NAMELY WALSH STREET, LEISHMAN DRIVE, SADLER DRIVE AND REAUME STREET AND RESERVE, NAMELY BLOCK 22 HAVE BEEN LAID OUT IN ACCORDANCE WITH OUR INSTRUCTIONS.
- THE STREETS ARE DEDICATED TO THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS AS PUBLIC HIGHWAYS.

DATED THIS 6 DAY OF May 2019.

I HAVE THE
AUTHORITY TO
BIND THE
CORPORATION

[Signature]
MENZIE ALMONTE INC.
DAVID KARDISH
ASSISTANT-SECRETARY

LEGEND

- - SURVEY MONUMENT SET
- - SURVEY MONUMENT FOUND
- SSIB - STANDARD IRON BAR
- SSIB - SHORT STANDARD IRON BAR
- IB - IRON BAR
- CC - CUT CROSS
- (S) - SET
- (M) - MEASURED
- (P) - PLAN 27M-58
- (P1) - PLAN 27M-75
- (P2) - PLAN 27M-84
- (P3) - PLAN 27R-9856
- (WIT) - WITNESS
- (857) - FAIRHALL, MOFFATT & WOODLAND LIMITED, O.L.S.
- (NCC) - NATIONAL CAPITAL COMMISSION
- (MTC) - MINISTRY OF TRANSPORTATION OF ONTARIO
- (1600) - G. A. SMITH, O.L.S.
- PIN - PROPERTY IDENTIFICATION NUMBER
- SCP - SPECIFIED CONTROL POINT

SURVEYOR'S CERTIFICATE

I CERTIFY THAT:

- THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM.
- THE SURVEY WAS COMPLETED ON APRIL 25th, 2019.

2019/05/07
DATE

[Signature]
JOHN H. GUTRI
ONTARIO LAND SURVEYOR

Fairhall Moffatt & Woodland LIMITED ONTARIO LAND SURVEYORS Surveying and Land Information Services 100-60 TERRY FOX DRIVE, KANATA, ONTARIO K2L 6B8 TEL: (613) 591-2550 FAX: (613) 591-1466 www.fhw.on.ca	JOB No. N50711
	REFERENCE No. 161 (H) - 10 - RAMSAY S:\CIBNS\5700\1148000\WGS\60711 DWGS\WP_P111-2.DWG (4) APRIL 30, 2019

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 17, 2022
TO: Committee of the Whole
FROM: Tiffany MacLaren, Community Economic & Cultural Coordinator
SUBJECT: Festival Parades

RECOMMENDATION:

THAT Committee of the Whole approve staff working with the Celfest and Puppets Up! Festival Committees to plan safe parade routes for 2022.

BACKGROUND:

Celfest is a fun weekend of Ottawa Valley and Celtic entertainment, performed in the natural amphitheater of Gemmill Park in the heart of Almonte. For 2022 the event is July 2 & 3. It is a time to share the historical Celtic traditions with today's local performers.

The organizing committee's mission is to celebrate and promote the Celtic heritage of the Ottawa Valley through music and dance and to make this accessible to all. It is a free event with a number of entertainers who have a Celtic quality, as well as a wide variety of vendors of Celtic goods.

Celfest began in 1997. 2021 would have been the 25th Anniversary of the event. To mark the significant milestone, they were planning a special anniversary parade. Pandemic restrictions prevented the organizers from making this a reality. They would like to include a parade in the 2022 festival plans. Their intent is that this parade will not only celebrate the anniversary of Celfest and its ability to be a sustainable festival, but also it's longest serving volunteer, Gavin Donnelly.

The committee plans to ask Gavin's wife to serve as parade marshal and ensure that Gavin's service and dedication to the festival and the town is recognized.

Puppets Up! Is a local festival that was held in the downtown of Almonte and ran for 12 years with its last festival taking place in 2016. The event is returning this summer in a revised location along Reserve St. to accommodate the downtown Almonte construction.

One highlight of the annual Puppets Up! Festival was the daily parade down Mill St. The parade was full of puppets, people, and lively music. The festival site was open to the

public and the parades daily were free activities for everyone to enjoy. Puppets Up! Parades were always very well attended. For 2022 the festival is taking place August 12&13 the committee plans to avoid Mill St. and would like to run their parade on a proposed new route.

DISCUSSION:

Summer 2022 Mississippi Mills is finally coming out of the pandemic with provincial restrictions having been lifted. The community is looking forward to the return of our traditional festivals and events.

The Downtown Almonte Revitalization Construction project has also begun. This construction will have an impact on businesses and events. Continuing to accommodate events like Celfest and Puppets Up! will help attract visitors and local families to the downtown area despite construction mess and delays. This type of activity will help our businesses survive this period.

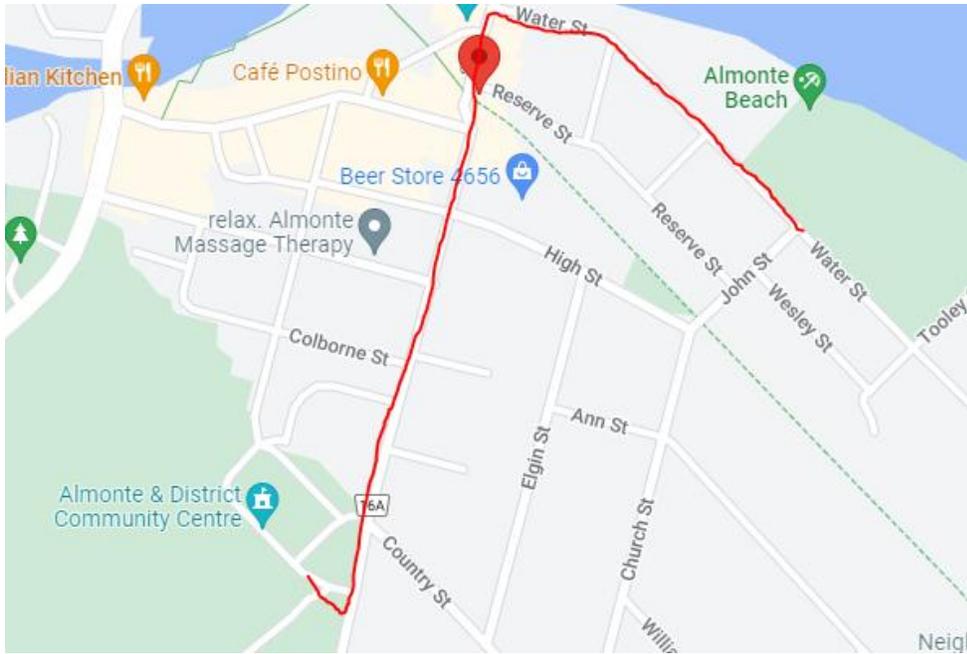
For both events the festival committees will work with Municipal staff to ensure a proper traffic plan is in place. They will be responsible for coordinating volunteers to place and stand with barricades throughout the parade. Recreation staff will drop off barricades in advance.

Committees will also be responsible for distributing notices to residents and businesses along the parade route. Staff will also assist volunteers by ensuring emergency services have been notified. Staff will include road closure notices in our municipal Metroland block ad, on the community digital sign and on the Mississippi Mills website.

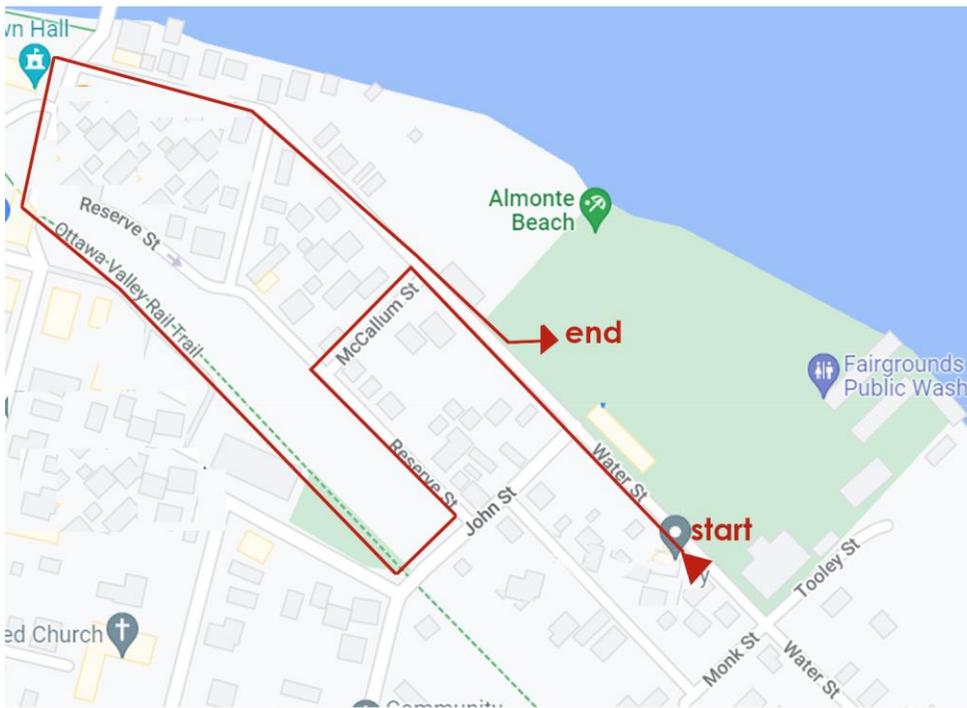
The Public Works Department has been consulted and is comfortable with the 2022 Celfest and Puppets Up! parade routes as proposed.

Both proposed parade routes include County Rd. Puppets Up! also includes a portion of the OVRT. They will need to get a Special Event Permit from Lanark County. Committees have been made aware this step is required.

Celfest proposed route would start at the Almonte Fairgrounds, head down Water Street to Bridge St. Take Bridge St. to the Almonte Community Centre and end behind the facility where the festival is located.



Puppets Up! proposed parade route is to leave the Almonte Fairgrounds, travel down Water St. to McCallum St., turn left on McCallum to Reserve St. Left on Reserve to John St. and then right on John to the OVRT turn right off OVRT onto Bridge St. and right again on Water St. back to the Fair Grounds. This would allow the parade to circle their event space.



FINANCIAL IMPLICATIONS:

There are no financial implications of these requests.

SUMMARY:

Staff recommend that the Committee of the Whole authorize Celfest and Puppets Up! to hold parades as part of their 2022 events and that staff be permitted to work with them to ensure the public is properly notified and any traffic implications are organized safely.

Respectfully submitted by,

Reviewed by:

Tiffany MacLaren,
Community Economic &
Cultural Coordinator

Ken Kelly,
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 17, 2022
TO: Committee of the Whole
FROM: Tiffany MacLaren, Community Economic & Cultural Coordinator
SUBJECT: Age Friendly Wellness Trail

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve installation of a 6-part wellness trail on public lands in downtown Almonte;

AND FURTHERMORE, that staff be permitted to work with the committee to choose appropriate locations and equipment.

BACKGROUND:

The Age Friendly North Lanark Committee, Carebridge Community Support, All My Relations and the St. Paul's Anglican Church partnered on a proposal to develop an age-friendly wellness trail in Almonte. They applied together for funding from the Canada Community Revitalization Fund.

Their application was based on the knowledge that COVID has disproportionately affected Mississippi Mills. The fund offered the potential opportunity to help residents rebound/revitalize and come back safely into shared spaces.

Their objective was the creation a self-guided community activity circuit welcoming seniors & those with disabilities/ promote wellness by bringing people to public spaces/revitalize downtown core/stimulate local economy. On public greenspaces the circuit offers 4-5 stations of safe exercise equipment with large hi-contrast pictograph signage along with 2 stations for contemplation.

DISCUSSION:

The Age Friendly North Lanark Committee, Carebridge Community Support, All My Relations and the St. Paul's Anglican Church were successful in receiving \$116,063. towards their vision of a Wellness trail through Almonte. A portion of the funding (\$87,047) comes from Federal Economic Development Agency for Southern Ontario under the Canada Community Revitalization Fund. The partners have committed an

additional \$29,015.75. towards the project. They are not requesting any funding from the Municipality.

The project objective is to create a self-guided community activity circuit welcoming seniors & those with disabilities/ promote wellness by bringing people to public spaces/revitalize downtown core/stimulate local economy.

The trail will have 6-7 components (or stops). Their request is that these installations weave through downtown Almonte on public spaces. With the exception of one that will be on St. Paul Anglican Church property along the river.

The wellness trail stations are as follows:

- **2 stations for contemplation**
 - **A Labyrinth** installed on St. Paul's Anglican Church private property
 - **Teachings of the Seven Grandfathers Tribute:**
A permanent sculptural installation beside the river reflecting the Anishinabek Seven Grandfather Teachings.

Proposed Location: Kirkland Park, Mill St. Almonte.

Background: In parallel to the government's establishment of Residential Schools in order to absorb Indigenous children into Canadian society, the government suppressed the rich cultural heritage and spiritual teachings of the Algonquin Anishenabek and other Indigenous peoples. They were not permitted to practice their religion, tell their stories or to share food as a community. These essential teachings were referred to as the Seven Grandfather Teachings because of the story about how these were received. The concepts are embedded in all the stories told within their communities and were meant to guide people about how to live a good life. They can be summarized with seven words: Wisdom, Love, Respect, Humility, Honesty, Bravery and Truth. They are seen to be in relationship with one another in that none can be understood or pursued alone but rather in association with one another.

The purpose of the Seven Grandfathers Teachings installation is to provide non-Indigenous people an opportunity to learn and to celebrate these teachings and to reflect on them as a way of contributing to their own spiritual health and wellbeing.

Approach: In consultation with Elder Larry McDermott of the Shabot Obaadjiwan First Nation, we will engage a team of artists led by local stone carver, Deborah Arnold, to choose the stone, create their special relationship to one another and prepare the symbols to be affixed to the stones and to do a limited amount of carving of the stones to enhance the

beauty of the stones. Every effort is being made to ensure there is an Indigenous artist who will be part of this team.

Physical Description of Installation: Seven vertical stones of quarried rock, either of limestone or marble, sourced locally. They will be placed in close relationship with one another with four on the outside circle, placed with reference to the four directions, and three taller ones in the centre. On each of these stones will be a symbol associated with one of the teachings. They will be cut to various heights (approx. 4 to 7 feet) and securely adhered to a circular cement pad surrounded by a fully accessible walkway. A sign explaining the meaning of the symbols and an accessible bench will be placed nearby. Footprint of the installation will be a maximum of 25 feet in diameter. The bench will be chosen based on the benches the Municipality uses for the Bench Donation policy. This bench style has been approved by the Municipal Accessibility Committee and are long lasting, maintenance free.

- **4-5 stations to encourage physical activity:**

Safe exercise equipment with large hi-contrast pictograph signage.

The Village of Carp and Town of Smiths Falls have similar outdoor exercise stations already in use. Since the pandemic more people are exercising outdoors.

Equipment designed to provide access to physical activity for all ages. Some of the pieces are designed to be accessible by those with reduced mobility.

Outdoor exercise equipment has become popular as important environmental infrastructure to provide opportunities for physical activity and social connectedness in public settings. With higher sedentary behaviour and physical inactivity reported among older people, infrastructure changes and safe environments that promote older peoples' health and mobility are required. Due to ageing-related functional decline and health conditions associated with ageing, older adults may have special physical needs that require careful consideration when choosing outdoor equipment.

The exercise equipment will be purchased from a play structure/ public infrastructure company and will meet all current rules and regulations for safety and accessibility. Recreation department staff will work with the committee to select appropriate equipment. Pieces will require no ongoing maintenance after installation.

Examples of outdoor exercise equipment:



Locations:

Recreation Staff met with members of the All My Relations committee to discuss an appropriate location for the Seven Grandfathers Teachings station. The theme requires a position along the river for quiet contemplation. Staff agreed with the committee that Kirkland Park off Mill St. would be a suitable location. Space was measured and the tribute could be accommodated in the existing space and as a bonus the benches would provide additional seating for downtown visitors.

The additional 4-5 exercise stations are intended to weave through the downtown to create a circuit. The trail would include the Riverwalk and OVRT. This could include the Library Gardens, near the Alameda, Almonte Old Town Hall green space along the river and Esplanade Park on the island. The group would like to include the Riverwalk staircase as an 'exercise' highlight on the map.

Upon discussion and approval of the MRPC Board of Directors; Metcalfe Geoheritage Park and Des Houston Park may also be considered for exercise stations with small footprints. Metcalfe Park does have many other features already in place and the Board would like to avoid adding too much.

Staff would help to select appropriate locations based on the footprint of the equipment and would report back to Council for information prior to installation.

FINANCIAL IMPLICATIONS:

The Municipality will be receiving a donated value of \$116,063 with this equipment. The fund and project partners will cover all costs associated with this project, this includes equipment and all installation costs. Similar to the Municipal Bench donation policy or a play structure donation to a public park the municipality will own this equipment after installation. Staff will work with the committee to ensure selected equipment requires no ongoing maintenance.

SUMMARY:

An age friendly exercise circuit through downtown Almonte will enhance our community and provide a donated value of over \$116,063.

Since the pandemic more people of all ages are exercising outdoors. The proposed wellness circuit will include stations for spiritual reflection and physical exercise. Equipment will be selected to provide access to physical activity for all ages. Some of the pieces are designed to be accessible by those with reduced mobility.

Recreation staff is in support of this proposal and requests permission to work with the committee members to select appropriate equipment and locations.

Respectfully submitted by,

Reviewed by:

Tiffany MacLaren,
Community Economic &
Cultural Coordinator

Ken Kelly,
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 17, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Zoning By-law Amendment Z-02-22
CON 12 PT LOTS 25; AND 26 RP 26R99 PART 5 RP;27R9218
PART 4 RP 27R11237; PARTS 1 TO 7
Pakenham Ward, Municipality of Mississippi Mills
Municipally known as 3232 12th Concession, Pakenham North

OWNER/APPLICANT: Michael Ryan

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the lands municipally known as 3232 12th Concession 12, Pakenham from “Agricultural (A-31) Zone” and Limited Service Residential Zone to “Agriculture Special Exception” (A-44).

BACKGROUND:

The property is located on the northeast side of 12th Concession North, Pakenham. The property was originally a land-locked parcel with no frontage onto an opened municipal right of way. Access to the property was granted via a legal right-of-way easement over the property to the immediate south, in favour of the subject property. The original, land locked parcel is zoned Limited Service Residential (LSR). The lands continue to be vacant.

The property was subject to a lot addition application in 2018 (B18-058), which added a narrow strip of land providing proper frontage onto 12th Concession North, in addition to a small remnant parcel of land from the agricultural property. The area of the lot addition was ‘split zoned’ a site-specific Agricultural zoning (A-31) as well as LSR.

Attachment 1 is an image from the 2018 consent report that clearly shows the lot addition.

Figure 1 below shows the current zoning of the subject lands, split zoned as A-31 and LSR. The subject property, including the lot addition from 2018, is outlined in red below.

The applicant inquired with the Municipality in December 2021 regarding the required setbacks to construct a single detached dwelling in the spring of 2022. At that time, Planning staff informed the applicant of the Interim Control By-law which is in effect, that

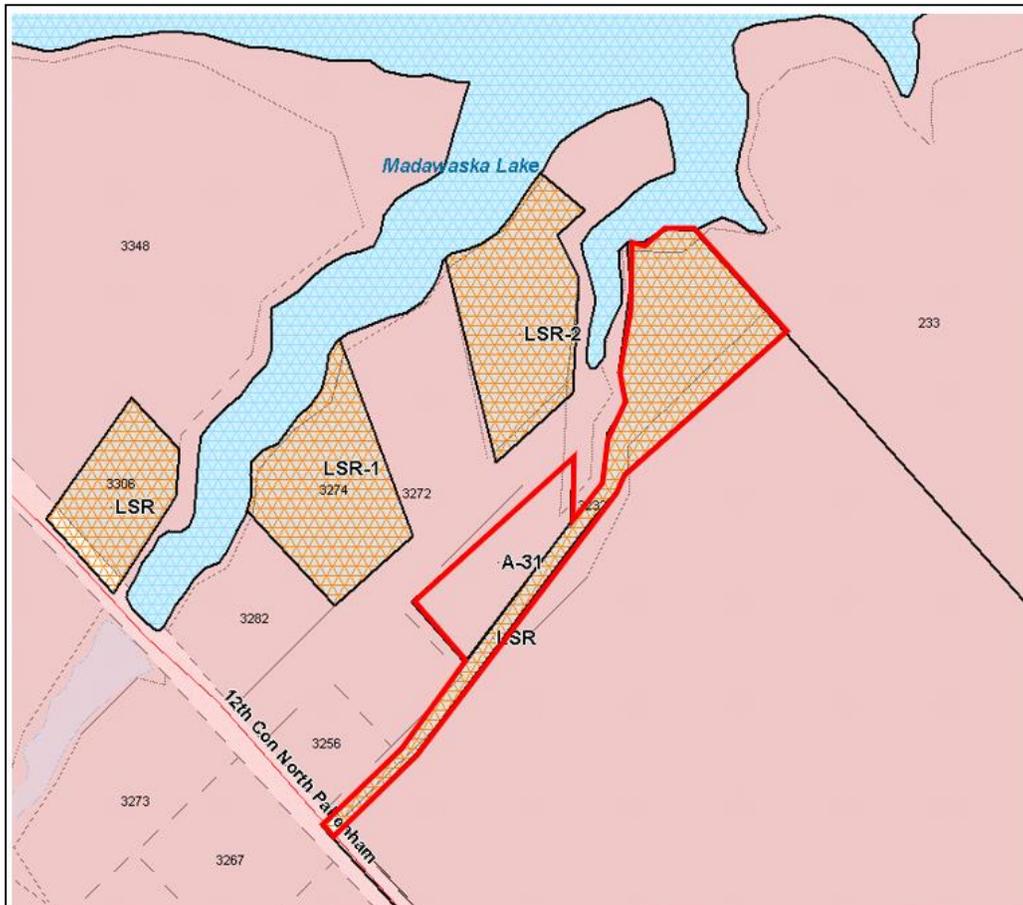
limits development of lots zoned LSR. As a result, the applicant is unable to obtain a building permit for the area of the property zoned LSR until the Interim Control By-law expires.

In addition, the A-31 zoning is a site-specific zoning as a result of a surplus farm dwelling severance from the farming operation to the south of the subject property. As with all surplus farm dwelling severances, the A-31 zoning restricts the development of single detached dwellings. Therefore, a building permit for a single detached dwelling was not able to be issued for either the LSR zoned portion of the property or the A-31 portion of the property.

At the time of the applicant's inquiry, Planning staff had reviewed the file in depth and determined that the LSR zoning could be amended for the property because as a result of the lot addition the property obtained proper frontage on an opened, municipal road. Thus, Planning staff could consider an application to amend the existing LSR zoning for the property.

Further detail regarding the Interim Control By-law and how it pertains to this property is contained in the Zoning By-law section of the report.

Figure 1 – Existing Zoning



PURPOSE AND EFFECT

The purpose and effect of the Zoning By-law Amendment is to rezone the property from “Limited Service Residential (LSR) and Agricultural Special Exception” (A-31) to an Agricultural Special Exception (A-44) zone to regularize the zoning on the property, recognize that the subject property has frontage on an opened, municipal road allowance and to permit the construction of a single detached dwelling as shown on the applicant’s sketch (contained in Attachment A).

The applicant also amended their application requesting a reduced setback of 18.28 metres from the highwater mark from the required 30 metre setback from required in the Zoning By-law (Section 6.24 Setbacks from Watercourses and Waterbodies).

DESCRIPTION OF PROPERTY & SURROUNDING LAND USES

The subject lands are located near the northern corner of the Municipality of Mississippi Mills, bordering the City of Ottawa, Town of Arnprior, and the Township of McNab/Braeside. The lands fall immediately adjacent to Madawaska Lake. The surrounding character is predominantly agricultural with non-farm, residential properties bordering Madawaska Lake.

SERVICING & INFRASTRUCTURE

The property is currently vacant. To facilitate the development of a single detached dwelling, the applicant will be required to obtain the necessary building permits, septic and well approvals to service the proposed single detached dwelling.

As previously mentioned, the property has frontage along 12th Concession North Pakenham.

COMMUNITY OFFICIAL PLAN (COP)

The property is designated Agricultural in the Community Official Plan. The Agricultural designation permits agricultural operations and accessory residential dwellings, non-farm residential dwellings, and home-based businesses (among others), as further detailed in the Zoning By-law.

ZONING BY-LAW #11-83

It is recognized that the municipality currently has an Interim Control By-law in effect restricting Planning Act applications proposing any new Limited Service Residential (LSR) zone or development without frontage on an opened, municipal road allowance and other related restrictions. The Interim Control By-law does not affect these lands as the property has frontage on an opened, municipal road allowance and is proposing to amend the existing LSR Zone, therefore not proposing a new LSR zone but rather regularize the zoning the lot to a Special Agricultural Zone.

The purpose of the LSR zone as contained Zoning By-law #11-83, is to:

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

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

In addition, Section 6.7 of the Zoning By-law provides the following General Provision as it relates to LSR zoned lots:

“6.7 FRONTAGE ON A PUBLIC STREET

(1) No building or structure shall be erected in any zone except the Limited Services Residential (LSR) Zone unless the lot on which such building or structure is located has frontage on a road which is an improved road and is part of the Corporation’s approved road system.”

As a result of the lot addition in 2018, there above noted LSR zoning provisions no longer apply to the subject lands.

After a review of the Zoning By-law Amendment through the circulation stage, two notable items were identified. First, the applicant has amended their application and requested a setback of 18.28 metres from the watercourse and two, the existing 12 metre lot frontage that was a result of the lot addition in 2018 is deficient for a non-farm residential dwelling. As a result, both of these items are discussed below in the Evaluation Section of the report. Staff are of the opinion that no further *Planning Act* notice is necessary as both of these zoning provisions are directly related to the construction of a single detached dwelling on the property, which is the purpose of the Zoning By-law Amendment.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations.

The following comments were received:

Public Comments

Questions were received from the a few members of the public requiring further explanation of the requested Zoning By-law Amendment. After speaking with Planning staff, both members of the public were satisfied with the information and declined to be notified of the decision of Council regarding the Zoning By-law Amendment.

Internal Departments and External Agencies/Organizations

- Mississippi Mills Parks Department: No comment
- Mississippi Mills Public Works Department: No concerns, if the owner has not already obtained an entrance permit and civic address, these will be required to be obtained.
- Ministry of Natural Resources and Forestry (MNDMNRF): provided the following comments after staff inquired if the MNDMNRF was able to provide feedback with respect to the proposed 18.28 metre setback from the shoreline:

Input from MNDMNRF is typically via the MMAH One-window process and re-Zoning is not our mandate to review unless the Crown is an adjacent landowner or there is a significant PPS interest at stake. Neither of these apply to this application. The establishment of the vegetated delineation of the high watermark is a local determination in support of the municipal Zoning requirements.

After receiving the above comment from MNDMNRF, staff reached out to the MVCA for guidance on this matter. The MVCA has provided staff with a guidance document to evaluate proposals such as this, where no highwater mark information exists. Further discussion on the requested reduced setback is contained below in the Evaluation Section.

EVALUATION

Community Official Plan

The subject property is designated Agricultural (A) in the Community Official Plan. The Agricultural designation permits agricultural operations and accessory residential dwellings, non-farm residential dwellings, and home-based businesses (among others), as further detailed in the Zoning By-law. The proposed Zoning By-law Amendment meets the intent of the Agricultural designation as it relates to non-farm residential dwellings.

Section 4.1.1.4.1 General Policies of the Community Official Plan speaks to setbacks from highwater mark. In the event that a proposed development is requesting a reduction in the setback from (a known) highwater mark, the Official Plan policies requires an EIS to be completed to evaluate the proposed setback; however, the policies are silent on determining the established highwater mark where one is not available.

Based on the information provided to staff by their colleagues at the MVCA (Surface Water Features Protection Discussion Paper, City of Ottawa), many municipalities also use a setback from the top of bank to determine appropriate setbacks for development near watercourses. Recently, the Planning Department has had contour information added to CGIS. Using the contours that are in CGIS, staff are recommending that the

setback to the proposed dwelling be measured from the top of bank since the highwater mark is unknown. Based on the municipal scan contained in the guidance document, staff are recommending a 15-metre setback from the top of bank as appropriate and consistent with many other municipalities approach to top of bank setbacks.

