Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 7, 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 6 - 12

Recommended Motion:
THAT the minutes dated May 17, 2022 be approved.

E. CONSENT REPORTS

Recommended Motion:
THAT the following consent reports and committee minutes be received.

E.1. Accessibility Advisory Committee Meeting - April 27 2022 13 - 16

E.2. Mississippi Mills Public Library Board Minutes - April 8, 2022 17 - 19

F. STAFF REPORTS

Recreation and Culture

F.1. Supply and Delivery Front Mount Mower 20 - 21

Recommended Motion:
THAT Committee of the Whole recommend Council approve Tender No. 22-03 be awarded to Green Tech Ag & Turf Inc for the supply & delivery of a 36 Horsepower Diesel Lawn Tractor in the amount of $41,605,00 plus H.S.T.

Daycare

F.2. Canada Wide Early Years Childcare Agreement 22 - 23

Recommended Motion:
THAT Committee of the Whole recommend Council direct staff to negotiate the Canada Wide Early Years Childcare Agreement (CWELCC) and authorize the Mayor and Clerk to enter into the agreement.

Roads and Public Works

F.3. Review of ATV By-Law 24 - 33

Recommended Motion:
THAT Committee of the Whole accept the updates to By-Law 13-108 as amended by By-Law 19-40 as submitted by Staff and that By-Law 13-08 as amended by 19-40 be rescinded and replaced with the revised By-Law.

AND THAT Committee of the Whole Direct Staff to update By-Law 13-108 with Preferred Option as selected by Council to replace Schedule A.

AND THAT Committee of the whole Direct Staff if a 1 year trial period of this revision is recommended.

F.4. Award of Main St. Pedestrian Crossover 34 - 35

Recommended Motion:
THAT Committee of the Whole recommend that Council direct staff to award the contract for the works of installing a pedestrian crossing to Partham Engineering Ltd. in the amount of $36,600.00 plus HST

F.5. Sale of Non-Viable Lands Appleton 36 - 39

Recommended Motion:
THAT Committee of the Whole recommend Council direct staff to stop up and sell Lands described as being Parts 2, 7-8, 10-11, 13, a portion of 14, 15-16, 19-21, and 23-25 on Plan 26R-2678, as an unsolicited request for sale of Non-Viable Lands as per the procedures for sale of land as set out in By-Law 19-125.

AND THAT Committee of the Whole Recommend Council direct staff to proceed without an appraisal for the land and to sell the unopened road allowance to Southwell Homes Ltd., for the amount of $1000.00

F.6. Windstorm Update – Levels of Service 40 - 43

Recommended Motion:
THAT Committee of the Whole recommend to Council that it direct staff to continue to provide extended hours at the landfill and communicate this to residents to inform them of the additional access to our disposal services for brush and wood debris for an additional 2 weeks.

Building and Planning

F.7. Site Plan Control By-law and Associated Guidelines 44 - 69

Recommended Motion:
THAT Committee of the Whole recommend that Council approve Site Plan Control By-law as detailed in the Attachment B to be implemented on July 1, 2022 and the modifications to the Fees and Charges By-law as detailed in Attachment D.

F.8. Planning Act Changes, Pre-consultation By-law and Planning Department Level of Service Report 70 - 84

Recommended Motion:
Recommendation #1:
THAT Committee of the Whole recommend that Council receive this report as information.

Recommended Motion:
Recommendation #2:
THAT Committee of the Whole approve the Pre-consultation By-law as detailed in Attachment A; and

THAT Committee of the Whole recommend that Council direct staff to provide a report on the number of mandatory pre-consultations for 2022 with recommendations for a pre-consultation fee to be considered for the 2023 budget.

Recommended Motion:
Recommendation #3:
THAT Committee of the Whole recommend that Council direct staff to implement the use of the Zoning Certificate charge of $100 for the planning review of building permits as of July 1, 2022.

Recommended Motion:
Recommendation #4:
THAT Committee of the Whole recommend that Council direct staff to develop staffing options including a Cooperative Planning Student Program and/or an additional full-time Planning Staff position with associated budget and review of planning application fees to be considered for the 2023 budget.

F.9. Official Plan Amendment 29 and Zoning By-law Amendment Z-04-22 - Prime Agricultural Area Designation Review (LEAR) 85 - 158
Deferred from May 17, 2022 Committee of the Whole Meeting

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.

G. NOTICE OF MOTION

G.1. Councillor Dalgity - Parking Restrictions Adelaide St.

Recommended Motion:
WHEREAS concerns regarding parking on Adelaide Street have been brought forward to the municipality;

THEREFORE BE IT RESOLVED THAT Council direct staff to bring forward a report to investigate the concerns and provide recommendations regarding parking on Adelaide Street between Marshall Street and Finner Court.

H. INFORMATION ITEMS

H.1. Mayor's Report

H.2. County Councillor's Report

a. County Council Media Release - May 25 2022 159 - 160

H.3. Mississippi Valley Conservation Authority Report

H.4. Library Board Report

Refer to item E.2

H.5. Information List #11-22

Recommended Motion:
THAT the information list #11-22 be received for information.

a. May 18, 2022 - City of Cambridge Resolution re: Free Public Transportation on Election Days 161 - 162

b. May 25, 2022 - Niagara Region Resolution re: Voluntary Russian Sanction Request 163 - 164

c. May 24, 2022 - Town of Newmarket Resolution re: Mandatory Firefighter Certification 165 - 166

d. May 26 2022 Media Release Carebridge Community Support and Community Living Alliance 167 - 168

H.6. Meeting Calendar 169

I. OTHER/NEW BUSINESS

J. PENDING LIST 170 - 171

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 17, 2022
Hybrid
3131 Old Perth Road.

Committee Present:	Mayor Lowry Deputy Mayor Minnille Councillor Dalgity Councillor Maydan Councillor Guerard Councillor Ferguson
Committee Absent:	Councillor Holmes
Staff Present:	Ken Kelly, CAO Casey Munro, Deputy Clerk Jeanne Harfield, Clerk Jeff Letourneau, Director of Corporate Services & Treasurer Melanie Knight, Senior Planner Cory Smith, A/Director of Public Works

---

A. CALL TO ORDER (immediately following Council)

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

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Resolution No CW138-22

Moved by Mayor Lowry
Seconded by Councillor Dalgity

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW139-22

Moved by Councillor Ferguson
Seconded by Deputy Mayor Minnille

THAT the minutes dated May 3, 2022, be approved.

CARRIED

E. CONSENT REPORTS

None

F. STAFF REPORTS

F.1 Backyard Composters

Resolution No CW140-22

Moved by Deputy Mayor Minnille
Seconded by Councillor Dalgity

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.

CARRIED

F.2 Dedicating Plan 27N90, Block 21 as part of the Municipal Highway System

Resolution No CW141-22

Moved by Deputy Mayor Minnille
Seconded by Councillor Dalgity

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.

CARRIED

F.3 Festival Parades

Resolution No CW142-22

Moved by Deputy Mayor Minnille
Seconded by Mayor Lowry

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

CARRIED

F.4 Age Friendly Wellness Trail

Resolution No CW143-22

Moved by Mayor Lowry
Seconded by Councillor Dalgity

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.

CARRIED

F.5 Zoning By-law Amendment Z-02-22 - 3232 12th Concession, Pakenham North

Resolution No CW144-22

Moved by Councillor Ferguson
Seconded by Deputy Mayor Minnille

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).

CARRIED

F.6 Official Plan Amendment 29 and Zoning By-law Amendment Z-04-22 - Prime Agricultural Area Designation Review (LEAR)

Resolution No CW145-22

Moved by Councillor Dalgity
Seconded by Mayor Lowry

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.

MOTION DEFERRED UNTIL JUNE 7, 2022

Resolution No CW146-22

Moved by Councillor Ferguson
Seconded by Councillor Guerard

THAT Council defer the motion to the following COW meeting to review alternative mapping options as previously presented and that members of council have additional time to address questions with staff and consultants.

CARRIED

Point of Order - Mayor Lowry called a Point of Order discussion should be focused on deferral and comments about staff and consultants by Councillor Guerard were out of order.

STAFF DIRECTION - circulate previous mapping from 2018 to Council prior to the next meeting (from February 2018 meeting)

F.7 Revision to Seasonal Stands Bylaw 19-48

Resolution No CW147-22

Moved by Deputy Mayor Minnille
Seconded by Councillor Dalgity

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.

CARRIED

STAFF DIRECTION - bring forward a staff report with options to include limits on the number of seasonal stands.

F.8 2021 Council Remuneration and Expenses

Resolution No CW148-22

Moved by Deputy Mayor Minnille
Seconded by Councillor Dalgity

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

CARRIED

G. NOTICE OF MOTION

None

H. INFORMATION ITEMS

H.1 Mayor's Report

No report

H.2 County Councillor's Report

Deputy Mayor Minnille provided an overview of the recent County Council meeting highlights include: Blakeney bridge discussions regarding refurbishment or replacement, procedural by-law amendments for electronic meetings, EORN update, and Valley Heartland regional economic development strategy.

H.3 Mississippi Valley Conservation Authority Report

Mayor Lowry provided a brief update, highlights include: financial statements available online, selling part of the KMP trail was declined, restructuring committees, flood mapping updated, and putting in place an operating reserves policy.

H.4 Library Board Report

Councillor Maydan provided a brief update highlights include: cost sharing agreement with other libraries for databases, financial review, and upcoming friends of library auction.

H.5 Information List #10-22

Resolution No CW149-22

Moved by Deputy Mayor Minnille
Seconded by Councillor Dalgity

THAT the information list #10-22 be received for information.

CARRIED

H.6 Meeting Calendar

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW150-22

Moved by Deputy Mayor Minnille
Seconded by Councillor Ferguson

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

CARRIED

_____
Jeanne Harfield, Clerk

The Corporation of the Municipality of Mississippi Mills

Accessibility Advisory Committee Meeting

MINUTES

April 27, 2022
3:00 p.m.
Almonte Old Town Hall
14 Bridge St., Almonte

Committee Present:	Councillor Guerard Betty Preston Kristen Ray Myrna Blair
Committee Absent:	Araina Clark Claire Marson Jim Lowry
Staff Present:	Casey Munro, Deputy Clerk

A. CALL TO ORDER

B. Preston called the meeting to order @3:31pm

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Moved by Kristen Ray
Seconded by Myrna Blair

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Myrna Blair
Seconded by Kristen Ray

THAT, the minutes be approved as amended.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Walkaround Gemmill Park Entrance Way

C. Murphy met the committee at the Gemmill Park Entrance.

The group walked through the park entrance from the gate to the swing set to discuss the prior approved plan of paving a portion of the entranceway (from the entrance gate up to the paved path from the skatepark further into the park) for increased accessibility.

C. Murphy advised the group that due to the increased plowing at the entrance of the park for overflow parking in the winter that there was an increased risk for damage along the paved section. The committee agreed that paving a portion of the entrance was not the best way to make the entrance accessible to those entering the park.

The committee provided Calvin with direction to work with Public Works for alternate solutions such as smaller compact gravel and to ensure that any potholes would be addressed.

The committee would review this again next year to see if this is indeed a solution to the entranceway.

F. REPORTS

F.1 OVRT - Designated Wilderness and Accessible Sections

Jonathan Allen, Lanark County presented the accessible designation of portions of the OVRT trail.

The section in Mississippi Mills includes 800 Meters South of John St (just past Baseball Field) – Carrs St (2.14 km's)

The committee reviewed the designated areas and look forward to the noted upgrades that will be coming. (ie signage, rails etc.)

F.2 Veteran Memorial Walkway

C. Murphy presented a proposed idea from the Legion at Veteran's Memorial Walkway. The proposal is 100% funded through the Legion and at no cost to the municipality.

The proposed idea includes a paved walkway, with a memorial wall and planted flowers.

The proposal is only in the beginning stages and is being brought to an upcoming Council meeting as an information item.

the committee suggested perhaps a better flow to the walkway, to ensure a good turnaround radius and the 5ft minimum required through AODA for a path.

G. BUSINESS ARISING OUT OF MINUTES

G.1 Ad Campaign for Accessibility Week (May 29 - June 4)

Kristen will circulate the proposed materials in the upcoming weeks and asked that the committee submit and comments prior to the next meeting.

H. ROUND TABLE

Councillor Guerard spoke to the committee regarding accessibility week and suggested with all of the construction downtown this year that perhaps the committee refrain from posting in the shop windows for 2022. The committee can review the hands posters in 2023.

Staff Direction was provided to reach out to the Pakenham Civitan to see if we could schedule the sign over the bridge to display Accessibility Week for 2022.

Staff Direction was provided to reach out to the recreation committee to see if we could be included in the schedule for the digital sign out front ofthe Almonte Arena.

The committee will review the suggested communications for accessibility week at the May 18th meeting.

I. INFORMATION AND CORRESPONDENCE

None.

J. OTHER / NEW BUSINESS

None.

K. MEETING ANNOUNCEMENTS

The next meeting will be a walk around of the Pakenham Washrooms by the baseball diamond. C. Murphy will be onsite at the walkaround for questions and discussion regarding the proposed upgrade.

K.1 Next Scheduled Meeting - May 18, 2022 @ Pakenham Washrooms.

L. ADJOURNMENT

Moved by Kristen Ray
Seconded by Myrna Blair

THAT, the Accessibility Advisory Committee meeting be adjourned at 4:15 pm.

_____

Casey Munro, Deputy Clerk,
Recording Secretary

MISSISSIPPI MILLS PUBLIC LIBRARY
BOARD
MINUTES
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on April 8, 2022 at 10:30 a.m. online through Zoom.

1. CALL TO ORDER
   The meeting was called to order at 10:36 a.m.

2. ATTENDANCE:

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

3. APPROVAL OF AGENDA

   Resolution No. 16-22
   Moved by B. Button
   Seconded by J. Maydan

   THAT the MMPLB approves the agenda as presented.

   CARRIED

4. DISCLOSURE OF PECUNIARY INTEREST
   [None]

5. DELEGATIONS/PRESENTATIONS
   [None]

6. CONSENT ITEM
   a) Approval of minutes from March 11, 2022
   b) Correspondence
      [None]
   c) Reports- CEO report
   d) Incidents
      [None]
   e) Financial Statement
      [None]

   Resolution No. 17-22

Moved by W. Thorngate
Seconded by M. Boucher

THAT the MMPLB accepts the consent items and approves the March 11, 2022 minutes as presented with additions to the CEO report including Connecting Public Libraries funding, Young Canada Works grant and support from the Elizabeth Kelly Foundation for the summer literacy tutoring program.

CARRIED

7. FOR DISCUSSION/DECISION

a) Closed meeting
[None]

b) Policy Review - Policy Development (GOV-04), The Library and Political Elections (OP-20), Programming (OP-21), Procurement and Purchasing (OP-22)

Resolution No. 18-22
Moved by B. Button
Seconded by W. Thorngate

THAT the MMPLB approves Policy Development (GOV-04), The Library and Political Elections (OP-20), Programming (OP-21), Procurement and Purchasing (OP-22) as amended.

Resolution No. 18-22
Moved by B. Button
Seconded by W. Thorngate

THAT the MMPLB approves rescinding the Capital Asset Management: De-Accession (OP-18) policy.

CARRIED

c) Donation- de Salaberry

Christine will send an email to the family providing naming options.

d) COVID-19

Christine will update the Mississippi Mills Public Library COVID-19 safety Plan to reflect provincial regulations. The MMPLB will adjust the MMPL Vaccination Policy to reflect municipal guidelines once a decision is approved by Council.

8. OTHER/NEW BUSINESS

a) Friends of the Library update-

b) Communication Committee update
[None]

d) Board training- Board reviewed the Board Member Position Description, Current Skills Assessment of Board Members of MMPL and Year 4 – 2022 Legacy and Transition Work Plan. Board members will complete the Assessment form and submit to B. Button. The Work Plan will be included in all future agendas.

9. NEXT MEETING

Friday, May 13, 2022 at 10:30 am

10. ADJOURNMENT

Resolution No. 19-22
Moved by J. Fraser
Seconded by W. Thorngate

THAT the meeting be adjourned at 11:43 p.m.

CARRIED

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 7, 2022

TO: Committee of the Whole

FROM: Calvin Murphy, Recreation Manager

SUBJECT: Supply and Delivery Front Mount Mower

RECOMMENDATION:

THAT Committee of the Whole recommend Council approve Tender No. 22-03 be awarded to Green Tech Ag & Turf Inc for the supply & delivery of a 36 Horsepower Diesel Lawn Tractor in the amount of $41,605,00 plus H.S.T.

BACKGROUND:

Tenders were distributed for the supply & delivery of a 36 Horsepower Diesel Tractor as identified in the Recreation and Culture Department's Capital Budget.

Tender packages were circulated to local suppliers with an advertisement also being placed in the Weekender newspaper under the Mississippi Mills page and on the Town's website.

Two tenders were received by the tender submission date of April 13, 2022, at 1:00 p.m. from Hartington Equipment and Green Tech Ag & Turf Inc. The tenders were opened on the same date at 1:05 p.m. in the Council Chambers of the Mississippi Mills Administration Building with the Director of Corporate Services and Recreation Manager in attendance.

The following is a breakdown of the quotes received. Please note that these prices do not include H.S.T.

Green Tech Ag & Turf Inc.	Hartington Equipment
$41,605.00	$34,585.00

A report was completed by The Recreation Manager at this time and submitted to the CAO for approval under Delegated Authority awarding the contract to the lowest bidder. Upon approval the Recreation Manager contacted the lowest bidder to inform them of the successful bid. Shortly afterwards, the municipality was informed that Hartington Equipment were unable to provide the tendered product due to equipment shortages and

could not indicate when they would be able to provide the equipment if at all. Hartington were also asked if they could provide an alternative piece of equipment at the same tendered price and with equivalent horsepower that would suffice the Municipalities needs. Unfortunately, they were unable to do so.

The alternate bidder (Green Tech Ag and Turf Inc) was then contacted to see if they had the equipment specified in the tender and if so would they hold their bidding price and could they provide the equipment in a responsible time frame. Green Tech advised that they would hold their pricing and stated that we could expect to receive the equipment by August.

FINANCIAL IMPLICATIONS:

The budget amount approved in the Recreation and Culture Departments Capital Budget for the equipment was $36,000. As you can see from the provided chart the higher bid (Green Tech) comes in over budget by $5,605.00.

Just recently at a meeting with the Accessibility Committee the Recreation Manager was informed that the capital expenditure in the 2022 Recreation budget identified as "Accessibility entrance to Gemmill Park" in the amount of $10,000 was no longer required. Seeing that this amount will not be used for the identified project some of this funding could be allocated to offset the extra amount required for the Lawn mowing equipment.

SUMMARY:

Completion of this project will alleviate the complaints the Department receives from time to time regarding the lack of maintenance/grass cutting in Mississippi Mills and will provide staff with the proper equipment to effectively maintain the many different parks we have. It should be noted that our lawn tractor equipment is 13 years plus and with the increase in parks we have received over the years we must ensure our equipment is kept up and in proper working condition.

Respectfully submitted by,

_____

Calvin Murphy,
Recreation Manager

Reviewed by:

_____

Ken Kelly,
CAO, Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 7/22

TO: Committee of the Whole

FROM: Anita Legault – Childcare Manager

SUBJECT: **Canada Wide Early Years Childcare Agreement**

RECOMMENDATION:

THAT Committee of the Whole recommend Council direct staff to negotiate the Canada Wide Early Years Childcare Agreement (CWELCC) and authorize the Mayor and Clerk to enter into the agreement.

BACKGROUND:

Ontario has reached a $13.2 billion commitment over six years with the federal government on a national childcare plan that works for Ontario families and will support Ontario to achieve average fees of $10 per day by September 2025.

Ontario has secured a strong deal that is sustainable, preserves parent choice and provides optimal flexibility for Ontario and will be implemented with the following goals:

- Provide financial relief for Ontario families through lower licensed childcare fees
- Enable space creation so more families can access licensed childcare to support their children and participate in the workforce;
- Support front-line workers and ensuring there are enough qualified workers to support quality programming in current and expanded spaces, and;
- Ensure licensed childcare serves everyone, including those who need it most.

DISCUSSION:

This will mean Ontario will work with the municipalities to enroll participating licensed programs in April. Rebates to parents, retroactive to April 1st will begin in May and will follow the enrolment of childcare centres into the new program.

All Ontario families with children under the age of six, as well as children who turn six years before June 30th, including those receiving fee subsidies in participating licensed childcare can see a fee reduction of up to 25% retro to April 1st, 2022.

Parents can expect a further reduction by the end of Dec 2022 reaching an average parent fee of $10 a day by 2025- 26 for licensed child care spaces;

FINANCIAL IMPLICATIONS:

With the announcement of CWELCC, we have had a substantial increase in applications for childcare at all levels. With adequate staffing, we can anticipate reaching our licensed capacity in all programs which will therefore increase revenue.

Further details of the roll out are forth coming.

SUMMARY:

Mississippi Mills Childcare Services is required to enter into an agreement with the Province in order to participate in the $10 per day childcare program through an Canada Wide Early Years Childcare Agreement. Staff are seeking Council direction to negotiate and enter into this agreement.

Respectfully submitted by,	Reviewed by:
Anita Legault – Childcare Manager	
Name Title	Name Title

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT
(Report #)

DATE: Date of meeting

TO: Committee of the Whole

FROM: Cory Smith, A/Director of Public Works

SUBJECT: **Review of ATV By-Law**

RECOMMENDATION:

THAT Committee of the Whole accept the updates to By-Law 13-108 as amended by By-Law 19-40 as submitted by Staff and that By-Law 13-08 as amended by 19-40 be rescinded and replaced with the revised By-Law.

AND THAT Committee of the Whole Direct Staff to update By-Law 13-108 with Preferred Option as selected by Council to replace Schedule A.

AND THAT Committee of the whole Direct Staff if a 1 year trial period of this revision is recommended.

BACKGROUND:

Staff was directed by Council to review By-Law 13-108, being a by-law to regulate operations of all-terrain vehicles on Highways under the jurisdiction of the Municipality of Mississippi Mills. Staff reviewed the existing by-law, previous reports to council and other relevant information. The review of By-Law 13-108 was prompted by a requirement of the by-law itself to have periodic reviews, in addition a recommendation by the Ontario Provincial Police recommended a review of the existing by-law and develop a short form by-law with a schedule of set fines so that it simplified enforcement of the by-law.

Staff were further directed to review options for areas permitted for ATV use in Mississippi Mills.

DISCUSSION:

Staff worked with Municipal Law Enforcement Services (MLES) to review and update the existing by-law. The main focus was to make general administrative amendments, and to remove section 5.1 and create set fines and short form wording. Section 5.1 was

no longer required as it was a requirement to review the By-Law within 1 year from its enactment. This section was no longer valid. Short form wording with a schedule of set fines was developed in conjunction with MLES. A copy of the revised By-Law and Short form wording have been attached to this report.

Staff have observed limited use of ATV's in current restricted areas. The primary purpose of the contravention has been residents gaining access to trails and areas of permitted use, without having to load the ATV's onto a trailer and haul them a short distance to an area of permitted use. In reviewing the current practices, it should be noted that enforcing the current by-law is difficult as most contraventions are very short trips. Providing limited permission for residents to drive directly to and from their property to access an area of permitted use could be done, but would be difficult to enforce as intent would need to be proven. Allowing residents to drive on all streets would eliminate this burden of proof. However, it does come with concerns from some residents about ATV's on the streets.

It is not recommended at this time to permit ATV's in the downtown core.

Staff have also provided options for areas where ATV use would be permitted in Mississippi Mills. At this time, the options are to maintain existing conditions, alternatively to allow use for ATV's on all roads with the exception of the Downtown Core (As per Figure 1), or Maintaining the existing restrictions, with allowing limited permission for residents to travel directly from their residences to and from an area of permitted use while completely maintaining the existing restrictions for streets in the downtown core (As per Figure 2).

OPTIONS:

1. Committee of the whole can accept the updated by-law and short form wording as written, with schedule A reflecting existing conditions
2. Committee of the whole can accept the updated by-law and short form wording as written, with schedule A as per Revision 1 (Figure 1)
3. Committee of the whole can accept the updated by-law and short form wording as written, with schedule A as per Revision 2 (Figure 2)
4. Committee of the Whole can choose any option from the above and include recommendations for a 1 year trial period and require staff to report back after a 1 year trail period

FINANCIAL IMPLICATIONS:

There are no financial implications related to this report.

SUMMARY:

Staff have reviewed and updated By-Law 13-108 as amended by By-Law 19-40, with administrative amendments and the inclusion of short form wording to include a set schedule of fines. In addition, options are provided for committee to review for the purposes of revising the permitted areas for use in Mississippi Mills. Staff recommend that ATV's not be permitted in the downtown core and that any changes be included as a trial for a period of 1 year with staff reporting back to Council at the end of the 1 year period. Once the By-Law has been finalized, the short form will be sent to the province for final approval and the changes will be communicated to the residents on our website and social media.

Respectfully submitted by,

_____

Cory Smith,
A/Director of Public Works

Reviewed by:

_____

Ken Kelly,
CAO

ATTACHMENTS:

1. Draft ATV By-Law
2. Draft Short Form Wording
3. Figure 1 (Revision 1 for Schedule A)
4. Figure 2 (Revision 2 for Schedule A)

MUNICIPALITY OF
MISSISSIPPI MILLS

PROVINCIAL OFFENSES
ACT

PART I

BY-LAW NO. 22-XXX

A by-law to regulate the operations of all- terrain vehicles on all highways under the jurisdiction of the Town of Mississippi Mills.

ITEM	COLUMN 1 Short Form Wording	COLUMN 2 Offence Creating Provision or Defining Offence	COLUMN 3 Set Fine
1.	Operate ATV - reflective strips not visible on all four sides of vehicle	Section 3.2 (a)	$150.00
2.	Operate ATV - with chains or studs on tires.	Section 3.2 (b)	$150.00
3.	Operate ATV on a highway during prohibited times.	Section 3.3	$200.00
4.	Operate ATV on a prohibited highway	SCHEDULE “A” Item 1 - 8	$250.00

NOTE

The penalty provision for the offences indicated above is Section 4 of By-law 13-108, a certified copy of which has been filed.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-???

BEING a by-law to regulate the operations of all-terrain vehicles on all highways under the jurisdiction of the Municipality of Mississippi Mills.

WHEREAS Section 191.8(3) of the Highway Traffic Act, R.S.0. 1990, Ch.8, as amended, provides that a municipality may pass by-laws;

i) Permitting the operation of off-road vehicles with low pressure bearing tires on any highway within the municipality that is under the jurisdiction of the municipality or on any part or parts of such highway.

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. **Jurisdiction**

1.1 This By-law regulates the use of all-terrain vehicles on all highways under the jurisdiction of the Municipality of Mississippi Mills only.

1.2 This By-law does NOT provide authority for:
a) Provincial highways
b) County of Lanark, upper tier municipality, highways
c) Private roads
d) Any highways situated outside the Municipality of Mississippi Mills including the portion of any boundary road not owned by the Municipality of Mississippi Mills.

2. **Definitions**

2.1 “All-terrain vehicle” also referred to as “ATV” shall have the same meaning as defined in Ontario Regulation 316/03.

2.2 “Highway” shall have the same meaning as defined in the Highway Traffic Act.

2.3 “Low Pressure Bearing Tire” shall have the same meaning as defined in the Highway Traffic Act.

2.4 “Off-Road Vehicle” shall have the same meaning as defined in Ontario Regulation 316/03.

2.5 Whenever certain hours are specified in this By-law, they shall mean Standard Time or Daylight Saving Time, whichever is then in effect in the Municipality.

3. **Regulation of All-Terrain Vehicles on Highways**

3.1 No person shall operate an all-terrain vehicle on a highway in contravention of O. Reg. 316/03, made under the *Highway Traffic Act* as amended or replaced from time to time.

3.2 Every person who operates an all-terrain vehicle on a highway under the jurisdiction of the Municipality of Mississippi Mills shall comply with the following provisions:

a. An all-terrain shall have visible reflective strips maintained on all four sides of the vehicles;

b. An all-terrain vehicle shall NOT have chains or studs on its tires.

3.3 Curfew. Despite any section in this By-law, no person shall operate an all-terrain vehicle on a highway between the hours of 11:00 p.m. on any day and 4:00 a.m. of the next following day.

3.4 Boundary Roads. Regulations will be posted on boundary roads by the Municipality of Mississippi Mills where the regulations under All Terrain Vehicles By-laws are different or non-existent in neighbouring municipalities.

4. **Penalties**

4.1 Any person who contravenes the Highway Traffic Act or its Regulations or this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

5. **Validity**

If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

6. Where any By-law, passed prior to this By-law, conflicts with the terms of this By-law, this By-law shall prevail.

7. That this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Municipality of Mississippi Mills.

BY-LAW READ, passed, signed and sealed in open Council this ____day of April, 2021.

_____ _____

Mayor Municipality Clerk

SCHEDULE "A"

TO BY-LAW 22-???

The use of All-Terrain Vehicles, in accordance with the *Highway Traffic Act* and Ontario Regulation 613/03 and as stipulated in this by-law is permitted on all highways, under the jurisdiction of the Corporation of the Municipality of Mississippi Mills, except:

ITEM	HIGHWAY NAME	FROM	TO	COMMENTS
1.	Golden Line Road	McArton Road	March Road	Boundary Road - Ottawa
2.	Head Pond Road South	Ryan Duncan Side Road	Dead End	Boundary Road - Ottawa
3.	Lunney Road	Shaw Road	Dead End	Boundary Road - Ottawa
4.	Rock Coady Trail	Panmure Road	Dead End	Boundary Road - Ottawa
5.	Timmins Road	Kinburn Side Road	Dead End	Boundary Road - Ottawa
6.	Walter Bradley Road	County Road 29	Dead End	Boundary Road - Ottawa
7.	All roads lying within the boundary of the Almonte Ward as designated within the Official Plan			
8.	All roads lying within the boundary of the Village of Pakenham as designated within the Official Plan			

Figure 1

Revision 1

SCHEDULE "A" (Proposed Wording)

TO BY-LAW 22-???

The use of All-Terrain Vehicles, in accordance with the *Highway Traffic Act* and Ontario Regulation 613/03 and as stipulated in this by-law is permitted on all highways, under the jurisdiction of the Corporation of the Municipality of Mississippi Mills, except:

ITEM	HIGHWAY NAME	FROM	TO	COMMENTS
1.	Golden Line Road	McArton Road	March Road	Boundary Road - Ottawa
2.	Head Pond Road South	Ryan Duncan Side Road	Dead End	Boundary Road - Ottawa
3.	Lunney Road	Shaw Road	Dead End	Boundary Road - Ottawa
4.	Rock Coady Trail	Panmure Road	Dead End	Boundary Road - Ottawa
5.	Timmins Road	Kinburn Side Road	Dead End	Boundary Road - Ottawa
6.	Walter Bradley Road	County Road 29	Dead End	Boundary Road - Ottawa
7.	Little Bridge	Bridge Street	Mill Street	(Downtown Core)
8.	Mill Street	Bridge Street	Main Street	(Downtown Core)
10	Mill Street	Bridge Street	Dead End (South of Bridge)	(Downtown Core)
9.	Brae Street	Mill Street	Farm Street	(Downtown Core)
10.	High Street	Brae Street	Bridge Street	(Downtown Core)

Figure 2

Revision 2

SCHEDULE "A" (Proposed Wording)

TO BY-LAW 22-???

The use of All-Terrain Vehicles, in accordance with the *Highway Traffic Act* and Ontario Regulation 613/03 and as stipulated in this by-law is permitted on all highways, under the jurisdiction of the Corporation of the Municipality of Mississippi Mills, except:

ITEM	HIGHWAY NAME	FROM	TO	COMMENTS
1.	Golden Line Road	McArton Road	March Road	Boundary Road - Ottawa
2.	Head Pond Road South	Ryan Duncan Side Road	Dead End	Boundary Road - Ottawa
3.	Lunney Road	Shaw Road	Dead End	Boundary Road - Ottawa
4.	Rock Coady Trail	Panmure Road	Dead End	Boundary Road - Ottawa
5.	Timmins Road	Kinburn Side Road	Dead End	Boundary Road - Ottawa
6.	Walter Bradley Road	County Road 29	Dead End	Boundary Road - Ottawa
7.	Little Bridge	Bridge Street	Mill Street	(Downtown Core)
8.	Mill Street	Bridge Street	Main Street	(Downtown Core)
10	Mill Street	Bridge Street	Dead End (South of Bridge)	(Downtown Core)
9.	Brae Street	Mill Street	Farm Street	(Downtown Core)
10.	High Street	Brae Street	Bridge Street	(Downtown Core)

SCHEDULE "B" (Restricted Use)

TO BY-LAW 22-???

The use of All-Terrain Vehicles, in accordance with the *Highway Traffic Act* and Ontario Regulation 613/03 and as stipulated in this by-law is permitted on all highways, under the jurisdiction of the Corporation of the Municipality of Mississippi Mills, however, is further restricted to the sole use travelling to and from a persons residence directly to an area of approved use for the following areas;

1.	All roads lying within the boundary of the Almonte Ward as designated within the Official Plan
2.	All roads lying within the boundary of the Village of Pakenham as designated within the Official Plan

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 7, 2022

TO: Committee of the Whole

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

SUBJECT: **Award of Main St. Pedestrian Crossover**

RECOMMENDATION:

THAT Committee of the Whole recommend that Council direct staff to award the contract for the works of installing a pedestrian crossing to Partham Engineering Ltd. in the amount of $36,600.00 plus HST

AND THAT any cost above the $28,000.00 allocated for this project in the 2022 Budget be assigned to the funds allocated in the budget for traffic calming.

BACKGROUND:

During deliberations for the 2022 Budget, Council approved $28,000.00 to install a pedestrian crossing (PXO) at the OVRT crossing on Main Street similar to that installed by Lanark County at the OVRT crossing on Bridge Street (A County Road).

Works related to traffic lights and pedestrian crossing are operated and maintained by Partham Engineering Ltd. Partham also completes similar works for Lanark County and many of our neighboring municipalities. All PXO's in Mississippi Mills whether owned by Mississippi Mills or Lanark County have been installed, operated and maintained by Partham.

DISCUSSION:

Public Works reached out to Partham to obtain a quote for the works of installing a PXO at the location of the OVRT crossing on Main St. The quote for the installation of a PXO in this location came in over the cost carried in the 2022 Budget based on previous installations. The quotation carried a cost for installation of $36,600.00 plus HST.

OPTIONS:

1. Defer the project until 2023 and include additional funds in the budget to complete the project.
2. Award the project to Partham and use additional funds from the traffic calming account to cover the difference.
3. Put the works out to tender.

FINANCIAL IMPLICATIONS:

The 2022 Budget carried $28,000.00 for the Main Street PXO. The budget also carried $30,000.00 for traffic calming measures. The PXO can fit into the category of traffic calming. Within the $30,000.00 for traffic calming, approximately $9,000.00 was spent purchasing 2 Black Cat traffic/speed monitors. Staff have also been investigating newer technologies for digital speed display signs and feel that we can purchase 2 speed display signs for under $10,000.00. This would leave approximately $11,000.00 to cover the cost overage on the Pedestrian Crossing at Main Street.

SUMMARY:

Partham Engineering Ltd. has installed all of Mississippi Mills PXO's, and operates and maintains all our PXO's and traffic lights in Mississippi Mills on our behalf. They are a trusted source and have a good working relationship with staff. The cost increase could be covered under the traffic calming budget included in the 2022 Budget. Using new technologies will allow us to obtain 2 portable traffic speed signs with the remaining money. As such it is recommended that the works be awarded to Parham Engineering and the project proceed with the funds for the additional costs being allocated to the traffic calming budget.

Respectfully submitted by,	Reviewed by:
_____	_____
Cory Smith, A/Director of Public Works	Ken Kelly, CAO

ATTACHMENTS:

1. None

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 7, 2022

TO: Committee of the Whole

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

SUBJECT: Sale of Non-Viable Lands Appleton

RECOMMENDATION:

THAT Committee of the Whole recommend Council direct staff to stop up and sell Lands described as being Parts 2, 7-8, 10-11, 13, a portion of 14, 15-16, 19-21, and 23-25 on Plan 26R-2678, as an unsolicited request for sale of Non-Viable Lands as per the procedures for sale of land as set out in By-Law 19-125.

AND THAT Committee of the Whole Recommend Council direct staff to proceed without an appraisal for the land and to sell the unopened road allowance to Southwell Homes Ltd., for the amount of $1000.00

BACKGROUND:

On May 19, 2022 legal representatives of Southwell Homes Ltd., submitted an unsolicited request for the sale of lands described as being Parts 2, 7-8, 10-11, 13, a portion of 14, 15-16, 19-21, and 23-25 on Plan 26R-2678. These lands are located within the immediate vicinity of a former industrial facility that was destroyed in a fire and subsequently required significant environmental clean up it's surrounding lands. This request is considered to be an unsolicited request for sale of non-viable lands as described in By-Law 19-125.

The lands abutting the unopened road allowance are owned by Southwell Homes Ltd. And they are the abutting landowner on all sides of the unopened road allowance.

DISCUSSION:

The lands in question are part of an unopened road allowance that runs through a former industrial site. The requested lands do not appear to have any legal encumbrances on them.

A portion of the unopened road allowance that meets the private road XXXX will remain as an opened road allowance and will not be stopped up and sold. Access for this

larger parcel of land will be protected for future development via frontage on a road either the private road XXX or via Apple Street.

This request has been reviewed by both Public Works and Planning and there is currently no plans or advantages to keeping these lands. They do not serve as a viable corridor to extend any municipal accesses or services. In addition, there is risk that the requested lands may have been impacted by the former industrial site. By-Law 19-125 provides the following definition for Non-Viable Land;

"Non-viable Land" means land that is deemed as being a potential liability to the Municipality and is determined to be of a size, shape or nature for which there is no general demand or market."

The requested lands expose the Municipality to potential liability related to potential impacts of from the former industrial site. The lands were for the purposes of a historical right of way and had several curves, which do not conform to current local street design standards. The potential for use as developable lands is not viable due to the size and shape of the lands. It is the opinion of staff that the requested lands meet both criteria to be deemed as Non-Viable Land.

The requestor has also provided a submission meeting all the requirements for an un-solicited request by a purchaser as per By-Law 19-125. The requestor also owns the property bordering both sides of the requested lands.

OPTIONS:

1. Direct staff to sell the lands to the requester as per the requirements of By-Law 19-125 for $1000.00 without an appraisal.
2. Direct Staff to reject the request.

FINANCIAL IMPLICATIONS:

Lands will be sold to a abutting landowner thus reducing the cost of advertising and marketing rot he sum of $1000.00. Legal fees and all costs associated with the transfer to be covered by the requestor.

Further exposure of financial risk resulting from potential impacts to the Municipally owned lands are eliminated by this sale.

SUMMARY:

It is recommended that Council Direct staff to sell the lands to the requester as an Un-solicited request for sale of Non-Viable lands.

Respectfully submitted by,

_____
Name,
Title

Reviewed by:

_____
Name,
Title

ATTACHMENTS:

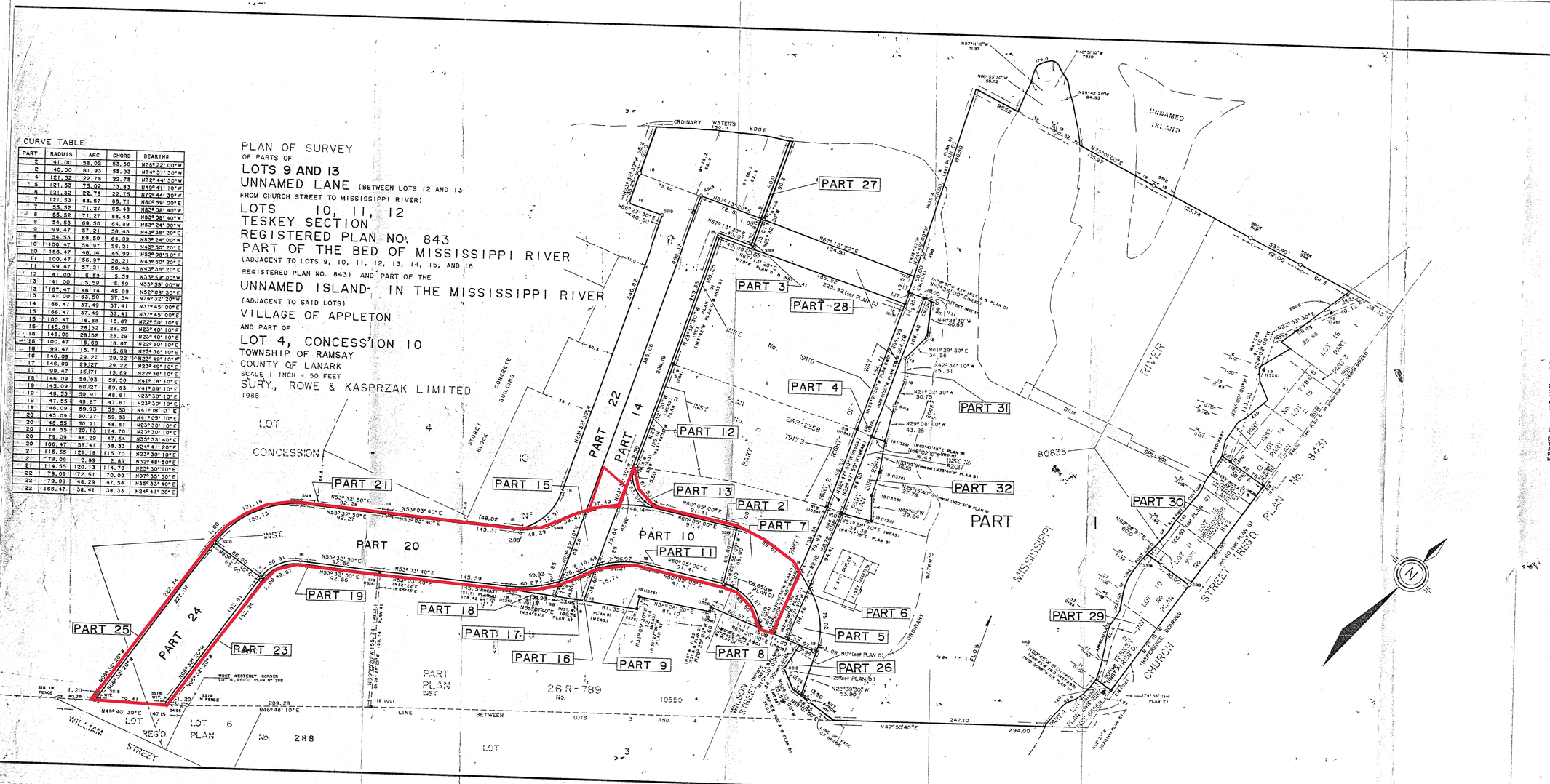
1. Map of the unopened road allowance with parcels identified.