Zoning By-law #11-83

As previously mentioned, the property is split zoned A-31 and LSR. The A-31 originated from a surplus farm dwelling severance on the adjacent farm parcel to the south. In 2018, a lot addition was completed to add a small portion of the A-31 property to the subject property; however, at that time, the property was not rezoned to regularize the split zoning.

As previously noted, the LSR zone is no longer applicable as the property has frontage onto an open, municipal road as a result of the 2018 lot addition.

Staff are of the opinion that the Zoning By-law Amendment to amend the zoning to provide a site-specific setback for the dwelling from the watercourse and to regularize the zoning meets the intent of the Zoning By-law. As previously mentioned in the above section, staff are recommending a 15-metre setback from the top of bank for the proposed dwelling as an appropriate setback from the watercourse. Attachment B contains the applicant’s site sketch and the image illustrating the top of bank location as delineated by the municipality’s contours in CGIS.

The performance standards for a non-farm residential use are shown in the chart below:

Provisions	Agricultural	Non-Farm Residential
Lot Area, Minimum (ha)	40	0.4
Lot Frontage, Minimum (m)	150	45
Side Yard, Minimum (m)	20	6
Rear Yard, Minimum (m)	20	9
Front Yard, Minimum (m)	20	9
Exterior Side Yard, Minimum (m)	20	9
Maximum Height of detached dwelling (m)	11	11
Lot Coverage, Maximum	5%	15%
Minimum Separation from an accessory detached dwelling to any structure where animals are housed (m)	30	30

As noted previously in the report, the lot addition in 2018 provided the property with legal frontage onto an opened, municipal road; however, for a non-farm residential use, the minimum lot frontage required (above) is 45 metres. The lot addition provided a frontage onto 12th Concession of 12 metres wide which does not meet the minimum 45 metres. As such, staff are recommending that a site-specific provision be added to the requested Zoning By-law Amendment recognizing the existing 12 metre lot frontage.

Staff note that the property is irregularly shaped, which can often result in different interpretations of yards. For the purposes of clarity, staff have included a schedule within the By-law which provides the interpretation of the lot lines for the purposes of development to ensure consistent implementation of the lot lines and required setbacks for any development on this property.

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

SUMMARY

Having reviewed and assessed the proposed Zoning Amendment application, staff are satisfied that the proposal is consistent with the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and satisfies the applicable sections of Zoning Bylaw #11-83. As the development proposal complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed zoning by-law amendment.

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

Respectfully submitted by,

Reviewed by:



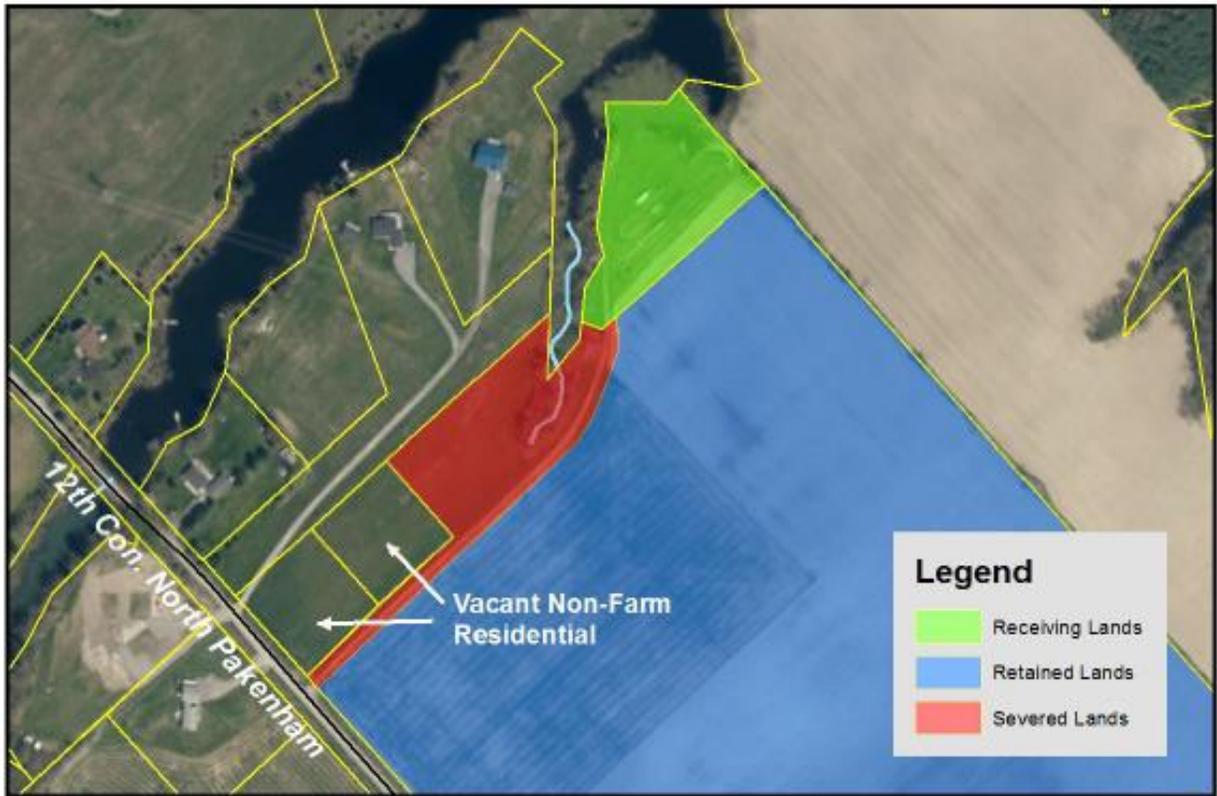
Melanie Knight
Senior Planner

Ken Kelly
CAO

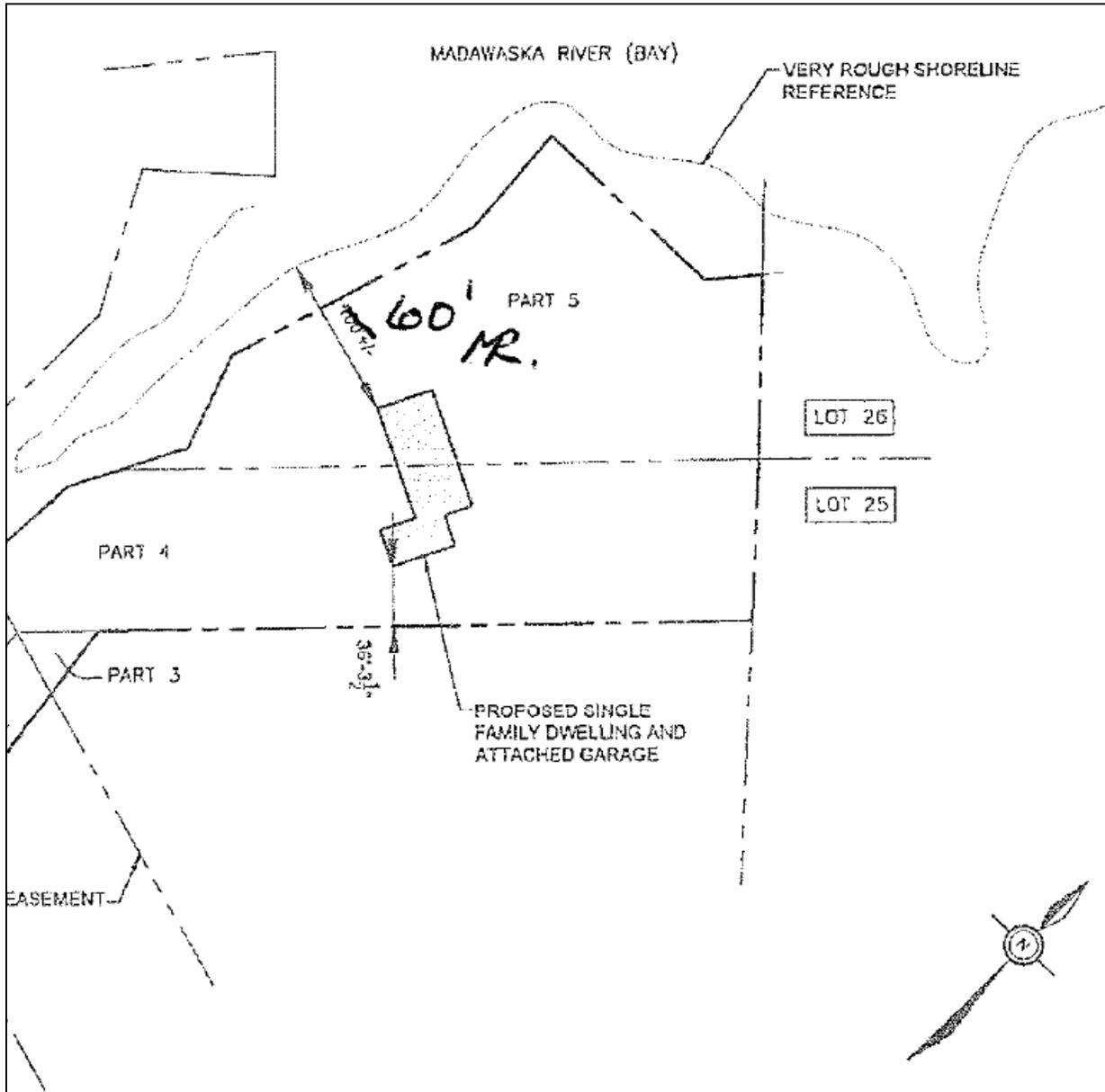
ATTACHMENTS:

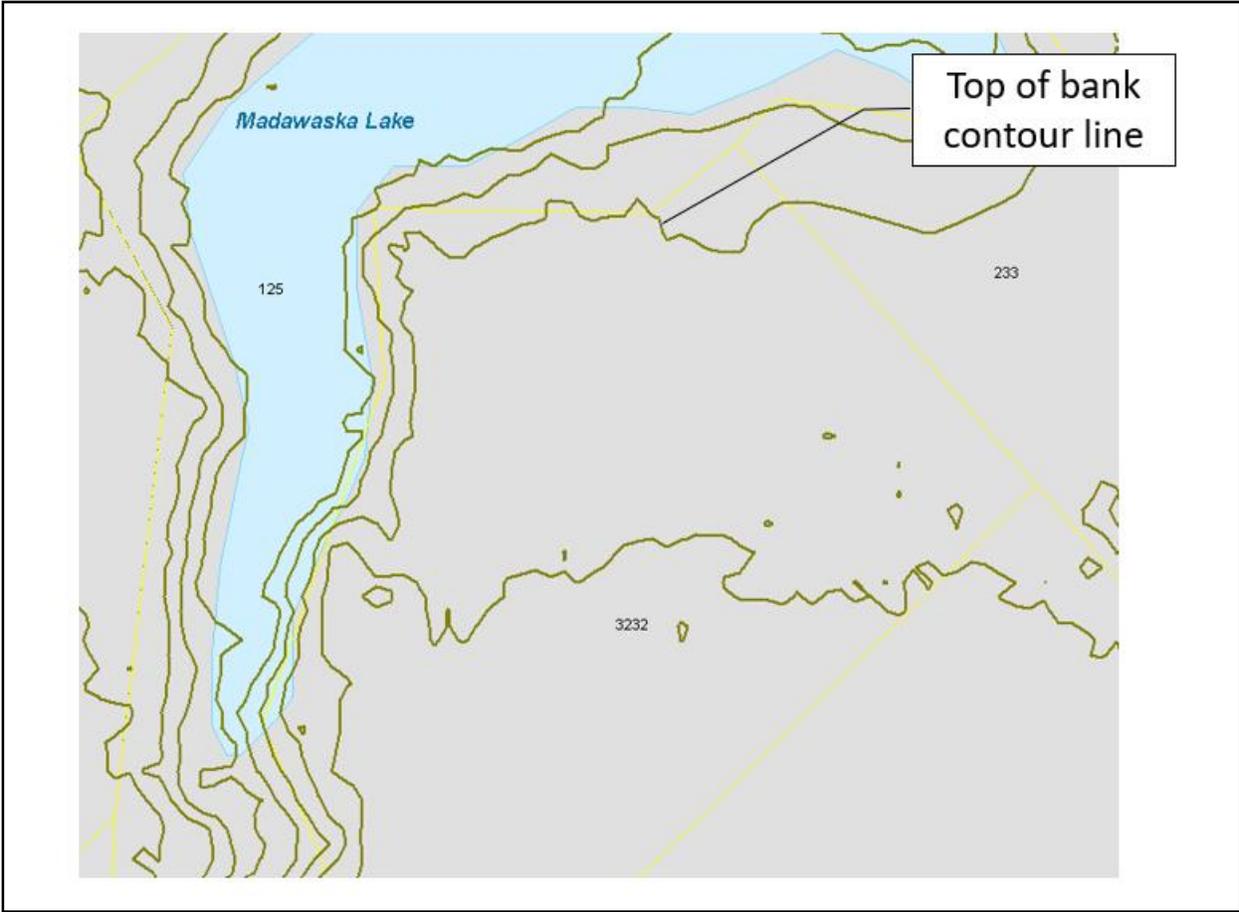
- Attachment A – Location Map and 2018 Lot Addition
- Attachment B – Property Sketch and Top of Bank
- Attachment C – Draft By-Law

Attachment A – Location Map and 2018 lot addition



Attachment B – Property Sketch and Top of Bank





Attachment C – Draft By-Law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Agricultural" (A-31) Zone and "Limited Service Residential" (LSR) Zone to "Agricultural – Special Exception 44" (A-44)" for the lands identified on the attached Schedule 'A', which are municipally described as 3232 12th Concession Pakenham, Municipality of Mississippi Mills.
2. That Section 11 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 11.3:
*"11.3.44 Notwithstanding their 'A' Zoning, on those lands delineated as 'A-44' on Schedule 'A' to this By-law, may be used in compliance with the A zone provisions contained in this by-law, excepting however, that:
i) Notwithstanding Section 6.24, the minimum setback from the top of bank is 15 metres.
ii) the minimum lot frontage is 12 metres.*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

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

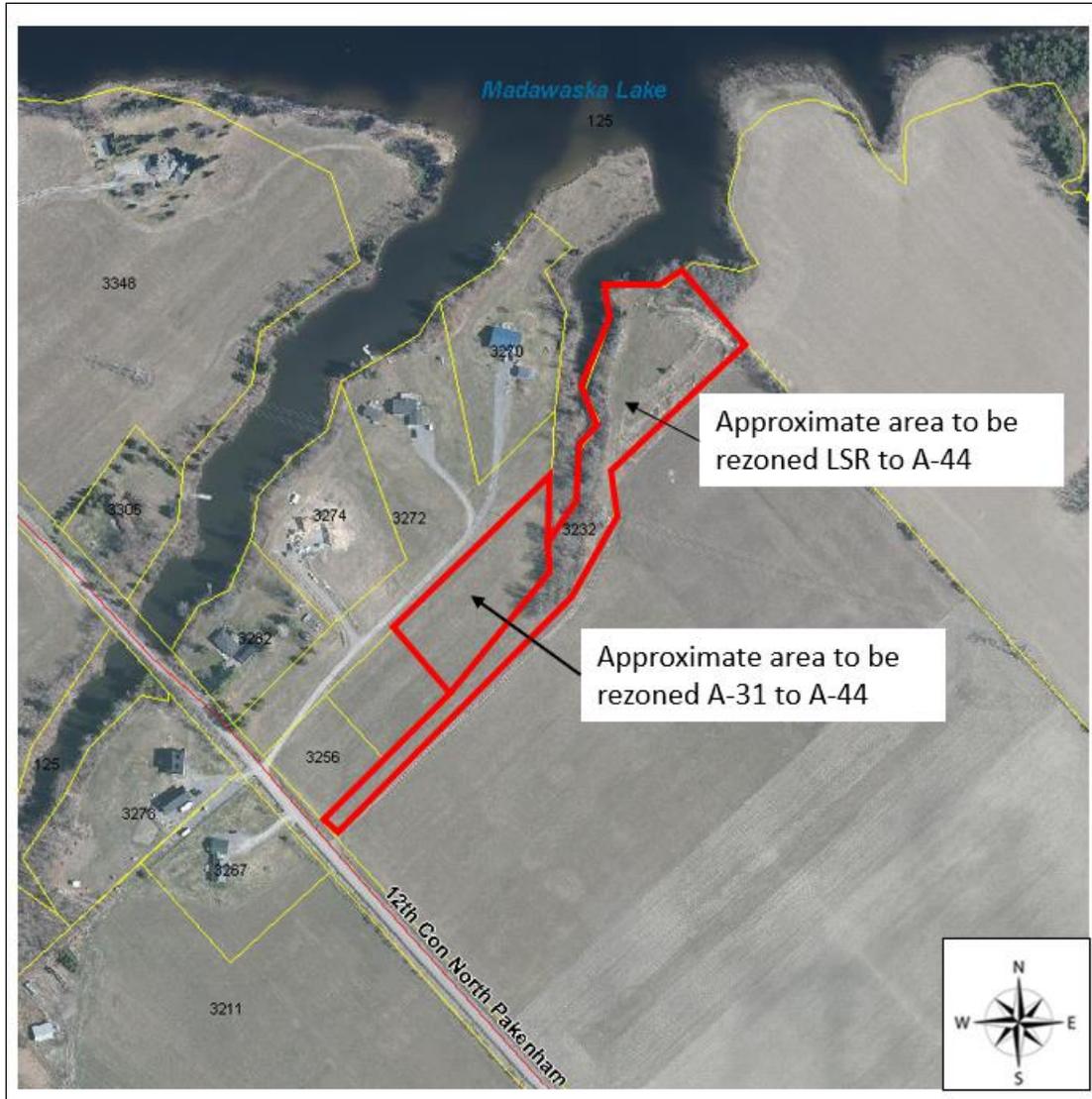
Christa Lowry, Mayor

Jeanne Harfield, Clerk

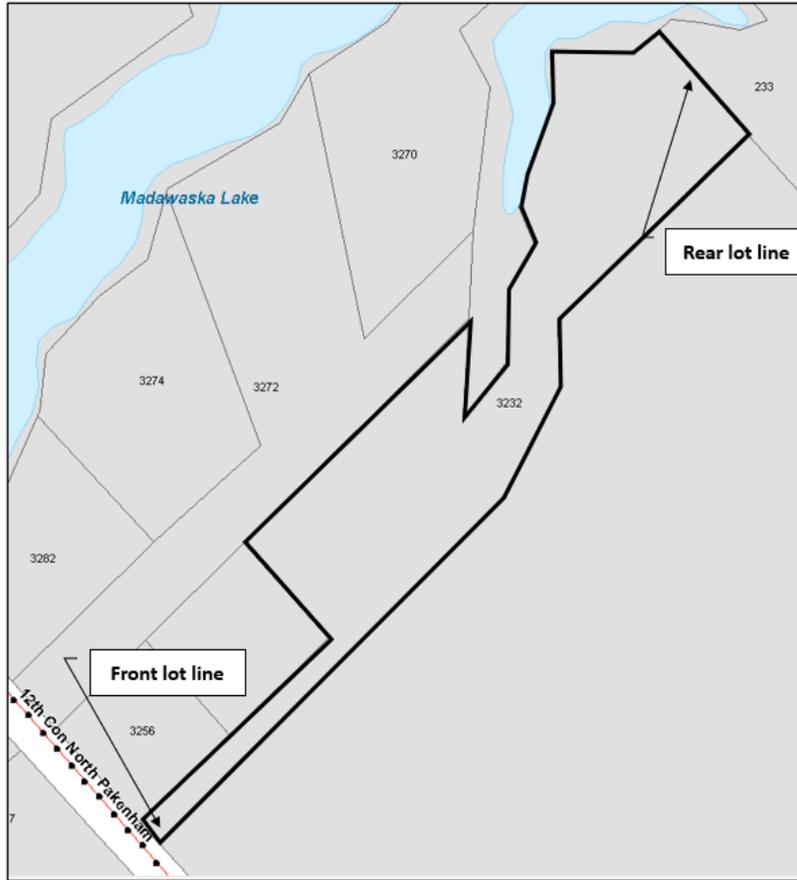
**By-law No. 22-XXX
Schedule "A"**

Lands Subject to the Amendment.

CON 12 PT LOTS 25; AND 26
26R-99 PART 5 27R-9218 PART 4, 27R-11237; PARTS 1 TO 7
Pakenham Ward, Municipality of Mississippi Mills
Municipally known as 3232 12th Concession, Pakenham North



**By-law No. 22-XXX
Schedule "B"**



Zoning Details

Unless otherwise noted on this Schedule, all required setbacks are per Section 12 of Zoning By-law #11-83

Minimum lot frontage: 12 metres

Minimum setback from top of bank: 15 metres

Unless otherwise identified on this Schedule, all lot lines are considered interior lot lines



This is Schedule 1 to Zoning By-law No. 11-83

This is Schedule B to By-law No. _____.

Passed on _____.



File No.
Z-02-22

Not to scale

X/XX/20XX

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: May 17, 2022
TO: Committee of the Whole
FROM: Marc Rivet, Planning Consultant
SUBJECT: **OFFICIAL PLAN AMENDMENT 29 (LEAR)**
ZONING BY-LAW AMENDMENT Z-04-22
Municipality of Mississippi Mills

RECOMMENDATION

THAT Committee of the Whole recommends that Council adopts Official Plan Amendment No. 29 being an amendment to repeal and replace Schedule A – Rural Land Uses to the Community Official Plan and make certain policy revisions to the Community Official Plan to be in full force and effect on January 5, 2024.

THAT Committee of the Whole recommends that Council adopts Zoning By-law Amendment Z-04-22 being a concurrent Zoning By-law amendment in order for the Rural and Agricultural limits to be consistent with the proposed Schedule A – Rural Land Use to the Community Official Plan to be in full force and effect on January 5, 2024.

BACKGROUND

Community Official Plan

Mississippi Mills Community Official Plan has two primary designations for the rural areas, an Agriculture designation and a Rural designation. The Agriculture designation is intended to be reflective of the Prime Agricultural Areas as defined in the Provincial Policy Statement (PPS). The current Agriculture designation consists predominantly of Class 1 – 3 soils and excludes adjacent lands (Class 4 -7 soils). The Rural designation is comprised of the remaining lands (outside of the Agriculture designation).

The Community Official Plan also contains areas that are identified as a Rural-Agriculture Overlay which have associated policies related to active agricultural operations in Section 3.3.4 of the Community Official Plan.

This current policy framework is not consistent with the 2020 Provincial Policy Statement as it relates to Prime Agricultural lands as the current Agriculture designation does not include lands beyond the Class 1 to 3 soil classification. As it relates to the Agriculture designation in the Community Official Plan, Section 2.3.1 of the PPS indicates that *prime agricultural areas* shall be protected for long-term use for agriculture. Prime agricultural areas mean areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and

associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) using guidelines developed by the Province as amended from time to time. A prime agricultural area may also be identified through an alternative agricultural land evaluation system approved by the Province.

Official Plan Amendment (OPA) 21 Five-Year Review

Official Plan Amendment 29 (OPA 29) stems from the work that started as part of OPA 21; which was the Five-Year Review of the Community Official Plan. Discussions regarding updating Agriculture designation in the Community Official Plan began in 2016 during the OPA 21 process. As part of OPA 21, a review of the Agriculture designation was conducted based on input from the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) and further discussed in a background report provided to the Municipality titled, Agricultural Lands Review, February 2018. The proposed amendment, at that time, included 15,560 hectares of lands designated Agriculture compared to the 11,723 hectares currently designated Agriculture (in addition to 5,559 hectares of lands under the Rural Agriculture Overlay).

On February 20, 2018, Council passed Resolution No. 110-18 to defer the review of its Agriculture designation and review these designated areas at a later date using an alternative agricultural land evaluation system approved by the Province, known as an Agricultural Land Evaluation and Area Review (commonly referred to as LEAR).

Following a series of meetings in 2018 and 2019, Agricultural Advisory Committee (AAC) meetings as well as Council Resolutions with respect to undertaking a LEAR study, the study formally began in 2019 after Council passed the following Resolution (222-19):

THAT Council direct staff to request that the County of Lanark delay the decision on agricultural mapping until the completion of the LEAR review with a mutually agreed upon timeline.

As such, the County's Notice of Decision on OPA 21 deferred the delineation of prime agricultural areas under the Agriculture designation, pending the completion of a LEAR study.

LEAR Study

LEAR is a tool which can be used by municipalities to identify lands that may be suitable for designation as prime agricultural areas in their Official Plans. Developed by OMAFRA, LEAR uses quantitative datasets to evaluate the agricultural suitability of lands based on soil capability as well as other factors that affect agricultural potential, within the context of a given municipality.

LEAR scores individual land parcels based on their agricultural potential whereby high-scoring parcels have the greatest agricultural potential. LEAR also establishes a score threshold that is specific to the study.

LEAR is intended to provide municipalities with a starting point for designating prime agricultural areas. Parcels that score below the selected score threshold are typically considered as poor candidates for prime agricultural areas designation while those scoring above the score threshold are typically considered as good or excellent candidates for designation; however, a number of other factors play a role in the identification of Prime Agricultural Areas including property owner/community feedback, input from working groups, and expert reports (i.e. Soil Reports prepared by an Agrologist). As a result, a parcel can receive a high LEAR score but may not be included as a prime agricultural area or receive a score lower than the established threshold but be included in the identification of a prime agricultural area.

Again, it is important to remember that when we are talking about designating “prime agricultural areas” that this can include land that does not have Class 1-3 soils. Lands that have Class 4-7 soils are not automatically excluded from the “prime agricultural area”. Likewise, a high scoring parcel of land with Class 1-3 soils can be excluded from designation as part of a “prime agricultural area”.

Each LEAR evaluation has two key components:

- Land Evaluation (LE): This component evaluates soil capability as it relates to agriculture. The Canada Land Inventory (CLI) Soil Capacity Classification dataset is used for this component of the tool; providing 7 soil classifications as well as an organic soil classification to establish soil capacity.
- Area Review (AR): This component allows Municipalities to consider other factors that impact agricultural potential. This may include onsite factors such as parcel size or current land use or may include offsite factors such as conflicting land uses.

Attachment B illustrates the changes to the Community Official Plan Schedule A “Rural Land Use” based on the first draft of OPA 29 Schedule A released in March 2021 and the second draft of OPA 29 Schedule A released in March 2022.

In terms of total land area, these changes represent the following areas designated, or proposed to be designated as Agriculture:

	Agriculture designation	“Rural – Agriculture” Overlay
2006 COP Schedule A	11,705 hectares	5,558 hectares
2018 Draft AG Review OPA 21*	15,560 hectares	5,558 hectares
2021 Draft Schedule A OPA 29	14,343 hectares	-
2022 Draft Schedule A OPA 29**	13,564 hectares	-

* Agricultural review was deferred from OPA 21

** 2022 Schedule A (OPA 29) also highlights 4 properties that are being proposed as “Rural” based on professional agrologist report’s findings and conclusions.

STUDY AND CONSULTATION PROCESS

A series of public meetings, open houses, working groups and Committee meetings were held over the course of the LEAR study. Many of these meetings occurred during COVID-19 and following Provincial and Municipal protocol, many of these meetings were held virtually.

Committee of the Whole (COW) Meetings and Related Documents

On March 25, 2021, a Staff Report was presented to COW seeking direction from Council to proceed with an Open House and Public Meeting for OPA 29 in accordance with *Planning Act* notification procedures. A Background Report was also presented explaining the LEAR methodology to identify prime agricultural areas.

On April 8, 2021, Notice of Public Meeting was completed and a draft copy of OPA 29 (dated April 8, 2021) was made available for review including supporting information and material. On May 4, 2021, a Public Meeting was held to provide an opportunity for the public to review and provide input on the draft Official Plan Amendment.

Mississippi Mills Agriculture Advisory Committee (AAC)

The AAC is an advisory committee of Council with a mandate to advise and support Council on matters of impact to the agricultural community for the benefit of the entire Municipality. The AAC's mission statement is also to provide support on other related issues as requested by Council. The AAC consists of 1 Council member, Mayor (ex-officio), staff support, and 5 to 7 members of the public representing various sectors of the community.

A series of meetings were held with the AAC as the LEAR study progressed including the following:

- April 22, 2021: JLR presented an overview of Land Evaluation and Area Review (LEAR) with guests John O'Neill, OMAFRA representative and Julie Stewart, Lanark County Planner. Agricultural Advisory Committee Meeting - April 22, 2021
- June 02, 2021: The AAC prepared a report with a series of recommendations for Council. Agricultural Advisory Committee Meeting - June 2, 2021 These recommendations included:
 - That a LEAR working group be developed comprised of the Agricultural Advisory Committee members plus the Council representatives from Ramsay and Pakenham Wards, plus ad hoc members from the agricultural community.
 - That the working group be supported:
 - in meeting with the consultant to better understand the specific assumptions made in developing the study
 - In reviewing the map products developed by the project
 - In reviewing a representative set of properties to validate the study to date or recommend changes in the assumptions.