Zoning 10-4-16

PLAN OF SURVEY
OF PARTS OF
LOTS 9 AND 13
UNNAMED LANE (BETWEEN LOTS 12 AND 13
FROM CHURCH STREET TO MISSISSIPPI RIVER)
LOTS 10, 11, 12
TESKEY SECTION
REGISTERED PLAN NO. 843
PART OF THE BED OF MISSISSIPPI RIVER
(ADJACENT TO LOTS 9, 10, 11, 12, 13, 14, 15, AND 16
REGISTERED PLAN NO. 843) AND PART OF THE
UNNAMED ISLAND IN THE MISSISSIPPI RIVER
(ADJACENT TO SAID LOTS)
VILLAGE OF APPLETON
AND PART OF
LOT 4, CONCESSION 10
TOWNSHIP OF RAMSAY
COUNTY OF LANARK
SCALE 1 INCH = 50 FEET
SURY, ROWE & KASPRZAK LIMITED
1988

CURVE TABLE

PART	RADUIS	ARC	CHORD	BEARING
2	41.00	58.02	53.30	N78°22'00"W
2	40.00	61.93	55.93	N74°31'30"W
4	121.52	22.78	22.75	N72°44'30"W
5	121.53	75.02	73.83	N49°41'10"W
6	121.52	22.78	22.75	N72°44'30"W
7	121.53	88.87	86.71	N80°59'00"E
7	55.52	71.27	66.48	N83°08'40"W
8	55.52	71.27	66.48	N83°08'40"W
8	54.53	69.50	64.89	N83°24'00"W
9	99.47	37.21	36.43	N43°36'20"E
9	54.53	69.50	64.89	N83°24'00"W
10	100.47	55.97	55.21	N43°50'20"E
10	186.47	46.14	45.99	N52°08'30"E
11	100.47	56.97	56.21	N43°50'20"E
11	99.47	57.21	56.43	N43°36'20"E
12	41.00	5.59	5.59	N33°59'00"W
13	41.00	5.59	5.59	N33°59'00"W
13	167.47	46.14	45.99	N52°08'30"E
13	41.00	63.50	57.34	N74°32'20"W
14	186.47	37.49	37.41	N37°45'00"E
15	186.47	37.49	37.41	N37°45'00"E
15	100.47	18.68	18.67	N22°50'10"E
15	145.09	28.32	28.29	N23°40'10"E
16	145.09	28.32	28.29	N23°40'10"E
16	100.47	18.68	18.67	N22°50'10"E
16	99.47	15.71	15.69	N22°36'10"E
16	146.09	29.27	29.22	N23°49'10"E
17	146.09	29.27	29.22	N23°49'10"E
17	99.47	15.71	15.69	N22°36'10"E
18	146.09	59.93	59.50	N41°18'10"E
19	145.09	60.27	59.83	N41°09'10"E
19	48.55	50.91	48.61	N23°30'10"E
19	47.55	49.87	47.61	N23°30'10"E
19	146.09	59.93	59.50	N41°18'10"E
20	145.09	60.27	59.83	N41°09'10"E
20	48.55	50.91	48.61	N23°30'10"E
20	114.55	120.13	114.70	N23°30'10"E
20	79.09	48.29	47.54	N35°33'40"E
20	186.47	38.41	38.33	N24°41'20"E
21	115.55	121.18	115.70	N23°30'10"E
21	79.09	2.89	2.89	N32°48'50"E
21	114.55	120.13	114.70	N23°30'10"E
22	79.09	72.51	70.00	N07°35'50"E
22	79.09	48.29	47.54	N35°33'40"E
22	186.47	38.41	38.33	N24°41'20"E



SCHEDULE

PART	LOT	CON./PLAN	INST. Nº	AREA (Ac)
1	9 & 13 OF UNNAMED RIVER ADJACENT TO LOTS 9 TO 16, R.P. 843 AND UNNAMED ISLAND & LOT 4, CON 10			5.7
2				151 SQ FT
3				53 SQ FT
4				0.15
5				0.03
6				0.03
7				0.13
8				71 SQ FT
9				0.16
10				0.22
11				149 SQ FT
12	4	10	80835	333 SQ FT
13				547 SQ FT
14				0.31
15				0.06
16				45 SQ FT
17				835 SQ FT
18				269 SQ FT
19				347 SQ FT
20				0.60
21				360 SQ FT
22				0.59
23				183 SQ FT
24				0.31
25				227 SQ FT
26				0.03
27				91 SQ FT
28				0.14
29	9, 10	R.P. 1843	80935 A	0.18
30	9, 10 UNNAMED LANE	TESKEY SECTION	80935 B (NOTREMAINDER)	0.18
31			19119	0.05
32	4	10	82017	0.05

NOTE:
PARTS 4 AND 6 ARE SUBJECT TO A RIGHT OF WAY

NOTE: WATER TIES
ALL TIES TO WATER'S EDGE ARE AT RIGHT ANGLES UNLESS OTHERWISE NOTED

NOTE: ELEVATION
31.5 FOOT CONTOUR IS RELATED TO TOP OF THE WEST ABUTMENT OF THE DAM ACROSS THE MISSISSIPPI RIVER SHOWN TO HAVE AN ELEVATION OF 33.5 FEET (PLAN E)

BEARING NOTE
BEARINGS ARE ASTRONOMIC, AND ARE REFERRED TO THE WESTERLY LIMIT OF CHURCH STREET AS SHOWN ON ONTARIO HYDRO TITLE RECORD PLAN No. 800-840, DATED DEC. 4, 1939 HAVING A BEARING OF N7°15'W.

PLAN 26 R-2678
Received and deposited
02 SEPT. 1988
(date) Bessie Brown-Paul
LAND REGISTRAR FOR
THE REGISTRY DIVISION
OF LANARK NORTH Nº 26

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT
DATE SEPT. 2, 1988
Adam Kasprzak
ADAM KASPRZAK

PROPERTY OF THE LANARK REGISTRY OFFICE

"CAUTION"
THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT

SURVEYOR'S CERTIFICATE
I CERTIFY THAT:
1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.
2. THE SURVEY WAS COMPLETED ON SEPT. 1, 1988
DATE SEPTEMBER 2, 1988
Adam Kasprzak
ADAM KASPRZAK
ONTARIO LAND SURVEYOR

LEGEND (If Applicable)

IB	- IRON BAR
SIB	- STANDARD IRON BAR
SSIB	- SHORT STANDARD IRON BAR
■	- MONUMENT FOUND
□	- MONUMENT SET
	- ROUND
	- FENCE
WIT	- WITNESS
(OU)	- ORIGIN UNKNOWN
PLAN A	- PLAN 26R-799
PLAN B	- PLAN 26R-2544
PLAN C	- PLAN 26R-2358
PLAN D	- PLAN BY R.F. MUCKLESTONE O.L.S. DATED OCTOBER 3, 1947
PLAN E	- ONTARIO HYDRO TITLE RECORD PLAN Nº 800-840 DATED DEC.4,1939
PLAN F	- PLAN 26R-189
PLAN G	- REG'D. PLAN Nº 843
(O.H.)	- ONTARIO HYDRO
(INST. A)	- INST. No. 80935
(1054)	- G.W. BRACKEN, O.L.S.
(1354)	- R.J. MATHOSE, O.L.S.
(1326)	- W.R. TAGGART, O.L.S.
(613)	- R.F. MUCKLESTONE, O.L.S.
INST B	- INST. Nº 0071
PLAN H	- PLAN 26R-1887

SURY, ROWE & KASPRZAK LIMITED
ONTARIO LAND SURVEYORS
ARNPRIOR and RENFREW
613-623-3090 613-432-3048

SCALE: 1" = 50' DRAWN: CADD
REF: 22388

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 7, 2022

TO: Committee of the Whole

FROM: Cory Smith, A/Director of Public Works

SUBJECT: **Windstorm Update – Levels of Service**

RECOMMENDATION:

THAT Committee of the Whole recommend to Council that it direct staff to continue to provide extended hours at the landfill and communicate this to residents to inform them of the additional access to our disposal services for brush and wood debris for an additional 2 weeks.

BACKGROUND:

On Saturday May 21, 2022 Mississippi Mills experienced a severe windstorm that caused significant damage to trees, powerlines and structures across the Municipality. As a result, many roadways were blocked with fallen trees and powerlines. Public Works responded and cleared all roadways they could and made our road network passable. In areas where fallen trees and debris were entangled with power lines staff had to wait until Hydro crews made them safe before clearing the debris. Our Water and Waste Water systems were assessed and continued the provision of safe clean water and wastewater services through the use of generators.

On Sunday May 22, 2022 the Municipal Emergency Control Group (MECG) was activated and the MECG and Senior Staff members coordinated activities and communication strategies. Public Works staff continually assessed the situation and works continued as required and as could safely be performed.

On Monday May 23, 2022 cleanup efforts continued, as part of the continued coordination efforts the MECG and Senior staff members met and reviewed the information available including current and future needs and concerns that would need to be addressed. An Emergency meeting of Council was held where staff requested direction on levels of service. Council provided staff with direction to do the following;

1. **STAFF DIRECTION** - communicate to the public via radio, posters and other signage.

2. **THAT** Council direct staff to bring back options and costing for additional yard and waste pick-up.
3. **THAT** Council direct staff communicate to residents that they can place an additional container of garbage for 2 weeks.
4. **THAT** Council direct staff to communicate to Carleton Place to allow non-residents access to Mississippi Mills facilities for access to showers, chargers, and filling up water bottles.

Subsequent to the Meeting on May 23, 2022 Staff continued communication efforts, ensured that waste collection services collected 2 containers for curbside collection without additional bag tags, and staff communicated with Carleton Place regarding access to our facilities for their residents. The regular curbside/roadside waste collection was adhered to for the week of May 23, 2022. Last week was the scheduled leaf and yard waste collection. Hours of operation at the Howie Road and Pakenham drop off sites for brush were extended and additional days of operation were added to the schedule for a two week period. Again these were communicated to the public through a number of methods. In addition, Public Works staff continued clearing our roadways and opening up our roads to two way traffic as could be completed safely. Other wastes such as spoiled food and other debris appear to have been well handled by our additional waste set outs and advertising of the private services available. As such no further works need to be considered at this time for food waste and other debris.

The Mississippi Mills Fire Department also provided wellness checks in hard to reach areas as well as provided information on available services. They also reported back to Public Works areas of concern.

DISCUSSION:

Senior Staff have kept monitoring the cleanup efforts both by our workforce and by residents. As of the date of this report the clean up efforts have gone well. Municipal forces have cleared most of the right of ways and our residents have done an excellent job of cleaning up their yards and have taken fair advantage of extended access to our facilities for disposal of their brush. In reviewing the Municipality some residents still have brush and debris left to deal with that originated on their own property. Public Works Staff will continue to deal with the damage and clean and clear brush and debris from Municipal Trees. However, some requests have come in from residents for our staff to go around and collect wood waste from private properties. At this time it is prudent to provide options and ask council for direction on the levels of service they wish to provide.

OPTIONS:

1. Direct Staff to clean up wood waste from private property if brought to the roadside.
2. Direct Staff to continue to provide extended hours at the landfill and communicate this to residents to inform them of the additional access to our disposal services for brush and wood debris.
3. Direct Staff to continue to provide public information about our disposal options for brush and other waste including private services.
4. Municipality to hire a private service to collect and deal with woodwaste from private properties in our Municipality by requesting quotes from local contractors in order to provide timely removal of brush and debris.

FINANCIAL IMPLICATIONS:

For options 1 and 4 duration of time is unknown as if the service is advertised people currently taking care of their own woodwaste may choose to use the service offered by the municipality. As such it is difficult to assess the costs for providing the service for our residents for material from private property. The hourly rate of our staff and equipment can be determined, however, this additional staff involvement does take our limited staff away from our ongoing regular duties required to ensure safe well maintained infrastructure. As this is no longer a critical service the hourly rate for a private service to collect and deal with the materials would need to be obtained through a request for quotation as per our procurement policy.

Options 2 and 3 have a limited cost to the municipality as they would only be limited to internal staff costs of a small amount of staff for a limited time.

Estimated Costs per option.

Option 1 – Hourly Cost for crew, traffic Control, Equipment Costs, and Supervision
Estimated Hourly Cost: based on internal costing $405.00/Hour

Option 2 – Includes increased hours at adding Thursday evenings in pakeham and extending closing times Saturdays in both Howie Road and Pakenham until 4:00pm plus advertising
Estimated Weekly Cost: $540.00/Week

Option 3 – Includes staff time and advertising costs
Estimated Weekly Cost: $125.00/Week

Option 4 – Includes hiring external services to collect and deal with woodwaste including traffic control, staffing and equipment, as well as, Municipal Supervision
Estimated Hourly Cost: $450.00-$750.00/Hour based on discussion with know contractors

It should be noted that these costs are rough estimates only at this time. Options 1 and 4 are only hourly as the time to complete these works is unknown at this time and may increase based on uptake of users if this service would be advertised.

SUMMARY:

Staff have provided options for council to consider in providing staff direction on levels of service. Staff will fulfill the direction provided to the best of its abilities.

Respectfully submitted by,	Reviewed by:
_____	_____
Cory Smith, A/Director of Public Works	Ken Kelly, CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 7, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Site Plan Control By-law and Associated Guidelines

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve Site Plan Control By-law as detailed in the Attachment B to be implemented on July 1, 2022 and the modifications to the Fees and Charges By-law as detailed in Attachment D.

BACKGROUND:

Site Plan By-law Control By-law Study

In October 2021, Council approved minor housekeeping amendments to the municipality's Site Plan Control By-law 19-93. At that time, Planning staff identified some improvements that could be made to the Site Plan Control By-law and committed to returning to Council with an updated Site Plan Control By-law and associated application guidelines.

Staff undertook a study which included a best practice review of other comparable municipalities as well as consultation with the development industry.

Planning Act Changes

Since that time, there have been two notable changes to the *Planning Act* that received Royal Assent in April 2022. These changes were the result of the Province's Housing Affordability Task Force Report

The first change was the prescribed delegated authority for Site Plan Control approvals. Previous versions of the *Act* provided municipalities with the option of having delegated authority given to staff to make decisions on Site Plan Control applications. Many municipalities had used this tool in the *Act* delegating approval authority for all Site Plan Control applications to staff or delegating approval authority for certain types of Site Plan Control applications. In the Mississippi Mills context, the current Site Plan Control by-law delegates staff approval on "Minor" Site Plan Control applications.

The change to the *Act,* which was approved in April 2022, now obligates municipalities to delegate the approval authority of *all* Site Plan Control applications to staff. There is

no ability for Stie Plan applications to be considered or approved by Council. Further, the change to the *Act* requires that this delegated authority be implemented by July 1, 2022, and be effective on any Site Plan Control applications received after July 1, 2022. The specific wording of the change to the Act is:

> *(4.0.1) A council that passes a by-law under subsection (2) <u>shall</u> appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection (4).*

The second change to the Act is the implementation of mandatory refunds on planning application fees for Site Plan Control and Zoning By-law Amendment applications if a decision on these types of applications is not made within the statutory timeframe.

In addition to this change, the Province also increased the approval timeframe for Site Plan Control from 30 days to 60 days. Staff note that the 30-day application timeframe was very difficult to achieve for many Site Plan Control applications due to the mandatory circulation timeframe to other agencies, complexity of some Site Plan Control applications as well as the process for Major Site Plan Control applications to be presented to Committee of the Whole (COW) and Council for approval. The change to a longer application timeframe is welcomed by staff; however, as it relates to the refund provisions in the Act, there are no related Regulations and so little guidance on the implementation of refunds if decisions on Site Plan Control applications do not meet the required 60-day decision timeframe. The refund of application fees provisions comes into effect on January 1, 2023 and will apply to those applications received after this date.

The specific wording of the changes to the *Act*, with respect to the refund of application fees are as follows:

> *(11.1) With respect to plans and drawings referred to in subsection (4) that are submitted on or after the day subsection 7 (5) of Schedule 5 to the More Homes for Everyone Act, 2022 comes into force, the municipality shall refund any fee paid pursuant to section 69 in respect of the plans and drawings in accordance with the following rules:*
>
> *1. If the municipality approves the plans or drawings under subsection (4) within the time period referred to in subsection (12), the municipality shall not refund the fee.*
>
> *2. If the municipality has not approved the plans or drawings under subsection (4) within the time period referred to in subsection (12), the municipality shall refund 50 per cent of the fee.*
>
> *3. If the municipality has not approved the plans or drawings under subsection (4) within a time period that is 30 days longer than the time period referred to in subsection (12), the municipality shall refund 75 per cent of the fee.*

4. If the municipality has not approved the plans or drawings under subsection (4) within a time period that is 60 days longer than the time period referred to in subsection (12), the municipality shall refund all of the fee.

The Zoning By-law Amendment applications are addressed in the Report regarding the Planning Act changes, Pre-consultation and the Planning Department's Level of Service.

STUDY AND CONSULTATION PROCESS

Best Practice Review

The following municipalities' Site Plan Control By-laws and associated guidelines were reviewed as part of the best practice research:

- Town of Perth
- City of Ottawa
- Town of Smith Falls
- Town of Collingwood
- Town of Georgina
- City of Barrie
- Township of Southwest Oxford
- Township of East-Zorra Tavistock
- City of Woodstock
- Township of Norwich
- Town of Owen Sound
- Township of King
- City of Windsor

Consultation with Development Industry

Consultation with the development industry occurred in March 2022 via a series of questions regarding the municipality's existing Site Plan Control process as well as any suggestions for process improvements. The results of the consultation are contained in Attachment A. It is noted that this consultation occurred before the changes to the *Act*, notably the amendment to the required delegated authority to staff for Site Plan Control decisions.

NEW SITE PLAN BY-LAW, PROCESS, GUIDELINES

Site Plan Control By-law

As a result of the best practice research and considering the recent changes to the *Planning Act,* staff have developed a new Site Plan Control by-law (Attachment B). The new Site Plan Control by-law is modified substantially from the former by-law including:

- The introduction of a new category of Site Plan Control as “Lite” to capture smaller-scale development such as infill, development adjacent to environmental features such as Provincially Significant Wetlands and small expansions to parking lots.
- The introduction of new delegation of authority to staff depending on the type of Site Plan Control application (Lite, Minor and Major)
- The introduction of Schedule A to provide greater clarity regarding what types of developments are subject to Site Plan Control, which are exempt and reference to any applicable Official Plan policies or other information.

The draft of the new Site Plan Control By-law is contained in Attachment B to this report.

Site Plan Guidelines

In addition to the new Site Plan Control by-law, new Guidelines have also been developed to assist applicants through the Site Plan Control process and lays the foundation of the Site Plan Control process and are included in Attachment C.

The new Guidelines reflect the new types of Site Plan Control applications as well as provide detailed information on the minimum standards required for plans and studies at the outset of a Site Plan Control application.

Process

Staff are currently in the process of developing an internal procedure manual for the Site Plan Control process. This internal procedure manual will provide a step-by-step process for staff involved in the Site Plan Control process to ensure that all applications follow the same process and will also assist in training new staff. The process flow diagram, which is the basis of the internal procedure manual, is included within the Guidelines to provide applicants an overview of the process with a timeline that is reflective of the recent changes to the *Act*.

The process flow outlines an overall 90-day process because it has accounted for the 30-days that a municipality has to deem a Site Plan Control application ‘complete’ or ‘incomplete’ based on the minimum requirements outlined in the Municipality’s Guidelines, By-law, and other related policies. The process flow also accounts for the 60-day timeframe for decisions on Site Plan Control applications as required by the recent changes to the *Act*, and prior to the municipality being obligated to refund any planning application fees for lack of decision within 60-days. If an application is ‘deemed incomplete’, the 60-day timeframe for a decision does not begin. Only when an application is ‘deemed complete’ will the 60-day timeframe for a decision formally begin.

Mandatory Pre-consultation

For Council’s information, the related report on this agenda regarding *Planning Act* changes includes information and a proposed pre-consultation by-law. Staff are recommending this pre-consultation by-law to ensure that for certain applications, including Major Site Plan Control applications, applicants are required to have a formal pre-consultation meeting with staff to provide the applicant with a list required of plans and studies for the submission of a Major Site Plan Control application.

The purpose of this mandatory pre-consultation is to ensure that applicants have a good understanding of the minimum requirements for the Site Plan Control application and to allow staff an opportunity to provide preliminary feedback on a development proposal prior to an applicant preparing the required plans and studies.

If an applicant does not have a mandatory pre-consultation with staff prior to submitting a Major Site Plan Control application, the application would automatically be 'deemed incomplete' and the applicant will be required to attend a mandatory pre-consultation with staff prior to staff reviewing the application to assess its 'completeness'.

SUMMARY

The changes to the *Act* regarding mandatory delegation of authority to staff and the refund of Site Plan Control application fees for decisions made past the statutory timeframe are substantial changes to the *Act*. The implementation of a new Site Plan Control By-law and associated guidelines along with mandatory pre-consultation for Major Site Plan Control applications is recommended as the first step to ensuring the Site Plan Control process remains transparent and sets a level of expectation for applicants, staff and Council.

All of which is respectfully submitted by,

Melanie Knight
Senior Planner

Approved by,

Ken Kelly
CAO

ATTACHMENTS:
Attachment A – Consultation
Attachment B – Site Plan Control By-law
Attachment C – Site Plan Control Guidelines
Attachment D – Fees and Charges By-law amendment

Site Plan Control By-law Review

The Municipality of Mississippi Mills has been undertaking a project to revise our Site Plan Control by-law, guidelines and procedures to update the process in line with current housing demands, best practices of other comparable municipalities while balancing the needs of the municipality.

We are reaching out to you and other members of the development industry for feedback on this project. Please respond by **March 31, 2022,** for your feedback to be considered.

Staff have highlighted some key areas of the existing Site Plan Control by-law and process that would benefit from some changes, including:

- Reviewing the categories of Major versus Minor Site Plan Control applications
- Reviewing the associated delegated authority with each category of Site Plan
- Adding an additional category for Site Plan Control to address urban infill and small rural developments with a new application fee
- Exempting certain types of development that currently require Site Plan Control such as townhouses within a Townhouse Block on a recently approved Plan of Subdivision
- Creating an easier to read by-law with categories of Site Plan Control and what types of development are applicable for each category

We are looking for feedback on the above changes as well as answers to the following questions. If you prefer to respond to these questions in a Word document, instead of in this email, please see the attached questionnaire.

1. From your perspective, what are the top three most important changes to the Site Plan Control process the municipality should consider?