- In developing an appropriate communication to the affected landowners to ensure that they know and understand the changes and possible effects on their properties.
 - In contacting a selection of landowners affected by this study.
 - That the Indigenous community be consulted as part of the process.
 - That a direct mailing be made to inform landowners of these changes.
 - That this report be presented to Council
- December 8, 2021, a meeting was held to discuss proposed changes to OPA 29 and further discussions about suggested revisions including a list of properties being added and removed. Agricultural Advisory Committee Meeting - December 8, 2021
- February 18, 2022, the AAC approved a recommendation to approve the revised Official Plan Amendment No. 29 “Prime Agricultural Area Review” dated November 24, 2021, as approved by the LEAR Working Group. Agricultural Advisory Committee Meeting - February 18, 2022

Staff note that since the recommendation of the AAC to approve the revised OPA 29 dated November 24, 2021, the municipality received three (3) soil study submissions from landowners. These soil study submissions were reviewed by JLR and determined to meet the LEAR criteria. As a result, three areas previously recommended for Agriculture designations have been modified to Rural designations in the attached OPA 29 document and associated Schedule. These areas are highlighted in red in Attachment B.

LEAR Working Group Mandate

As previously noted, a LEAR Working Group was struck out of the recommendation from the AAC in June 2021. The LEAR Working Group is comprised of the AAC members plus the Council representatives from Ramsay and Pakenham Wards.

The LEAR working group’s mandate was to review the LEAR recommendations and propose revisions based on their local knowledge and expertise to ensure the protection of prime agricultural areas and local concentration of farms which exhibit characteristics of ongoing agriculture.

The following are the series of meetings that were held with the LEAR Working Group and streamed online on the Municipality’s website:

- LEAR Working Group Meeting - June 28, 2021
- LEAR Working Group Meeting - August 3, 2021
- LEAR Working Group Meeting - September 1, 2021
- LEAR Working Group Meeting - September 22, 2021
- LEAR Working Group Meeting - October 6, 2021
- LEAR Working Group Meeting - October 20, 2021

- [LEAR Working Group Meeting - November 3, 2021](#)
- [LEAR Working Group Meeting - February 8, 2022](#)

The final recommendation of the LEAR Working Group to the AAC was a recommendation to approve of the revised Official Plan Amendment No. 29 “Prime Agricultural Area Review” dated November 24, 2021.

Public Consultation Process

The public consultation process for LEAR was undertaken through a series of meetings, public notifications, direct mailout to landowners, website updates, email notifications as well as social media postings (Municipality’s Facebook page).

The Municipality created a webpage dedicated to the LEAR study containing recordings of streamed meetings, links to meeting agendas and minutes, all supporting information and material related to the LEAR study and OPA 29 and concurrent zoning schedule update: [Official Plan Amendment 29 - Prime Agricultural Area Designation Review - Mississippi Mills](#)

The following is the information posted on the Municipality’s webpage:

OPA 29 and Zoning By-law Z04-2022 Public Meeting Information Session April 5, 2022

- Public Notice for Public Meeting
- Presentation Slides for Public Meeting
- Recording of Public Meeting
- What is LEAR?
- LEAR Next Steps?
- Frequently Asked Questions
- GIS LEAR Map (Free ArcGIS Web Application)

OPA 29 Documents and Additional Resources

- Proposed Agricultural Designation Map
- Map of Rural and Agricultural Changes
- Draft Official Plan Amendment 29
- Draft LEAR Zoning Ramsay Ward
- Draft LEAR Zoning Pakenham Ward
- OMAFRA LEAR Document

Committee of the Whole Meetings and Related Documents

- March 25, 2021 Report to Committee of the Whole re: Official Plan Amendment (OPA) No. 29 Agricultural Lands LEAR
- March 25, 2021 OPA 29 Overview Presentation Slides
- Public Meeting Notice March 2021
- Draft OPA 29 March 2021
- Letter to property owners changing from Agricultural to Rural designation
- Letter to property owners changing from Rural to Agricultural designation

- LEAR Scores of 66+

Agricultural Advisory Committee (AAC) Meetings

- April 22, 2021 (including JLR presentation)
- June 2, 2021
- December 8, 2021
- February 18, 2022

Information Sessions and Previous Public Meeting Links

- April 28, 2021 Virtual Information Session Recording (with presentation slides)
- May 4, 2021 Public Meeting Recording

LEAR Working Group Meetings

- June 28, 2021
- August 3, 2021
- September 1, 2021
- September 22, 201
- October 6, 2021
- October 20, 2021
- November 4, 2021
- February 8, 2022

In addition to newspaper notice, email updates, and use of the municipal website, the municipality sent out 578 letters by mail on July 28, 2021 (mailout #1) including:

- 135 letters to property owners that were being considered to change from Agricultural to Rural (including properties that had a partial Agriculture designation).
- 443 letters to property owners that are proposed to be changed from Rural to Agricultural (including properties that had a partial Rural designation).

The Municipality received emails from approximately 120 landowners and approximately 15 phone calls following the release of the first draft mapping in 2021. A copy of this email correspondence has been included in Attachment C. Municipal staff reviewed these submissions and discussed many of them with the LEAR Working Group. Verbal submissions were also received during the April 28, 2021, Virtual Information Session and the May 4, 2021, Public Meeting.

Following the LEAR Working Group meetings and the recommendation to approve the LEAR study and implementation of OPA 29 from the AAC, staff completed additional consultation in the form of newspaper notice, email updates, and postings on the municipal website and social media.

In addition to the above notification, the Municipality sent out a total of 508 letters by mail on March 25, 2022, (mailout #2) including:

- 28 letters to property Owners whose properties are currently designated Agriculture and proposed to be redesignated to Rural
- 192 letters to property Owners whose properties are currently designated partially Agriculture and partially Rural and proposed to be redesignated to Rural
- 107 letters to property Owners whose properties are currently designated Rural and proposed to be redesignated to Agriculture
- 181 letters to property Owners whose properties are currently partially designated Agriculture and partially Rural and proposed to be redesignated to Agriculture

As the study progressed, the information which was presented to the public, the LEAR working group recommendations and public submissions were made, the proposed lands for designation changed. The property owners notified in Mailout #1 and those notified in Mailout #2 are slightly different because the properties that were affected by the proposed designation changes were different. During the consultation and comment periods discussed above, there were a number of changes made to the lands recommended for designation.

The Municipality has received emails from approximately 80 landowners following release of the second draft in March 2022. A copy of this email correspondence has been included in Attachment D. Staff note that many of these submissions relate to the Burnt Lands Area of Natural and Scientific Interest (ANSI).

Burnt Lands Area of Natural and Scientific Interest (ANSI)

For the Committee's information, the limits of the Burnt Lands (ANSI) are not being revised with this review. At the beginning of the LEAR study, discussions were held with representatives from Ministry of Northern Development, Mines, Natural Resources and Forest (MNR), OMAFRA, and Ministry of Municipal Affairs and Housing (MAH) who did not identify any conflicts with any changes of designation from Rural to Agriculture. Staff are of the opinion that any change in designation from Rural to Agriculture for those lands would result in greater protection of the ANSI areas as the development policies (mainly consents) are stricter as it relates to the Agriculture designation versus the Rural designation.

RESULTS OF LEAR STUDY AND POLICY IMPLICATIONS

Rural to Agricultural Designation

The majority of permitted land uses for Agriculture and Rural designations are very similar. The most notable policy difference between these two designations is the ability to sever land. The current severance policies in the Community Official Plan are stricter for the lands within the Agriculture designation compared to the Rural designation.

For the Committee's information, the majority of the public feedback expressing concern over the LEAR study and its policy implications were focused on the impact of development potential. The change in designation from Rural to Agriculture does not have tax implications and minimal difference in permitted uses between the two designations; however, there was notable concern amongst the public regarding the restriction on lot creation (severance), ability for land to be included in future settlement area expansions as well as the ability to develop the lands for rural residential subdivision lots.

For the Committee's information, rural residential subdivisions are not currently supported in the policy framework for the Community Official Plan in the Rural designation. With respect to LEAR impacting the evaluation of expansion lands for settlement areas, any expansion to settlement areas requires a comprehensive study which includes a range of important land use planning considerations such as population projections, assessment of available vacant land within existing settlement areas, the existing transportation network, servicing feasibility as well as land use designations. Lands that are designated Agriculture would be a consideration in settlement area expansion; however, it would be one of many land use considerations that would be balanced as part of a larger land use study.

With respect to lot creation (severance) potential, the change in designation from Rural to Agriculture will impact a landowner's ability to sever non-farm residential lots *if* the landowner has an original township lot (as of July 1, 1973). The Agriculture designation limits lot creation to surplus farm dwelling severances, farm consolidations and severances that generally meet the minimum 40 ha agricultural lot area. Further discussion regarding lot creation is noted below.

Agricultural to Rural Designation

As previously mentioned, the permitted land uses are very similar in both designations. The significant difference for properties designated Rural is that lot creation (severance) is permitted up to two (2) lots from the original township lot (as of July 1, 1973). Staff note however that there are a number of other potential constraints to lot creation such as severance history, Minimum Distance Separation (MDS) setback requirements as well as other land use constraints (Provincially Significant Wetlands, Aggregate resources, Hydrogeological issues etc.) which impact the severance ability on lands. As a result, the creation of two (2) non-farm residential lots from those lands that are designated Rural is considered a 'best case scenario'.

Many of those who have made submissions with regards to the LEAR study and its proposed designations do not have the ability for severances under the current policy framework. These properties are either not eligible or have already had the maximum number of severances allowed under the Official Plan policies. Others who have the ability to sever land under the current policy framework have the opportunity to do so until such time that the OPA 29 is in full force and effect. This is further discussed in the Implementation Section of this report.

Removal of Rural-Agricultural Overlay

The "Rural – Agriculture" overlay was applied to lands that were considered to be locally significant and that were outside the Agriculture designation. The policies in the Community Official Plan related to this overlay requires that new non-farm buildings maintain a 30-metre setback from active agricultural operations or seek approval from the Committee of Adjustment.

As the purpose of OPA 29 is to designate prime agricultural areas under the Agriculture designation using LEAR and local knowledge, there are other land use planning tools such as the Minimum Distance Separation guidelines and zoning setbacks that requires suitable setbacks between non-farm residential uses and agricultural uses.

As a result, staff are of the opinion that this Overlay and related policies are not necessary with respect to the implementation of setbacks from active agricultural uses and can be removed from the Community Official Plan as part of OPA 29.

Zoning By-law Amendment

As part of the LEAR study and implementing OPA 29, staff are recommending that implementing zoning be included as part of the implementation of OPA 29. Zoning updates that are consistent with OPA 29, will ensure that the zoning on the lands which are subject to amendment are up to date as soon as OPA 29 comes into full force and effect.

NEXT STEPS

A decision of Mississippi Mills Council on Official Plan Amendment 29 and Zoning By-law Amendment Z-04-22 is the first step in the implementation process.

As the County of Lanark is the approval authority of Official Plan Amendments to the Community Official Plan, the decision of Official Plan Amendment 29 will need to be forwarded to the County for approval. In addition, if Official Plan Amendment 29 is approved by Mississippi Mills Council, the municipality must initiate a County Official Plan Amendment in order to update the County's Agricultural and Rural designations for Mississippi Mills to ensure the Community Official Plan and the County's Sustainable Community Official Plan is consistent.

The following provides a high-level outline of next steps in the process of implementing the proposed amendments.

County Official Plan Amendment Process

- Official Plan Amendment documents and Council By-law (adoption) sent to County
- County Official Plan Amendment (approval authority) process initiated

Review of Official Plan Amendment – County

- County circulates County Official Plan Amendment – includes OMAFRA for review
- May result in changes to Official Plan Amendment
- County holds Public Meeting
- County makes recommendation to County Council
- County Council can approve, approve with modifications, or refuse OPA 29
- Notice of Decision - Official Plan Amendment appeal period

Ontario Land Tribunal

- Appeals of the Lanark County decision may be submitted to the Ontario Land Tribunal

Impacts and Timeframe to Land Owners

- OPA 29 will not be in effect until all appeals are dealt with.
- Applications for land use (development) including land division (consent) would be considered under current policy until OPA 29 and ZBA-04-2022 come into effect.
- A transition period to January 5, 2024 is proposed where applications (which have been deemed complete) would be reviewed against current policy (in effect at time of Council adoption).

IMPLEMENTATION – Transition Clause for Official Plan Amendment 29

As noted in this report, the process to amend the Community Official Plan and the Zoning By-law will impact some landowners more than others. Some landowners will lose the right to sever their land while some others will gain the right to sever non-farm residential lots. The process to amend these policy documents is also subject to appeal to the Ontario Land Tribunal.

In recognition of the impact on landownership and the nature and length of the appeal process, it is recommended that a transition period be established as part of the Amendment. The proposed effective date for the Amendments to be in full force and effect is January 5, 2024. If there are no appeals to Official Plan Amendment 29, then this transition period will provide affected landowners a period of time in which to prepare for the designation change to their property.

For any landowner that currently has severance rights as part of a Rural designation and will lose these rights if the property is redesignated to Agriculture, a transition clause will ensure that they have ample time to submit a complete consent application (including any required plans and studies) to the County of Lanark’s Land Division Committee to start the process of severing their land.

If an appeal(s) is submitted against Official Plan Amendment 29, it may very well not be resolved by January 5, 2024. If this is the case, then the appeal process will also provide affected landowners additional time to prepare for any land use designation change.

Staff are of the opinion that the advantage of providing a clear implementation date of January 5, 2024, is to ensure that all landowners have a minimum amount of time to prepare for the land use designation change.

For the Committee’s information, with respect to severance applications, applicants do not have to complete the severance application process by January 6, 2024, rather the applicants need to have applied for a consent to sever with a complete application by January 5, 2024.

All of which is respectfully submitted by,

Approved by,

Marc Rivet, MCIP, RPP
Planning Consultant

Ken Kelly
CAO

ATTACHMENTS:

- Attachment A - Community Official Plan (2006) Schedule A “Rural Land Use”
- Attachment B – Comparison between existing 2006 Schedule A and proposed 2021 and 2022
- Attachment C - Redacted original comments from 1st Draft OPA 29 (2021)
- Attachment D - Redacted original comments from 2nd Draft OPA 29 and Z-04-22 (2022)
- Schedule E – Draft Official Plan Amendment OPA 29
- Appendix F – Draft Zoning By-law Amendments Z-04-22

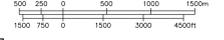
Attachment A –
Community Official Plan (2006) Schedule A “Rural Land Use”

Community Official Plan

Mississippi Mills

Schedule A
Rural Land Use

Scale 1:25,000



Roads:

- Provincial Highway
- County Roads
- Municipal Roads
- Unopened Road Allowance
- TransCanada Pipeline

Boundaries:

- Municipal Boundary
- Legal Fabric
- Urban Settlement Area
- Designation Boundary

Land Use Designations:

- Agriculture
- Aggregate Resource - Pit
- Aggregate Resource - Quarry
- Flood Plain
- Rural Settlement Area and Hamlet
- Provincially Significant Wetland
- Locally Significant Wetland
- Rural
- Waste Disposal
- Parkland and Open Space

Overlay:

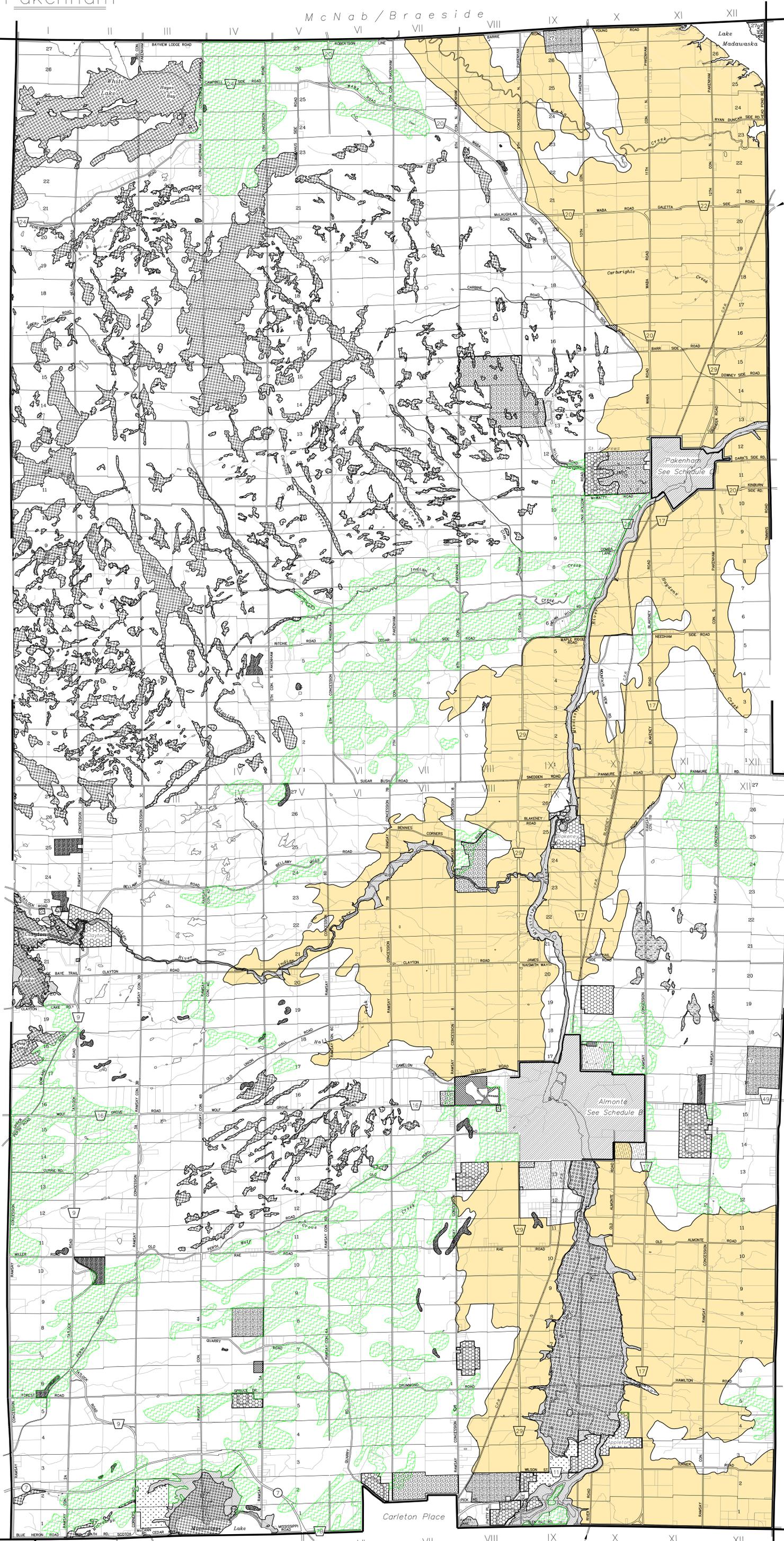
- Rural - Agriculture
- Future Expansion

Lanark Highlands

Lanark Highlands

Ottawa

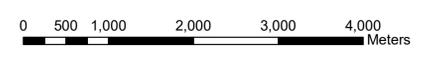
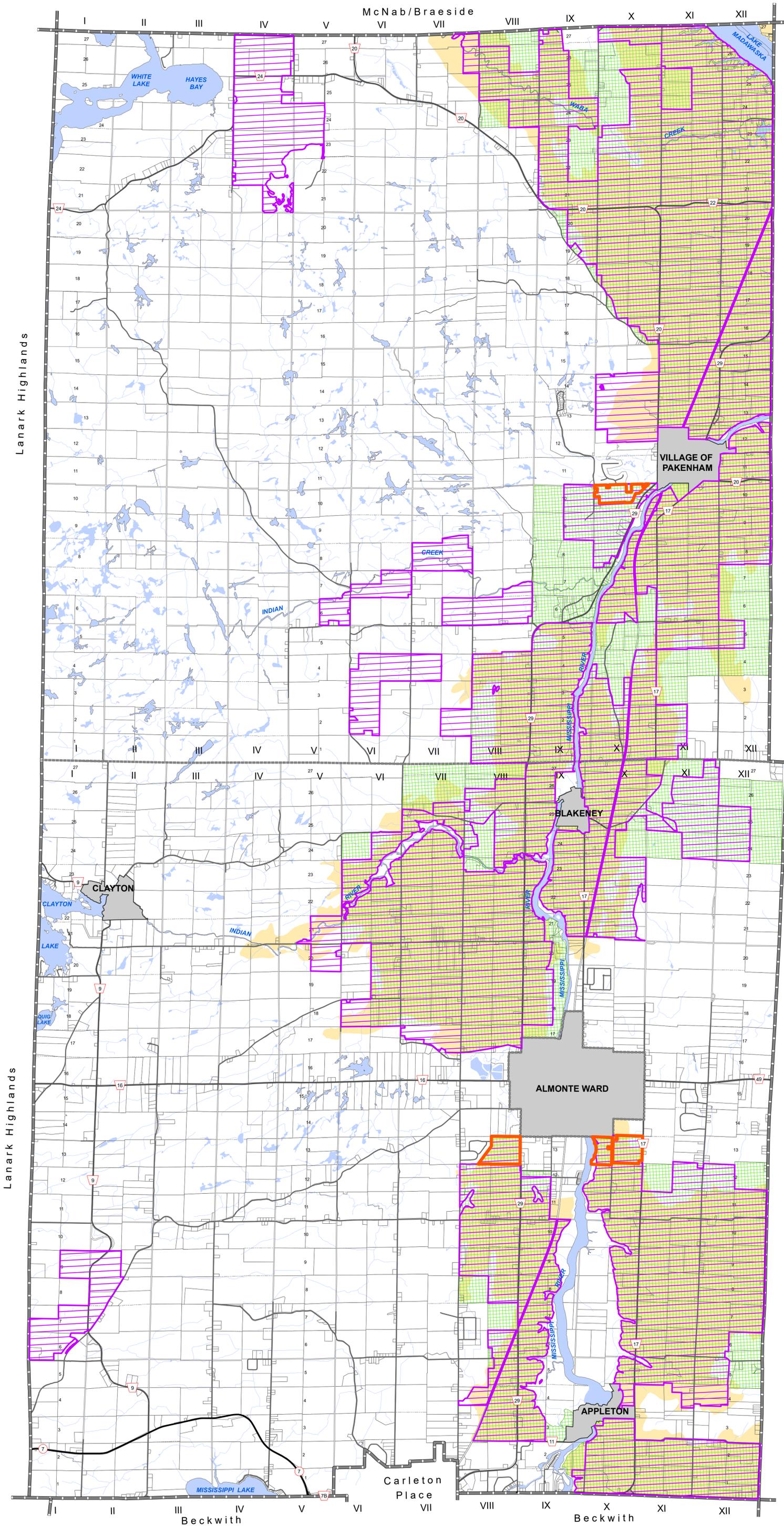
Ottawa



J.L.R. No. 19690
Prepared: 18/06/04
Revised: 13/04/05
Revised: 28/11/05
Revised: 12/07/06



**Attachment B –
Comparison between existing 2006 Schedule A and
proposed 2021 and 2022 Schedule A**



Ottawa

Ottawa

Legend

- Provincial Highway
- County Road
- Other Roads
- 2022 Agriculture (Proposed)
Total area = 13,564ha
- 2021 Agriculture (Proposed)
Total area = 14,343ha
- Agriculture (Ex OP)
Total area = 11,705ha
- Proposed Rural designation based on professional agrologist report.

Lanark Highlands

Lanark Highlands

Carleton Place

Beckwith

Beckwith

**Attachment C –
Redacted original comments from 1st Draft OPA 29 (2021)**

[Click here for the link to schedule C materials](#)

**Attachment D –
Redacted original comments from 2nd Draft OPA 29 and Z-04-22 (2022)**

[Click here for the link to schedule D materials](#)

Schedule E
Draft Official Plan Amendment OPA 29

OFFICIAL PLAN AMENDMENT
No. 29
“Prime Agricultural Area Review”

Prepared for:

THE MUNICIPALITY OF MISSISSIPPI MILLS

May 9, 2022

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

JLR 24473-007.1

PART A - THE PREAMBLE, contains an explanation of the purpose and basis for the amendment, as well as the lands affected, but does not constitute part of this amendment.

PART B - THE AMENDMENT, consisting of the following text and schedule constitutes Amendment No.29 to the Municipality of Mississippi Mills' Community Official Plan (COP).

PART C – THE APPENDICES, which are listed or attached hereto, do not constitute a part of this amendment. These appendices include the LEAR methodology and OPA 29 Documents and Additional Resources.

PART A – THE PREAMBLE

BACKGROUND

The first Mississippi Mills Community Official Plan (COP) was adopted by Council on December 13, 2005, and approved with modifications by the Minister of Municipal Affairs and Housing on August 29, 2006.

The Prime Agricultural Area designation consisted mostly of Canada Land Inventory Class 1 to 3 soils and active farming areas following consultation with area residents and the Ministry of Agriculture, Foods and Rural Affairs (OMAFRA).

As part of OPA 21 (Five Year Review), OMAFRA staff was consulted to discuss the need to update the Prime Agricultural Areas and related policies. OMAFRA had noted (email from John O'Neill dated June 27, 2016):

“... the current agricultural policies of the Mississippi Mills Official Plan (2006), agriculture is deemed to be a major economic and social contributor to the municipality. The plan highlights the changing nature of the agriculture industry and the challenges that the introduction of conflicting land uses can have on the ability of agriculture to prosper. In response the 2006 plan sought to establish policy direction to ensure the protection of agriculture and the agricultural land base. While it is encouraging to see the inclusion of policies that aim to achieve these goals, it is recommended that the policies be updated to ensure consistency with the PPS.”

“Section 3.2.1 (Goals and Objectives) indicates that the Agricultural designation is intended to be those lands which have large contiguous areas of Classes 1, 2 and 3 soils. While the presence of prime agricultural lands (Canada Land Inventory (CLI) Class 1, 2 and 3 soils) is a predominate characteristic to consider in identifying prime agricultural areas it is requested that the full definition of a prime agricultural area be taken in to consideration when mapping the municipalities Agricultural designation.”

“Prime agricultural area: means areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture....”

The Provincial Policy Statement 2020 defines prime agricultural area as:

“areas where prime agricultural lands predominate. This includes areas of prime agricultural lands and associated Canada Land Inventory Class 4 through 7 lands, and additional areas where there is a local concentration of farms which exhibit characteristics of ongoing agriculture. Prime agricultural areas may be identified by the Ontario Ministry of Agriculture and Food using guidelines developed by the Province as amended from time to time. A prime agricultural area may also be identified through an alternative agricultural land evaluation system approved by the Province.”

LANARK COUNTY DECISION ON OPA 21:

The Official Plan Amendment - OPA 21 (Five Year Review) was adopted by the Municipality of Mississippi Mills on June 26, 2018 by By-law No. 18-76 and forwarded to the County of Lanark for a decision under subsection 17(34) of the Planning Act. The County of Lanark is the approval authority for all changes to the Community Official Plan for Mississippi Mills.

The County of Lanark decided to partially approve Official Plan Amendment No. 21 to the Community Official Plan for the Municipality of Mississippi Mills, as adopted by By-law No. 2019-38 on December 4, 2019 under Section 17 of the *Planning Act*.

The following modification was made by the County (approval authority):

35. Schedule A – Rural Land Use is hereby modified by:

- b. Deferring the delineation of a Prime Agricultural designation on Schedule “A” – Rural Land Use pending the completion of an Agricultural Land Evaluation Area Review (LEAR).

ONTARIO MINISTRY OF AGRICULTURE AND RURAL AFFAIRS (OMAFRA)

J.L. Richards & Associated Limited (JLR) researched past LEAR projects as well as provincial guidelines and developed a LEAR methodology for Mississippi Mills which was reviewed by the Province (OMAFRA). The purpose is to identify those lands that should be protected as prime agricultural areas using this alternative agricultural land evaluation system and adjust based on local input provided by the Municipality’s Agricultural Advisory Committee (AAC).

PUBLIC CONSULTATION

The following is a list of all reports, presentations, meetings to date on this project. All materials are available for viewing from the Municipal Website or can be requested from the Planning Department.

OPA 29 Public Meeting Information April 5, 2022

- [Recording of Public Meeting](#)
- [Presentation Slides for Public Meeting](#)
- [Public Notice for Public Meeting](#)
- [What is LEAR?](#)
- [LEAR Next Steps?](#)
- [Frequently Asked Questions](#)
- [GIS LEAR Map](#)

OPA 29 Documents and Additional Resources:

- [Proposed Agriculture Designation Map](#)
- [Map of Rural and Agricultural Changes](#)
- [Draft Official Plan Amendment 29](#)
- [Draft LEAR Zoning Ramsay Ward](#)
- [Draft LEAR Zoning Pakenham Ward](#)
- [OMAFRA LEAR Document](#)

Committee of the Whole Meetings and Related Documents:

- [March 25, 2021 Report to Committee of the Whole re: Official Plan Amendment \(OPA\) No. 29 – Agricultural Lands LEAR](#)
- [March 25, 2021 OPA 29 Overview Presentation Slides](#)

- [Public Notice March 2021](#)
- [Draft OPA 29 March 2021](#)
- [Letter to property owners changing from Agricultural to Rural designation](#)
- [Letter to property owners changing from Rural to Agricultural designation](#)
- [LEAR Scores of 66+](#)

Agricultural Advisory Committee Meetings

- [Agricultural Advisory Committee Meeting - April 22, 2021](#)
 - [JL Richards Presentation to Agricultural Advisory Committee - April 22, 2021](#)
- [Agricultural Advisory Committee Meeting - June 2, 2021](#)
- [Agricultural Advisory Committee Meeting - December 8, 2021](#)
- [Agricultural Advisory Committee Meeting - February 18, 2022](#)

Information Sessions and Previous Public Meeting Links

- [April 28, 2021 Virtual Information Session Recording](#)
 - [Virtual Information Session Presentation Slides April 28, 2021](#)
- [May 4, 2020 Public Meeting Recording](#)

LEAR Working Group Meetings

- [LEAR Working Group Meeting - June 28, 2021](#)
- [LEAR Working Group Meeting - August 3, 2021](#)
- [LEAR Working Group Meeting - September 1, 2021](#)
- [LEAR Working Group Meeting - September 22, 2021](#)
- [LEAR Working Group Meeting - October 6, 2021](#)
- [LEAR Working Group Meeting - October 20, 2021](#)
- [LEAR Working Group Meeting - November 3, 2021](#)
- [LEAR Working Group Meeting - February 8, 2022](#)

MISSISSIPPI MILLS LEAR WORKING GROUP

A working committee was formed to review preliminary LEAR findings, proposed prime agricultural areas and provide local input as to which specific areas should be removed or added as Agricultural areas (see list of meetings above). The LEAR Working Group presented its recommendation to the Agricultural Advisory Committee on February 18, 2022. The Agricultural Advisory Committee supported the LEAR Working Group's recommendation.

PURPOSE

As per Lanark County's approval decision on Official Plan Amendment No. 21 (OPA 21), which was a Five-Year Review of the Municipality of Mississippi Mills' Community Official Plan, the Municipality was to identify its Prime Agricultural Areas (and related policies). The Municipality decided to use an alternative agricultural land evaluation system approved by the Province (LEAR). Working with the Ministry of Agriculture Foods and Rural Affairs (OMAFRA) and the LEAR Working Group, prime agricultural areas have been identified based on this alternative agricultural land evaluation system and local knowledge. The amendment also proposes to remove the Rural Agricultural Overlay and make certain specific policy changes.

LOCATION

The lands affected by this Amendment include all Rural lands within the Municipality of Mississippi Mills.

Appendix 'A' attached hereto shows the affected lands and the proposed changes to the land use designations and changes to Schedule A – Rural Land Use.

BASIS

The LEAR Study included as Appendix 'B' attached hereto forms the basis to this amendment.

PART B – THE AMENDMENT

All of this part of the document, entitled Part B – The Amendment, consisting of the following text and schedule to Amendment No. 29, constitutes Amendment No. 29 to the Community Official Plan (COP) of the Municipality of Mississippi Mills.

Note, a concurrent application is being filed to amend the Lanark County Sustainable Community Official Plan to change the Rural and Agricultural Lands shown on Schedule A to match with this amendment.

DETAILS OF THE AMENDMENT

The Municipality of Mississippi Mills Community Official Plan (COP) is hereby amended as follows:

- Item 1:** In accordance with Schedule “A” attached hereto, “Schedule ‘A’ Rural Land Use of the Municipality of Mississippi Mills Community Official Plan (COP) is hereby repealed and replaced with a new “Schedule ‘A’ Rural Land Use”.
- Item 2:** Delete the 5th paragraph under Section 3.2 Agriculture and replace with the following: “The “Agricultural” designation has been placed on provincially significant prime agricultural areas identified through an alternative agricultural land evaluation system (LEAR) approved by the Province following public consultation and input from a LEAR Working Committee and endorsed by the Mississippi Mills Agricultural Advisory Committee.”
- Item 3:** Delete the 6th paragraph under Section 3.2 Agriculture of this Plan which reads: “This Plan also recognizes that there are productive locally significant agricultural operations located outside of the Agricultural designation on smaller pockets of good soils, as well as on poorer soils. These operations also require protection from conflicting land uses. The specific policies related to these areas are found in Section 3.3 of this Plan.”
- Item 4.** Delete objective 3.2.1.1 and replace with a new objective which reads “Protect prime agricultural areas identified through an alternative agricultural land evaluation system known as Land Evaluation and Area Review (LEAR) for their long-term use.”
- Item 5.** Delete item 3.2.3.4 General Policies which reads: “Council undertakes to complete a review of its prime agricultural lands through an alternative agricultural land evaluation area review (LEAR) approved by the Province including a review of related policies prior to the next Community Official Plan Five Year Review.”
- Item 5.** Delete item 3.3.1.1 which reads: “Identify locally significant agricultural lands as those which have soils within Classes 1 to 3 of the Canada Land Inventory located outside of the “Agricultural” designation and that are part of a productive agricultural operation. Schedule A shall identify such lands as an overlay referred to as “Rural – Agriculture”. Renumber the remainder of the section accordingly.
- Item 6.** Delete Section 3.3.4 Locally Significant Agricultural Operations. Agriculture is permitted across the Rural Area but only Prime Agricultural Areas will be designated.

- Item 7.** Delete the last sentence of 3.4.3.8 and replace with “The design of Plans of Subdivision and lot creation (consent) within Rural Settlement Areas and Villages will ensure that a 30-metre setback from a residential dwelling to the boundary of the Agricultural designation can generally be achieved.”

TRANSITION POLICIES

A transition period to January 5, 2024 is proposed where applications (which have been deemed complete) would be reviewed against current policy (in effect at time of Council adoption).

IMPLEMENTATION AND INTERPRETATION

The implementation and interpretation of this Amendment shall be in accordance with the respective policies of the Municipality of Mississippi Mills Community Official Plan (COP). OPA 29 will not be in effect until approved by Lanark County or January 5, 2024 (the later of); might require a concurrent amendment to the Lanark County Sustainable Community Official Plan (LCSCOP).

Schedule 'A'- Affected Lands

Rural Land Use (Schedule A)



Official Plan

Municipality of Mississippi Mills

Rural Land Use (Schedule A)



Legend

Provincial Highway

- Provincial Highway
- County Road
- Other Roads
- Scenic or Heritage Road

Boundary

- Lot Line
- Ward Boundary
- Municipal Boundary
- Schedule Boundary
- Parcel Fabric

Water Features

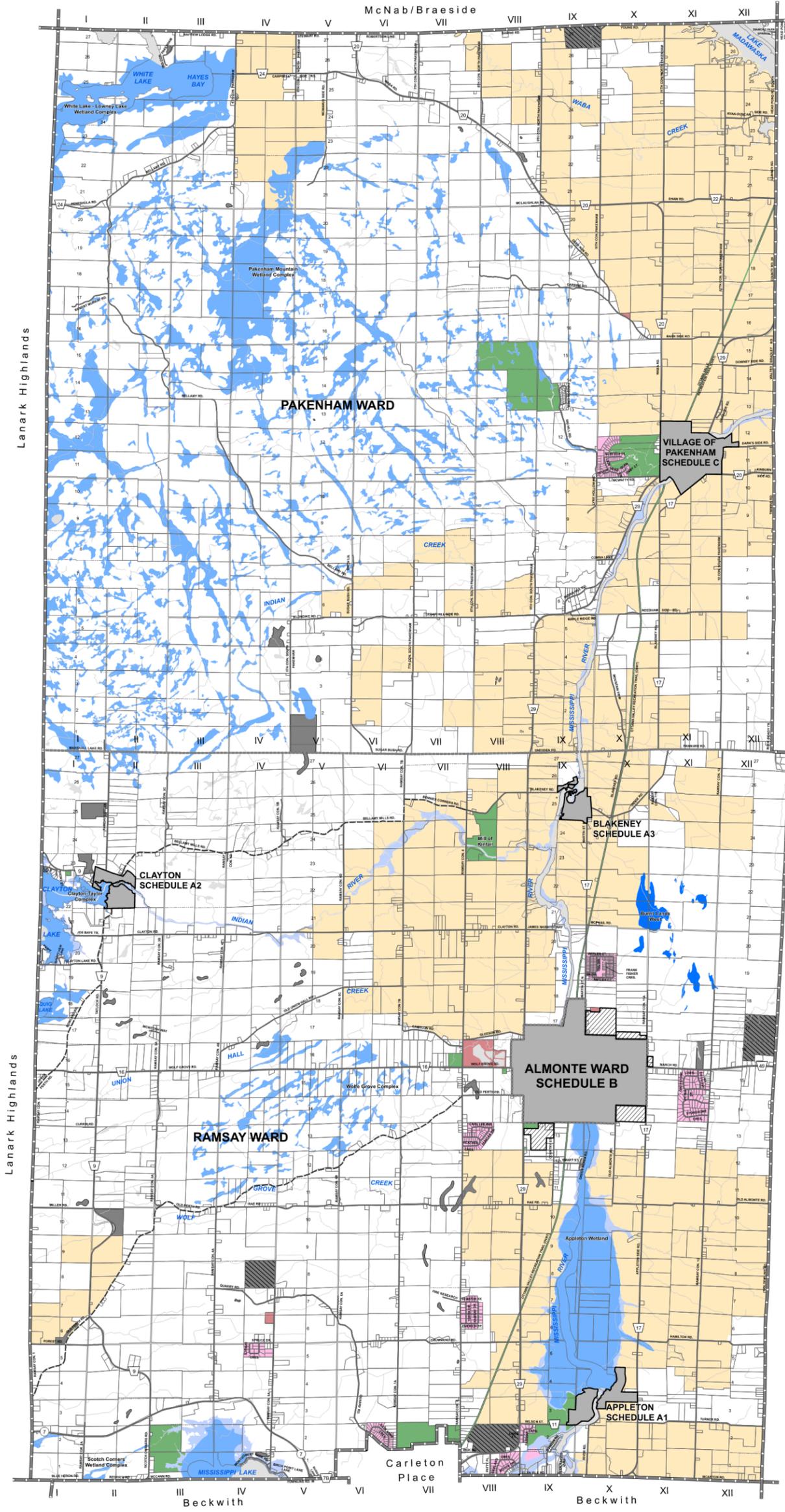
- Stream / Creek
- Waterbody

Land Use Designation

- Agriculture
- Aggregate - Pit
- Aggregate - Quarry
- Rural Settlement Area and Hamlet
- Rural
- Waste Disposal
- Parkland and Open Space
- Flood Plain
- Locally Significant Wetland
- Provincially Significant Wetland

Overlay

- Areas Subject to Official Plan Amendment 22 (Under Appeal)



Lanark Highlands

Lanark Highlands

Ottawa

Ottawa

Schedule "A"
Amendment No. ____
to the
Official Plan
of the
Municipality of Mississippi Mills

Revision Dates:

- 23 - November - 2021
- 19 - November - 2021
- 30 - August - 2021
- 8 - March 2022
- 21 - March 2022
- 3 - May 2022
- 9 - May 2022

Data Source: Source Data has been provided by the Ministry of Natural Resources, Ministry of Northern Development and Mines, Mississippi Valley Conservation Authority and the Municipality of Mississippi Mills.



Print: 5/9/2022 2:32:18 PM
Document Path: V:\24000\24473-007 - Mississippi Mills LEAR OPA 295-Land Development6-GIS\24473_RuralLanduse_ScheduleA_Scn2.mxd

PART C - THE APPENDICES

LEAR METHODOLOGY

I. What is a LEAR?

Land Evaluation and Area Review (LEAR) is a tool used by Ontario Municipalities to identify lands that may be suitable for designation as Prime Agricultural Areas in their Official Plans. Developed by OMAFRA, LEAR uses quantitative datasets to evaluate the agricultural suitability of lands based on soil capability as well as other factors that affect agricultural potential, within the context of a given Municipality. LEARs score individual land parcels based on their agricultural potential whereby high-scoring parcels have the greatest agricultural potential. LEARs also established a score threshold. Parcels that score below the selected score threshold are typically considered as poor candidates for Prime Agricultural Areas designation while those scoring above the score threshold are typically considered as good or excellent candidates for designation.

LEARs are intended to provide municipalities with a starting point for designating Prime Agricultural Areas. A parcel can receive a high LEAR score but may not be designated as a Prime Agricultural Area. A number of other factors play a role in the identification of Prime Agricultural Areas including field verification, property owner/community feedback, additional reports and analysis and other planning priorities.

Each LEAR evaluation has two key components:

- Land Evaluation (LE): This component evaluates soil capability as it relates to agriculture. The Canada Land Inventory (CLI) Soil Capacity Classification dataset is used for this component of the tool; providing 7 soil classifications as well as an organic soil classification to establish soil capacity.
- Area Review (AR): This component allows Municipalities to consider other factors that impact agricultural potential. This may include onsite factors such as parcel size or current land use or may include offsite factors such as conflicting land uses.

II. Background Research

Background research was conducted to achieve three objectives that are necessary for building a LEAR:

- Understand the formal LEAR requirements as per OMAFRA guidelines;
- Understand how Ontario Municipalities have interpreted OMAFRA guidelines to create LEARs that utilize available data, manage LEAR model limitations and consider community input and local conditions and priorities; and,
- To obtain local context and priorities as it relates to agriculture by reviewing existing work prepared for the Mississippi Mills.

Review of the OMAFRA guidelines was conducted prior to reviewing the LEAR models developed by Ontario Municipalities.

Though a number of LEARs were reviewed, a total of three LEAR models developed by Ontario Municipalities were selected for review as precedents: Prince Edward County, Halton Region, Peel Region and Town of Caledon. Findings from this research is summarized in the table below:

LEAR APPROACH SUMMARY					
Region	Year Conducted	LE factors	AR Factors	Weighting	Threshold
Prince Edward County	2018	CLI s classifications	>Agricultural as existing use >% of property being farmed >Conflicting land uses Parcel Size	Total possible score of 200 LE 50%, AR 50%	140/200
Halton Region	2009	CLI classifications, Greenbelt LEAR Halton soil maps/reports	>Property fabric >Farm infrastructure >Conflicting land uses	Total possible score of 10 LE 65%, AR 35%	6/10
Peel Region and Town of Caledon	2015	CLI classifications with consideration for topography (OMAFRA soils data and slope data)	>Fragmentation >% land used for agriculture >% of Land in Agricultural Production Within 1km Evaluation Unit >Conflicting land uses	LE 50%, AR 50%	535/800

III. Methodology

The Mississippi Mills LEAR was developed according to the following respective tasks: a) Background research, b) Review of existing data, c) Creation of draft approach, d) Review of Draft Approach, e) Model creation and validation, and, f) LEAR model finalization.

A) Background Research

Research was conducted to obtain additional information about the OMAFRA LEAR guidelines as well as how these guidelines were implemented in a number of Ontario municipalities. Specifically, the OMAFRA LEAR guidelines were reviewed to obtain LEAR requirements. Examples of LEAR requirements include:

- The Land Evaluation factor must account for a minimum of 50% of the total LEAR score;
- Organic soils must now be included in the Land Evaluation score as a CLI soil class as per updated and current OMAFRA guidance regarding the incorporation of organic soils as part of the LE component;
- Settlement areas shall not be evaluated under the LEAR;
- Area Review factors should be mutually exclusive and selected so as to avoid ‘double counting’ (i.e. Conflicting land uses and parcel fragmentation represent a similar consideration and therefore should not both be included in a given LEAR model).

Meanwhile, review of LEAR precedents provided insight into how said models were developed and adjusted to satisfy municipal conditions and priorities.

To gain context about agricultural land in Mississippi Mills, the 2018 document prepared by JL Richards, “Agricultural Lands Review”, was reviewed. The review of this document provided valuable information on agricultural land conditions and typologies which was foundational in the selection and justification of criteria for the Mississippi Mills LEAR model.

B) Review of Existing Data

Prior to selecting criteria for the Mississippi Mills LEAR, several meetings were held with GIS experts at JL Richards to determine data availability. Given the project timeframe, possible criteria was limited to pre-existing, available data. Available data included but was not limited to:

- Canada Land Inventory (CLI) Soil Capacity Classification dataset;
- Municipal Property Assessment Corporation (MPAC) property codes dataset, including ownership and land use (Provided February 10, 2021 by the Municipality of Mississippi Mills);
- Municipal infrastructure datasets (i.e. servicing, roads);
- Ministry of Natural Resources datasets;
- Agriculture and Agri-Food Canada (AAFC) 2019 Annual Crop Inventory;
- Existing Official Plan Designation datasets (i.e. Village Boundaries, Agriculture, Rural-Agricultural Overlay); And,
- Land cover, topography and drainage datasets.

C) Creation of Draft Approach

Considering both research insights and data availability, Land Evaluation (LE) and Area Review (AR) criteria and criteria weighting and scoring breakdown were selected, constituting the draft approach. Components of this approach were organized into a PowerPoint presentation.

D) Review of Draft LEAR Approach

A total of three meetings were held to review the draft LEAR approach. The intent of these meetings was to get key feedback and comments to guide revisions to the draft approach. Respectively, these meetings included:

- An internal meeting for JL Richards consultants involved in the project to discuss and provide feedback on the first draft of the draft LEAR approach. Revisions to the draft approach were made following the meeting.
- Multiple meetings with John O'Neil from OMAFRA to discuss conformity of the draft LEAR approach with OMAFRA requirements and to get additional comments and recommendations.
- A third meeting with the JL Richards team, John O'Neil and Mississippi Mills staff.

Following the meetings, the draft model was revised according to comments and feedback.

E) Model creation and validation

Once the LEAR approach was finalized in terms of the selection of criteria and criteria weighting and scoring, the framework was developed into a GIS model using the appropriate datasets. Several internal meetings were held to verify the accuracy of the GIS model in scoring parcels.

F) LEAR model finalization

Following the development of the LEAR model in GIS, analysis' were performed to determine the appropriate LEAR score threshold. The score threshold would serve as the cutoff value for recommending evaluated parcels for Prime Agricultural Area designation under the LEAR model.

IV. LEAR Approach

The LEAR approach for Mississippi Mills can be summarized by the selected LE and AR score weighting and criteria and the selection of a threshold value. These aspects of the approach will be reviewed in the following sections.

A) Score Weighting

OMAFRA guidelines require that a minimum of 50 percent of the overall score be reserved to the Land Evaluation (LE) component of the overall LEAR score. No maximum percent was established by OMAFRA. For the Mississippi Mill LEAR, we decided to attribute 70 percent of the overall score to the Land Evaluation component. The remaining 30 percent of the score was attributed to Area Review (AR) factors. This weighting breakdown was selected as soil capability is a significant determinant of agricultural potential and we wanted the weighting scheme to be reflective of this. Additionally, we believed that AR factors are secondary to soil capability in determining agricultural potential and therefore, a total weight of 30 percent would be appropriate to attribute to these factors.

B) Selected LE Criteria

As mandated by OMAFRA, the Canada Land Inventory (CLI) Soil Capacity Classification dataset was used to evaluate soils in Mississippi Mills (see Figure 1). Consistent with OMAFRA requirements, the following scoring scheme was used:

Soil Capability Class	CLI score (field crop points) FCP	Total Score (/70 points)
1	1	70
Organics	0.9	63
2	0.9	63
3	0.8	56
4	0.6	42
5	0.4	28
6	0.2	14
7	0	0

C) Selected AR Criteria

After careful review of OMAFRA recommendations and the selected LEAR precedents, the following AR criteria were selected:

- Parcel Size;
- Conflicting Land Uses; and,
- Active Farming (Parcel Currently Used for Agriculture)

Each of these three criteria had a maximum of 10 points, for a total of 30 percent of the overall LEAR score. The scoring schemes for the AR factors are explained in more detail below:

Parcel Size

Parcel Size	Score
<81 Acres	10
51-80 Acres	8
26-50 Acres	6
11-25 Acres	4
6-10 Acres	2
1-5 Acres	1
>1 Acre	0

Parcel sizes were determined using MPAC data. Larger parcels were scored higher than smaller parcels as shown in the table above. Figure 2 shows a map of evaluated parcels scored by size.

Conflicting Land Uses

The Conflicting Land Uses factor considers individual parcels with one of the following land uses: open space, industrial, or residential dwelling. A 750-meter radius was created for each evaluated parcel to determine the number of individual conflicting land uses that were this distance or in closer proximity to said parcel. MPAC data was used to identify conflicting land uses. As per OMAFRA direction, settlement areas such as urban and village areas and residential subdivisions were disregarded and were not scored under this conflicting land uses factor. The following scoring breakdown was used:

Number of Individual Conflicting Land Uses within 750m	0-5	6-10	11-15	16-20	21-25	>26
Score	10	8	6	4	2	0

Figure 3 shows a map of conflicting land use scores for evaluated parcels.

Active Farming

Both MPAC and Agriculture and Agri-Food Canada’s (AAFC) 2019 Cropland Data was used to determine whether and to what extent evaluated parcels are actively used for agriculture. A scaled scoring scheme was used for this criterion. Specifically, parcels are scored based on the percentage of total area actively farmed or used for agriculture. The following scoring breakdown was used:

Percentage of Evaluation Unit (Parcel) Currently Used for Agriculture	Score
0%	0
1% - 9%	1
10% - 20%	2
21% - 30%	3
31% - 40%	4
41% - 50%	5
51% - 60%	6
61% - 70%	7
71% - 80%	8
81% - 90%	9
91% or Greater	10

Figure 4 shows a map of active farming scores for evaluated parcels.

We believe that the selection of these criteria were appropriate given that they are commonly-used and widely-accepted criteria used for LEARs, reflect local conditions and priorities, can be analyzed using available data and all represent distinct and mutually-exclusive considerations for agriculture; mitigating the risk of ‘double counting’.

Selected Threshold Value

Possible scores for evaluated parcels ranged from 0 to 100. After the GIS model was adjusted and reviewed for accuracy, the team decided on a threshold score of 65. This threshold was selected as— more than other threshold values that were considered— it was effective in identifying parcels appropriate for designation while excluding parcels less suitable for designation. OMAFRA also requires that, in addition to scoring above the selected threshold, parcels recommended for designation should also be located within blocks of agricultural land that are 250 ha or larger. The table below summarizes existing total areas designated as Prime Agriculture and Rural-Agriculture as well as total area scoring 66+ in the LEAR. Figure 5 shows a map of total LEAR scores for evaluated parcels. Figure 6 shows all parcels with total LEAR scores of 66 or greater.

Designation	Total Area (ha)
Existing Agricultural Designation	11,705.55
Existing Rural-Agricultural Designation	5,558.11
Area scoring 66+ in the LEAR Model	14,563.00