   These can be three of the items listed above or other changes that you would like to suggest.

   a. *In general, development matters regulated through Site Plan Control should be limited to only those elements that have demonstrable and measurable impacts on adjacent properties or the public realm (e.g., traffic, servicing capacity, shadow casting, overlooking onto adjacent properties, perimeter landscaping, screening of parking within prescribed distances from property lines, etc.).*

   b. *Eliminate duplication with other approval processes, particularly where Site Plan Control processes are redundant or do not add any public value. For example, all ground oriented residential development (single-detached, semi-detached, duplex, townhouse, back-to-back townhouse, stacked townhouse) that has already been subject to review through Draft Plan of Subdivision or Part Lot Control processes should not be subject to review again through Site Plan*

Control. Other matters such as compliance with parking requirements are regulated through Building Permit processes and do not need to be subject to Site Plan Control.

c. *The following should be exempt from Site Plan Control:*
   i. *all single-detached, semi-detached, and duplex residential development*
   ii. *all ground oriented residential development, including but not limited to townhouse, back-to-back townhouse, and stacked townhouse dwelling types, outside of prescribed infill areas **
   iii. *all secondary dwelling units, whether interior or exterior to the main dwelling*
   iv. *bed and breakfast*
   v. *home based businesses*
   vi. *group homes*
   vii. *social housing*
   viii. *day nurseries (day care)*
   ix. *all rural residential subdivisions*

   * *Conversely, <u>only within prescribed infill areas</u>, the only housing types that should be subject to Site Plan Control are townhouse, back-to-back townhouse, stacked townhouse, triplex, apartment building, and any other housing type that includes 3 or more dwelling units on the same foundation.*

On the residential side – I do not see why Mississippi Mills requires any Site Plan Control agreement for any project that complies with our town's already comprehensive zoning by-law. This is the only municipality I ever deal with that requires a Site Plan Control agreement for someone to build a single family home on a lot zoned R1 for a design that complies with all zoning requirements. To me, if a variance or re-zoning is requested that process for approval makes sense to incorporate a Site Plan agreement. But why are we doing this for every project in town? Isn't that why we have a zoning by-law?

Verbal comments received:

- *Support the exemption of townhouses in new subdivisions from Site Plan Control*

2. Major Site Plan Control applications require Council approval. Currently, the process is for the application to be presented to the Committee of the Whole by the Municipality Planner. Following this meeting (usually two weeks later), the Site Plan Control application rises to Council for approval.

   Do you have any suggestions on how to improve the current Site Plan Control process for Major Site Plan Control applications?

   a. *In general, decisions on Site Plan Control applications should be delegated as much as possible.*
   b. *Decisions on Major Site Plan Control applications should be delegated to the Committee of the Whole, based upon reports, presentations, and recommendations from municipal staff, without any requirement for Major Site Plan Control applications to rise to Council for approval.*
   c. *Decisions on Minor Site Plan Control applications should be delegated to municipal staff. An exception to this staff delegation may be made if a Councillor requests that the decision on a Minor Site Plan Control application rise to the Committee of the Whole, where the decision will be based upon reports, presentations, and recommendations from municipal staff.*

From my perspective, I have been involved in two small commercial applications in recent years...For commercial projects, I can appreciate the need for the Site Plan Control process. I do not understand at all why this requires Council approval…Can Mississippi Mills not establish a planning committee like every other municipality and give them the ability to approve these applications at one meeting, as long as the application is deemed complete. Perhaps a "Major Site Plan" would require council approval, but some of these applications are very straightforward and should be streamlined for all involved. This is in line with how every other municipality works in eastern Ontario.

Verbal comments received:

- *COW and Council process for approval is time consuming, wondering if there is a different process or way to ensure Council is aware without having to go to both COW and Council for approval.*

3. Do you have any other suggestions for staff to consider with respect to the Site Plan Control process in Mississippi Mills?

a. *The municipality should not add any more categories for Site Plan Control to the By-law. The goal should be to streamline the development review process, particularly for residential development.*

b. *Mississippi Mills should anticipate the proposed amendments to the Planning Act that would exempt all residential development of 12 dwelling units or less from Site Plan Control.*

Verbal comments received:

Appreciate the review of the Site Plan Control By-law and to update the process. It will help with the development process overall.

Staff are anticipating presenting a new Site Plan Control by-law, guidelines and process in early Spring of this year. Your feedback is important to assisting municipal staff with this project.

Please provide any comments prior to **March 31, 2022 for your feedback to be considered in this project.** If you would like to meet with Municipal Staff to discuss this project, please contact me directly to arrange a suitable time.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-xx

BEING a by-law to designate the Municipality of Mississippi Mills as a Site Plan Control Area and to delegate Site Plan Control powers and authority and to adopt certain procedures for the processing of Site Plan Control applications and to exempt certain classes of development from approval.

WHEREAS subsection 41(2) of the *Planning Act,* R.S.O. 1990, c. P.13, as amended (the "Planning Act") provides that where an area in an official plan is shown or described as a proposed site plan control area, the council of the local municipality in which the proposed area is situate may, by by-law, designate the whole or any part of such area as a site plan control area;

WHEREAS the Community Official Plan for the Municipality of Mississippi Mills identifies all lands within the Municipality as part of the Site Plan Control Area;

AND WHEREAS Section 41 (13) of the *Planning Act,* R.S.O 1990, as amended authorizes Council of a municipality to designate a site plan control area and may, by by-law, define any class or classes of development that may be undertaken without the approval of plans and drawings otherwise required under subsection (4) or (5). and Section 41(4.0.1) requires a Council that passes a by-law under subsection (2) to appoint an officer, employee or agent of the municipality as an authorized person for the purposes of subsection (4).

AND WHEREAS Council deems it advisable to address particular classes of Development through Site Plan Control and to exempt others as per Section 41(13)(a) of the Planning Act;

AND WHEREAS By-law 19-93 being a By-law to Designate a Site Plan Control Area was adopted by Council on October 15, 2019;

AND WHEREAS Council has deemed it appropriate to repeal by-law 19-93 and replace with this by-law to regulate Site Plan Control for certain types of development within the Municipality of Mississippi Mills in accordance with the Planning Act;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. DEFINITIONS

"Planning Act" means the *Planning Act, R.S.O 1990, c. P.13* as amended from time to time.

"Council" means the Council of the Municipality of Mississippi Mills.

“Community Official Plan” means the Municipality of Mississippi Mills Community Official Plan, as amended and any successors thereto.

“Development” means development as defined by Section 41 of the Planning Act.;

“Director of Development Services and Engineering” means the Director of Development Services and Engineering or their designate.

"Infill” means residential development on an existing vacant lot or created by consent, or redevelopment of an existing lot that increases the number of dwelling units.

“Municipality” means the Corporation of the Municipality of Mississippi Mills.

“Owner” means a person(s), corporation(s) or partnership who is the registered Owner of the relevant property.

“Senior Planner” means the Senior Planner or their designate.

“Zoning By-law” means the Municipality of Mississippi Mills Comprehensive Zoning By-law #11-83, as amended and any successors thereto.

2. SHORT TITLE

This By-law may be referred to the “Site Plan Control By-law” or “this By-law”.

3. TRANSITION

Applications submitted to the Municipality on or before July 1, 2022 that have not yet received approval shall be subject to the provisions of By-law 19-93 as amended by By-law 21-095.

4. REPEAL OF EXISTING SITE PLAN CONTROL BY-LAWS

By-law 19-93 is hereby repealed on July 1, 2022.

5. SITE PLAN CONTROL AREA

All lands located within the corporate boundaries of the Corporation of the Municipality of Mississippi Mills are hereby designated as included in the Site Plan Control area (hereinafter the “Site Plan Control Area”).

6. CLASSES OF DEVELOPMENT

a. All classes of development as set out in Schedule A to this By-law are subject to Site Plan Control unless expressly exempt therein.

b. Red-line amendments shall be permitted to recognize minor adjustments and alterations to Schedules approved in accordance with Schedule A to this By-law where:

   i. The amendment is proposed to the building facade, parking lot, landscaped area and does not materially alter the function of the original site design or result in additional parking spaces; and

   ii. The amendment proposed does not result in an addition to any building.

c. Notwithstanding 6(a) and Schedule A to this By-law, the following forms and classes of development shall also be exempt from Site Plan Control in the Municipality of Mississippi Mills:

   i. Municipal-initiated projects;

   ii. Small buildings and structures not requiring a building permit under the Ontario Building Code; and

   iii. Residential and farm fences.

7. INTERPRETATION-

a. The requirements of this by-law are in addition to requirements contained in any other applicable by-laws of the Municipality or applicable provincial or federal statutes or regulations;

b. This by-law shall not be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed by the Municipality or by any other governing authority having jurisdiction to make such restrictions or regulations;

c. Nothing in this by-law or in any Site Plan Control agreement entered into hereunder shall be construed as relieving any owner of lands within the Site Plan Control Area from the obligation of complying fully with the provisions of the Zoning By-law, nor shall the Zoning By-law be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed hereby;

d. The following applies to this by-law:

   i. unless otherwise defined, the words, terms and phrases used in this by-law have their normal and ordinary meaning;

   ii. unless otherwise identified, all references to sections or subsections are to those listed within this by-law;

   iii. every provision of this by-law is to be applied to the circumstances as they exist at the time in question.

8. DELEGATION OF SITE PLAN CONTROL TO THE SENIOR PLANNER, DIRECTOR OF DEVELOPMENT AND ENGINEERING

Pursuant to Section 41 (4.0.1) of the Planning Act, the powers and authority of the Council of the Municipality of Mississippi Mills with respect to Site Plan Control approval are hereby delegated to the following:

a. Major classes of development indicated in Schedule A to this By-law shall be delegated to the Director of Development Services and Engineering.

b. Minor and Lite classes of development indicated in Schedule A to this By-law shall be delegated to the Senior Planner.

c. Extension of Site Plan Control approval or extension to satisfy the conditions to Site Plan Control approval shall be delegated to the Senior Planner. The Senior Planner at their sole discretion may grant an extension or may require a new Site Plan Control application.

d. Red-line amendments described in Section 6b of this By-law shall be delegated to the Senior Planner. The Senior Planner at their sole discretion may grant the

red-line amendment or require a formal Site Plan Control amendment application.

9. REQUIREMENT FOR SITE PLAN CONTROL AGREEMENT

A Site Plan Control Agreement will be required in the event that Special Conditions are required, or securities are required to be posted by the applicant.

In all other circumstances, the Senior Planner at their sole discretion may require a Site Plan Control Agreement.

10. AUTHORITY TO EXECUTE A SITE PLAN AGREEMENT

The Mayor and Municipal Clerk shall be authorized to execute a Site Plan Control Agreement on behalf of the Municipality for Major Applications as set out in Schedule A.

The Director of Development Services and Engineering shall be authorized to execute a Site Plan Control Agreement on behalf of the Municipality for Minor and Lite Applications as set out in Schedule A.

The Senior Planner shall be authorized to execute a Site Plan Control Agreement on behalf of the Municipality for Red-Line Amendments.

11. REGISTRATION OF SITE PLAN CONTROL AGREEMENT

In accordance with Section 41(10) of the Planning Act, any Agreement, or amendment thereto, entered into in accordance with this By-law, shall be registered against the land to which it applies.

12. SITE PLAN APPLICATION REQUIREMENTS

a. An Owner shall submit to the Municipality a Site Plan Control application containing, a minimum, the following:

    i. A completed, up to date application form as provided by the Municipality;

    ii. Any information or materials prescribed by statute;

    iii. If required, a pre-consultation letter from Municipal staff outlining the details of the pre-consultation meeting(s) and required plans and studies checklist;

    iv. Any supporting information and materials to be provided within the initial; submission, as determined through the pre-consultation meeting(s); and

    v. The prescribed, current applications fee(s).

b. All documents, plans and drawings shall comply with the Municipality's criteria and any applicable professional regulations and standards including, but not limited to plans and studies stamped by applicable professionals.

c. Prior to submitting a Site Plan Control application, if required by By-law 22-XXX, an applicant shall attend a pre-consultation meeting with Municipal staff in accordance with the Municipality of Mississippi Mills By-law No. 22-XXX.

d. Following a completion of the pre-consultation process as set out in this By-law and By-law 22-XXX, applicants shall complete and submit a Site Plan Control

application to the Municipality in accordance with the requirements detailed in the form approved by the Municipality and as set out in By-law 22-XXX.

13. REVOKING OF APPROVAL

The power to revoke any approval of plans and drawings is hereby delegated to the Chief Administrative Officer, who may revoke such approval where:

a. The approval has been granted on mistaken, false or incorrect information;

b. The approval has been granted in error;

c. The applicant for the approval has requested in writing that it be revoked; or

d. Two (2) years after the approval has been granted, the development in respect of which the approval has been granted has not been substantially commenced, in the opinion of the Director, unless otherwise specified in the associated site plan agreement.

14. SEVERABILITY

In the event that a particular provision or part of a provision of this By-law is found to be invalid or unenforceable by a court of law, then the particular provision or provisions or part of the provision shall be deemed to be severed from the remainder of this By-law and all other provisions shall remain in full force and shall be valid and enforceable to the fullest extent permitted by law.

15. SCHEDULE

Schedule "A" attached hereto forms an integral part of this By-law, as amended from time to time by Council.

16. EFFECTIVE DATE

This By-law shall come into force and take effect on July 1, 2022.

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

_____	_____
Christa Lowry, Mayor	Jeanne Harfield, Clerk

Mississippi Mills

Site Plan Application Guidelines

2022

Municipality of Mississippi Mills

Application Process

1. Regardless of the type of Site Plan Control application, all applicants should pre-consult with the Municipality prior to applying for the Site Plan Control application to ensure that all required plans and studies are submitted with the application. Failure to pre-consult with the Municipality may result in your application being 'deemed incomplete'. Should you have any difficulty filling out portions of the application, please contact the Municipality for assistance. Any errors or omissions in the application may result in delays in the processing of the application and may result in the application being 'deemed incomplete'.

   YOU ARE REQUIRED TO ATTEND A PRE-CONSULTATION MEETING WITH MUNICIPAL STAFF FOR MAJOR SITE PLAN CONTROL APPLICATIONS TO REVIEW THE DEVELOPMENT PROPOSAL, RECEIVE A LIST OF REQUIRED PLANS AND STUDIESPRIOR TO SUBMITTING THE APPLICATION. FAILURE TO ATTEND THE MANDATORY PRE-CONSULTATION MEETING WILL RESULT IN THE APPLCATION AUTOMATICALLY BEING DEEMED INCOMPLETE.

2. If the Site Plan Control application is signed by an applicant or agent on behalf of the owner of the property, the owner's authorization for this action must accompany this application. If the applicant is a corporation acting without agent or solicitor, the application must be signed by an officer of the Corporation and the seal, if applicable, must be affixed.

3. The Site Plan Control process will begin once the Municipality issues a "Deemed Complete" letter. The Municipality has 30-days to issue a letter indicating if the Site Plan Control application is deemed 'complete' or 'incomplete'.
   - If the Site Plan Control application is 'deemed complete' the Municipality will circulate the Site Plan Control application.
   - If the Site Plan application is 'deemed incomplete' a detailed outline of the deficiencies in the application will be provided to the applicant to satisfy.

Please refer to By-law xx-xxx and these Guidelines for the minimum requirements for a Site Plan Control application and refer to the Process Flow contained in these Guidelines for information on the Site Plan Control process.

4. For most Site Plan Control Applications, the Municipality will require the owner to enter into **a Site Plan Control Agreement**. The agreement shall require that the proposed development be in accordance with the approved plans and shall be subject to conditions as set out by the Municipality. The Municipality's standard Site Plan Control Agreement includes requirements to provide a performance and/or maintenance **security** for any works required pursuant to the agreement or Site Plan. The security may be provided in the form of a certified cheque or letter of credit. All Site Plan Agreements shall be registered on title of the subject property and the expense incurred for such action shall be the responsibility of

the applicant.

5. If the owner of the subject property is not satisfied with any of the requirements made by the Municipality, or the terms of the agreement, or if the Municipality fails to make a decision on application within 60-days after it is 'deed complete', the owner of the land may appeal to the Ontario Land Tribunal by written notice to the secretary of the Board and to the Clerk of the Municipality.

6. A **building permit** cannot be issued until the Site Plan Control application has been approved and, if required, the agreement, required securities have been submitted and any special conditions are satisfied.

Required Information

Pre-consultation

A pre-consultation meeting with Municipal staff is required for all Major Site Plan Control applications prior to the submission of a Site Plan Control application. Please provide the list of plans and studies provided by Municipal staff at the pre-consultation stage along with the other requirements of the Site Plan Control application when submitting the application.

Regardless of the type of Site Plan Control application, all applicants should pre-consult with the Municipality prior to applying for the Site Plan Control application to ensure that all required plans and studies are submitted with the application.

Complete Application Form

Application forms are available from the Municipal Office at 14 Bridge Street or 3131 Old Perth Road and online on the municipal website here: Planning Applications - Mississippi Mills.

Fees, Securities and Deposits

Please refer to our Planning and Building Fees schedule for the required fees for different types of Site Plan Control applications: Planning Applications - Mississippi Mills.

As per the Planning and Building Fees Schedule, there may be peer review fees and legal fees incurred by the applicant during the Site Plan Control review process. These fees will be invoiced directly to the applicant prior to the completion of the Site Plan Control process and will be required to be paid prior to the approval of the Site Plan Control application and execution and registration of the Site Plan Control Agreement.

Requirements for Plans

For a complete list of required plans and studies, please refer to the pre-consultation list of plans and studies and the information provided to the applicant during the pre-consultation stage. Please note changes to the proposed development deemed significant from the pre-consultation stage to the submission stage may require additional studies or information and may result in the application being rejected and a

new application required.

Site Plan

The Site Plan Control application must be accompanied by a Site Plan drawn to metric scale, prepared by a qualified professional.

There must be two (2) paper prints of the full-size Site Plan, plus 1 scaled reduction to 8 ½" by 14". The Site Plan shall accurately display the information contained in the Site Plan Checklist in these Guidelines.

Grading and Drainage Plan

The Site Plan control application must be accompanied by two (2) copies of a Grading and Drainage Plan to the same scale as the Site Plan, prepared by a qualified professional.

One 8 ½" by 14" scaled reduction of the Grading and Drainage Plan shall also be required. The Grading and Drainage Plan shall accurately display information contained in Checklist in these Guidelines.

Landscape Plan

The Site Plan Control application must be accompanied by two (2) copies of a Landscape Plan drawn to the same scale as the Site Plan, prepared by a qualified professional.

One 8 ½" by 14" scaled reduction of the Landscape Plan shall also be required. The Landscape Plan shall accurately display the information contained in the Checklist in these Guidelines.

Servicing Plan

The Site Plan Control application must be accompanied by two (2) copies of a Servicing Plan to the same scale as the Site Plan, prepared by a qualified professional.

One 8 ½" by 14" scaled reduction of the Servicing Plan shall also be required. The Servicing Plan shall accurately display information contained in Checklist in these Guidelines

Survey

Based on the location and type of development being proposed, a survey plan signed by an Ontario Land Surveyor may be required by the Municipality as part of the Site Plan control application.

Please refer to your List of Plans and Studies provided at the pre-consultation stage to determine if a survey is required.

Requirements for Studies

For a complete list of required plans and studies, please refer to the pre-consultation list of plans and studies and the information provided to the applicant during the pre-consultation stage.

Planning Rationale/Brief

The Site Plan Control application must be accompanied by a Planning Rationale or Brief describing the proposed developed with respect to applicable Official Plan policies, Zoning By-law requirements and Design Guidelines. The Planning Rationale or Brief must be prepared by a Registered Professional Planner.

Stormwater Management Report/Brief

The Site Plan Control application must be accompanied by a Stormwater Management Report or Brief providing detailed information on the pre- to post- stormwater management calculations and requirements for the proposed development. For information on the submission requirements, please refer to Mississippi Mills Guidelines.

Transportation Impact Study or Assessment

The Site Plan Control application may require a Traffic Study. Please refer to Mississippi Mills Urban Design Guidelines for more information and the requirements provided to the applicant during the pre-consultation meeting.

Exemptions for Application Submission

The Municipality retains the right to accept applications meeting a reduced standard of detail or requirements when it is demonstrated such reduced standard is appropriate because of the specific nature of the proposed development.

In the Rural and Agricultural Areas, the required Grading and Drainage Plan and the Landscape Plan may be included on the Site Plan, at the discretion of the Municipality.

Design Guidelines

The Municipality of Mississippi Mills has a number of Design Guidelines which need to be referenced during the preparation of the Site Plan Control application package. For copies of any of the following Design Guidelines, please contact the Municipality:

- Mississippi Mills Urban Design Guidelines
- Mississippi Mills Business Park Design Guidelines
- Mississippi Mills Rural Design Guidelines
- Issuance of Entrance Permits and Permission for Alteration and Improvement of Unopened Road Allowances Policy
- Transportation Master Plan 2016
- By-law 02-101 Road Entrances

PLEASE NOTE THAT THE ABOVE INFORMATION IS ESSENTIAL INFORMATION FOR SITE PLAN CONTROL APPLICATIONS. FAILURE TO PROVIDE THIS INFORMATION INHIBITS A COMPLETE EVALUATION OF THE PROPOSAL AND MAY RESULT IN THE APPLICATION BEING 'DEEMED INCOMPLETE'.

CHECKLIST FOR SITE PLAN DRAWING REQUIREMENTS

The following is a checklist of the information to be provided on the Site Plan drawing.