Figure 1. Land Evaluation: Soil Capacity Score

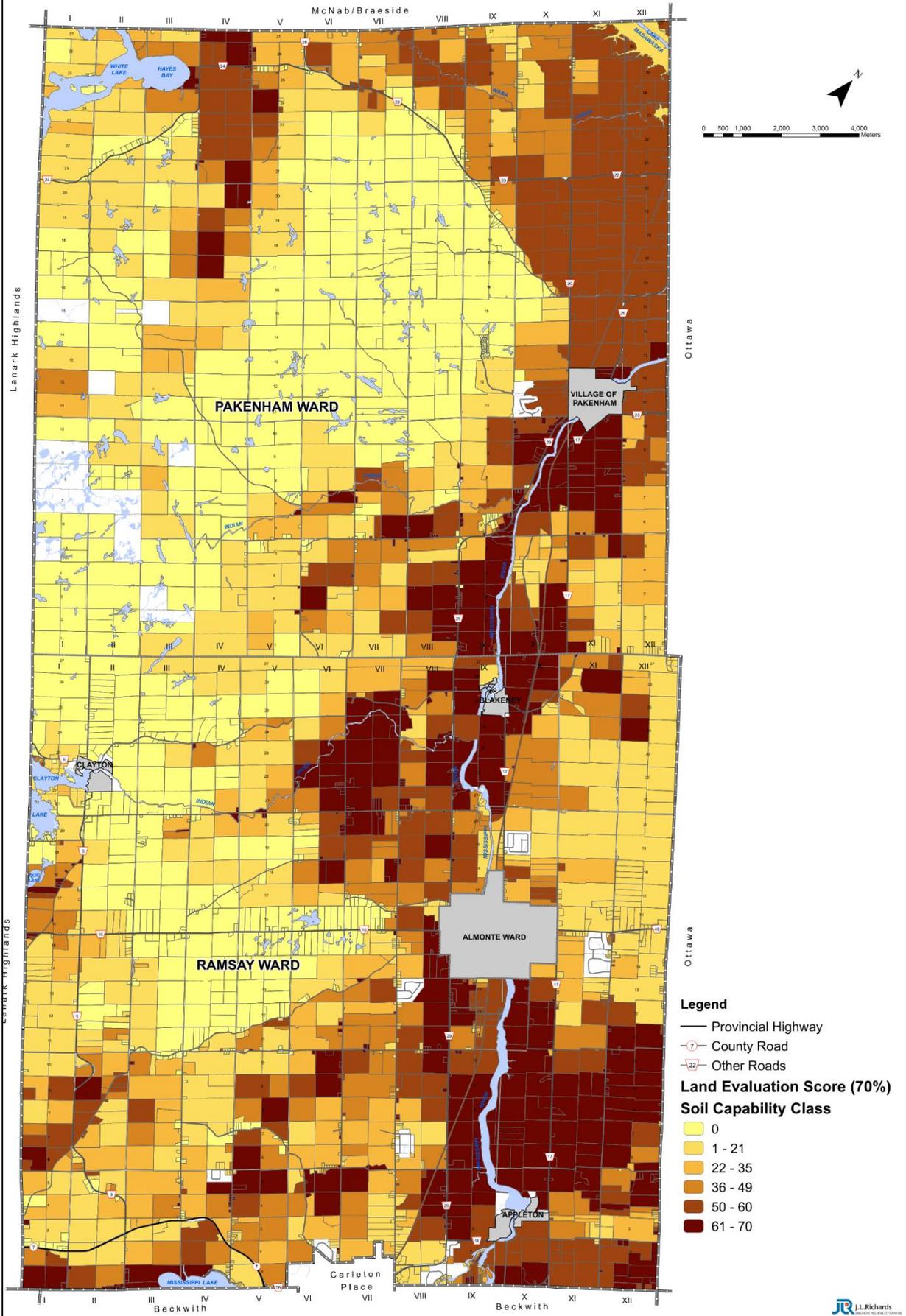


Figure 2. Area Review: Parcel Size Score

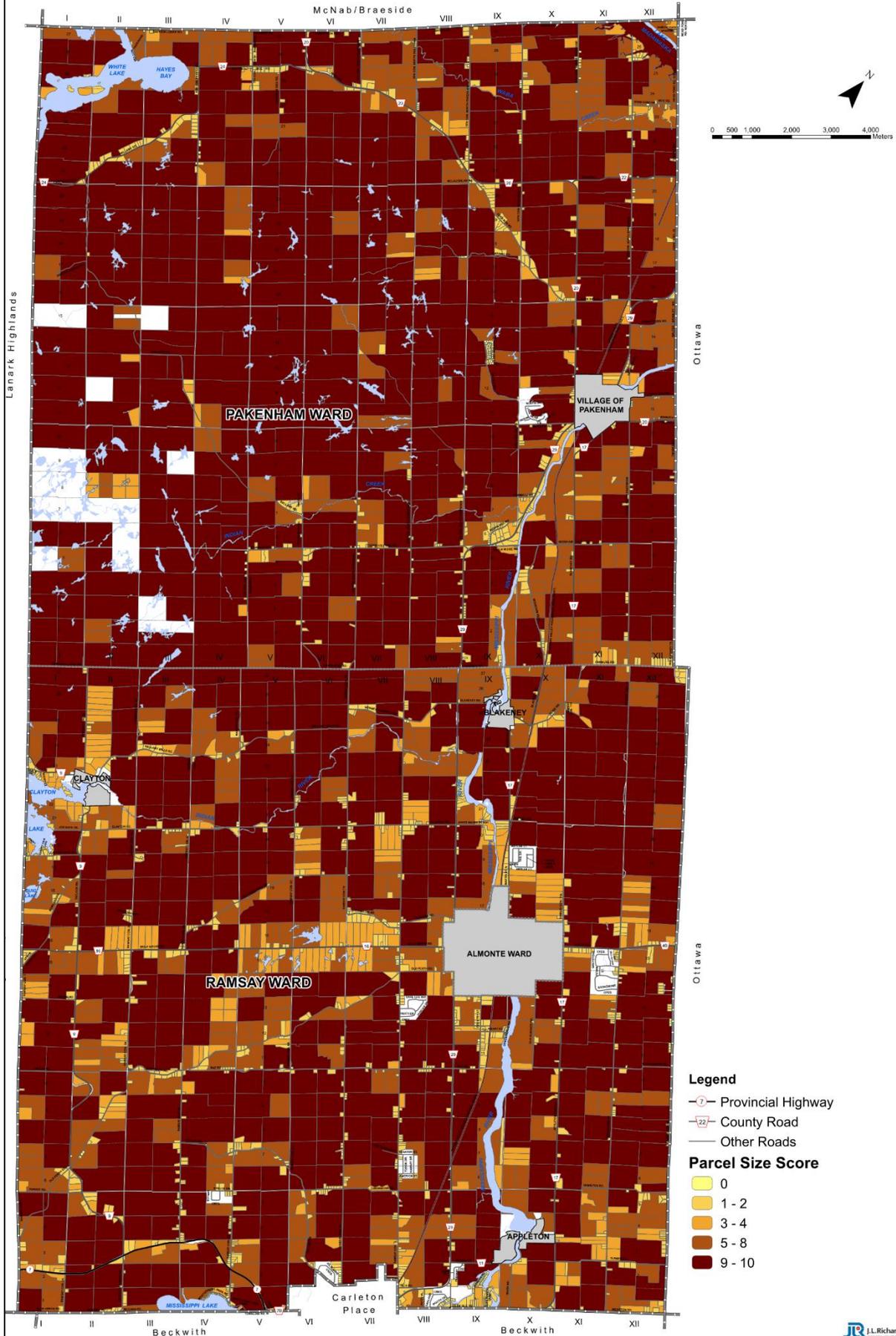


Figure 3. Area Review: Conflicting Land Uses Score

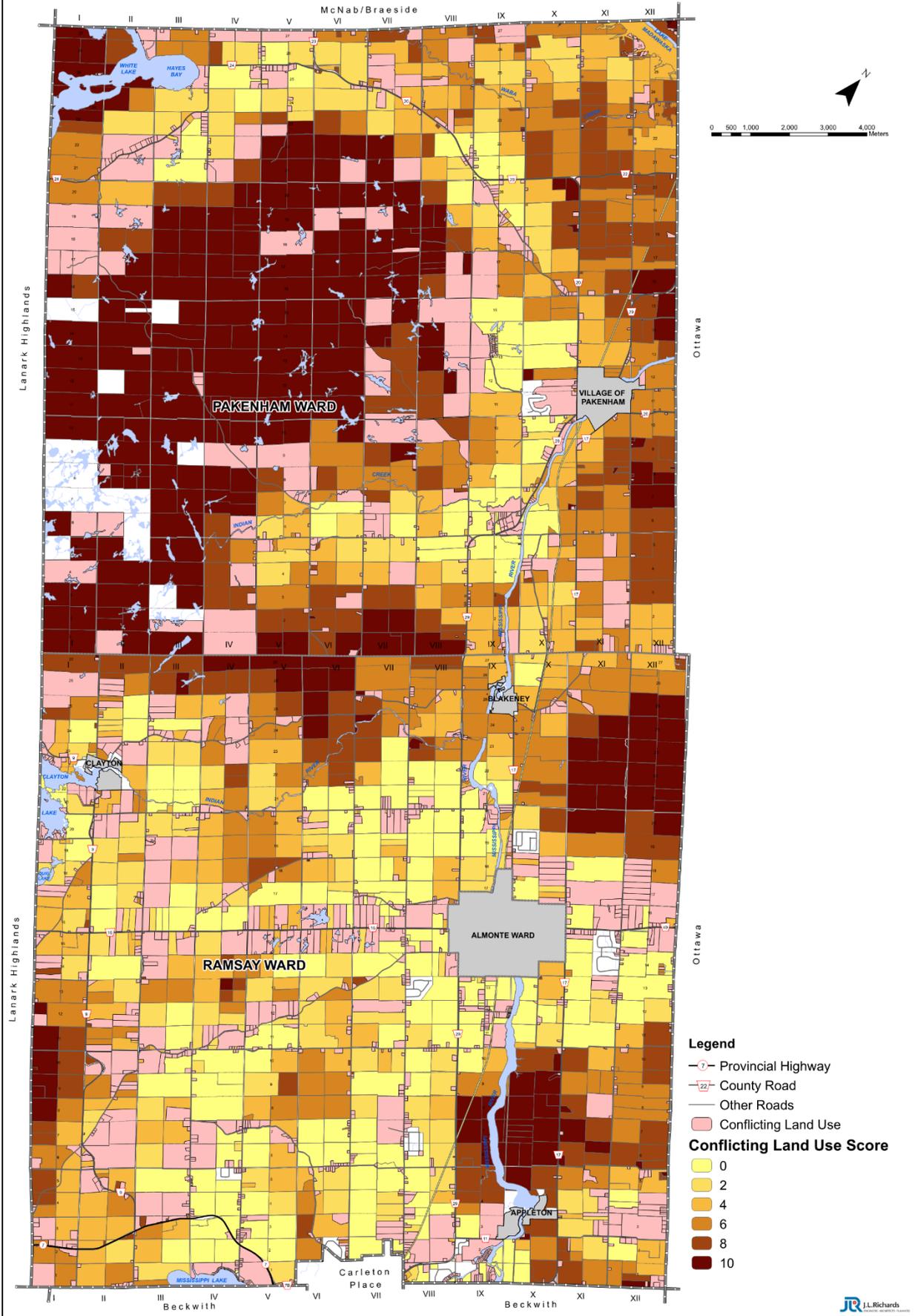


Figure 4. Area Review: Active Farming Score

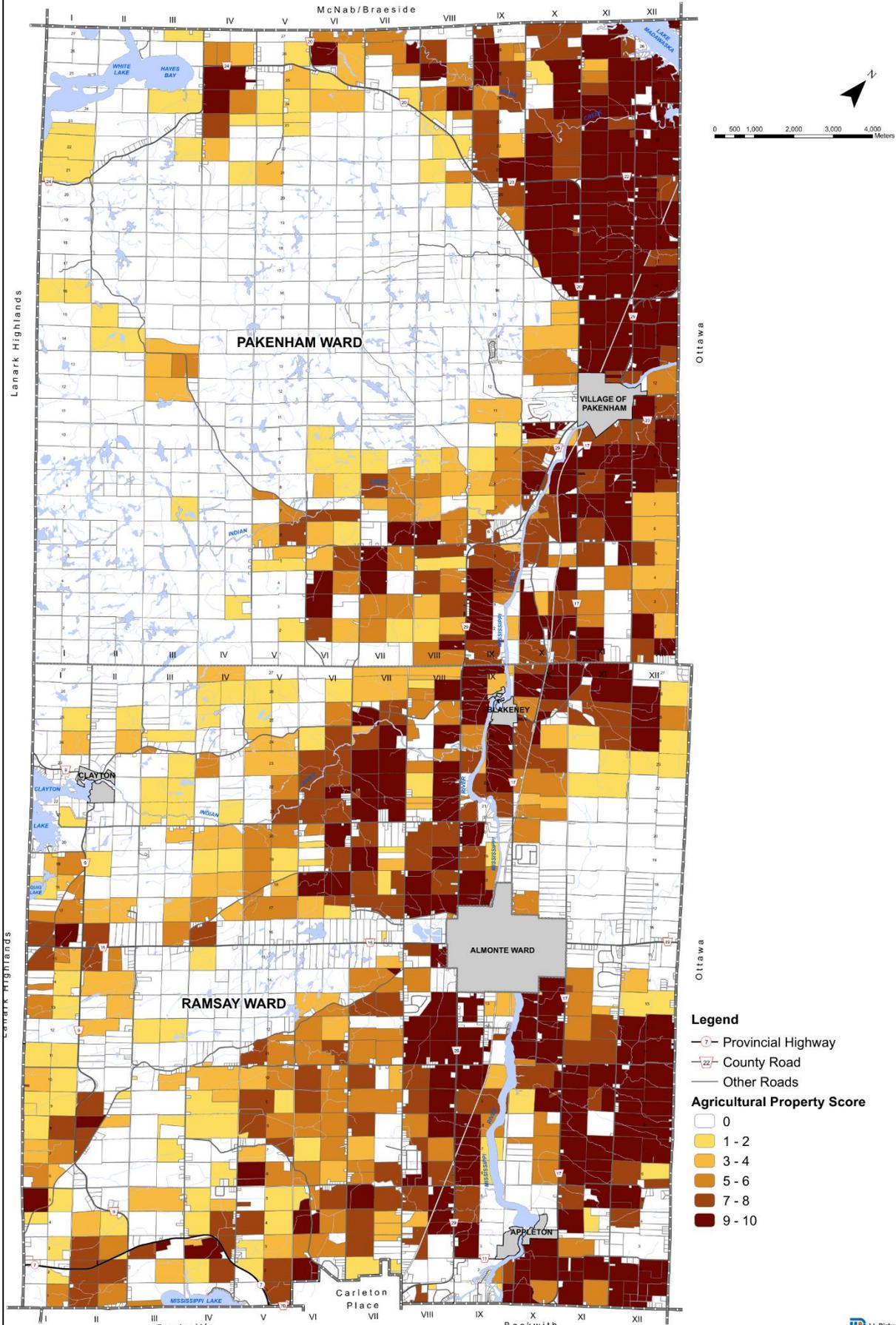


Figure 5. Total LEAR Score per Evaluated Parcel

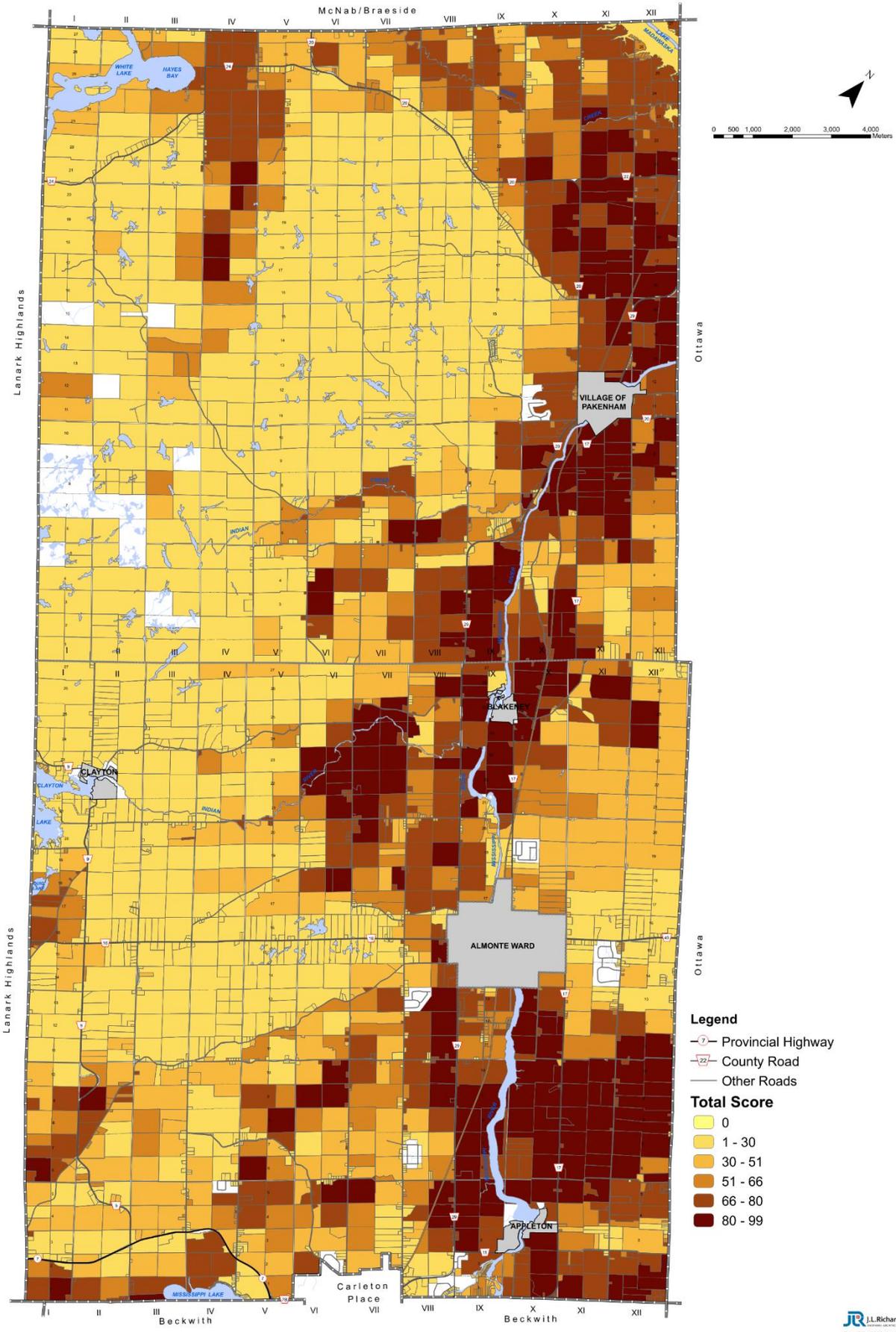
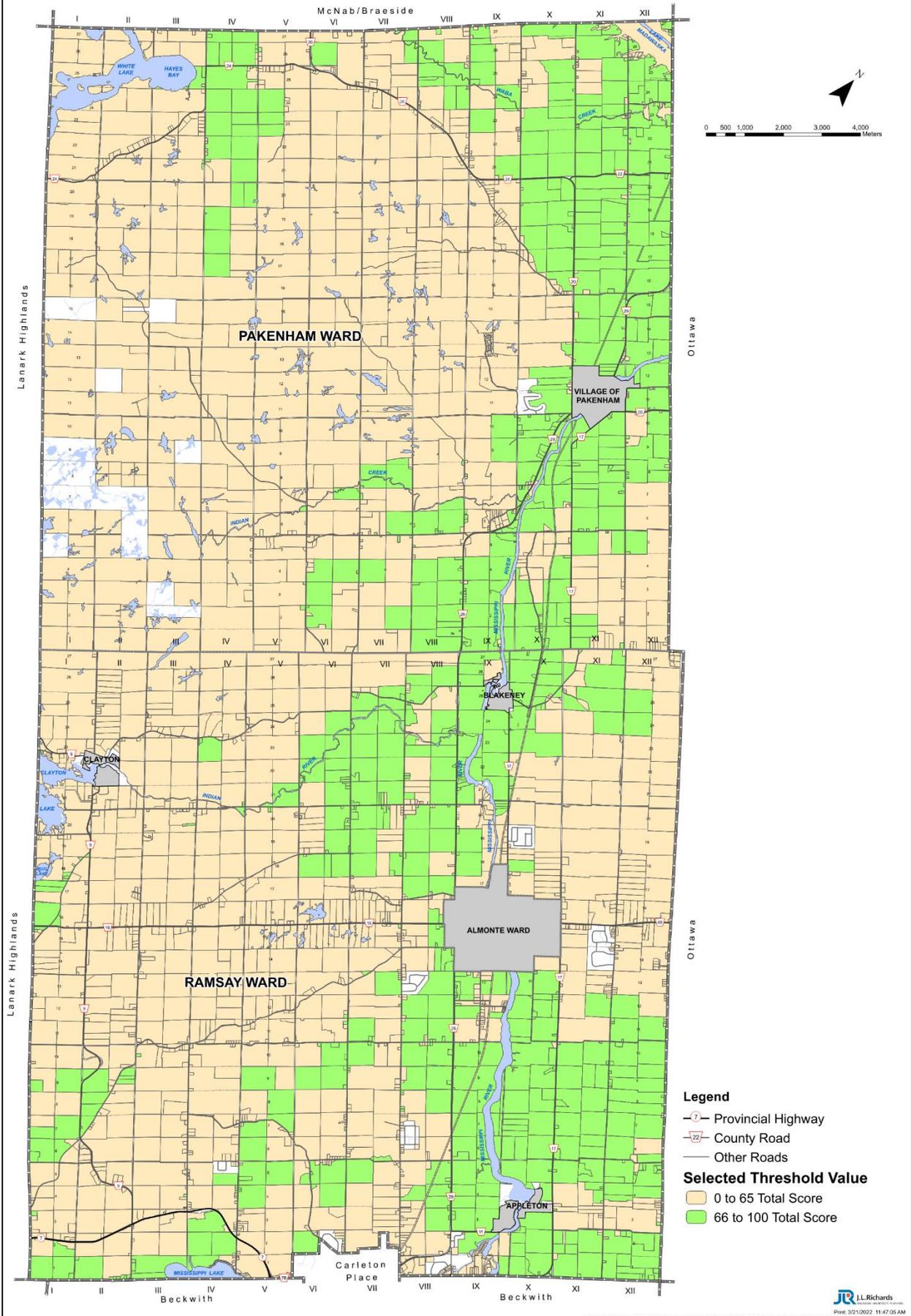


Figure 6. Parcels with LEAR Scores of 66+



OPA 29 DOCUMENTS AND ADDITIONAL RESOURCES

The following documents, public meeting notices, public information sessions, and LEAR Working Group meetings are available on the municipal website:

https://www.mississippimills.ca/en/build-and-invest/planning-and-land-use.aspx?_mid_=76816

OPA 29 Documents and Additional Resources:

OPA 29 Public Meeting Information April 5, 2022

- [Recording of Public Meeting](#)
- [Presentation Slides for Public Meeting](#)
- [Public Notice for Public Meeting](#)
- [What is LEAR?](#)
- [LEAR Next Steps?](#)
- [Frequently Asked Questions](#)
- [GIS LEAR Map](#)

OPA 29 Documents and Additional Resources:

- [Proposed Agriculture Designation Map](#)
- [Map of Rural and Agricultural Changes](#)
- [Draft Official Plan Amendment 29](#)
- [Draft LEAR Zoning Ramsay Ward](#)
- [Draft LEAR Zoning Pakenham Ward](#)
- [OMAFRA LEAR Document](#)

Committee of the Whole Meetings and Related Documents:

- [March 25, 2021 Report to Committee of the Whole re: Official Plan Amendment \(OPA\) No. 29 – Agricultural Lands LEAR](#)
- [March 25, 2021 OPA 29 Overview Presentation Slides](#)
- [Public Notice March 2021](#)
- [Draft OPA 29 March 2021](#)
- [Letter to property owners changing from Agricultural to Rural designation](#)
- [Letter to property owners changing from Rural to Agricultural designation](#)
- [LEAR Scores of 66+](#)

Agricultural Advisory Committee Meetings

- [Agricultural Advisory Committee Meeting - April 22, 2021](#)
 - [JL Richards Presentation to Agricultural Advisory Committee - April 22, 2021](#)
- [Agricultural Advisory Committee Meeting - June 2, 2021](#)
- [Agricultural Advisory Committee Meeting - December 8, 2021](#)
- [Agricultural Advisory Committee Meeting - February 18, 2022](#)

Information Sessions and Previous Public Meeting Links

- [April 28, 2021 Virtual Information Session Recording](#)
 - [Virtual Information Session Presentation Slides April 28, 2021](#)

- [May 4, 2020 Public Meeting Recording](#)

LEAR Working Group Meetings

- [LEAR Working Group Meeting - June 28, 2021](#)
 - [LEAR Working Group Meeting - August 3, 2021](#)
 - [LEAR Working Group Meeting - September 1, 2021](#)
 - [LEAR Working Group Meeting - September 22, 2021](#)
 - [LEAR Working Group Meeting - October 6, 2021](#)
 - [LEAR Working Group Meeting - October 20, 2021](#)
 - [LEAR Working Group Meeting - November 3, 2021](#)
 - [LEAR Working Group Meeting - February 8, 2022](#)
- In addition, a project specific GIS LEAR Mapping was developed for this project: GIS LEAR mapping: <https://arcg.is/05LaOG>

**Appendix F –
Zoning By-law Z-04-22**

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing the zoning of the lands shown on the Zoning Schedule A Ramsay Ward and Zoning Schedule B Pakenham Ward.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

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

Christa Lowry, Mayor

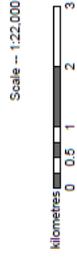
Jeanne Harfield, Clerk

By-law No. 22-XXX Schedule "A"



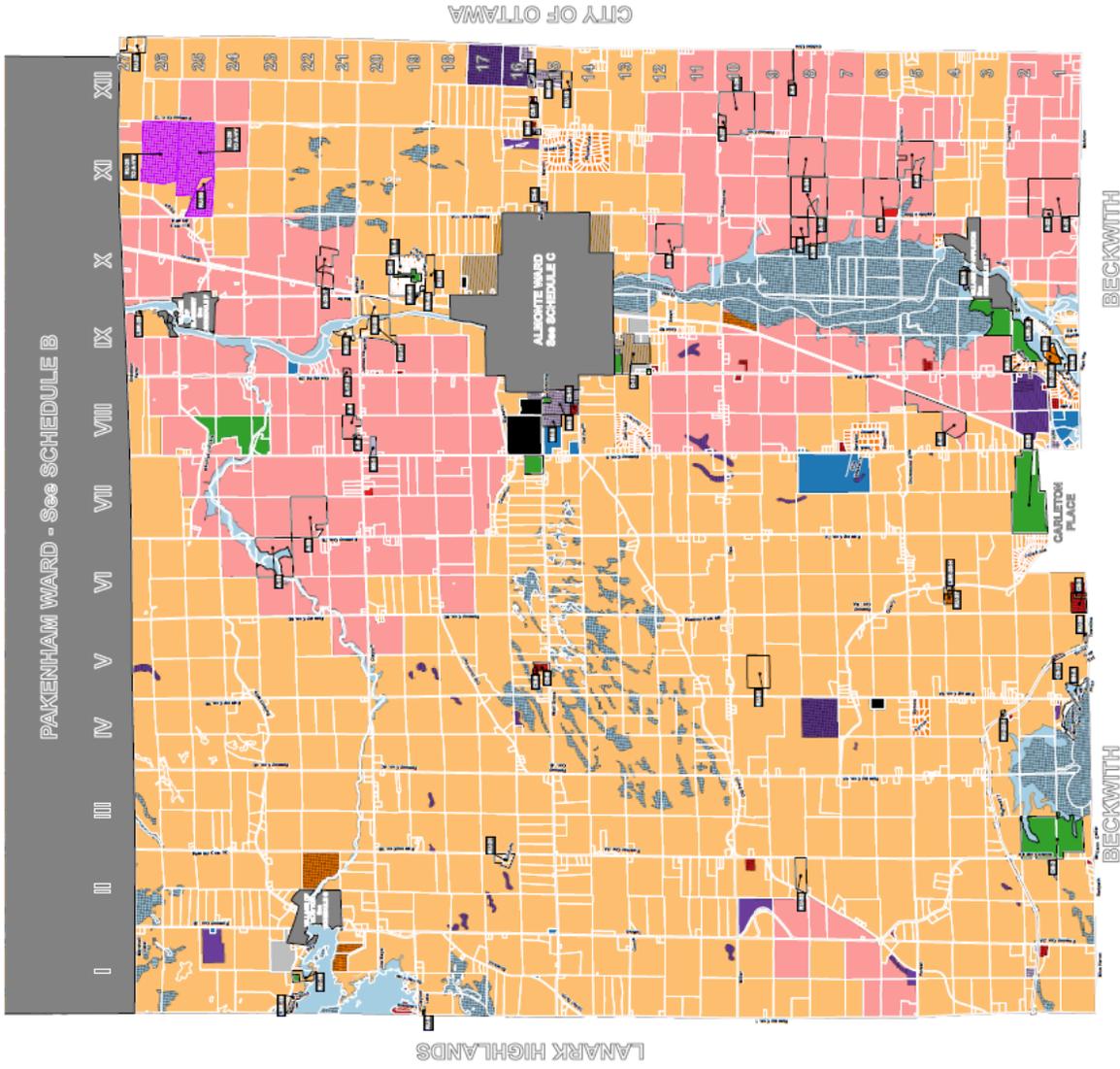
ZONING BY-LAW No. 11-83
Amended: 9 - MAY - 2022

SCHEDULE A - RAMSAY WARD



ZONING CLASSIFICATIONS

- AREAS SUBJECT TO OFFICIAL PLAN AMENDMENT 22 UNDER APPEAL
- AGRICULTURAL (A)
- AGRICULTURAL COMMERCIAL (C1)
- RURAL COMMERCIAL (C2)
- TOURIST COMMERCIAL (C3)
- LOCAL COMMERCIAL (C7)
- DEVELOPMENT (D)
- ENVIRONMENTAL HOUSING (EH)
- ENVIRONMENTAL PROTECTION (EP)
- COMMUNITY FACILITY (F)
- AGRICULTURAL INDUSTRIAL (I1)
- RURAL INDUSTRIAL (I4)
- MINERAL AGGREGATE PIT (MP)
- MINERAL AGGREGATE QUARRY (MQ)
- MINERAL AGGREGATE RESERVE (MR)
- PARKLAND & OPEN SPACE (OS)
- RURAL RESIDENTIAL (RR)
- LIMITED SERVICE RESIDENTIAL (LSR)
- RESIDENTIAL FIRST DENSITY (R1)
- RURAL (RU)
- WASTE DISPOSAL (WD)



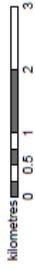
Produced: 03/2024
By Andrew Kuznetsov (City Planning Partner)



ZONING BY-LAW No.11-83
Amended: 9 - MAY - 2022

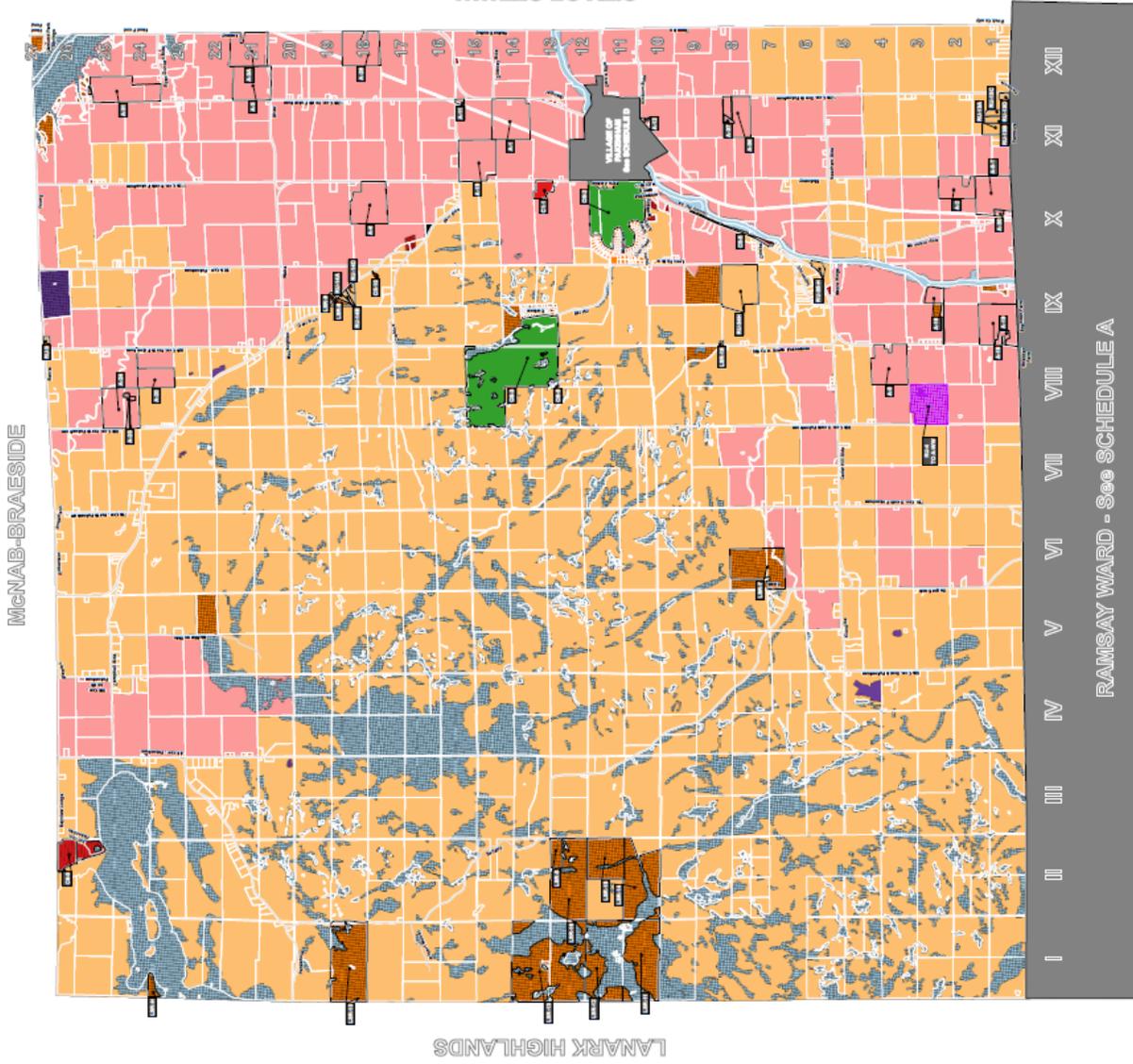
SCHEDULE B - PAKENHAM WARD

Scale -- 1:22,000



ZONING CLASSIFICATIONS

AGRICULTURAL (A)
AGRICULTURAL COMMERCIAL (C1)
RURAL COMMERCIAL (C5)
TOURIST COMMERCIAL (C6)
LOCAL COMMERCIAL (C7)
DEVELOPMENT (D)
ENVIRONMENTAL HAZARD (EH)
ENVIRONMENTAL PROTECTION (EP)
COMMUNITY FACILITY (F)
AGRICULTURAL INDUSTRIAL (I3)
RURAL INDUSTRIAL (I4)
MINERAL AGGREGATE PIT (IP)
MINERAL AGGREGATE QUARRY (IQ)
MINERAL AGGREGATE RESERVE (IR)
PARKLAND & OPEN SPACE (OS)
RURAL RESIDENTIAL (RR)
LIMITED SERVICE RESIDENTIAL (LSR)
RESIDENTIAL FIRST DENSITY (R1)
RURAL (RU)
WASTE DISPOSAL (WD)



RAMSAY WARD - See SCHEDULE A

Produced by: Andrew Scobie
By: Andrew Scobie, Debra Luskoff, Pauline...

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing the zoning of the lands shown on the Zoning Schedule A Ramsay Ward and Zoning Schedule B Pakenham Ward and by changing thereon from

RU4 TO AG-WW

Notwithstanding their 'AG' Zoning, on those lands delineated as 'AG-WW' to this By-law a septage disposal use shall be permitted in accordance with the requirements of the Health Unit.

RU-25 TO AG-VW

Notwithstanding the AG zoning, lands designated as AG-VW on Schedule "A" to this by-law, may be used in compliance with the AG zone provisions contained in this by-law, excepting however, that all residential uses are prohibited

RU-28 TO AG-VV

Notwithstanding the 'AG' zoning, those lands designated as AG-VV on Schedule 'A' to this By-law, shall be used in compliance with the AG zone provisions contained in this By-Law, excepting however, that all residential uses shall be prohibited.

2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

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

Christa Lowry, Mayor

Jeanne Harfield, Clerk

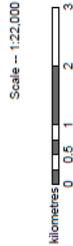
By-law No. 22-XXX Schedule "A"



ZONING BY-LAW No.11-83
Amended: 9 - MAY - 2022

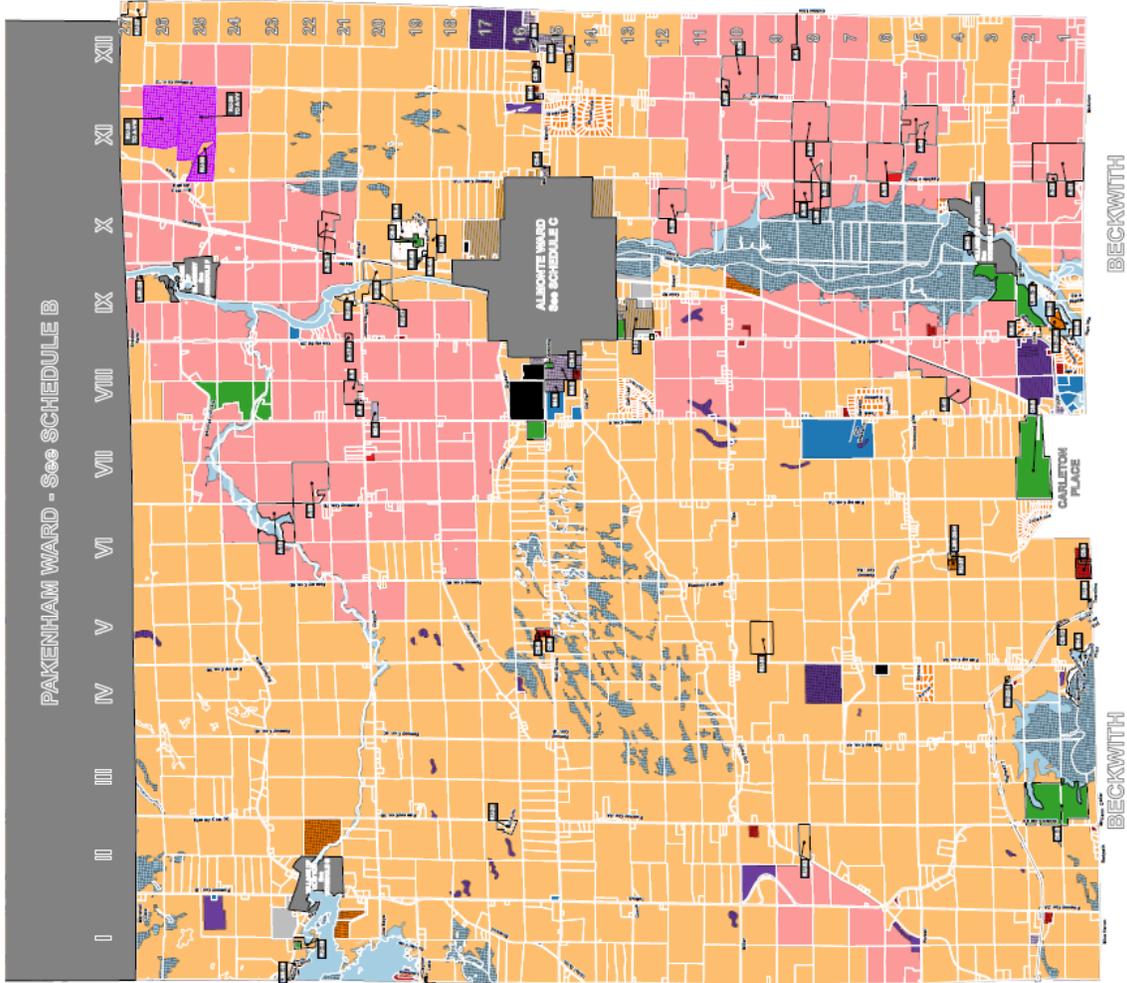
SCHEDULE A - RAMSAY WARD

Scale - 1:22,000



ZONING CLASSIFICATIONS

	AREAS SUBJECT TO OFFICIAL PLAN AMENDMENT 21 (UNDER APPEAL)
	AGRICULTURAL (A)
	AGRICULTURAL COMMERCIAL (C1)
	RURAL COMMERCIAL (C2)
	TOURIST COMMERCIAL (C3)
	LOCAL COMMERCIAL (C4)
	DEVELOPMENT (D)
	ENVIRONMENTAL HAZARD (EH)
	ENVIRONMENTAL PROTECTION (EP)
	COMMUNITY FACILITY (F)
	AGRICULTURAL INDUSTRIAL (I1)
	RURAL INDUSTRIAL (I4)
	MINERAL AGGREGATE PIT (MP)
	MINERAL AGGREGATE QUARRY (MQ)
	MINERAL AGGREGATE RESERVE (MR)
	PARKLAND & OPEN SPACE (OS)
	RURAL RESIDENTIAL (RR)
	LIMITED SERVICE RESIDENTIAL (LSR)
	RESIDENTIAL FIRST DENSITY (R1)
	RURAL (RU)
	WASTE DISPOSAL (WD)



CITY OF OTTAWA

Produced: 05/10/2018
By Andrew Kavanagh (City of Ottawa Planner)



ZONING BY-LAW No.11-83
Amended: 9 - MAY - 2022

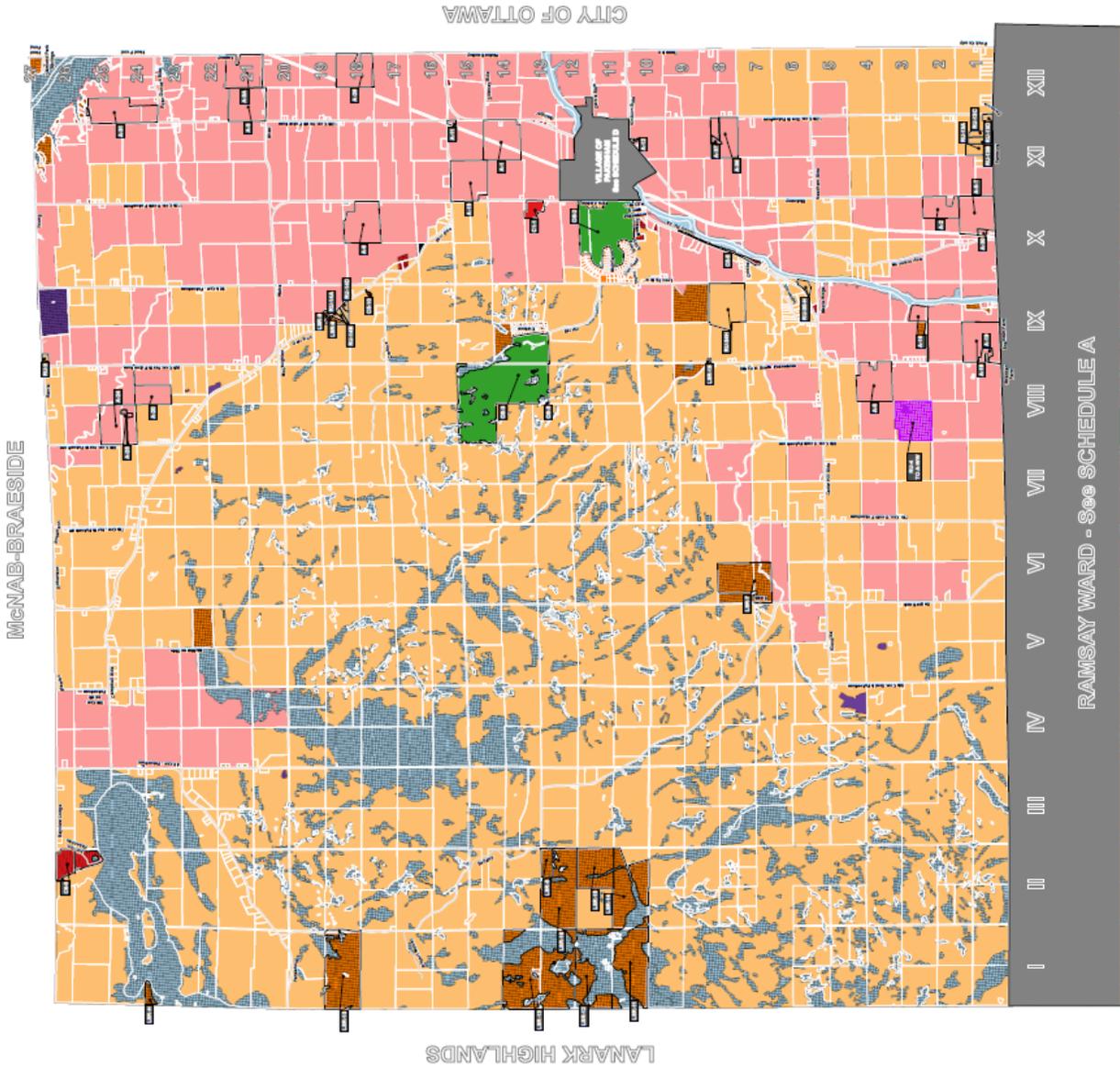
SCHEDULE B - PAKENHAM WARD

Scale -- 1:22,000



ZONING CLASSIFICATIONS

	AGRICULTURAL (A)
	AGRICULTURAL COMMERCIAL (CT)
	RURAL COMMERCIAL (CE)
	TOURIST COMMERCIAL (CS)
	LOCAL COMMERCIAL (CL)
	DEVELOPMENT (D)
	ENVIRONMENTAL HAZARD (EH)
	ENVIRONMENTAL PROTECTION (EP)
	COMMUNITY FACILITY (I)
	AGRICULTURAL INDUSTRIAL (M3)
	RURAL INDUSTRIAL (M4)
	MINERAL AGGREGATE PIT (MP)
	MINERAL AGGREGATE QUARRY (MQ)
	MINERAL AGGREGATE RESERVE (MR)
	PARKLAND & OPEN SPACE (OS)
	RURAL RESIDENTIAL (RR)
	LIMITED SERVICE RESIDENTIAL (LSR)
	RESIDENTIAL FIRST DENSITY (R1)
	RURAL (RU)
	WASTE DISPOSAL (WD)



Produced: 05/2022
By: Andrew Stumm, Debra Lusk, Patricia...

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 17, 2022
TO: Committee of the Whole
FROM: Casey Munro, Deputy Clerk
SUBJECT: Revision to Seasonal Stands Bylaw 19-48

RECOMMENDATION:

THAT Committee of Whole recommend that Council approve amendments to the Mobile Canteen and Seasonal Stands Bylaw 19-48 to reflect the addition of Refreshment Cart definitions and provisions;
AND THAT the Fees and Charges Bylaw 21-108 be amended to reflect the new Refreshment Cart Rate.

BACKGROUND:

The Municipality adopted the current Seasonal Stand bylaw in 2019. The changes at that time were to help streamline the approval process for staff and applicants with clearer definitions, provisions, and requirements.

Since this update we have been approached by applicants that do not fit into the requirements as currently outlined. Therefore, these applicants are permitted within the current bylaw as it stands.

Since its original adoption there have been amendments to reflect both best and operational practices. Additionally, staff review the by-law on an annual basis to determine if any proposed changes should be brought forward to Council for consideration. As such, staff have reviewed the existing by-law and are proposing revisions that would allow for definitions and provisions and requirements relating to "Refreshment Carts."

To guide these revisions, staff researched and reviewed neighbouring municipal by-laws for best practices.

DISCUSSION:

Proposed changes to the Seasonal Stand By-law include the addition of provisions to allow the operations of a "Refreshment Cart". These provisions are being proposed to provide clarity and reflect common practice from other similar-sized municipalities.

The following provides a summary of the changes to the by-law by affected section:

Section 1 – Definitions

Definitions were added to provide clarity to the by-law and to be consistent with other Municipal By-laws. The following definition was added: Refreshment Cart

- a) **Refreshment Cart** shall mean a mobile vehicle propelled by human muscle power from which refreshments are sold for consumption by the general public. A main body of the refreshment cart shall not exceed the following dimensions: 3 metres in length, 1.5 metres in width and 2.5 metres in height, measured from the ground upward.

Sections 2-6 – License Requirements

LICENSE REQUIREMENTS – REFRESHMENT CART

1. No person shall vend from a Refreshment Cart(s) except in accordance with the following provisions:
 - a) General Provisions for Refreshment Carts:
 - i) Every licensee who vends shall ensure that all articles, whether on display or not on display, except for a garbage receptacle and a small condiment tray are contained within the cart. The garbage receptacle and a small condiment tray shall be located no further than 1.5 metres from the cart.
 - ii) No person shall vend from a Refreshment Cart or from a stand upon any highway including a boulevard, sidewalk or street, or any part thereof.
 - iii) Every licensee shall keep his or her Refreshment Cart in a clean and sanitary condition and in a state of good repair and appearance at all times.
 - iv) No person licensed pursuant to this by-law shall carry, sell, offer or expose for sale any or all of the food products which are prohibited from time to time by the Medical Officer of Health.
 - v) Every Refreshment Cart equipped with a food heating capability shall be adequately equipped with a fire extinguisher having an A.B.C. rating.
 - vi) The licensee shall ensure that any person vending with or from his or her Refreshment Cart has the license (issued by the Municipality) visible to the public and attached to the Refreshment Cart.

- vii) The holder of a licence in a category defined in Section 1 shall not use the licence for the purpose of any other category unless specifically permitted herein.
- viii) Every person to whom this by-law relates shall be governed by The Public Health Act, R.S.O. 1990, Chap. P.10, as amended, or The Health Protection and Promotion Act, R.S.O. 1990, Chap. H.7, as amended, and regulations enacted thereunder.
- ix) No person shall use:
 - a) an external gasoline-powered generator
 - b) an external propane-powered generator, or
 - c) an external diesel-powered generator in conjunction with a Refreshment Cart.
- b) Collection and Removal of Garbage and Recyclables from a Refreshment Cart:
 - i) No person who vends with or from a Refreshment Cart shall place or locate any carton, box or other article, other than a garbage receptacle, recycling bins and a small condiment tray, outside of the Refreshment Cart. The garbage receptacle, recycling bins and a small condiment tray shall be located no further than 1.5 metres from the cart.
 - ii) No person shall vend with or from a Refreshment Cart without first placing a garbage receptacle and recycling bin outside of the Refreshment Vehicle.
 - iii) Every person who vends with or from a Refreshment Cart shall ensure that the garbage receptacle and recycling bin placed outside the cart is taken away with the vehicle and that the garbage is disposed of in a proper and sanitary manner and any recyclables are properly recycled.
 - iv) Every person who vends shall ensure that the grounds in the vicinity of the Refreshment Cart for a distance of 30 metres are kept clean of all waste.
 - v) The placing of the garbage or litter in a sidewalk refuse container provided by the Corporation is not sufficient to constitute removal.
- c) Location and Time Regulations
 - i. No person shall vend from a Refreshment Cart on a public sidewalk. A Refreshment Cart, if located on private property, shall not be located any closer than 1.2 metres to a sidewalk.
 - ii. No person who vends shall place or locate himself or herself or anything on a street so as to be within nine (9m) metres from the nearest street intersection.

- iii. No person shall vend on any municipal property unless authorized to do so in writing by the Municipality's Parks and Recreation department.
 - iv. Sales shall only occur between the hours of 8:00 a.m. and 8:00 p.m. of the same day.
 - v. A mobile ice cream vehicle, cart or bicycle may stop on a street in a residential zone to make a sale for a duration of no more than twenty (20) minutes.
- d) present written approval of the Medical Officer of the Lanark, Leeds and Grenville District Health Unit that the Mobile Canteen or Season Stand has been inspected and has met all health requirements;
 - e) No person shall operate a mobile canteen, refreshment cart or seasonal stand closer than 30 metres to an eating establishment. Should the owner of a mobile canteen, refreshment cart or seasonal stand wish to locate the said canteen or stand closer than 30 metres to an eating establishment, written acknowledgement from the affected eating establishment's owner shall be filed with the application indicating that they have no objection to the canteen, cart or stand locating within the 30 metre distance requirement.
 - f) indicate what provisions will be made for:
 - a. garbage receptacles,
 - b. recycling, and
 - c. general cleanliness and tidiness of the site and surrounding area;

Sections 8-11 – Insurance Requirements

Insurance requirements have been amended to incorporate Refreshment Carts

INSURANCE REQUIREMENTS - MOBILE CANTEENS, REFRESHMENT CARTS, AND SEASONAL STANDS

8. The operator shall provide and maintain at their sole expense, liability insurance to cover all operations of the owner and property damage insurance in the minimum amount of two million dollars (\$2,000,000.00), to protect the owner/operator against all liability.

Section 17 – Special Occasion

This section was amended to insert Refreshment Carts that can be brought in for a special occasion/community event such as a fair or festival.

Section 24-25 – Offences and Enforcement

The section was amended to incorporate Refreshment Carts so that fines could be imposed for those not in compliance with the By-law.

Fees and Charges

In addition to the above changes to the by-law, staff also reviewed the current fee requirements as outlined in Schedule A of By-law 21-108 Fees and Charges. The licensing costs for refreshment carts are consistent with other similar-sized municipalities. It is recommended that the follow fees be added to the current Fees and Charges Bylaw.

Refreshment Cart	<ul style="list-style-type: none"> •License..... \$375.00 •Transfer..... \$50.00 •Special Event (maximum 3 days) \$50.00/day
------------------	---

OPTIONS:

Option #1

Approve the proposed amendments to the Seasonal Stands Bylaw to incorporate the new definitions and provisions relating to refreshment carts.

Option #2

Do not approve propose changes to Seasonal Stand By-law 19-48.

It is the staff recommendation to approve Option #1 to amend the current bylaw to include refreshment cart provisions so that staff and applicants have clearer definitions and requirements for the various types of seasonal stand licences available.

FINANCIAL IMPLICATIONS:

The proposed changes could see an increase in 1 or 2 additional license fees per year. Estimating an increase of \$375 - \$750. The changes would come into effect upon approval of Council with the aim to be in place for the 2022 selling season.

SUMMARY:

Proposed changes to the Seasonal Stand By-law are brought forward with the intention of including a provision for refreshments carts to the seasonal stand bylaw. This will give staff and applicants a clearer understanding of licensing requirements. It is recommended that Council approve the proposed changes to the by-law and additional fees for the refreshment cart provision.

Respectfully submitted by,

Reviewed by:

Casey Munro,
Deputy Clerk

Jeanne Harfield,
Clerk

Reviewed by:

Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. DRAFT Seasonal Stand By-law 21-XX

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XX

BEING a by-law respecting the licensing, regulating and governing of seasonal stands, mobile canteens, refreshment carts and seasonal produce/farm produce stand from which produce and/or prepared food are sold for consumption by the public.

WHEREAS pursuant to The Municipal Act 2001(S.O. 2001, c.25), Section 150, a local municipality may license, regulate and govern any business wholly or partly carried on within the municipality for health and safety and consumer protection purposes;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it desirable to license and regulate vehicles and seasonal stands from which refreshments and / or prepared food are sold for consumption by the public for safety and consumer protection purposes;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills **ENACTS AS FOLLOWS:**

DEFINITIONS:

1. In this by-law, the following terms have the specified meanings:
 - a) **“By-law Enforcement Officer”** means persons so appointed by the Council of the Corporation of the Municipality of Mississippi Mills;
 - b) **“Chief Building Official”** means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - c) **“Clerk”** means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - d) **“Designated Site”** means the site identified and approved for the operation of a mobile canteen, seasonal stand, or season produce/farm produce stand;
 - e) **“Director of Public Works”** means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - f) **“Fire Officer”** means the person so appointed by the council of the Corporation of the Municipality of Mississippi Mills;
 - g) **“Mobile”** means propelled by human muscle power/ motorized/ towable and licensed and fit for operation on a road or highway as per all applicable requirements under the Highway Traffic Act (HTA). To be mobile, all Mobile Canteens and or Refreshment Carts must be able to be moved from place to place

and/or can be relocated within 24 hours-notice from the Municipality or Property Owner;

- h) **“Mobile Canteen”** means any vehicle of any kind that is equipped for the preparation, storage, heating, cooling or sale of foodstuffs or beverages with or from the vehicle. Such vehicle shall be mobile at all times, meet all applicable requirements of the Highway Traffic Act of Ontario R.S.O. 1990, Chapter H. 8 and can be moved from place to place;
- i) **Refreshment Cart** shall mean a mobile vehicle propelled by human muscle power from which refreshments are sold for consumption by the general public. A main body of the refreshment cart shall not exceed the following dimensions: 3 metres in length, 1.5 metres in width and 2.5 metres in height, measured from the ground upward.
- j) **“Municipality”** means the Corporation of the Municipality of Mississippi Mills;
- k) **“Owner/Operator”** means the person or corporation who owns or operates the structure/ vehicle/ cart/ stand/ business with the license from the Corporation of Mississippi Mills;
- l) **“Prepared Food”** shall mean all food stuff or beverages either prepared on site or pre-packaged and intended for consumption by the public. Prepared food shall include, but not be limited to, French fries, hamburgers, onion rings, pogos, hotdogs, sausages, sandwiches, popcorn, ice cream, candy, and confections;
- m) **“Produce”** shall mean fresh farm-grown crops such as fruits and vegetables;
- n) **“Seasonal Stand”** means any building or part thereof, stand or shed of any kind that is equipped for the preparation, storage, heating, cooling or sale of foodstuffs or beverages on a seasonal basis;
- o) **“Seasonal Produce/ Farm Produce Stand”** means a portable enclosure with an area less than 10 sq.m. located temporarily on private property zoned commercial offering produce for sale. This does not include a farm gate operation on private property owned and operated by the property owners;
- p) **“Site Plan”** means a plan (drawing) to scale showing details and items relevant to this by-law.

GENERAL LICENSE REQUIREMENTS

2. No person shall operate a mobile canteen, refreshment cart, seasonal stand or seasonal produce/ farm produce stand within the Municipality without having a valid license issued by the Municipality and having paid a license fee for the same, where applicable.

3. Any licensed mobile canteen, refreshment cart, seasonal stand or seasonal produce/ farm produce stand shall be operated within any general and specific conditions of the license.
4. All licenses shall be issued subject to the following conditions, which shall apply whether or not they are physically endorsed on the license, itself.
 - a) The license shall be valid only for the owner/operator or the mobile canteen, refreshment cart, seasonal stand or seasonal produce/ farm produce stand for which it is issued;
 - b) The license may be transferred to a new owner providing the new owner applies to the municipality for a transfer license and pays a transfer license fee and provides proof of insurance;
 - c) Any individual owner may be issued more than one license;
 - d) The license shall be valid for the calendar year of issue (January 1 – December 31);
 - e) The license shall be on display in or on the mobile canteen, refreshment cart, seasonal stand, or seasonal produce/ farm produce stands and shall be made available for inspection at any time.

LICENSE REQUIREMENTS – MOBILE CANTEENS AND SEASONAL STANDS

5. Before a license is issued under this by-law, the applicant for a mobile canteen or seasonal stand shall:
 - a) present a site plan, for all new applicants and renewal applicants, where changes to an approved site plan are made, showing details of the proposed site which shall include exact location, closest neighbours, roads, sign locations, approved electrical or other utility hook-ups and other specific details, as required;
 - b) All mobile canteen and seasonal stand shall be located on property as indicated in sections 12-15 of this by-law;
 - c) Present letter from property owner indicating approval for the canteen or stand to be situated on their property;
 - d) indicate what provision will be made for:
 - i. garbage receptacles,
 - ii. garbage removal,
 - iii. washroom facilities for the public and staff;

- iv. parking – note: must have three (3) parking spaces or demonstrate that on-street parking in close proximity is available
 - v. recycling, and
 - vi. general cleanliness and tidiness of the site and surrounding area;
- e) present written approval of the Medical Officer of the Lanark, Leeds and Grenville District Health Unit that the Mobile Canteen or Season Stand has been inspected and has met all health requirements;
- f) present a letter of compliance from the Fire Official of the local Fire Department including but not limited to the following specifications:
- i. where there is a potential for grease laden vapours and smoke to be generated within a contained space the applicant shall present a letter of compliance with NFPA 96 Standard for Commercial Cooking Applications from a qualified licensed and insured Professional Mechanical Engineer from the province of Ontario or from a licensed Fire Protection Company registered in Ontario;
 - ii. present a letter or inspection report from the Technical Standards and Safety Authority (TSSA) showing compliance with all applicable gas and/or propane codes where applicable;
 - iii. confirm that proper fire extinguisher(s) are in place for the potential fire hazards contained within the enclosure and any other Fire Code requirements to ensure a fire safe environment
- g) where a structure is placed on the site that is part of or accessory to the mobile canteen or seasonal stand such as but not limited to: a deck, stairs or shed. A letter from the Chief Building Official stating compliance with the Building Code shall be provided;
- h) Where a mobile canteen or seasonal stand is connected to an electrical source that is governed under the Electrical Safety Act, proof of compliance is to be provided at the time of application;
- i) Where a mobile canteen or seasonal stand is connected to Municipal Services (water and/or sewer) the connections shall be made only after obtaining written approval from the Director of Public Works or their delegate for the Municipality.