- ☐ Site Plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- ☐ All measurements must be in metric.
- ☐ Location/key map at a 1:2000 scale with north arrow.
- ☐ Applicant's and owner's name, address and telephone number.
- ☐ Project name, municipal address and legal description (Lot and Plan number)
- ☐ Site Plan and Building Statistics:
    - ☐ Zoning Category / Symbol
    - ☐ Lot Area
    - ☐ Lot Coverage – proposed and permitted
    - ☐ Gross Floor Area – proposed and required
    - ☐ Gross Leasable area (if applicable)
    - ☐ Landscaped Open Space Area – proposed and required
    - ☐ Paved Area
    - ☐ Parking spaces – proposed and required
    - ☐ Loading spaces
    - ☐ Accessible parking spaces provided
- ☐ All bearings and dimensions of the property.
- ☐ Adjacent land uses, zoning and existing structures.
- ☐ Adjacent street names.
- ☐ Above ground utilities;
- ☐ Existing municipal sidewalks.
- ☐ Dimensions of all buildings and structures.
- ☐ Building setbacks to lot lines and rights-of-way (including overhead canopies).
- ☐ Centre line setback of buildings from major roads
- ☐ Existing and proposed easements, rights-of-way and site triangles
- ☐ Location and dimensions of parking spaces (including accessible parking), aisles and loading spaces.
- ☐ All vehicular entrances (widths and radii).
- ☐ Dimensioned landscape amenity areas.
- ☐ Existing and proposed grades around the perimeter of the site and critical points within site, including the base of existing trees to be preserved.
- ☐ Finished floor elevations of existing and proposed buildings.
- ☐ Retaining walls (top and bottom of wall spot elevations, material)
- ☐ Building entrances, including spot elevations at entrances to indicate flush thresholds.
- ☐ Existing natural features and vegetation.
- ☐ Type and location of all hard surface areas – walkways, stairs, ramps.
- ☐ Garbage storage and handling areas.
- ☐ Snow removal and storage areas.
- ☐ Sign locations.
- ☐ The location and turning radii for Fire and Emergency Service access route.
- ☐ Professional stamp (engineer or architect).
- ☐ Property dimensions certified by an Ontario Land Surveyor

The following is a checklist of the information to be provided on the Grading and Drainage Plan:

- ☐ Site Plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- ☐ All measurements must be in metric.
- ☐ Location/key map at a 1:2000 scale with north arrow.
- ☐ Applicant's and owner's name, address and telephone number.
- ☐ Project name, municipal address and legal description (Lot and Plan number)
- ☐ Professional stamp (engineer or architect).
- ☐ Property dimensions certified by an Ontario Land Surveyor
- ☐ Existing elevations on subject and adjacent lands and along centreline or adjacent public streets and railway right-of-ways. All elevations are to be geodetic.
- ☐ Location, elevations and contours of any creeks, ravines or watercourses on the subject and adjacent lands. Arrows indicating the proposed direction of flow of all surface water.
- ☐ Finished elevations at the building lines and at all critical points such as catch basins and adjacent lands.
- ☐ Location and details of swales, all surface water outlets, catch basins, rip-raps, rock and retaining walls, size and gauge of metal culverts.
- ☐ Dimensions of box culverts, depth and quality of asphalt, curbing, servicing and connections.

The following is a checklist of the information to be provided on the Landscape Plan:

- ☐ Site Plan at a maximum scale of 1:200 and a minimum scale of 1:300.
- ☐ All measurements must be in metric.
- ☐ Location/key map at a 1:2000 scale with north arrow.
- ☐ Applicant's and owner's name, address and telephone number.
- ☐ Project name, municipal address and legal description (Lot and Plan number)
- ☐ Existing natural features and vegetation.
- ☐ Existing landscaped features to be retained, areas to be grassed, areas to be used for the storage of snow.
- ☐ Location, type and height of any fencing and retaining walls, materials used for constructing sidewalks.
- ☐ Location, quantity, species, caliper or height of all existing and proposed trees, plants and shrubs.
- ☐ A table of landscaping materials, cross sections, and planting schedules must be shown on the Plan.
- ☐ Any other detail pertaining to the aesthetic development of the site such as berms, planters, street furniture (benches, bike racks, garbage receptacles)
- ☐ All existing and proposed servicing for the development.
- ☐ Where required, an open space/park plan will be prepared to the satisfaction of the Municipality.

Site Plan Thresholds

Major Site Plan Control

Major Site Plan Control is the most comprehensive type of Site Plan Control applications and typically regulates development of new, large-scale development, such as new commercial or industrial buildings, large additions to existing buildings, larger residential development such as new apartment buildings. Refer to By-law 22-xxx for a complete list of classes of development.

The circulation of this level of Site Plan Control will include:

- Members of Council
- CAO
- Senior Management Team
- All utility companies and corporations
- Mississippi Valley Conservation Authority (MVCA)
- Health Unit
- School boards
- Indigenous groups

Optional circulation, if applicable:

- Provincial Ministries
- Lanark County staff

Minor Site Plan Control

Minor Site Plan Control typically regulates the development of smaller additions to existing buildings or new, smaller scale development. Refer to By-law 22-xxx for a complete list of classes of development.

The circulation of this level of Site Plan Control will include:

- Members of Council
- CAO
- Senior Management Team

Optional circulation, if applicable:

- Mississippi Valley Conservation Authority (MVCA)
- Utility companies and corporations
- Health Unit
- School boards
- Indigenous groups
- Provincial Ministries
- Lanark County staff

Lite Site Plan Control

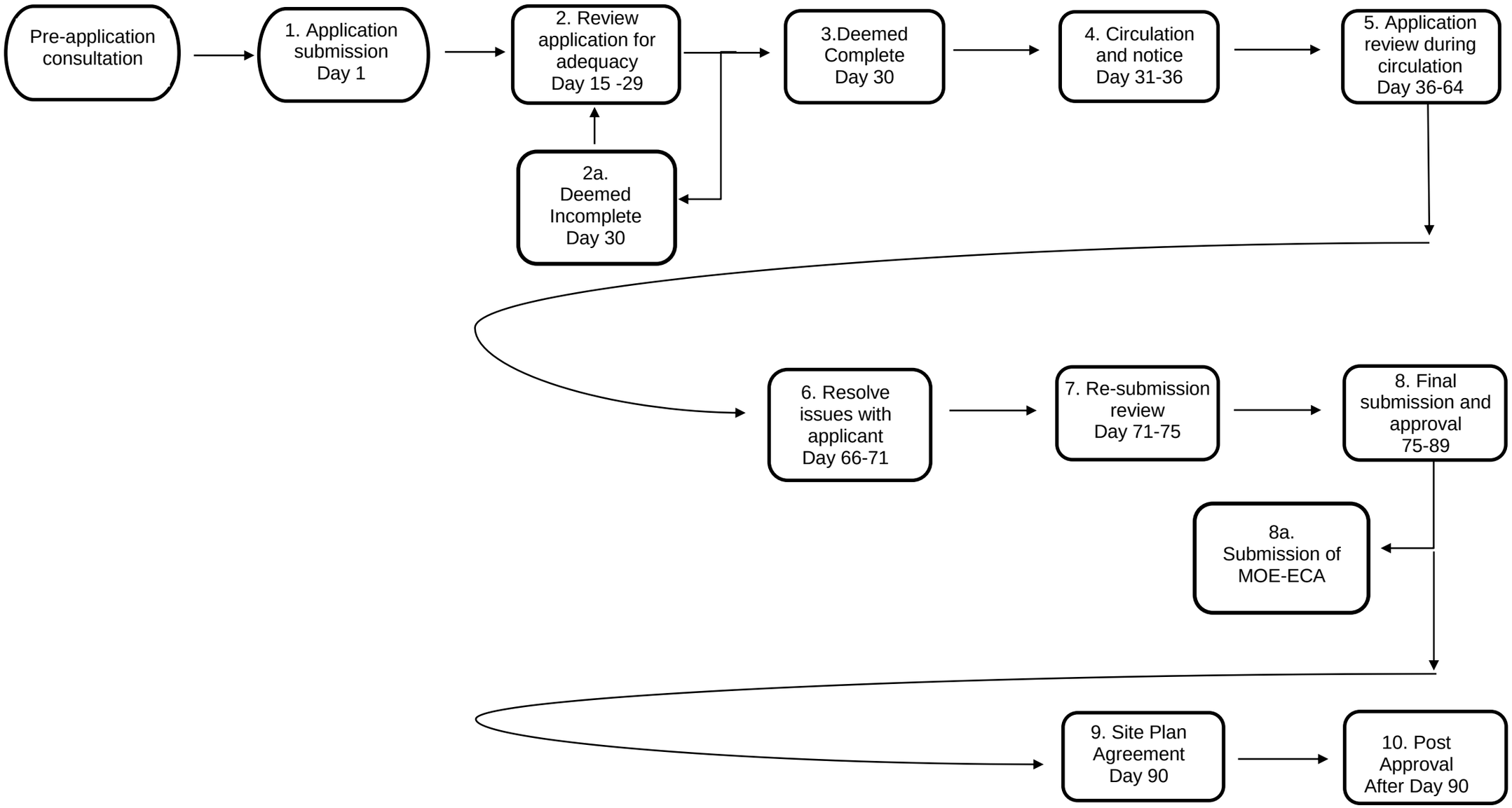
Lite Site Plan Control typically regulates smaller-scale development. Refer to By-law 22-xxx for a complete list of classes of development.

The circulation of this level of Site Plan Control will include:

- Director of Development and Engineering
- CAO

Optional circulation, if applicable:

- Members of Council
- Senior Management Team
- Mississippi Valley Conservation Authority (MVCA)
- Utility companies and corporations
- Health Unit
- School boards
- Indigenous groups
- Provincial Ministries
- Lanark County staff


Pre-application consultation
1. Application submission Day 1
2. Review application for adequacy Day 15 -29
2a. Deemed Incomplete Day 30
3.Deemed Complete Day 30
4. Circulation and notice Day 31-36
5. Application review during circulation Day 36-64
6. Resolve issues with applicant Day 66-71
7. Re-submission review Day 71-75
8. Final submission and approval 75-89
8a. Submission of MOE-ECA
9. Site Plan Agreement Day 90
10. Post Approval After Day 90

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

BEING a by-law to amend Fees and Charges By-law 21-108.

WHEREAS Section 391 of the *Municipal Act,* 2001, S. O. 2001, c. 25, as amended, authorizes a municipality by by-law to impose fees or charges on persons for services or activities provided or done by or on behalf of the municipality and for the use of the municipality's property;

AND WHEREAS Council passed the Fees and Charges By-law No. 21-108 on December 21, 2021;

AND WHEREAS Council approved a revised Site Plan Control By-law 22-xxx, which introduces a new class of Site Plan Control application and finds it desirous to amend the application fees;

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. That Schedule "A" be amended as follows:

PLANNING	
Site Plan Control	
Major	•..... $2,704.00
Minor	•..... $1,664.00
Lite	•..... $400.00
Red Line Amendment to Major	•..... $1000.00
Red Line Amendment to Minor	•..... $500.00
Red Line Amendment to Lite	•..... $150.00

2. **THAT** this By-law will come into effect on the day of its passing.

3. **THAT** By-law 21-108 shall be and is hereby amended.

BY-LAW READ, passed, signed and sealed in open Council this 21st day of June, 2022.

_____	_____
Christa Lowry, Mayor	Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: June 7, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Planning Act Changes, Pre-consultation By-law and Planning Department Level of Service Report

---

RECOMMENDATION:

Recommendation #1:
THAT Committee of the Whole recommend that Council receive this report as information; and

Recommendation #2:
THAT Committee of the Whole approve the Pre-consultation By-law as detailed in Attachment A; and

THAT Committee of the Whole recommend that Council direct staff to provide a report on the number of mandatory pre-consultations for 2022 with recommendations for a pre-consultation fee to be considered for the 2023 budget; and

Recommendation #3:
THAT Committee of the Whole recommend that Council direct staff to implement the use of the Zoning Certificate charge of $100 for the planning review of building permits as of July 1, 2022; and

Recommendation #4:
THAT Committee of the Whole recommend that Council direct staff to develop staffing options including a Cooperative Planning Student Program and/or an additional full-time Planning Staff position with associated budget and review of planning application fees to be considered for the 2023 budget.

BACKGROUND:

Planning Act Changes

There have been notable changes to the *Planning Act* that received Royal Assent in April 2022. These changes were the result of the Province's Housing Affordability Task Force Report

In the previous report provided to Committee of the Whole as part of the Agenda for June 7, 2022 staff discussed the changes to key components of Site Plan Control provisions of the *Planning Act* including timeframe for decision, required delegation of authority and refund of application fees. The Province has also enacted changes to the *Act* with respect to Zoning By-law Amendment applications.

The change to the *Act* includes the implementation of mandatory refunds on planning application fees for Zoning By-law Amendment applications if a decision on these types of applications is not made within the statutory timeframe.

The specific wording of the changes to the *Act*, with respect to the refund of application fees are as follows:

> *(10.12) With respect to an application received on or after the day subsection 4 (2) of Schedule 5 to the More Homes for Everyone Act, 2022 comes into force, the municipality shall refund any fee paid pursuant to section 69 in respect of the application in accordance with the following rules:*
>
> *1. If the municipality makes a decision on the application within the time period referred to in subsection (11) or (11.0.0.0.1), as the case may be, the municipality shall not refund the fee.*
>
> *2. If the municipality fails to make a decision on the application within the time period referred to in subsection (11) or (11.0.0.0.1), as the case may be, the municipality shall refund 50 per cent of the fee.*
>
> *3. If the municipality fails to make a decision on the application within the time period that is 60 days longer than the time period referred to in subsection (11) or (11.0.0.0.1), as the case may be, the municipality shall refund 75 per cent of the fee.*
>
> *4. If the municipality fails to make a decision on the application within the time period that is 120 days longer than the time period referred to in subsection (11) or (11.0.0.0.1), as the case may be, the municipality shall refund all of the fee.*

The above noted additions to the *Act* require that if a decision on an application is not rendered by the municipality within the statutory timeframe of 120 days for a Zoning By-law Amendment application, the municipality is obligated to refund the planning application fees on a gradual basis until such time that a decision is rendered. These changes come into effect on January 1, 2023 and will apply to applications received after January 1, 2023.

IMPLICATIONS TO ZONING BY-LAW AMENDMENT APPLICATIONS – MANDATORY PRE-CONSULTATIONS

Historically, the municipality has not tracked Zoning By-law Amendment applications within a program that can easily allow staff to advise Council of the average timeframe that the municipality renders decisions on Zoning By-law Amendment applications. Anecdotally, staff can advise that many municipalities struggle to render decisions on Zoning By-law Amendment applications within 120-days of receipt of an application.

In the Mississippi Mills context, the additional challenge to the 120-day timeframe are those Zoning By-law Amendment applications that are associated with a related Official Plan Amendment application (commonly referred to as "joint applications"). These require the approval of Lanark County as the upper tier approval authority. The *Act* is silent on these situations, where a lower-tier municipality is reliant on an upper-tier municipality for approval of one of the two joint applications. Joint applications are usually dealt with in tandem with each other by 'approving in principle' the Zoning By-law Amendment application until such time that the County approves the related Official Plan Amendment application. Unfortunately, this may result in staff deeming Zoning By-law Amendment applications incomplete until such time that the related Official Plan Amendment is approved by the County and is in full force and effect as staff will have no control over the timing of approval of Official Plan Amendment applications.

Mandatory Pre-Consultation

One tool that is available to the municipality is to pass a by-law requiring mandatory pre-consultations to be completed prior to the submission of an application. Staff are recommending that Council pass a Pre-Consultation By-law to ensure that for certain applications, including Major Zoning By-law Amendment applications, applicants are required to have a formal pre-consultation meeting staff to provide them with a list required of plans and studies for the submission of a Major Zoning By-law Amendment application.

The purpose of this mandatory pre-consultation is to ensure that applicants have a good understanding of the minimum requirements for the Zoning By-law Amendment application and to allow staff an opportunity to provide preliminary feedback on a development proposal prior to an applicant preparing the required plans and studies. This mandatory pre-consultation can help to avoid unnecessary delays in the application process.

If the Pre-consultation By-law is passed and an applicant does not have a mandatory pre-consultation with staff prior to submitting a Major Zoning By-law Amendment application, the application would automatically be 'deemed incomplete' and the applicant will be required to attend a mandatory pre-consultation with staff prior to staff reviewing the application to assess its 'completeness'.

The Planning Department has developed a Pre-Consultation Request Form for individuals to fill out to formally request a pre-consultation meeting with staff. In addition, staff have also developed a List of Plans and Studies Checklist for pre-consultations (both in Attachment B) that has already been implemented for formal pre-consultations

with applicants. This list of plans and studies, as well as written feedback from staff, assists applicants in understanding the minimum requirements of a planning application.

Similar to the Site Plan Control process, staff are currently developing a Zoning By-law Amendment internal procedure document with a process flow to assist staff in the processing of Zoning By-law Amendment applications.

Inquiries Versus Pre-consultation

A common question with respect to mandatory pre-consultation by-laws are the differences between inquiries and formal pre-consultations. Generally speaking, inquiries are the first step in the process of a planning application and do not qualify as pre-consultations. For example, if someone inquiries about the existing zoning on a property, this is considered an inquiry. If the person finds out that the use they are proposing is not permitted in the existing zoning and wants to meet to discuss a Zoning By-law Amendment application to add the use, this 'next step' would be considered a pre-consultation.

Staff encourage applicants to ensure that they come prepared to a pre-consultation with the appropriate team (professional planner, engineer and/or other consultants) as well as a concept plan or proposal for staff to consider.

Fees for Mandatory Pre-consultations

Many municipalities that have mandatory pre-consultations charge fees to offset the costs of staff time for the pre-consultation. It should be noted that pre-consultations include representatives from the Planning Department and Public Works Department, at a minimum. Most municipalities will charge a fee for the pre-consultation to compensate for staff's time in preparing for the pre-consultation, the meeting and the follow up written comments and list of plans and studies.

Some municipalities will apply the pre-consultation fee that is paid as a credit towards subsequent planning application fees that arises out of the pre-consultation, while others have implemented a 'first pre-consultation is free' approach whereby any subsequent pre-consultation for the same proposal, is charged an additional fee.

Staff are recommending that further study should be completed after the mandatory pre-consultation has been implemented, including a review of the average amount of staff time dedicated to a pre-consultation, and report back to Council with a recommended approach and fee structure for the 2023 budget considerations.

CGIS Inquiry and Planning Application Tracker

Staff worked with the company that provides the CGIS services to develop a program within CGIS to track the status of all planning applications as well as all inquiries received.

The 'inquiry tracker' was implemented in November 2021 to track all inquiries (including pre-consultations) in CGIS. This inquiry tracker is linked to the subject property and allows staff to easily reference historical feedback provided by other staff, ensuring that

the information provided to the public is consistent and that there is a formal, written record. Attachment C contains the detailed data of all inquiries received since the implementation of the tracker in November 2021. Staff note that the municipality receives a very large number of inquiries, which puts an additional burden on the Planning Department, in addition to planning applications. further discussion on this topic is contained in the Level of Service Section of the report.

With respect to planning applications, staff worked with CGIS to develop a planning application tracker, including Zoning By-law Amendments, for implementation starting in January of this year. This tracker will allow staff to track and update the status of all planning applications into the CGIS program allowing all planning staff to easily access information on planning applications. In 2023, staff will be working with CGIS to create a 'public facing' version of this tracker to allow the public to easily access information on active planning applications.

In addition, the Planning and Building students are working on implementing historical planning applications into CGIS so that moving forward the Planning Department will have a good understanding of the status of historical and current planning applications

PLANNING DEPARTMENT – LEVEL OF SERVICE

CGIS Inquiry Tracking

As mentioned above, the Planning Department implemented a tracking system within CGIS in November 2021 to track inquiries, link them to specific properties and ensure that there is documented, written records of the information. A detailed spreadsheet of the inquiries received are contained in Attachment C.

Below is a synopsis of some of the more time-consuming inquiries. Consent inquiries are notably more time consuming than many inquiries because it requires historical research and review of previous consents and requires a detailed review of any land use constraints (such as environmental features) which results in required studies to be submitted with the consent application. The County requires that any applicants who apply for a consent application have pre-consulted with the lower-tier municipality. Staff developed a Consent Inquiry Form to help to streamline the inquiries as much as possible. This inquiry form requires the inquirer to provide detailed information on the consent inquiry such as property location, current use of the property, approximate size of lot to be severed and proposed use of the severed parcel.

Other inquiries depend on what the nature of the inquiry is and the complexity of the proposal. Staff have averaged the amount of time spent on the different types of inquiries. This staff time includes the time taken to receive the inquiry, undertake the review and provide feedback to the inquirer.

Type of Inquiry	Average Staff time per inquiry in hours	Number of Inquiries received (2022)	Total amount Staff Time in 2022 (to date)
Consent	3.0 to 3.5	61	183 to 213.5
Zoning	2.0 to 2.5	130	260 to 325
Pre-consultations	2.5 to 3.0	8	20 to 24
Total staff time spent on top three types of inquiries in 2022 to date (in hours)			463 to 562.5
Percentage of staff time to date			25.5% to 31%
Percentage of staff time extrapolated to end of 2022			61% to 74%

It is noted that the above data only represents the amount of time spent on the most time-consuming inquiries (and popular types) and does not include the remaining different types of inquiries that are also answered by staff in the data in Attachment C.

Response Time – Inquiries

After implementing the inquiry tracking system, staff had initially targeted a response time for inquiries for five (5) business days. Currently, and in the past number of months, staff have needed to extend this targeted response time from 5 days to 2 to 3 weeks due to workload demands. Even with this extended timeframe, staff are still finding it challenging to respond to the sheer number of inquiries which are received by the Planning Department.

The Planning Department has made a series of additions to the website including fact sheets on different types of planning applications. There is the availability of a publicly accessible GIS system that allows the public to look up Zoning and Official Plan information for individual properties. The Department will make additional improvements to the online information to assist the public in their ability to access planning information.

This data does not include any staff time spent on planning applications, planning review of building permits or policy projects that also consume a large amount of staff time. With a team of only two, full-time Planners on staff, keeping up with inquiries, planning applications, planning review of building permits and necessary policy planning work is a challenge.

Zoning Compliance Letters and Zoning Certificates

It should be noted that at this time, the only type of tracked inquiry that the municipality receives payment for are Zoning Compliance Letters and Zoning Certificates. The Zoning Compliance Letters are usually requested by solicitors during the sale of a property and the municipality charges a fee of $200 per letter issued.

Zoning Certificates are listed in the Fees and Charges By-law; however, there is little historical data to determine the purpose or common use of these certificates. The

municipality charges a fee of $100 for a Zoning Certificate. Further discussion on a recommended use of Zoning Certificates is included in the Building Permit Section.

Building Permit Review

As part of the building permit process, a review of almost every building permit is required to ensure that the proposed construction meets zoning requirements. The Zoning By-law is considered 'applicable law' under the Ontario Building Code and thus, zoning confirmation is required prior to the issuance of a building permit. The exception to this is interior renovations that are not changing or adding a use to an existing structure. All other types of building permits are reviewed by the Planning Department to confirm the permit adheres to zoning. No fees are collected through the building permit process for this zoning review.