LICENSE REQUIREMENTS – REFRESHMENT CART

6. No person shall vend from a Refreshment Cart(s) except in accordance with the following provisions:

a) General Provisions for Refreshment Carts:

- i) Every licensee who vends shall ensure that all articles, whether on display or not on display, except for a garbage receptacle and a small condiment tray are contained within the cart. The garbage receptacle and a small condiment tray shall be located no further than 1.5 metres from the cart.
 - ii) No person shall vend from a Refreshment Cart or from a stand upon any highway including a boulevard, sidewalk or street, or any part thereof.
 - iii) Every licensee shall keep his or her Refreshment Cart in a clean and sanitary condition and in a state of good repair and appearance at all times.
 - iv) No person licensed pursuant to this by-law shall carry, sell, offer or expose for sale any or all of the food products which are prohibited from time to time by the Medical Officer of Health.
 - v) Every Refreshment Cart equipped with a food heating capability shall be adequately equipped with a fire extinguisher having an A.B.C. rating.
 - vi) The licensee shall ensure that any person vending with or from his or her Refreshment Cart has the license (issued by the Municipality) visible to the public and attached to the Refreshment Cart.
 - vii) The holder of a licence in a category defined in Section 1 shall not use the licence for the purpose of any other category unless specifically permitted herein.
 - viii) Every person to whom this by-law relates shall be governed by The Public Health Act, R.S.O. 1990, Chap. P.10, as amended, or The Health Protection and Promotion Act, R.S.O. 1990, Chap. H.7, as amended, and regulations enacted thereunder.
 - ix) No person shall use:
 - a) an external gasoline-powered generator
 - b) an external propane-powered generator, or
 - c) an external diesel-powered generator in conjunction with a Refreshment Cart.
- b) Collection and Removal of Garbage and Recyclables from a Refreshment Cart:
- i) No person who vends with or from a Refreshment Cart shall place or locate any carton, box or other article, other than a garbage receptacle, recycling bins and a small condiment tray, outside of the Refreshment Cart. The garbage receptacle, recycling bins and a small condiment tray shall be located no further than 1.5 metres from the cart.

- ii) No person shall vend with or from a Refreshment Cart without first placing a garbage receptacle and recycling bin outside of the Refreshment Vehicle.
 - iii) Every person who vends with or from a Refreshment Cart shall ensure that the garbage receptacle and recycling bin placed outside the cart is taken away with the vehicle and that the garbage is disposed of in a proper and sanitary manner and any recyclables are properly recycled.
 - iv) Every person who vends shall ensure that the grounds in the vicinity of the Refreshment Cart for a distance of 30 metres are kept clean of all waste.
 - v) The placing of the garbage or litter in a sidewalk refuse container provided by the Corporation is not sufficient to constitute removal.
- c) Location and Time Regulations
- i. No person shall vend from a Refreshment Cart on a public sidewalk. A Refreshment Cart, if located on private property, shall not be located any closer than 1.2 metres to a sidewalk.
 - ii. No person who vends shall place or locate himself or herself or anything on a street so as to be within nine (9m) metres from the nearest street intersection.
 - iii. No person shall vend on any municipal property unless authorized to do so in writing by the Municipality's Parks and Recreation department.
 - iv. Sales shall only occur between the hours of 8:00 a.m. and 8:00 p.m. of the same day.
 - v. A mobile ice cream vehicle, cart or bicycle may stop on a street in a residential zone to make a sale for a duration of no more than twenty (20) minutes.
- d) present written approval of the Medical Officer of the Lanark, Leeds and Grenville District Health Unit that the Mobile Canteen or Season Stand has been inspected and has met all health requirements;
- e) No person shall operate a mobile canteen, refreshment cart or seasonal stand closer than 30 metres to an eating establishment. Should the owner of a mobile canteen, refreshment cart or seasonal stand wish to locate the said canteen or stand closer than 30 metres to an eating establishment, written acknowledgement from the affected eating establishment's owner shall be filed with the application indicating that they have no objection to the canteen, cart or stand locating within the 30 metre distance requirement.
- f) indicate what provisions will be made for:

- a. garbage receptacles,
- b. recycling, and
- c. general cleanliness and tidiness of the site and surrounding area;

LICENSE REQUIREMENTS – SEASONAL PRODUCE/ FARM PRODUCE STAND

7. Before a license is issued under this by-law, the applicant for a Seasonal Produce/ Farm Produce Stand:
- a) present a site plan, for all new applicants and renewal applicants, where changes to an approved site plan are made, showing details of the proposed site which shall include exact location, closest neighbours, roads, sign locations, approved electrical or other utility hook-ups and other specific details, as required;
 - b) Seasonal produce/farm produce stands shall be on private property (as per sections 12-14 this by-law)
 - c) Present letter from property owner indicating approval for the stand to be situated on their property;
 - d) indicate what provision will be made for:
 - i. garbage receptacles,
 - ii. garbage removal,
 - iii. washroom facilities for the public and staff;
 - iv. parking – note: must have three (3) parking spaces or demonstrate that on-street parking in close proximity is available
 - v. recycling, and
 - vi. general cleanliness and tidiness of the site and surrounding area;

INSURANCE REQUIREMENTS - MOBILE CANTEENS, RERESHMENT CARTS, AND SEASONAL STANDS

8. The operator shall provide and maintain at their sole expense, liability insurance to cover all operations of the owner and property damage insurance in the minimum amount of two million dollars (\$2,000,000.00), to protect the owner/operator against all liability.
9. Such insurance shall add the Corporation of the Municipality of Mississippi Mills as Additionally Insured.
10. Automobile liability insurance shall be required for all mobile canteens with a limit of not less than two million dollars (\$2,000,000.00)

11. Required insurance policies shall not be cancelled unless the Insurer notifies the Municipality in writing at least thirty (30) days prior to the effective date of the cancellation. The insurance policy will be in a form and with a company which are, in all respects, acceptable to the Municipality.

INDEMNIFICATION

12. The owner/operators shall indemnify and hold the Corporation of the Municipality of Mississippi Mills harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the operator, their officers, employees or other persons for whom the operator is legally responsible.

LOCATION

13. No mobile canteen, seasonal stand, or seasonal produce/ farm produce stand may be set up on any Provincial or County Road Allowance except by written permission of those authorities.
14. In Almonte Ward, mobile canteens, seasonal stands or seasonal produce/ farm produce stands are only permitted on Commercial and Industrial Zoned properties. Use of the North Lanark Agricultural Society Fairgrounds or properties owned by School Boards may be used for special events and festivals.
15. In Pakenham and Ramsay Wards, mobile canteens, seasonal stands or seasonal produce/ farm produce stands are permitted on properties in all zone classifications except on public road allowances.
16. No person shall operate a mobile canteen or seasonal stand closer than 30 metres to an eating establishment. Should the owner of a mobile canteen or seasonal stand wish to locate the said canteen or stand closer than 30 metres to an eating establishment, written acknowledgement from the affected eating establishment's owner shall be filed with the application indicating that they have no objection to the canteen, cart or stand locating within the 30 metre distance requirement.

SPECIAL OCCASIONS

17. A mobile canteen or **refreshment cart** licensed under the provisions of this by-law:
 - a) may appear at a private event, provided that the cart or canteen is on private property or on an adjacent road allowance in a location where its operation will not cause a traffic problem.
 - b) may visit construction and quarry operations and other commercial and industrial operations within the Municipality, with appropriate permissions.

18. Organizers of special events/festivals wishing to bring in mobile canteens or **refreshment carts** shall abide by the following provisions:

- a) Mobile Canteens or **Refreshment Carts** shall only be on site at the special event/festival for a maximum of three (3) days or 72 hours;
- b) The organizers of the special event and owners/operators of the mobile canteen shall indemnify and hold the Corporation of the Municipality of Mississippi Mills harmless from and against any liability, loss, claims, demands, costs and expenses, including reasonable legal fees, occasioned wholly or in part by any negligence acts or omissions whether willful or otherwise by the operator, their officers, employees or other persons for whom the operator is legally responsible;
- c) A ice cream truck may locate temporarily for sales or other special events where the mobile canteen operator has been invited or authorized by a person holding the event or owning the business or property to dispense refreshments, provided that all other provisions of this By-law are met while operating at the temporary location.
- d) Shall abide by all conditions set out in Section 5 c.

FEES

19. License fees are set are out in the Municipality's Fee By-law which are adopted from time to time by Council. The fees shall be paid at the time of issuance or renewal of the license, where applicable.
20. Notwithstanding Section 18, those seasonal stands assessed and taxed by the Municipality shall be exempt from license fees charged under this by-law.
21. Licenses shall be issued by the Clerk of the Municipality upon satisfaction of all applicable conditions.
22. The Municipality is not necessarily required to issue or renew any license, under this this by-law. The Municipality may take advice from the Ontario Provincial Police, the Director of Roads and Public Works, the County of Lanark, the Ministry of Transportation and any other source in reaching decisions about any special conditions to be attached to a license.
23. The Municipality may revoke a license if it is determined that public interest would be served by such action. The notice to revoke a license shall state the reasons for such revocation of license and fee to be returned, if any, to the licensee.

OFFENCES

24. No owner/operator being a holder of a license issued under this by-law, shall:

- a) Operate or authorize or permit the operation of a mobile canteen, seasonal stand or seasonal produce/ farm produce stand on a site other than the designated site specified in the license notwithstanding Sections 16 and 17;
- b) Operate or authorize or permit the operation of a mobile canteen, refreshment cart, seasonal stand or seasonal produce/ farm produce stand except during the times and dates specified in the license;
- c) Fail to display or make available the license issued under the provisions of this by-law;
- d) Fail to provide or cause to be provided, an appropriate waste container at the designated site, for the use of the owner/operator, patrons and others while the mobile canteen, refreshment cart, seasonal stand or seasonal produce/ farm produce stand is being operated;
- e) Fail to remove or cause to be removed, the waste container and all waste from the designated site by the end of each day of operation;
- f) Store equipment and supplies or allow to permit equipment or supplies to be stored outside of the mobile canteen, seasonal stand or seasonal produce/ farm produce stand;
- g) Fail to maintain in place throughout the term of license, a policy of insurance consistent with sections 7-10 and indemnification consistent with section 11

ENFORCEMENT

25. This by-law shall be enforced by the By-law Enforcement Officers so appointed by Council.

SEVERABILITY

26. If a court of competent jurisdiction should declare any section or part of a section of this by-law to be invalid, such section or part of a section shall not be construed as having persuaded or influences Council to pass the remainder of the by-law and it is hereby declared that the remainder of the by-law shall be valid and shall remain in force.

PENALTIES

27. Any person contravening the provisions of this by-law is guilty of an offence, and the procedure with respect thereto and penalty upon conviction therefore shall be as

provided for under The Provincial Offences Act, R.S.O. 1990, Chapter P. 33 as amended.

ENACTMENT

28. This By-law shall come into force and take effect on the day of its passing.

REPEAL

29. By-law 195-48, and any other by-laws inconsistent with this by-law are hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this 7th day of June, 2022.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: May 17, 2022
TO: Committee of the Whole
FROM: Jeff Letourneau, Director Corporate Services and Treasurer
SUBJECT: 2021 Council Remuneration and Expenses

RECOMMENDATION:

THAT Committee of the Whole recommend Council receive this report for information.

BACKGROUND:

Section 284 (1) (a) of the Municipal Act states:

“The treasurer of a municipality shall in each year provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to,

- (a) Each member of Council in respect of his or her services as a member of council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.”

DISCUSSION:

Attachment 1: Council Expenses 2021 identifies Council member remuneration, benefits as well as other expenses paid to or on their behalf in 2021 both from the Municipality directly as well as from local boards or other bodies. Other expenses include mileage, per diem, conference registration and communication services.

OPTIONS:

Receive this report for information.

FINANCIAL IMPLICATIONS:

None.

SUMMARY:

The 2021 Council remuneration and expenses are provided for information as required under the Municipal Act.

Respectfully submitted by,

Reviewed by:

Jeff Letourneau,
Director Corporate Services & Treasurer

Ken Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. Council Expenses 2021

**CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
STATEMENT OF REMUNERATION AND EXPENSES PAID TO COUNCIL FOR THE YEAR 2021
IN ACCORDANCE WITH SECTIONS 284 (1) OF THE MUNICIPAL ACT AND BY-LAW 19-07**

Municipality of Mississippi Mills

COUNCIL MEMBER	2021 REMUNERATION	2021 Benefits	2021 Other Expenses	2021 TOTAL
Christa Lowry, Mayor	\$ 34,823	\$ 500	\$ 847	\$ 36,170
Rickey Minnille, Deputy Mayor	\$ 23,234	\$ -	\$ 936	\$ 24,170
Denzil Ferguson, Councillor	\$ 19,314	\$ 220	\$ 1,525	\$ 21,059
Bev Holmes, Councillor	\$ 19,314	\$ 500	\$ 526	\$ 20,340
Jan Maydan, Councillor	\$ 19,314	\$ -	\$ 475	\$ 19,789
John Dalgity, Councillor	\$ 19,314	\$ -	\$ 206	\$ 19,520
Cynthia Guerard, Councillor	\$ 19,314	\$ -	\$ 68	\$ 19,382
TOTAL	\$ 154,627	\$ 1,220	\$ 4,582	\$ 160,429

Mayor's Honorarium*	2021 Actual Spent	2021 Budget	2021 Unspent
Christa Lowry, Mayor	\$ 1,795	\$ 3,500	\$ (1,705)

*Mayor's honorarium as per By-Law 19-07 is budgeted for extra-ordinary expenses of the Mayor in carrying out her/his duties.

Mississippi Valley Conservation Authority

COUNCIL MEMBER	2021 Per Diem	2021 Mileage	2021 Other Expenses	2021 TOTAL
Christa Lowry, Mayor	\$ 1,316	\$ 17	\$ -	\$ 1,333
Bev Holmes, Councillor	\$ 1,024	\$ -	\$ -	\$ 1,024
TOTAL	\$ 2,340	\$ 17	\$ -	\$ 2,356

Mississippi River Power Corporation

COUNCIL MEMBER	2021 REMUNERATION	2021 Benefits	2021 Other Expenses	2021 TOTAL
Christa Lowry, Mayor	\$ 6,000	\$ -	\$ -	\$ 6,000

Christa Lowry, Mayor

Date	Expense Summary	Per Diem \$	Travel \$	Association & Conventions \$	Other Expenses \$	Total \$	Description
9/12/2021	12 months cellphone service charges				\$ 846.50	\$ 846.50	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
TOTAL		\$0.00	\$0.00	\$0.00	\$846.50	\$846.50	

Denzil Ferguson, Councillor

Date	Expense Summary	Per Diem \$	Travel \$	Association & Conventions \$	Other Expenses \$	Total \$	Description
01/25/2021	ROMA Conference			\$ 407.04		\$ 407.04	
04/11/2021	Mileage various meetings		\$ 39.75			\$ 39.75	
19/9/2021	Zone 2 Police Service Board	\$ 150.00	\$ 249.10	\$ 611.28		\$ 1,010.38	
9/12/2021	12 months telecom service				\$ 67.80	\$ 67.80	Ipad
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
TOTAL		\$150.00	\$288.85	\$1,018.32	\$67.80	\$1,524.97	

Bev Holmes, Councillor

Date	Expense Summary	Per Diem \$	Travel \$	Association & Conventions \$	Other Expenses \$	Total \$	Description
03/12/2021	ROMA			\$ 457.92		\$ 457.92	2022 Conference paid for in 2021
9/12/2021	12 months telecom service				\$ 67.80	\$ 67.80	lpad
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
TOTAL		0	0	457.92	67.8	525.72	

Jan Maydan, Councillor

Date	Expense Summary	Per Diem \$	Travel \$	Association & Conventions \$	Other Expenses \$	Total \$	Description
01/25/2021	ROMA Conference			\$ 407.04		\$ 407.04	
9/12/2021	12 months telecom service				\$ 67.80	\$ 67.80	lpad
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
TOTAL		\$0.00	\$0.00	\$407.04	\$67.80	\$474.84	

John Dalgity, Councillor

Date	Expense Summary	Per Diem \$	Travel \$	Association & Conventions \$	Other Expenses \$	Total \$	Description
14/10/2021	AMO Municipal Cyber Security Forum			\$ 50.88		\$ 50.88	
10/29/2021	Mileage Dog Park Visits		\$ 86.92			\$ 86.92	
9/12/2021	12 months telecom service				\$ 67.80	\$ 67.80	lpad
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
TOTAL		\$0.00	\$86.92	\$50.88	\$67.80	\$205.60	

Cynthia Guerard, Councillor

Date	Expense Summary	Per Diem \$	Travel \$	Association & Conventions \$	Other Expenses \$	Total \$	Description
9/12/2021	12 months telecom service				\$ 67.80	\$ 67.80	lpad
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
						\$ -	
TOTAL		0	0	0	67.8	67.8	

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the April 20, 2022 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the March 16, 2022 Board meeting and of Executive Committee meetings held in November 2021. Please also note that per Sec. 38 of the *Conservation Authorities Act*, MVCA's [Audited Financial Statements for 2021](#) are now available for review by our members.

Watershed Conditions Report

The Authority continues to fill lakes in the upper watershed to achieve target summer water levels. With lakes approaching full, if there is significant rainfall, some water may need to be released downstream to prevent overtopping of dams. With snowmelt on across the watershed complete, rainfall will be the controlling factor for water conditions on the lakes and rivers.

Offer to Purchase Section of the K&P Trail

The Board declined an offer to purchase a 650-meter section of the K&P Trail from a private owner so that it may continue in public hands as a multi-purpose recreational trail by locals and visitors to Eastern Ontario.

MVCA Committee Structures

The Board approved modifications to its committee structures to provide greater clarity in their respective roles and responsibilities. By-law amendments will be drafted to implement direction received.

Lower Mississippi Flood Plain Mapping Update

The Board adopted the report, maps, and new regulatory limits prepared during the review and update of mapping downstream of Bridge Street in the Town of Carleton Place to its outlet to the Ottawa River. A combination of 1D and 2D modeling were used which improved the calculation of flows and levels around the various islands in Carleton Place and downstream.

COVID - Return to Work Update

MVCA's offices are now fully open to the public. The Authority is trialing alternative work arrangements: compressed work weeks for outdoor workers and hybrid work from home for office workers.

Management of Reserves

The board approved in principle an approach to managing the Operating Reserve and directed staff to return to the Board with more fully developed policies. As well the Board directed staff to update the 5-year needs assessment and 10-year capital plan including a projection of capital levy increases to allow for delivery of priority capital projects.

Managing Workplace Stress

Information was shared with the Board regarding the scope and significance of employee stress at MVCA and a commitment was made to return to the Board in May with an Action Plan setting out the next steps to reducing and mitigating workplace stressors.

Insurance Inspection Report

The Board was provided information regarding the results of a recent inspection carried out by MVCA's insurer at its conservation areas. The report identified recommendations of the insurer and the actions staff will be taking to address.

Grants

A report was tabled outlining the benefits and challenges of seeking and using grants. Staff set out an approach that will be taken to manage workload and budgetary pressures associated with some grants.

GM Update - The Board received the latest report for information.

ATTACHMENTS

- Approved Minutes for March 16, 2022
- Approved Minutes for November 12, 2021



EXECUTIVE COMMITTEE

Via Zoom

MINUTES

November 12, 2021

MEMBERS PRESENT:

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
C. Lowry

STAFF PRESENT:

S. McIntyre, General Manager
E. Levi, Recording Secretary

OTHERS PRESENT:

J. Atkinson called the meeting to order at 3:05 p.m.

EC11/12/21-1

MOVED BY: C. Lowry

SECONDED BY: J. Mason

Resolved, That the Agenda for the November 12, 2021 Executive Committee meeting be adopted as presented.

“CARRIED”

BUSINESS:

1. **Psycho-social Survey Results and Action Plan**

S. McIntyre reviewed attached Staff Report 3177/21 and the Psycho-Social Stress Assessment Survey Results provided by Occupational Health Clinics for Ontario Workers Inc (OHCOW). There was 100% staff participation in the survey and the following five key issues were identified requiring redress:

- Emotional demands
- Work pace
- Predictability of work
- Role conflicts
- Vertical trust

She advised that Management recently presented a *Workforce Plan* to the Board of Directors and obtained approval to prepare a 2022 Budget to meet workload needs. However, there are other operational matters that need to be resolved to achieve desired improvements in workplace and workforce health.

S. McIntyre advised that a consultant will be retained to facilitate a series of small focus groups to help flesh out the five key issues and identify specific actions that will help to reduce or resolve workplace stress and points of friction. Confidential email and phone support will also be provided to employees wishing to share issues or ideas privately. Ultimately, a report is to be completed that identifies specific issues and potential remedies that staff believe will improve their work environment. Terms of Reference for the consultant assignment have been issued and work is hoped to be completed by the end of February.

J. Atkinson commented that he has previously reviewed the results with the General Manager and was concerned about the amount of red flagging and dissatisfaction. He was glad to see the work done to date with the workforce plan and is looking forward to the next phase being completed so the results and a plan to proceed can be presented to the Board of Directors.

J. Mason stated that the results of the survey were consistent with input she has received from staff over the past two years. She commented she was glad the survey was undertaken and the consultant hired so staff can feel their concerns are being addressed.

J. Atkinson noted the importance that staff are aware they can approach the Chair if need be. Getting to the bottom of the violence and harassment claims, whether new or old, will certainly be addressed, as will the bullying. He noted it's challenging in a small office but confidentiality is utmost importance.

The committee discussed having the results of the working group sessions presented to the Finance and Administration committee for review and recommendation prior to tabling it at the Board of Directors in March.

C. Lowry commented that some steps within the workplan will form part of the answer to some of the areas of concern in the survey, however the justice and respect pieces and recognizing if the issues are current or longstanding is important. She stated the importance of giving staff the opportunity to share to gain a better understanding, while also being aware that there could be difficulty obtaining comments from people depending on the make-up of the focus groups and lack of vertical trust identified.

S. McIntyre advised that the focus groups are to consist of five groups of 5-6 staff, and a separate group for the managers so everyone feels they have a safe space to share. The General Manager will not participate in any of the groups.

2. Transition to Hybrid Meetings

The committee discussed whether MVCA meetings should continue to be held remotely or if consideration should be given to having in-person meetings with the option to attend remotely, if required.

J. Mason stated she liked the option of participating remotely for larger meetings, given that masking is still required and booster shots may not start happening until January.

S. McIntyre confirmed that the MVCA boardroom can house 13 people with social distancing in place and that the audio system has been tested and works well for hybrid meetings with people in the room or connecting virtually.

The committee agreed to poll the Board after the December meeting to gain a better understanding of member meeting preference.

3. 2022 Watershed Tour

J. Atkinson proposed the possibility of moving ahead with a watershed tour in 2022, recognizing that this will take staff time and resources. He commented that he missed having the tour as it was a great opportunity to learn about the conservation authority, socialize with members and the community as well as interact with staff outside of the office dynamic. He raised the possibility of putting an Indigenous focus on the tour to provide the opportunity to meet people in person and have conversations about what is important to that community.

J. Mason commented that the work being done on Shabomeka and Kashwakamak water control structures would be a good combination of elements with the Indigenous Peoples focus.

The committee noted that transportation would be one area of difficulty, but that bus groups were running and members/staff could use their own vehicles as well if need be.

The committee agreed to proceed with the tour. J. Atkinson will reach out to RoxAnne Darling to see if she would be able to provide some insight into ways to best approach communication with the Indigenous community given her status as Mohawk.

4. Review of General Manager 2021 Increment

EC11/12/21-2

MOVED BY: J. Atkinson

SECONDED BY: F. Campbell

Resolved, That the committee move to in-camera session for discussion of the following matter:

- **Personal matters about an identifiable individual, including employees of the Authority**

“CARRIED”

EC11/12/21-3

MOVED BY: J. Atkinson

SECONDED BY: J. Mason

Resolved, That the Committee move out of in-camera discussions.

“CARRIED”

The Executive Committee provided instruction to the Chair how to proceed regarding Agenda item #4 (Review of General Manager 2021 Increment).

ADJOURNMENT

The meeting was adjourned at 4:37 p.m.

EC11/12/21-4

MOVED BY: F. Campbell
SECONDED BY: C. Lowry
Resolved, That the meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”



MINUTES

Via Zoom

Board of Directors

March 16, 2022

MEMBERS PRESENT

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

MEMBERS ABSENT

R. Darling
J. Inglis
K. Thompson

STAFF PRESENT

S. McIntyre, General Manager
J. Cunderlik, Director, Water Resource Engineering
C. McGuire, Water Resource Engineer
E. Levi, Recording Secretary

J. Atkinson called the meeting to order at 1:02pm

B03/16/22-1

MOVED BY: P. Sweetnam

SECONDED BY: F. Campbell

Resolved, That the Agenda for the March 16, 2022 Board of Directors Meeting be adopted as amended.

“CARRIED”

BUSINESS

1. Watershed Conditions Report

C. McGuire spoke to current water level conditions in the watershed outlined in Staff Report 3207/22. There are no specific indicators at this time for flooding, however rainfall will be closely monitored. Current weather conditions are allowing for sublimation and slow snow melt.

2. Approval of Minutes – Board of Directors

An amendment to the February 16, 2022 minutes was requested to reflect J. Atkinson's status as Chair.

B03/16/22-2

MOVED BY: C. Rigelhof

SECONDED BY: J. Karau

Resolved, That the Minutes of the Mississippi Valley Board of Directors Meeting held on February 16, 2022 be received and approved as amended.

“CARRIED”

3. Review of Committee Structures

S. McIntyre reviewed Report 3204/22 identifying options and clarifying roles to MVCA committee structures and to recommend potential amendments.

There was discussion regarding Public Advisory Committees and their role. Concerns were raised regarding the amount of input and decision making they may have as well as accountability given members would not be elected officials. J. Karau asked the Board to reflect on the positive relationship had with the Public Advisory Committee when dealing with the watershed plan. Similar PACs would not impact the ability of the Board to make their own decisions. S. McIntyre advised that the PAC would not be advising on corporate policies.

J. Karau reviewed the discussion held at the Policy and Priority Advisory Committee regarding his concern for the Finance & Administration Committee to advise on all human resource activities as it's a very broad subject. When dealing with health of staff, such as current issues identified further in the agenda, he felt the Board of Directors at large should be involved. Additionally, he felt that the legislative agenda should be addressed at the Board level as opposed to Executive Committee only.

J. Mason commented that the report was not reflective of changes and discussion held at the advisory committee level and the importance of those changes being communicated to the Board when asked to make decisions.

E. El-Chantiry proposed deferring decision on this item until more clarity was provided at a later date.

B03/16/22-3

MOVED BY: E. El-Chantiry

SECONDED BY: G. Gower

Resolved, That this item be deferred.

“CARRIED”

4. **Corporate Strategic Plan**

S. McIntyre reviewed the implementation plan proposed for the *2021-2025 Corporate Strategic Plan* as outlined in Staff Report 3206/22. A list of priority projects / performance indicators was provided that demonstrates how MVCA will make progress towards achieving its corporate goals and objectives. S. McIntyre noted the long-list of projects attached to the report and the need to prioritize. As well, she highlighted a proposed change in the way annual reports will be prepared to minimize effort while capturing essential year over year changes at the Authority. She noted that the the timeline for Indigenous Consultation would be extended as needed to meet the needs of the communities affected.

J. Karau thanked the General Manager for the concise annual reports and commented that printed copies should be available.

J. Atkinson commented on the benefit of having simplified annual reports and having a more comprehensive one at the end of one term/beginning of the next for new members joining the Authority.

B03/16/22-4

MOVED BY: F. Campbell

SECONDED BY: J. Karau

Resolved, That the Board of Directors approve the Draft Implementation Plan as set out in report 3206/22, as presented.

“CARRIED”

5. **Kashwakamak Lake Dam Structural Findings**

J. Cunderlik presented Staff Report 3208/22. He noted the most important thing to highlight is the result of the assessments indicate that the Hazard Potential Classification (HPC) for the dam should be increased from current classification of LOW to HIGH on the basis of visual inspections and a preliminary dam break and inundation mapping. He advised that the design will now have to incorporate the higher classification, however the higher HPC, the more likely it will receive provincial funding.