In addition, the Planning Department also confirms for the Building Department if the permit requires approval from other agencies such as the Mississippi Valley Conservation Authority (MVCA) or the Ministry of Transportation (MTO). If required, these are also two examples of other 'applicable law' under the Ontario Building Code.

Over the past three (3) months, Planning staff have been developing a more streamlined review of building permits including the use of a zoning checklist for permits to ensure that there is a formal, documented review of the zoning for building permits and have also been tracking the number of building permits that are reviewed by Planning staff. The staff time taken on building permit review varies depending on the construction that is proposed; however, on average, staff time on a per building permit basis is approximately 45 minutes. Based on building permit data, the average number of permits per year in the past three years has hovered around 400 permits.

Below is a summary of the review of the planning review of building permits:

Average staff time per building permit for zoning review	Number of building permits reviewed since March (3 months)	Total (average) staff time spent on building permit review since 2022
0.75 hours	135	101.25 hours
Total staff time (extrapolated) for planning review of building permits for 2022 assuming 400 permits		300 hours
Total percentage of staff time (extrapolated) for planning review of building permits for 2022		6%

This amount of time may appear to be low on an annual basis; however, when combined with also fielding inquiries, the amount of time dedicated to answering inquiries combined with building permit review is 66% to 81% of a full-time Planner's time for inquiries and building permit review. On average, there is only 25% of the one of the two, full-time Planners capacity to handle planning applications, assist or lead policy planning projects and engage in other duties as part of the day-to-day operations of the Planning Department.

As noted in the previous section, the current Fees and Charges By-law includes a $100 fee for a Zoning Certificate; however, there is no clear indication what the Zoning Certificate fee is used for. Based on the data above, if there was a fee of $100 charged for planning review of building permits, with an average of 400 permits per year, it would result in a cost recovery for the review of $40,000.

In light of the above information, staff are recommending that the existing Zoning Certificate be implemented on July 1, 2022, as part of a cost recovery mechanism for the planning review of building permits. This fee can be charged along with the other applicable fees charged at the building permit issuance stage and will align with the date of the implementation of the other changes by the Department related to mandatory pre-consultations and planning application approval changes.

Staffing

In light of the above, staff are suggesting two options to consider increasing the staffing capacity of the Planning Department.

Year-Round, Cooperative Student Program

This summer, the municipality hired two (2) students to work in the Planning and Building Department. One student is dedicated to the Planning Department and the other student is a shared resource between the Planning and Building Departments. The students are both enrolled in the cooperative planning student program at Waterloo University and in the first month have assisted staff greatly including research on policy projects, inputting historical planning application data into CGIS and preparing checklists for building permit reviews.

With the success of year-round, student cooperative programs in other municipalities, staff are recommending that the Planning Department undertake a review of cooperative student planning programs in other municipalities and report back on the potential of implementing a similar program at the municipality along with budget implications in time for the 2023 budget review. There are two Planning Programs that offer students coop opportunities – University of Waterloo as part of the undergraduate program and Queen's University as part of the masters planning program. In addition, Algonquin College offers programs geared towards skilled trades, which could also be an opportunity for students more interested in experience in Building Departments.

Additional Planning staff

In addition to the potential for a year-round cooperative student program, staff are also recommending that the Planning Department undertake a review of staffing options for the Planning Department, including the potential of adding additional staff within the Department to provide greater capacity to provide an improved level of service to the residents of Mississippi Mills, public and applicants.

With the changes in the *Act* requiring mandatory refunds of Site Plan Control and Zoning By-law Amendment applications, this level of service is even more important on a budgetary basis for the Planning Department. In addition, with the recent decision on Official Plan Amendment 22 and the County's Official Plan Amendment 11, which implements the boundary expansion to Almonte, it is anticipated that the Planning

Department will continue to experience a large volume of work related to development applications.

In addition to a review of staffing capacity options, a review can also include a fee review of the planning application fees to confirm if the current planning application fees are reflective of the level of effort required for these applications and remain at a cost recovery basis. Staff can undertake the review and report back to Council in time for budgetary considerations for 2023.

SUMMARY

In summary, the Planning Department is facing staffing capacity challenges and the recent changes to the *Act* regarding mandatory refunds requires the Department to not only improve upon its processes and procedures, but will also need to increase its staffing capacity in some way to ensure the planning application timelines are met.

In the spirt of continuous improvement and trying to operate efficiently and effectively, the Department is recommending that a review of staffing options contained in this report be undertaken in time for the 2023 budgetary considerations.

All of which is respectfully submitted by,

Melanie Knight
Senior Planner

Approved by,

Ken Kelly
CAO

ATTACHMENTS:

Attachment A – Pre-consultation By-law
Attachment B – Pre-consultation Request Form and List of Plans and Studies
Attachment C – CGIS Inquiry Tracker Information

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

Being a By-law to require applicants for Major Zoning By-law Amendment and Major Site Plan Control (major) to attend a pre-consultation meeting with the municipality before submission of their application.

WHEREAS Sections 34 (10), 41(3.1), of the Planning Act, R.S.O. 1990, c.P.13 as amended, provide that the Council of the local municipality may, by by-law, require that applicants consult with the municipality prior to submitting applications for a zoning by-law amendment and site plan control approval;

WHEREAS Mississippi Mills has a long-established pre-consultation process intended to benefit applicants in determining and fulfilling submission requirements;

AND WHEREAS the alterations to the Planning Act, R.S.O. 1990, c.P.13 as amended, make pre-consultation a more important and essential component of the application review and approvals process;

NOW THEREFORE the Council of the Corporation of the Mississippi Mills hereby enacts the as follows:

1. DEFINITIONS

"Municipality" means the Municipality of Mississippi Mills

“Pre-Consultation meeting" means a municipal process for fulfilling the consultation requirements set out in the Planning Act, R.S.O. 1990, c.P.13 as amended, in Sections 34 (10) and 41(3.1).

"Act" means the Planning Act, R.S.O. 1990, c.P.13 as amended from time to time.

2. SHORT TITLE

This By-law may be referred to the “Site Plan Control By-law” or “this By-law”.

3. GEOGRAPHICAL LOCATION

This By-law shall apply to within the corporate boundaries of the Corporation of the Municipality of Mississippi Mills.

4. PRE-CONSULTATION REQUIREMENT

a) Prior to the submission of an application for a Major amendment to the Municipality's Zoning By-law, or an application for Major Site Plan Control approval, the applicant shall attend a pre-consultation meeting with municipal staff.

b) Failure to fulfill the requirement to attend a pre-consultation meeting shall result in the municipality deeming the application incomplete.

5. INTERPRETATION

a) The requirements of this by-law are in addition to requirements contained in any other applicable by-laws of the Municipality or applicable provincial or federal statutes or regulations; and

b) This by-law shall not be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed by the Municipality or by any other governing authority having jurisdiction to make such restrictions or regulations.

6. EFFECTIVE DATE

This By-law shall come into force and take effect on July 1, 2022.

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

_____	_____
Christa Lowry, Mayor	Jeanne Harfield, Clerk

Mississippi Mills

Pre-consultation Request Form

Thank you for contacting the municipality with your pre-consultation request about a Zoning By-Law Amendment In order to fully respond to your pre-consultation request some minimum information is required. Please fill out this form and submit it to the municipality via email to: rsweeney@mississippimills.ca

Planning staff will review your pre-consultation request based on existing planning policies (Official Plan, Zoning By-law) and will get back to you with a response or advise you if a pre-consultation meeting is required.

Please take a moment to review the municipality's website Planning Applications - Mississippi Mills for information on the application process, fees and guides.

Contact Information:

*Name:_____ *Phone Number:_____

*Email Address: _____

Property Details:

*Property address:_____

Roll number and Legal Description (if available): _____

*Do you currently own the property? Yes ☐ No ☐

*What is the property currently used for (ex. residential, commercial, agricultural etc.)?

_____

_____

Site Plan Details:

*Summary of proposed development (e.g., land use, number of units or storeys etc.)

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Mississippi Mills

Are there agricultural uses nearby (livestock barns)? Yes ☐ No ☐

Are there any natural features on the property such as woodlot, wetland? Yes ☐ No ☐

If yes, please provide details: _____

_____

_____

Please provide any other details regarding your pre-consultation request such as any plans or concepts:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Staff Notes:

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

ATTACHMENT C – CGIS Tracker Inquiry Information

For 2022 (to date):

Type	Status	Number of Requests
Building Permit General	Complete	1
Building Permit Inquiry	Complete	1
Consent General Inquiry	Complete	44
Minor Variance General Inquiry	Complete	9
Other	Complete	28
Pre-consultation	Complete	8
Site Plan Inquiry	Complete	4
Zoning Compliance Letter	Complete	4
Zoning General Inquiry	Complete	104
Building Permit Inquiry	In Progress	1
Consent General Inquiry	In Progress	17
Other	In Progress	10
Zoning General Inquiry	In Progress	26
Consent General Inquiry	On Hold	3
Other	On Hold	1
Zoning General Inquiry	On Hold	2
Other	On Hold	1

Rolling year (since November 2021 to May 2022)

Type	Status	Number of Requests
Building Permit General	Complete	1
Building Permit Inquiry	Complete	1
Consent General Inquiry	Complete	59
Minor Variance General Inquiry	Complete	9
Other	Complete	39
Pre-consultation	Complete	9
Site Plan Inquiry	Complete	4
Zoning Certificate	Complete	1
Zoning Compliance Letter	Complete	12
Zoning General Inquiry	Complete	154
Building Permit Inquiry	In Progress	1
Consent General Inquiry	In Progress	17
Other	In Progress	10
Zoning General Inquiry	In Progress	26
Consent General Inquiry	On Hold	3
Other	On Hold	1
Zoning General Inquiry	On Hold	2
Other	On Hold	1

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE:	**May 17, 2022** ***Deferred from May 17, 2022 COW meeting**
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 (MNRF), 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.

<u>Agricultural to Rural Designation</u>

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.

<u>Removal of Rural-Agricultural Overlay</u>

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.

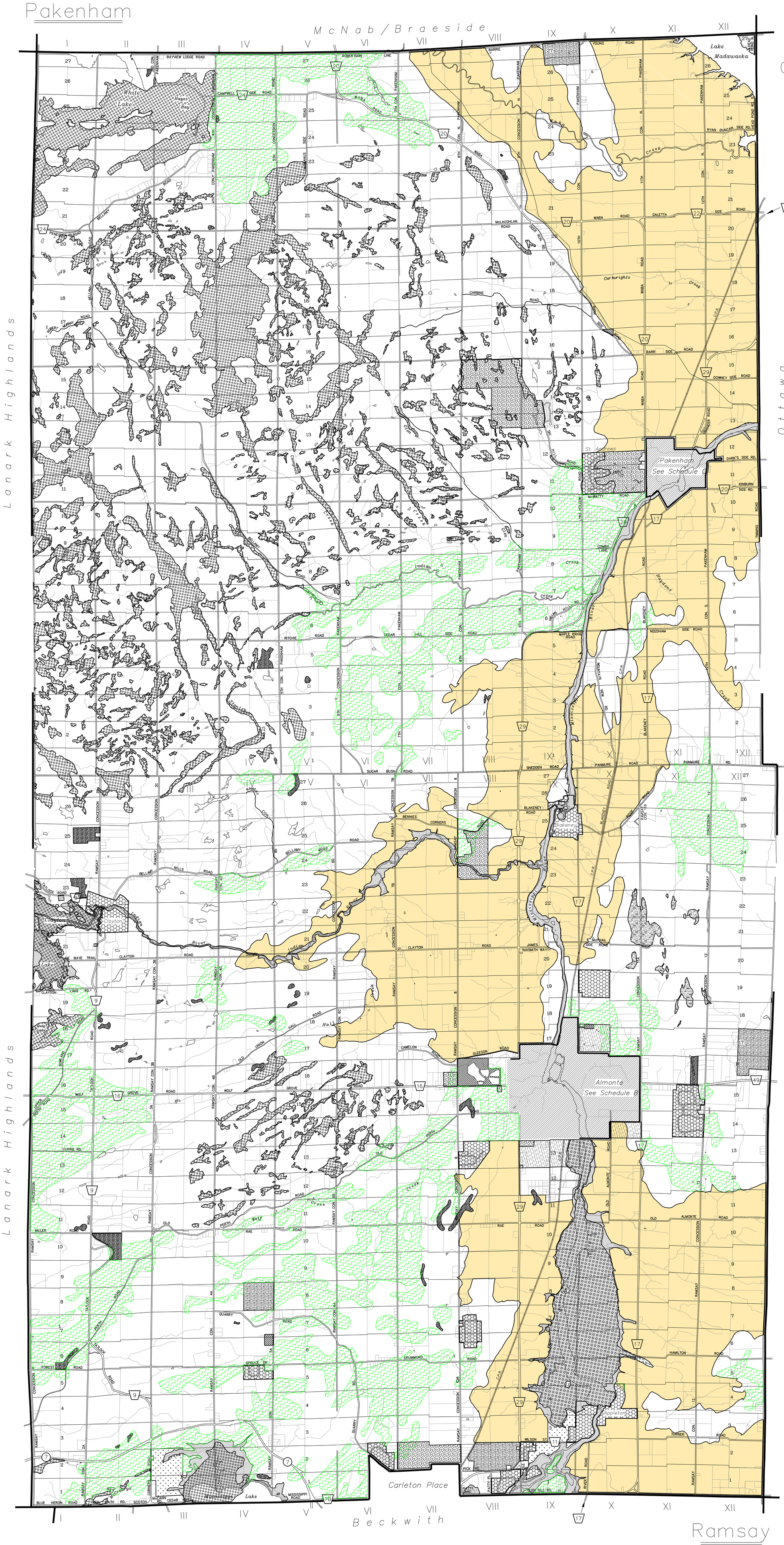
All of which is respectfully submitted by,	Approved by,
_____	_____
Marc Rivet, MCIP, RPP	Ken Kelly
Planning Consultant	CAO

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

<u>Attachment A</u> –
Community Official Plan (2006) Schedule A "Rural Land Use"



Mississippi Mills

A Natural Place to Grow

Community Official Plan

Mississippi Mills

Schedule A

Rural Land Use

Scale 1:25,000

500 250 0 500 1000 1500m

1500 750 0 1500 3000 4500ft

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:

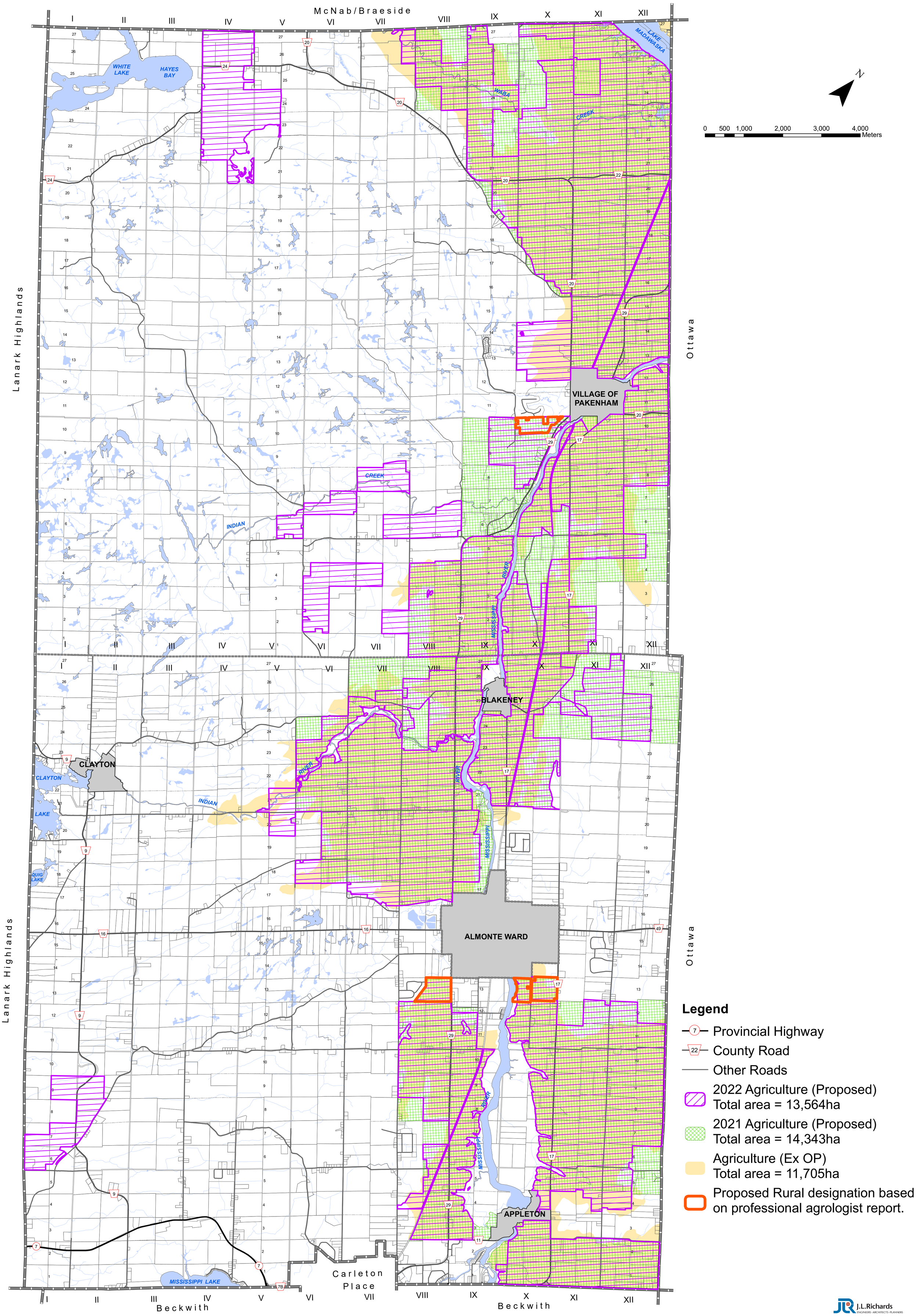
- Rural – Agriculture
- Future Expansion

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

J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

Produced by the Town of Mississippi Mills under license with Ontario Ministry of Natural Resources, Copyright (c) Queens Printer 2000.

<u>Attachment B</u> –
Comparison between existing 2006 Schedule A and proposed 2021 and 2022 Schedule A



J.L.Richards ENGINEERS · ARCHITECTS · PLANNERS

Print: 5/3/2022 12:33:04 PM

Document Path: V:\24000\24473-007 - Mississippi Mills LEAR OPA 29\5-Land Development\6-GIS\24473_Compare_PrimeAg.mxd

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) Class1, 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. <u>A prime agricultural area may also be identified through an alternative agricultural land evaluation system approved by the Province</u>."

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).

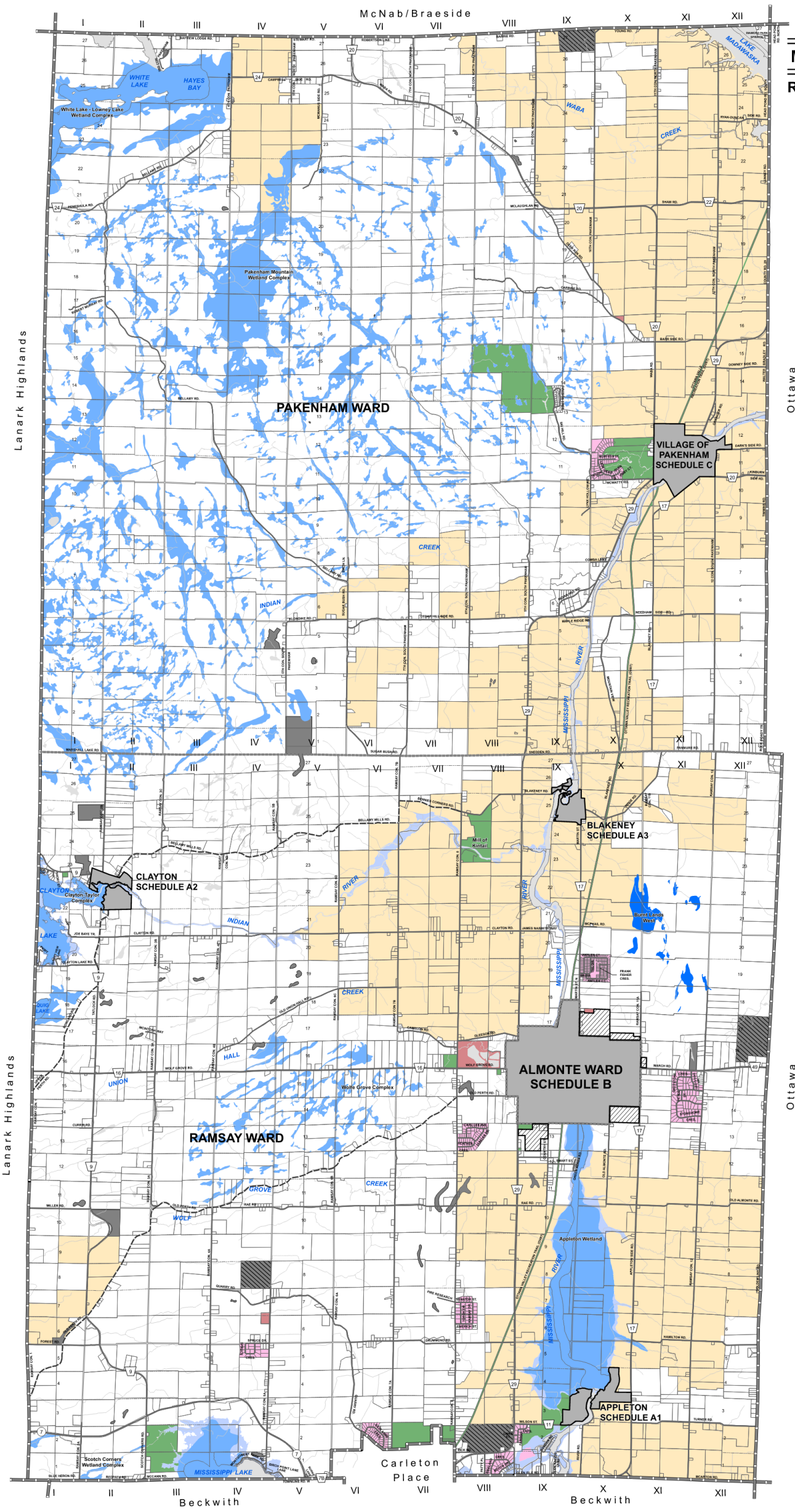
Schedule ‘A’- Affected Lands

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)

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.

J.L.Richards

Print: 5/9/2022 2:32:18 PM
Document Path: V:\24000\24473-007 - Mississippi Mills LEAR OPA 29\5-Land Development\6-GIS\24473_RuralLanduse_ScheduleA_Scen2.mxd

PART C - THE APPENDICES

LEAR METHODOLODY

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 was 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.

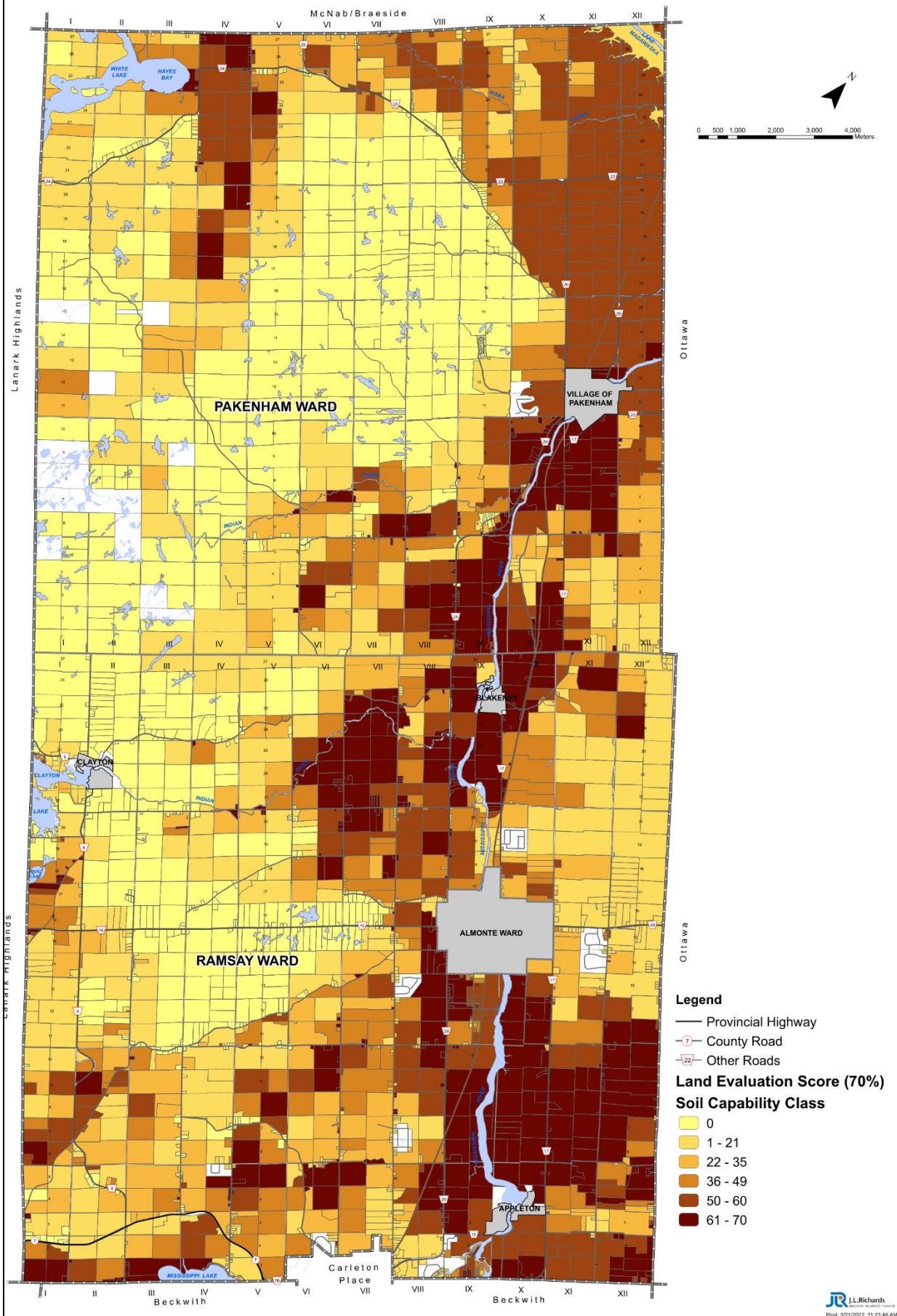
We believe that the selection of these criteria were appropriate given that they are commonly-used and widely-accepted criteria used for LEARs, reflect local conditions and priorities, can be analyzed using available data and all represent distinct and mutually-exclusive considerations for agriculture;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



J.L.Richards
Print: 3/21/2022 11:23:46 AM
Document Path: V:\24000\24473-007 - Mississippi Mills LEAR OPA 29\5-Land Development\5-GIS\24473_SoilClass.mxd

Figure 2. Area Review: Parcel Size Score

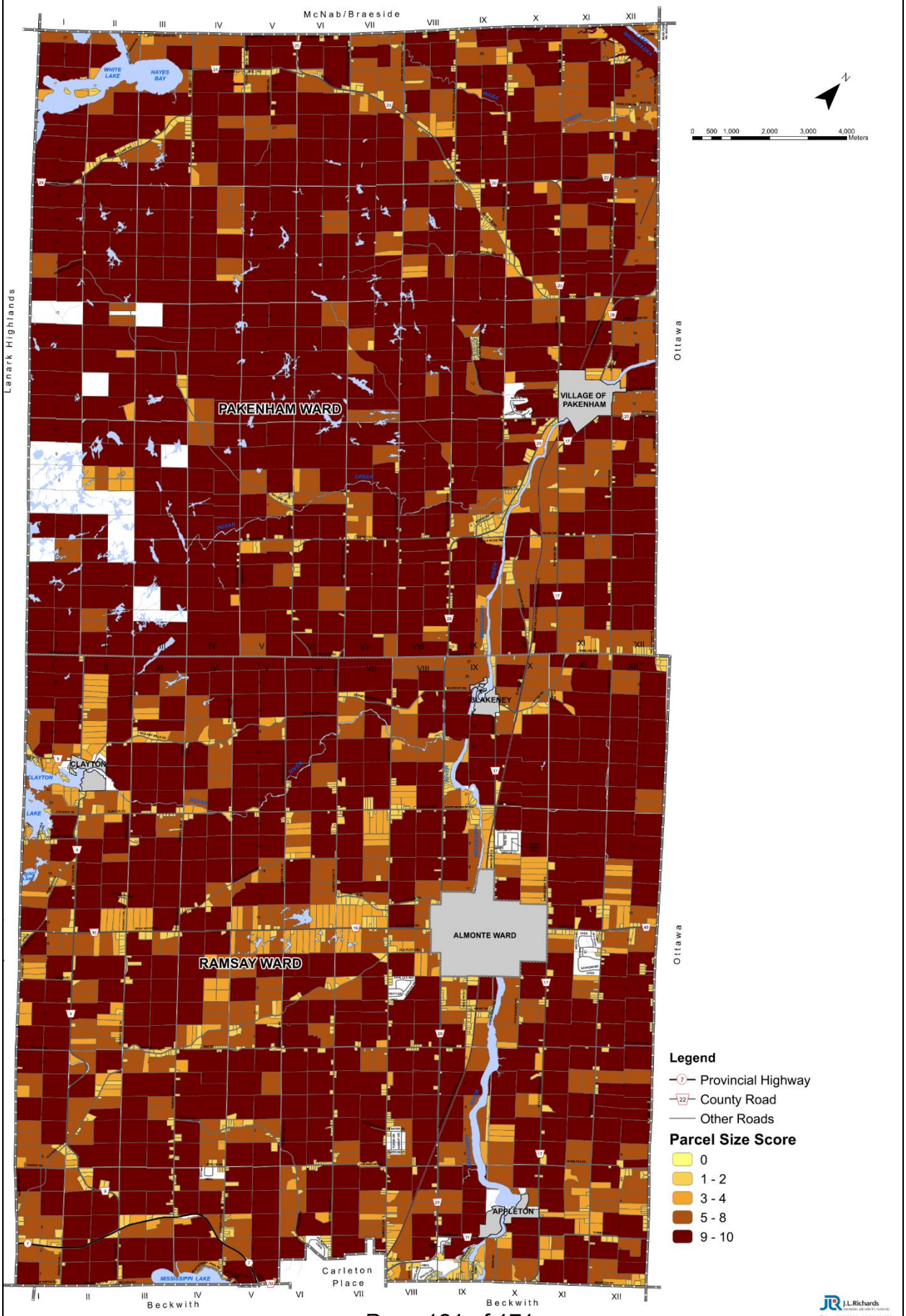


Figure 3. Area Review: Conflicting Land Uses Score

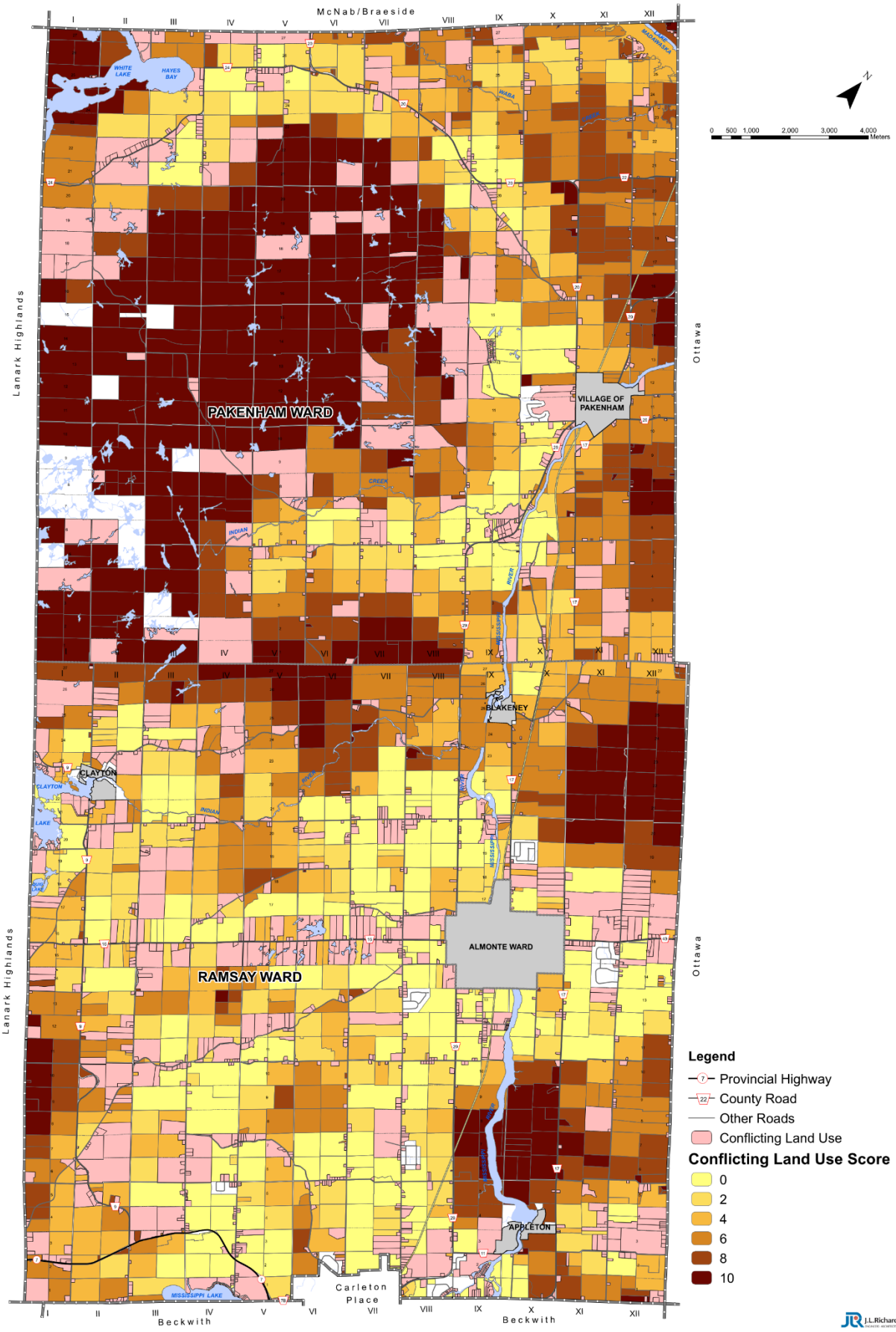


Figure 4. Area Review: Active Farming Score

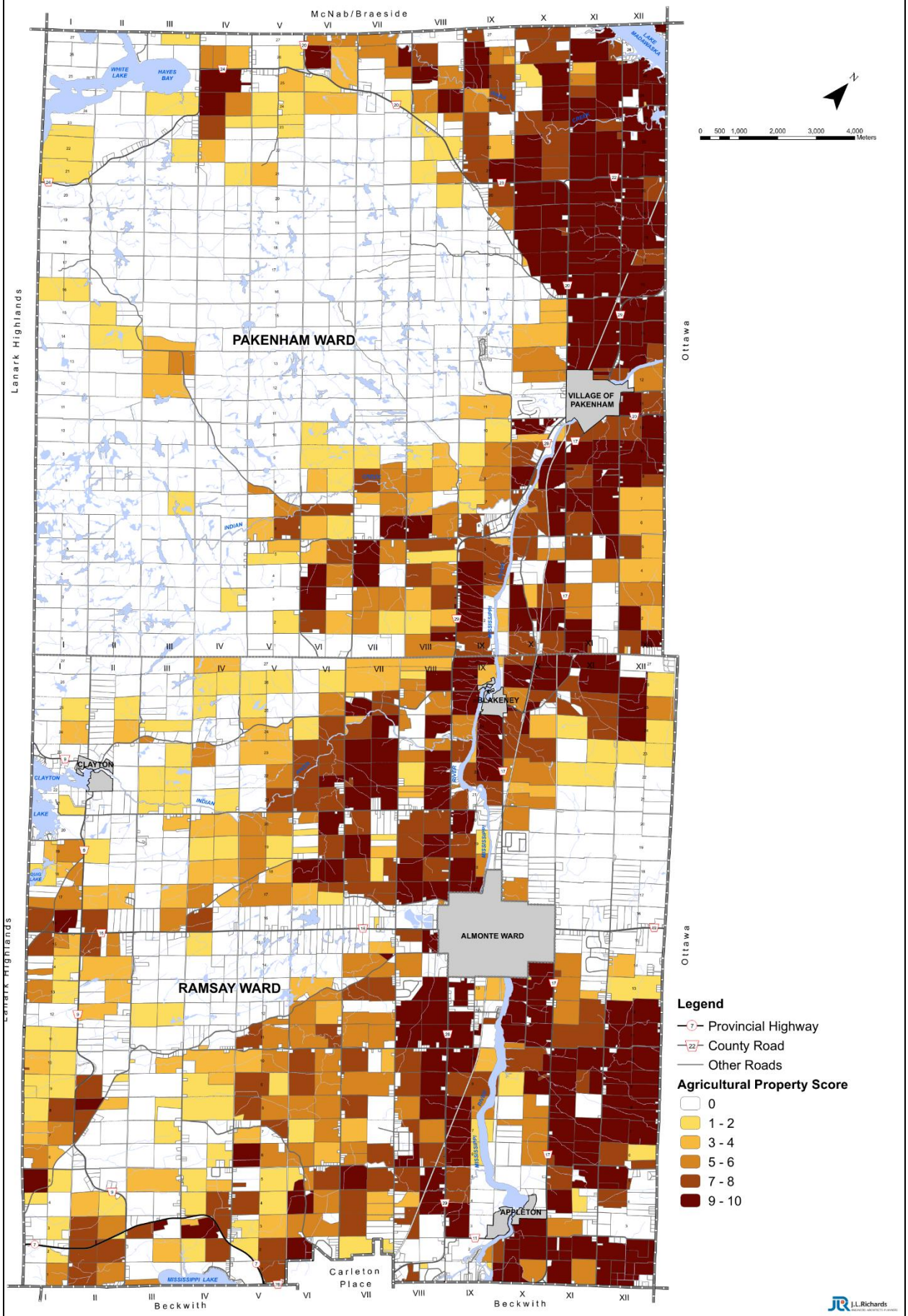


Figure 5. Total LEAR Score per Evaluated Parcel

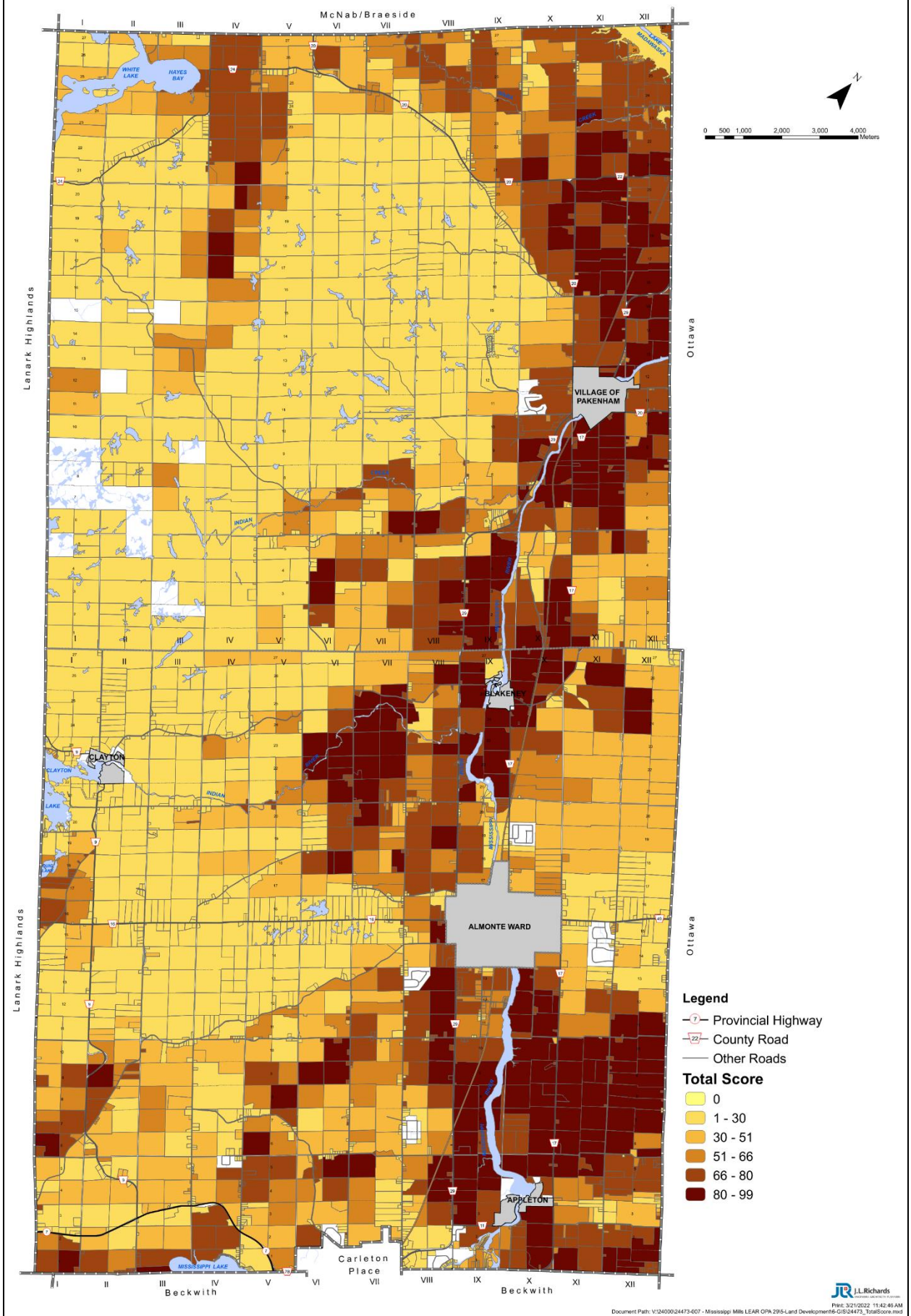
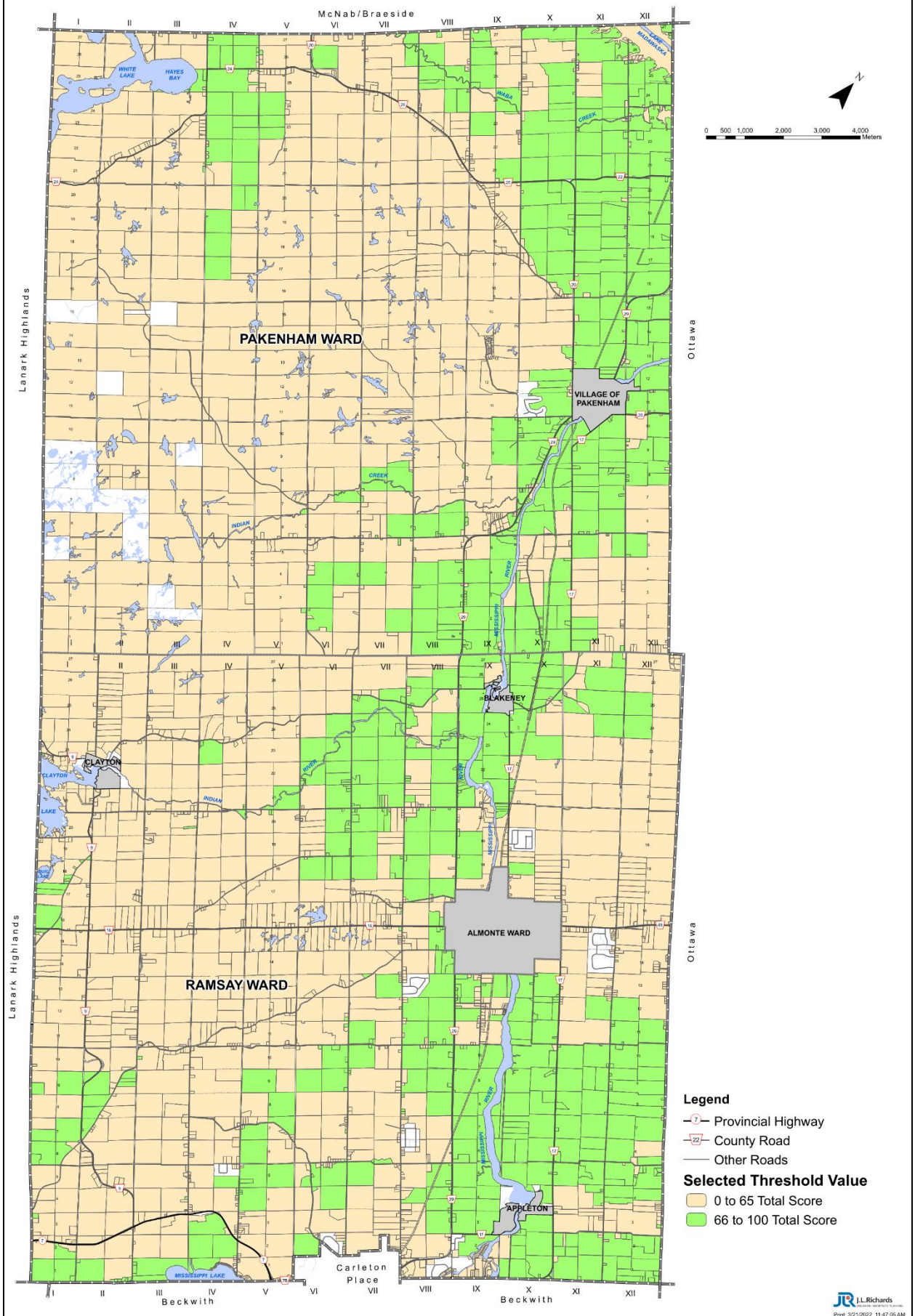