P. Sweetnam asked whether refurbishment would be considered in addition to a new build and whether a change in the structure location could be considered, if required? J. Cunderlik advised

that there is a location immediately downstream from current structure that is ideal. He commented that a refurbishment of this magnitude would be more substantial than what was done previously and may be a viable option. A new structure would provide a service life close to 100 years however repairs would be required after 50 years. E. El-Chantiry commented that he believed best practice states that a new build should get a minimum 50 years of service life.

A. Tennant stated he was eager to see cost benefit analyses as this type of work is a moving target for pricing. Final numbers when actually tendering in 2030 will be very different than the current figures.

When asked about potential storage capacity to adapt to climate change, J. Cunderlik advised a new structure would be larger and designed for a much higher flood event. Similarly, a major refurbish would also require larger structure to allow for increased freeboard.

6. Carp River Conservation Area Master Plan Background Report

S. McIntyre reviewed Staff Report 3205/22 and a Background Report for the Carp River Conservation Area. The report includes history of the site, its current state, and potential for future use.

S. McIntyre confirmed that the project falls within the scope of the Natural Heritage Systems Unit at the City of Ottawa.

S. McIntyre advised the intention of this report was to review next steps with the City and to return to the Board with consultation reports.

B03/16/22-5

MOVED BY: J. Mason

SECONDED BY: E. El-Chantiry

Resolved, That the Board approve finalization of the Background Report in partnership with the City of Ottawa and release to the public as part of a coordinated public engagement process; and to report back to the Board with details.

“CARRIED”

7. COVID – Return to Work Update

S. McIntyre presented Staff Report 3209/22 and provided a high level overview of proposed reintegration processes and lifting of policies that the Board has approved in terms of vaccination, screening for staff and visitors. The Authority is aiming to align with provincial recommendations unless the Board suggests otherwise. It is anticipated to open to the public effective May 2, 2022.

S. McIntyre advised that many staff found it advantageous to work from home and there was a desire have some flexibility moving forward. Currently, staff have been asked to attend the office

2 days a week with the plan to move to 3 days a week within the month. Alternative work arrangements are being explored on a trial basis concurrent to seeking legal counsel and tracking the approach of other CAs regarding health and safety and related matters.

8. Section 28 Permit Activity Report

Staff Report 3210/22 summarizing permits issued September 1, 2021 – March 1, 2022 was received for information.

9. General Manager Update

Staff Report 3211/22 was provided to the Board for information.

J. Karau asked if there was any further information regarding agricultural representative being appointed to the Board. S. McIntyre advised there was no update as of yet. She commented that she was unsure how the Province would handle the representatives as not all jurisdictions have agricultural lands.

ADJOURNMENT

The meeting was adjourned at 2:50p.m.

B03/16/22-15

MOVED BY: C. Rigelhof

SECONDED BY: A. Tennant

Resolved, That the Board of Directors meeting adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”



MEDIA RELEASE

April 22, 2022

WE ARE HONOURED!

The votes are in, and Fairview Manor is honoured to receive a Gold award as part of the Readers' Choice Awards, organized by a local newspaper. Readers voted on their favourites in a variety of categories from restaurants, to services, to retirement/long-term care facilities.

"Thank you to our residents and families for their wonderful support, especially during the pandemic," notes Mary Wilson Trider, President and CEO. "And thank you to the Fairview Manor team for their dedication and commitment to high quality care for our residents and families throughout the pandemic."

Bonnie Lowry Bagshaw and John Fournier are the co-chairs of the Joint Board Quality Committee at Almonte General Hospital and Carleton Place & District Memorial Hospital. They say they are not surprised to hear about this deserving award: "We have an opportunity to review the data, as well as feedback from residents and families. It is clear that Fairview Manor staff are committed to providing excellent care to ensure an environment where residents can have a good quality of life while families know their loved ones are cared for and safe. We are so fortunate to have such an amazing facility not only in our community, but for our community."

Congratulations!

-30-



Cutline: Support Service Aide Lisa Venasse shares a laugh with Fairview Manor resident Pearl Scott.

Media Contact:

Jane Adams

Communications Lead

Mississippi River Health Alliance

613-729-4864

jane@brainstorm.nu

MULTI-MUNICIPAL WIND TURBINE WORKING GROUP

TOM ALLWOOD, COUNCILLOR, GREY HIGHLANDS, CHAIR

STEVE ADAMS, COUNCILLOR, BROCKTON, VICE-CHAIR

1925 BRUCE ROAD 10, BOX 70, CHESLEY, ON NOG 1L0

[519-363-3039](tel:519-363-3039) FAX: [519-363-2203](tel:519-363-2203)

deputyclerk@arran-elderslie.ca

April 22, 2022

Dear Mayor and Members of Council,

The mandate of the Multi Municipal Working Group (MMWTWG) is to share, discuss and advocate best practices and other means to address mutual concerns regarding proposals to locate and install industrial/commercial wind generation facilities to all the relevant Government Ministries and Agencies.

At the April 14, 2022 meeting of the Multi-Municipal Wind Turbine Working Group passed the following resolution:

Agenda Number: 7.2.4

Resolution No. MMWTWG-2022-17

Title: Setback Recommendation

Date: Thursday, April 14, 2022

Moved by: Bill Palmer - Citizen - Municipality of Arran-Elderslie

Seconded by: Bob Purcell - Mayor - Municipality of Dutton Dunwich

To address concerns related to noise and the public safety of citizens, the Multi Municipal Wind Turbine Working Group recommends that the following setbacks from wind turbines should be adopted in each municipality:

1. 2000 metres from any wind turbine and any noise receptor, including homes, schools, places of worship, and locations where citizens go for relaxation, such as parks and community centres.
2. 1200 metres from any wind turbine and the lot line of any non-participating citizen, or a place where a citizen can access, such as public roadways, or waterways.

Further, that the Recording Secretary is empowered to prepare a letter to all municipalities in Ontario and the responsible Ministries, (Ministry of the Environment Conservation and Parks, and Ministry of Municipal Affairs) to be signed by the chair of the MMWTWG for immediate release.

CARRIED

Through changes made to the Planning Act in 2019, the province returned powers to municipalities to ensure that they have the final say on energy projects in their community. Proponents of new projects need to confirm that their project is permitted by the municipalities' zoning bylaws. Now that there are reports that sites are being sought for new wind turbines, it is timely that municipalities review the provisions in their zoning bylaws and update them as appropriate.

Key elements in zoning bylaws are setbacks between activities. While experience with the existing wind turbine projects in Ontario and changes in other jurisdictions indicate that the current provincial setbacks are inadequate to protect health of nearby residents. Municipalities are free to establish their own setbacks used in local bylaws. It is in this context that the MMWTWG is providing these recommendations to your municipality.

Attached is a summary of information related to setbacks. It includes a review of different setbacks based on a review by the Polish Public Institute of Health as well as information on setbacks used in other jurisdictions. The 2000 m setback from noise receptors is designed to provide protection from audible noise as well as low frequency noise and infrasound which travels greater distances that could occur from multiple turbines permitted by the current setback of 550 metres. Similarly, although 1200 metres may be a larger distance than we have observed significant pieces of blades travel from the towers, it provides a buffer to give protection from fire, or shadow flicker, that can cause problems further than blade pieces fall.

The Multi-Municipal Wind Turbine Working Group invites the participation of all municipalities across Ontario. To obtain details regarding the group's mandates, Terms of Reference and how to become a Member, please reach out to our Recording Secretary, Julie Hamilton at deputyclerk@arran-elderslie.ca. Size in numbers provides a louder voice to be heard!

Warmest Regards,
On behalf of the Chair, Tom Allwood



Julie Hamilton, Recording Secretary
Deputy Clerk
Municipality of Arran-Elderslie,
1925 Bruce Road 10, PO Box 70
Chesley, ON N0G 1L0
519-363-3039 ext. 105
deputyclerk@arran-elderslie.ca

c. Honourable David Piccini, Minister of Environment, Conservation and Parks, minister.mecp@ontario.ca, Honourable Steve Clark, Minister of Municipal Affairs and Housing, minister.mah@ontario.ca

Encl.

Setback Information

Current Ontario Rules – Regulation 359/09

Receptors	550 metres	Audible noise only based on 40 dBA
Property Lines	Blade length plus 10 metres	Typically 60 metres

Polish Public Health Institute Review

Audible Noise	.5 to .7 km	No adjustments for pulsing/tonal quality
Total Noise	1.0 to 3 km	Includes low frequency noise & pulsing/tonal adjustments
Shadow Flicker	1.2 to 2.1 km	Depends on height of turbine
Ice Throw	.5 to .8 km	Fragments of ice thrown from blades
Turbine Failure	.5 to 1.4 km	Potential distance for blade fragments

Examples of Setbacks

Jurisdiction	Set-back	Comments
Dutton-Dunwich, ON	2,000 M	To receptors
Mason County, Kentucky	1,600 M	To property line
Caratunk County, Maine	2,414 M	To property line
Wyoming	1,110 M	5.5 X height to property line
Bavaria, Germany	2,073 M	10 X hub height plus blade length
Sachsen, Germany	1,380 M	10 X hub height
Northern Ireland	1,386 M	10 X rotor diameter
Poland	2,073 M	10 X hub height plus blade length



April 27, 2022

Ministry of Municipal Affairs and Housing
Office of the Minister
777 Bay Street, 17th Floor
Toronto, ON
M7A 2J3

Overview of Bill 109, More Homes for Everyone Act, 2022 – PLAN-23-22

Resolution No.2022-121

Moved by Councillor Clark

Seconded by Councillor Van Egmond

BE IT RESOLVED THAT Council receive Report PLAN-2022-23 for information; and

THAT Council direct staff to prepare a resolution letter to be endorsed by Council, signed by the mayor, and sent to David Piccini, MPP and the Ministry of Municipal Affairs and Housing prior to April 29, 2022.

CARRIED.

Re: Bill 109: More Homes for Everyone Act

Dear Minister Clark,

This letter is in response to the request for feedback concerning Bill 109 in addition to the April 20, 2022 Information Session and Technical Overview for Bill 109 presented by the Ministry of Municipal Affairs and Housing.

It is acknowledged that housing affordability and availability is becoming a serious issue in the province of Ontario, however it is the concern of many that the proposed changes will not achieve the goals being set for expediting the housing project process.

Whereas the Township of Cramahe supports housing supply initiatives, especially initiatives that balanced and sustainable growth which is a key objective of its Strategic Plan, the Township of Cramahe and the Northumberland County Official Plans . Although all Municipalities are wanting to expediate housing project processes, it is difficult to see how the proposed changes are executing this goal responsibly.

Whereas municipalities, including the Township of Cramahe, are facing unprecedented development pressures, complex development files, and ongoing resource challenges on the heels of a global pandemic.

Corporation of the Township of Cramahe

P.O. Box 357, Colborne, Ontario K0K 1S0 • T (905)355-2821 • F (905)355-3430

Whereas the Province of Ontario through the Homes for Everyone Act, 2022 proposes to:

- enact legislation to refund application fees should certain planning approvals not be issued within prescribed timeframes;
- regulate the supporting materials necessary for a complete site plan application; and,
- to provide limitations on the types of subdivision conditions that can be imposed on development applications.

Now therefore be it resolved that while Council for the Township of Cramahe generally supports many of the revisions to provincial legislation to support increased housing supply, the Township of Cramahe respectfully objects to:

1. Refunding development application fees that would result in lost revenue for staff time spent on files, and which delays may not be attributed to a lack of staff resources on the file, but rather the result of increasingly complex matters that impact timeframes and are largely outside the control of municipal planning departments, including the quality and timeliness of application material by the applicant and/or their consulting team.
2. Prescribing the requirements for a complete site plan application. At the pre-consultation stage together with staff and agencies a detailed list of requirements for the complete site application is provided. Municipal and agency staff together with the applicant work well to scope the types of studies and level of detail through approved Terms of Reference, as required. This practice should be left to Municipalities, with appeal rights provided to the applicant under the *Planning Act*, should a dispute arise.
3. Limiting the types of conditions of approval for Draft Plans of Subdivision may impact staff and Councils' ability to appropriately respond to the unique and complex nature of development applications and to best protect the interests of the Municipality. The applicant has the right to appeal under the *Planning Act* should a dispute arise.

And further that that this resolution be circulated to David Piccini, MPP and through the Provincial commenting window for the More Homes for Everyone Act, 2022.

If you have any questions, please feel free to contact the undersigned.

Sincerely,



Mandy Martin
Mayor
Township of Cramahe
(905) 376-7241
mmartin@cramahe.ca

cc. Members of Council
David Piccini, MPP
Municipal Clerk

Corporation of the Township of Cramahe

P.O. Box 357, Colborne, Ontario K0K 1S0 • T (905)355-2821 • F (905)355-3430

Ministry of Energy

Office of the Minister

77 Grenville Street, 10th Floor
Toronto ON M7A 2C1
Tel.: 416-327-6758

Ministère de l'Énergie

Bureau du ministre

77, rue Grenville, 10^e étage
Toronto ON M7A 2C1
Tél. : 416-327-6758



April 28, 2022

Dear Head of Council:

I understand that your community has expressed interest in the Ontario government's Natural Gas Expansion Program.

Our government remains committed to being responsive to the needs of communities across Ontario, and I am very pleased to write to you and share that Budget 2022 includes the announcement of a new Phase 3 of the Natural Gas Expansion Program.

This will begin with a consultation in Fall 2022 to ensure the program meets Ontario's evolving energy needs, with additional information on application criteria to follow thereafter.

We know there has been overwhelming demand from communities and businesses across the province, and through this announcement our government continues to demonstrate its commitment to making the meaningful investments that will make a difference in helping communities to thrive.

Regards,

A handwritten signature in black ink, appearing to read 'Todd Smith', written over a long horizontal line.

Todd Smith
Minister



MEDIA RELEASE

April 29, 2022

STAGE 4.1 SUBMISSION FOR NEW EMERGENCY DEPARTMENT APPROVED – PROJECT MOVING TO TENDERING STAGE

The Ministry of Health has approved Carleton Place & District Memorial Hospital’s (CPDMH) Stage 4.1 submission for the new Emergency Department (ED). Planning for the tendering process can now begin, and CPDMH is planning to tender the project this summer.

“Our Emergency Department staff and physicians are doing amazing work in a small space. They and our patients are excited by the prospect of a new ED,” notes Board Chair Carol Anne Esnard. “Thank you to the Ministry of Health for this welcome announcement.”

The Stage 4.1 documents included architectural, structural, mechanical, electrical, civil, and landscaping designs. They also include a detailed review of the design, layouts of all rooms, and the final locations of equipment and accessories.

“To help prepare for the tendering stage, a Request for Prequalification Proposals for interested General Contractors and Mechanical and Electrical Subcontractors has been completed,” explains Randy Shaw, Integrated Vice President of Corporate Support Services and Capital Projects.

The new ED will be linked to the hospital and will address current space challenges and enhance infection control standards. It includes 11 treatment spaces, which is an increase of five (or 83%) over the current ED. The new ED is being designed to improve patient flow for both walk-in patients, as well as patients arriving by ambulance. It includes barrier-free entrances for patients and ambulances. There will be a private family room inside the ED and more washrooms. Additional parking will also be provided.

President and CEO Mary Wilson Trider says the redevelopment project is a team effort: “Thank you to the Board of Directors Joint Capital Project Committee and to Emergency Department Steering Committee and User Group who have been working on this project. And thank you to the local community for your support and encouragement. The new Emergency Department will help the CPDMH team provide the very best care close to home.”

The CPDMH Foundation has launched Healthy Futures. *Together!*, a comprehensive fundraising campaign for the new ED and needed patient care equipment for the hospital. A 22-community member campaign cabinet, with Co-Chairs Lori Cavanagh and Richard Kidd, is leading the effort. “We

hope everyone will join us with your support to help make a difference as we enter into an exciting year ahead for our local hospital!" notes CPDMH Foundation Board Chair Linda McGreevy.

For more information about the Emergency Department, visit www.cpdmh.ca/redevelopment.

-30-



Media Contact:

Jane Adams, Communications Lead

Mississippi River Health Alliance

- Almonte General Hospital

- Carleton Place & District Memorial Hospital

613-277-3785

jane@brainstorm.nu





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

Resources Planning and Development
Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

**Ministère du Développement du Nord,
des Mines, des Richesses Naturelles et
des Forêts**

Direction des politiques de planification et
d'exploitation des ressources
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Subject: Decision Notice - Proposed Regulation Changes under the Aggregate Resources Act

Greetings,

Further to my letter dated January 11th, I am writing to inform you that a decision notice has been posted regarding the Proposed regulatory changes for the beneficial reuse of excess soil at pits and quarries in Ontario ([ERO #019-4801](#)). The Ministry of Northern Development, Mines, Natural Resources and Forestry made changes so that requirements in [Ontario Regulation 244/97](#) under the *Aggregate Resources Act* are consistent with provincial requirements that exist under the *Environmental Protection Act* for excess soil. The proposal was posted for 45 days and during that time we received over 390 comments from key stakeholders including industry, municipalities, Indigenous communities, community groups and individuals. Most comments received were supportive of consistency with the [Rules for Soil Management and Excess Soil Quality Standards](#) referenced in the [On-site and Excess Soil Management Regulation](#) under the *Environmental Protection Act*.

The amendments to *Ontario Regulation 244/97*, which take effect July 1, 2022, include:

- Alignment with the Soil Rules and Excess Soil Standards referenced in *Ontario Regulation 406/19 On-site and Excess Soil Management*
- Requirements for importation, storage, and placement of excess soil
- Specific quality standards for excess soil placed below the water table, or on Crown land
- Record-keeping requirements to document soil quality, quantity, source site(s), and final placement
- Requirements for licensees and permittees to retain a Qualified Person (i.e., professional engineer or geoscientist) for large sites that import more than 10,000 m³ of excess soil, or sites where excess soil will be placed below the water table
- Self-filing – for licences/permits approved before July 1, 2022, rules have been added that, when followed, enable some conditions to be removed from a site plan when filed with the ministry; and
- Other policy changes to support the beneficial reuse of excess soil at pits and quarries in Ontario

For complete details of these changes please refer to the decision notice posted on the Environmental Registry at the following address: www.ero.ontario.ca; then search for notice: **019-4801**.

If you have any questions about the new requirements, or should you require a French version of this letter, please contact us by email at aggregates@ontario.ca.

Sincerely

A handwritten signature in black ink, appearing to read "Jennifer Keyes". The signature is fluid and cursive, with a long horizontal stroke at the end.

Jennifer Keyes,
Director, Resources Planning and Development Policy Branch

From: Minister of Infrastructure <Minister.MOI@ontario.ca>
Sent: May 2, 2022 4:55 PM
To: Minister of Infrastructure <Minister.MOI@ontario.ca>
Subject: Asset Management Planning Tools and Supports

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

Dear Elected Official:

In February 2022, Parliamentary Assistant Sandhu consulted with the municipal sector regarding municipal asset management planning and changes to the Ontario Community Infrastructure Fund. These consultations helped inform the Ministry's approach for continued asset management planning tools and supports, which will assist municipalities in meeting the timelines set out in the *Asset Management Planning for Municipal Infrastructure* regulation.

The municipal sector told us that many aspects of the AMP It Up program have been helpful. In particular, municipalities have found the workshops and in-person direction to be informative and have provided valuable opportunities to network. We also heard that there is a need for more one-on-one support for the smallest municipalities, including workshops on a broader range of topics at shorter intervals, and establishing community of practice initiatives to help municipalities share best practices.

I am pleased to announce that the Ontario government, in partnership with the Municipal Finance Officers' Association, will continue to provide asset management tools and supports and strengthen the program in response to what we heard, such as providing one-on-one support to small municipalities and shifting the emphasis toward workshops and communities of practice. This programming will include the following valuable supports to municipalities:

- **Coaching and Assistance:** One-on-one consulting to support Ontario's smallest municipalities with a population of less than 5,000, to meet regulatory timelines;
- **Group Workshops:** Detailed workshops on various topics will help municipalities complete the work required to comply with the regulation; and
- **Communities of Practice:** Cohort-based working groups that will enhance knowledge sharing and collaboration between municipalities with similar infrastructure needs as well as help to encourage municipalities to work together to achieve common goals and share best practices.

The asset management tools and supports will continue to help municipalities in developing and maintaining their asset management plans in the long-term. High-quality asset management plans will assist municipalities in planning priority infrastructure projects that will benefit local communities, boost economic growth, and create jobs.

Ministry staff will be in touch with Chief Administrative Officers in the very near future to share next steps on this continued support for asset management planning.

I look forward to continuing to work with the municipal sector in addressing critical infrastructure priorities.

Sincerely,

The Honourable Kinga Surma
Minister of Infrastructure

Confidentiality Warning: This e-mail contains information intended only for the use of the individual names above. If you have received this e-mail in error, we would appreciate it if you could advise us through the Minister's website at www.ontario.ca/page/ministry-infrastructure and destroy all copies of this message. Thank you.

Media Release**Local Immigration Partnership – Lanark & Renfrew has Partnered with Ukrainian Diaspora Support Canada (UADSC) to Create Volunteer Response Network**

(Pembroke-May 2, 2022) Local Immigration Partnership (LIP) – Lanark & Renfrew has partnered with Ukrainian Diaspora Support Canada (UADSC) to help create a response network for displaced Ukrainians across the Ottawa Valley.

The UADSC, a registered Canadian not-for-profit organization, is critical as it works to bring as many fleeing Ukrainians to our country. This initiative, based in Carleton Place, ON, aligns well with the strategic priorities of our organization in strengthening the role of local communities across Lanark and Renfrew Counties, in Ontario, in integrating and serving our newcomer population. More than 11 million Ukrainians have been displaced from their homes, over 5 million of which have fled the country and are seeking aid from the international community. Currently, there are 416 displaced Ukrainian families are on the UADSC list, and 45 Ukrainians have been successfully rehomed.

While UADSC focuses on Visa applications, matching displaced Ukrainians with their future communities, and transportation to new communities, LIP – Lanark & Renfrew is working to grow the network of volunteers who will help welcome our new neighbours to the area. “We have so many volunteer roles to fill, including family home hosts, those willing to help raise funds to pay for flights and settlement funds, volunteers who can speak Ukrainian or Russian or willing to help with English as a Second Language support, donation hubs for physical items, doctors and healthcare providers who can assess our new neighbours until they have access to OHIP, those willing to help with transportation to appointments, and employers willing to hire newly landed Ukrainians who are eligible to work immediately,” says Jodi Bucholtz, Manager of Local Immigration Partnerships-Lanark & Renfrew.

“By having an established response network in each community across Lanark and Renfrew Counties, we will know that there is a support network ready and waiting to jump to action when they are called upon,” adds Zack Nethery, Director, UADSC.

UADSC was born out of necessity. “Our first goal was to help one family flee the warzone in Ukraine. This family was our very own. After calling to the community for help, we were overwhelmed by the outpouring of love and support. We rolled that support into an initiative working to bring as many fleeing Ukrainians to our beautiful country as possible,” continues Mariia Mokrushyna, Director, UADSC.

141 Lake Street

Pembroke, Ontario

K8A 5L8

Local Immigration
Partnership
Lanark & Renfrew

Office: 613-735-4308

Ext. 2878



Learn more about this initiative, signup as a volunteer, open your home or offer employment by visiting <https://liplanarkrenfrew.ca/support-ukraine>.

Local Immigration Partnerships are funded by Immigration, Refugees and Citizenship Canada (IRCC), a department of the Government of Canada, and support communities in bringing together service providers, settlement agencies, community groups, employers, municipalities, and other key organizations to create a welcoming and inclusive community for newcomers. In Lanark and Renfrew Counties, the work of Local Immigration Partnership is administered by Algonquin College's Pembroke Campus.

For more information,

Jodi Bucholtz

Manager, Local Immigration Partnership – Lanark & Renfrew

141 Lake Street

Pembroke, ON K8A 5L8

bucholj@algonquincollege.com

613-735-4700, ext. 2712

liplanarkrenfrew.ca





Montréal, Friday, March 25, 2022

Subject: International Day Against Homophobia and Transphobia, May 17, 2022

Hi,

Fondation Émergence's mission is to defend the rights of lesbian, gay, bisexual and trans (LGBTQ+) people. Each year, it organizes the International Day Against Homophobia and Transphobia (May 17), which was created by the Foundation for the first time in the world, in Quebec, in 2003. This day is now recognized nationally and internationally.

For last year's International Day Against Homophobia and Transphobia, Fondation Émergence sent a pride flag (rainbow) to every municipality in Quebec. For this year, we're trying to reach out to every municipality in Canada, this will send a stronger message to the government that the population stand with the LGBTQ+ community. We also invite you to adopt a resolution at City Council to mark this important day (see attached template in the email). Also, we invite you to send us a photo of the flag being raised (raja.dridi@fondationemergence.org), to make a mosaic of all the municipalities in Canada, which will be shared on our social networks.

In addition, we invite you to share this same photo on your social networks by identifying @journee17mai with the #may17mai so that your municipality radiates its inclusiveness throughout Canada.

If you do not have a flag in your possession, you can send us a request at the following email address: (raja.dridi@fondationemergence.org) with the complete address of the City Hall and we will be able to send you one at the price of only \$15.

Last year, several municipalities followed suit, so join us! [Map of Municipalities - May 17](#)

With your support, we continue to make history in Canada and internationally by taking a strong stand against homophobia and transphobia. Together, we can create a country that fully accepts sexual and gender diversity.

Yours sincerely

Laurent Breault
General Director





Where Ships Climb The Mountain...

Office of the City Clerk

Matthew Trennum
905-227-6613 ext. 226
matthew.trennum@thorold.ca

City of Thorold

3540 Schmon Parkway P.O. Box. 1044
Thorold, ON L2V 4A7

May 4, 2022

Sent *ELECTRONICALLY*

Re: City of Thorold Resolution – Russian Sanctions

At its meeting held on May 3rd, 2022, Thorold City Council adopted the following resolution respecting Russian Sanctions:

WHEREAS the country of Ukraine has experienced a premeditated and unprovoked invasion by Russia;

WHEREAS silence is complicity;

WHEREAS Canada imports hundreds of millions of dollars' worth of goods from Russia each year; and

WHEREAS negative financial impacts upon a country can be used as a means to deter further conflict.

NOW THEREFORE BE IT RESOLVED:

1. That the Correspondence from the Town of Gravenhurst regarding sanctions on Russia be received for information;
2. That the City of Thorold unequivocally denounces Russia's unjustifiable war against Ukraine;
3. That the City of Thorold supports the sanctions which the Federal government of Canada has thus far imposed on Russia;
4. That effective immediately and until a time when the sovereignty of Ukraine is once again unchallenged, the City of Thorold will:
 1. Not purchase any products (i.e. plywood, fertilizer, steel, furniture or machinery) which can be easily traced to have originated from Russia; and
 2. Insist that any future contracts for services for the City of Thorold abide by these same limitations within our municipality;

5. That upon confirmation that the Belarusian military is engaged within Ukraine that the City of Thorold apply these limitations upon goods from that country as well; and
6. That this decision of Thorold City Council be forwarded to all other municipalities within Ontario requesting they enact similar measures so that as a united front we can make a noticeable difference.

Yours truly,

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

Matthew Trennum
City Clerk

cc: Manoj Dilwaria, CAO
All Ontario Municipalities



COUNCIL CALENDAR

May 2022

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



COUNCIL CALENDAR

June 2022

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



Municipality of Mississippi Mills
PENDING LIST
May 17, 2022

Title	Department	Comments/Status	Report to Council (Date)
Master Fire Plan	Fire	Master Fire Plan Report	Q1 2022
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
Pedestrian Crossover - OVRT	Public Works	Review option for installing a pedestrian crosswalk at the main street crossover of the OVRT	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
Not-For-Profit Housing Exemptions Review in 2024 Development Charges Review.	Planning	. Staff to include a review of the existing exemptions for not-for-profit housing as part of the 2024 Development Charges review to determine if there are more opportunities for further exemptions from Development Charges . Staff to include a Community Benefits By-law analysis as part of the 2024 Development Charges review.	2024
Sale of Old Land Registry Office	Clerks	Staff make the necessary preparations for the sale of the property.	TBD
Review of Bylaw Enforcement Hours	Protective Services	Review the current bylaw enforcement hours and determine if an increase in hours is required.	TBD
Community Services Strategic Plan	Recreation	Report back to Committee after a review of the report from the Steering Committee	TBD