Figure 6. Parcels with LEAR Scores of 66+



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:

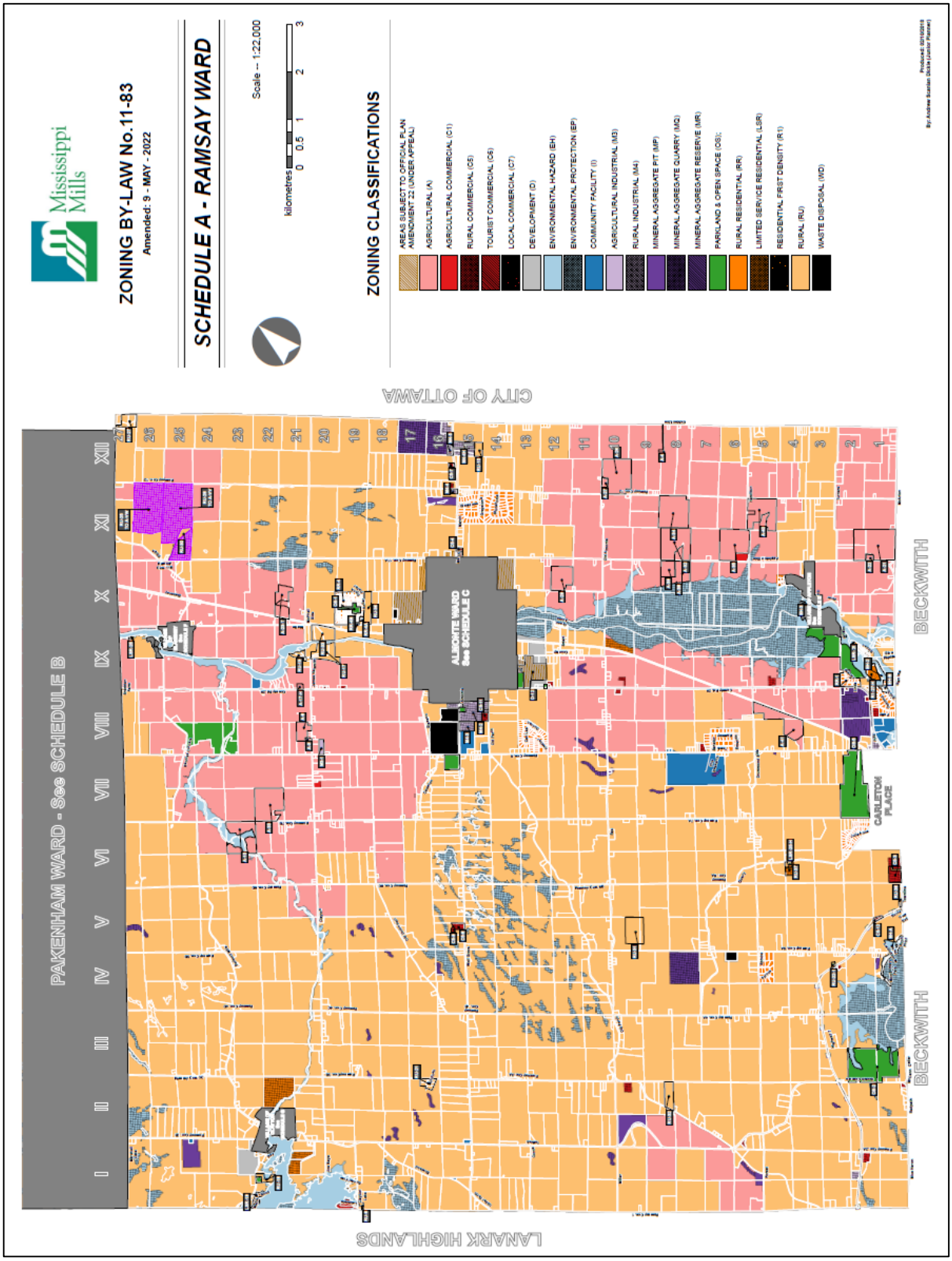
1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing the zoning of the lands shown on the Zoning Schedule A Ramsay Ward and Zoning Schedule B Pakenham Ward.

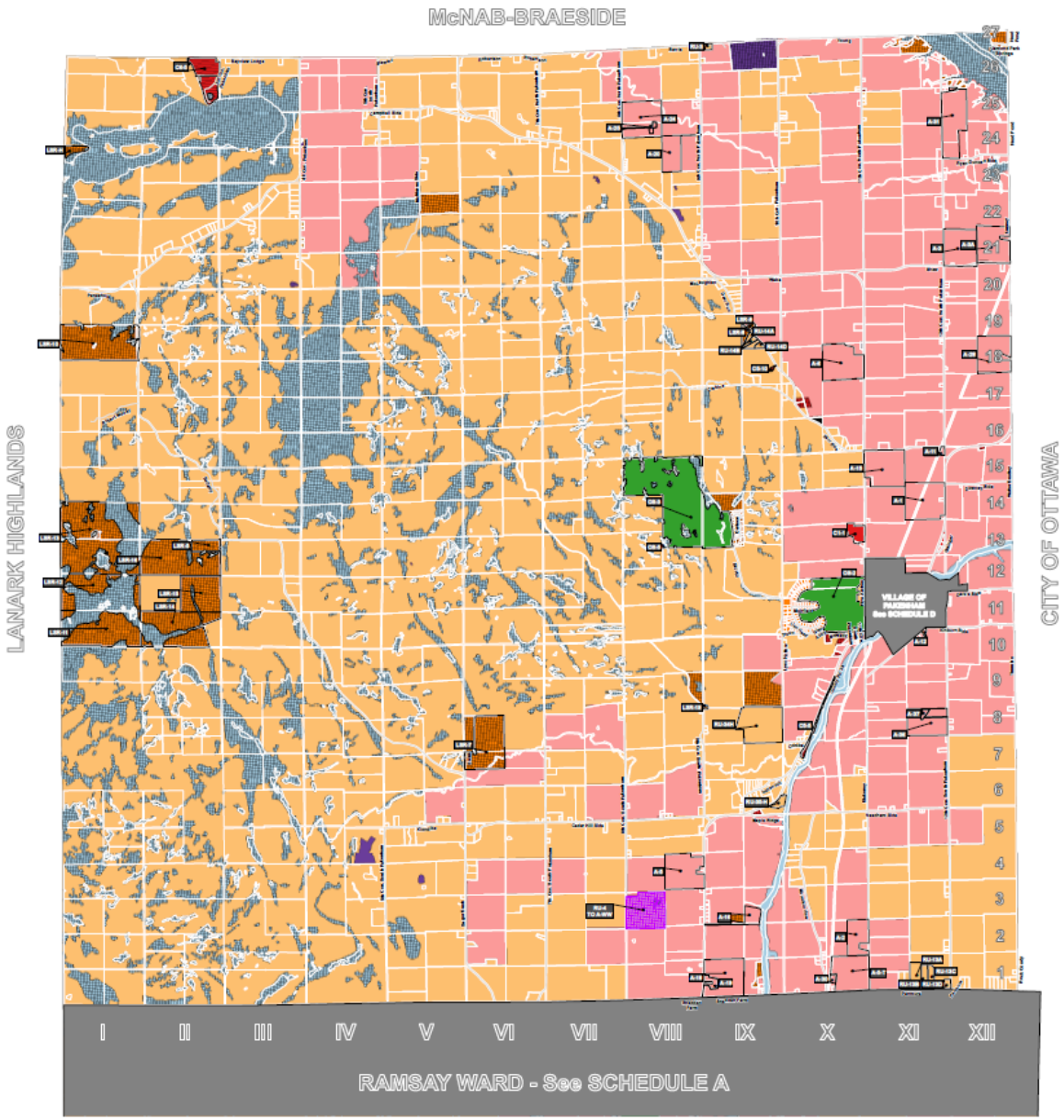
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

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"





Mississippi Mills

ZONING BY-LAW No.11-83

Amended: 9 - MAY - 2022

SCHEDULE B - PAKENHAM WARD

Scale -- 1:22,000

kilometres 0 0.5 1 2 3

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 (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: 02/10/2018
By: Andrew Scanlan Dickie (Junior Planner)

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.

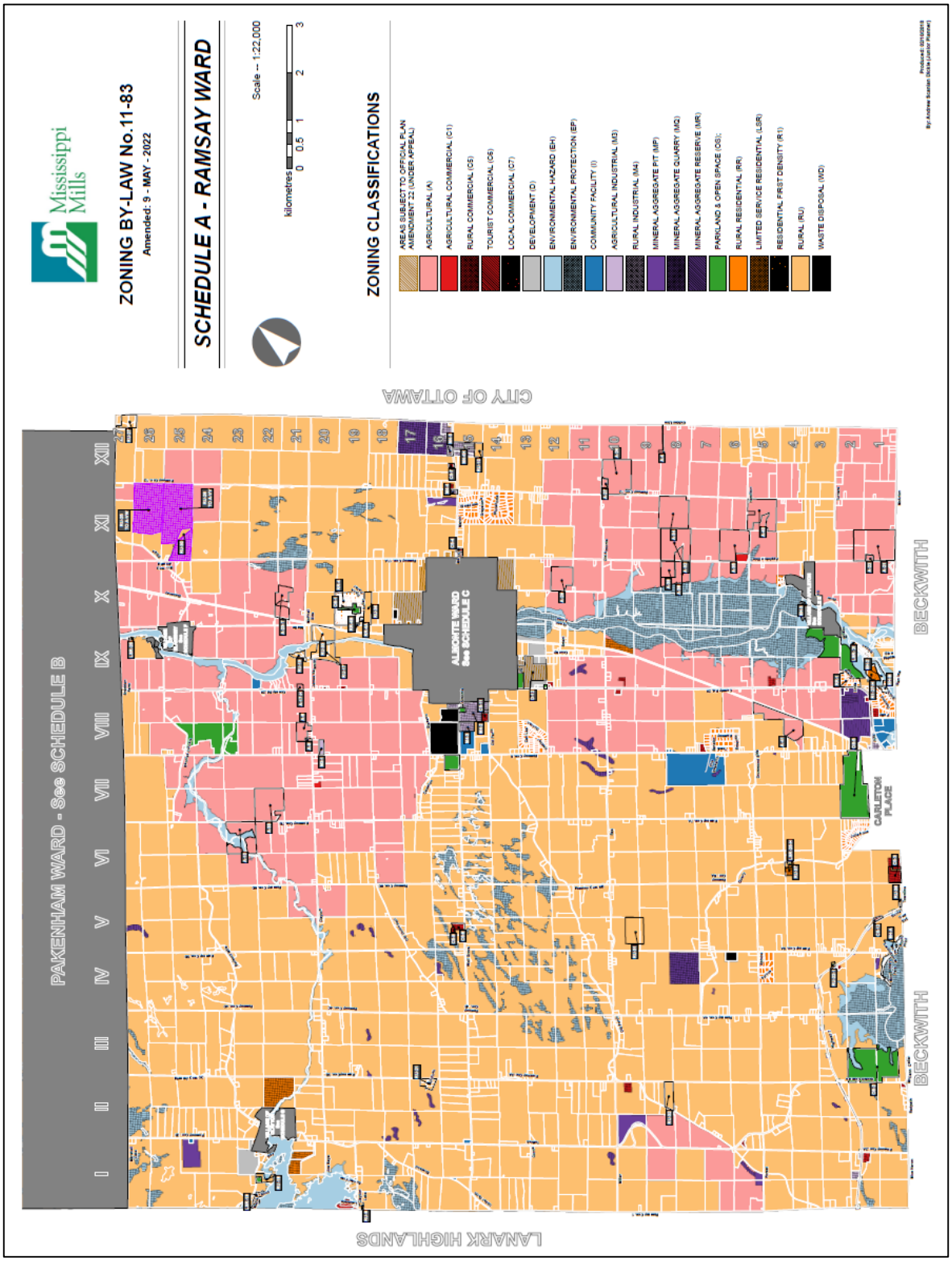
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

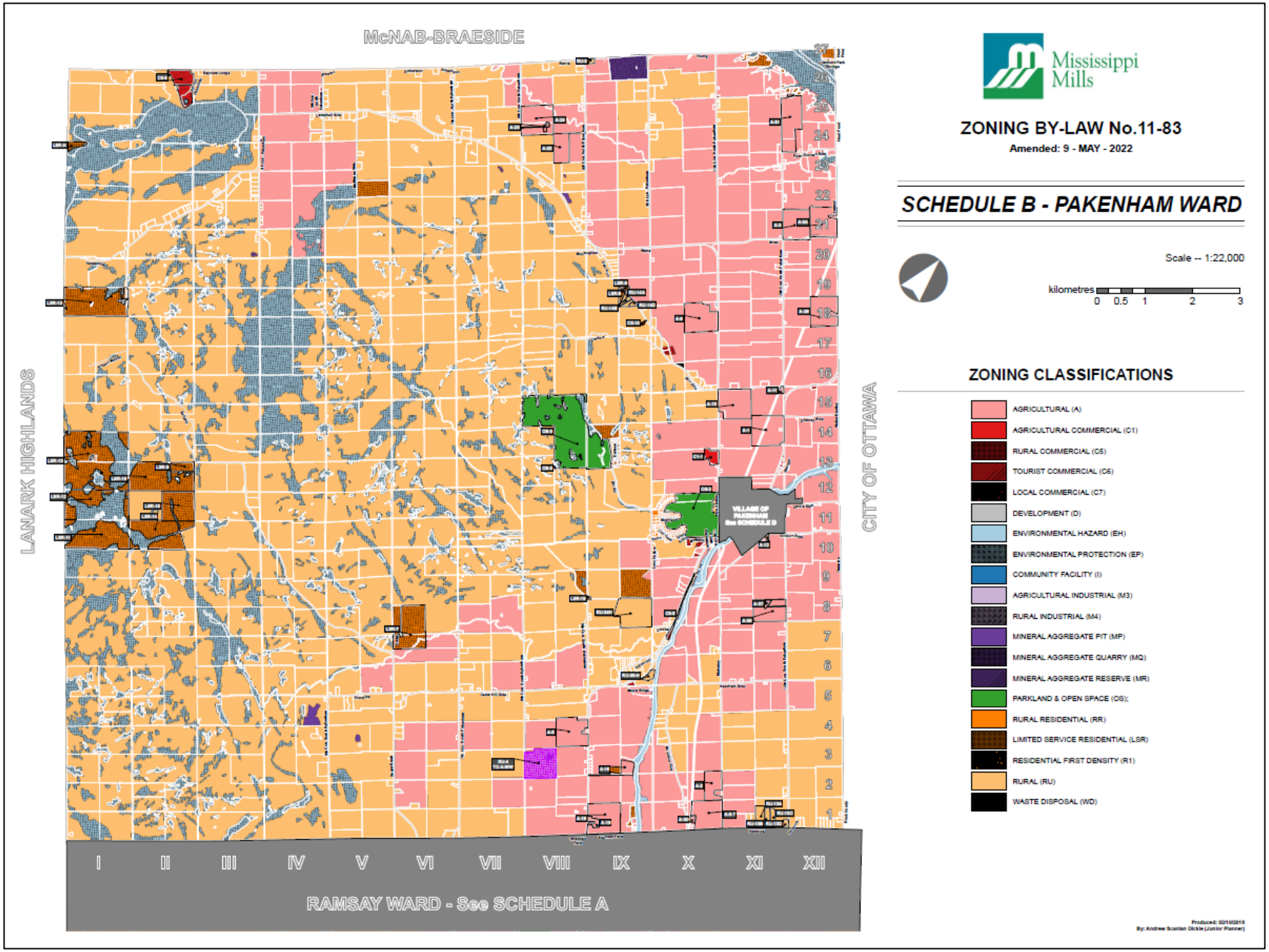
BY-LAW read, passed, signed and sealed in open Council this **X day of XXX, 20XX.**

_____ _____

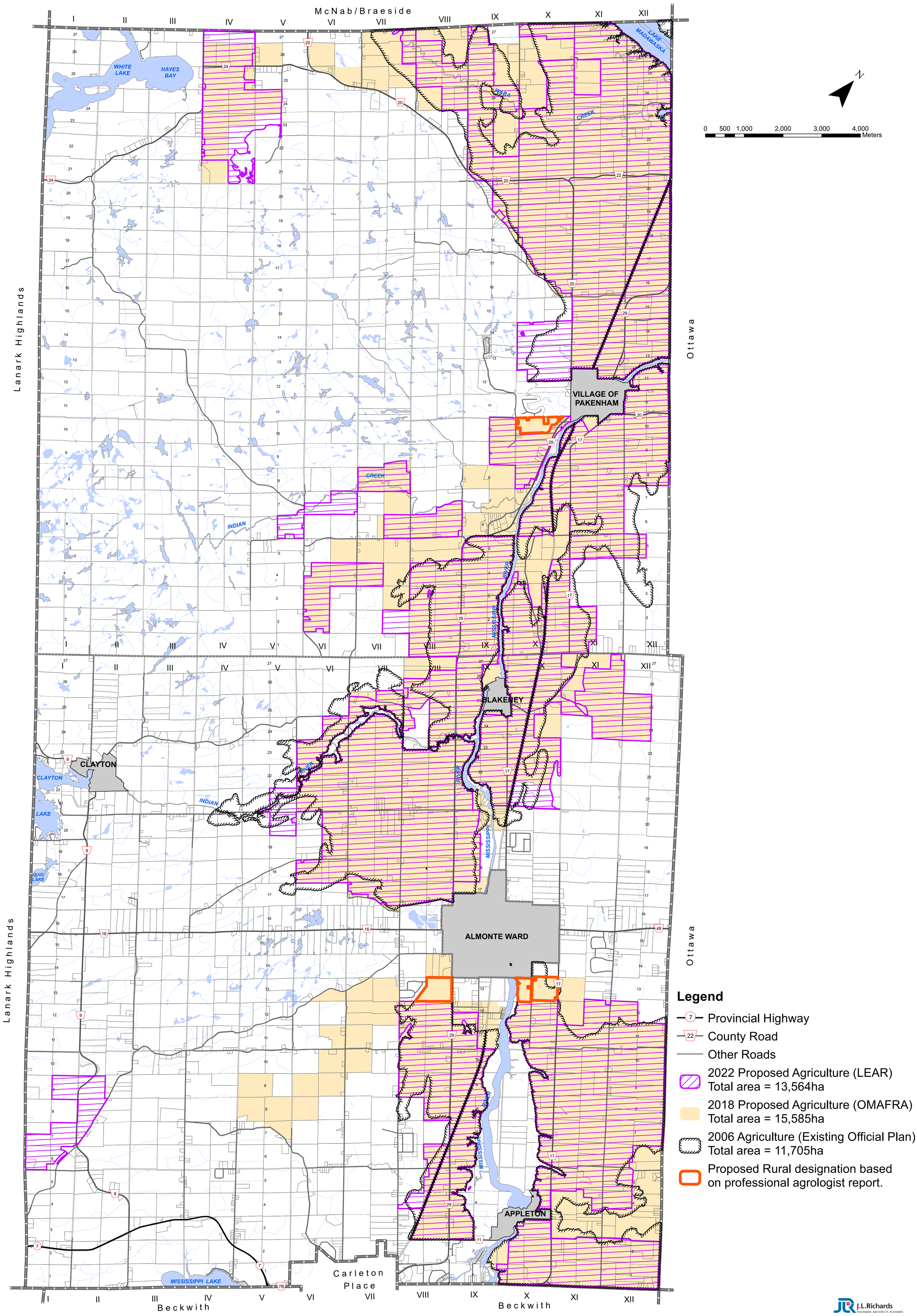
Christa Lowry, Mayor Jeanne Harfield, Clerk

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




McNAB-BRAESIDE
LANARK HIGHLANDS
CITY OF OTTAWA
RAMSAY WARD - See SCHEDULE A
I
II
III
IV
V
VI
VII
VIII
IX
X
XI
XII
VILLAGE OF PAKENHAM See SCHEDULE D
Mississippi Mills
ZONING BY-LAW No.11-83
Amended: 9 - MAY - 2022
SCHEDULE B - PAKENHAM WARD
Scale -- 1:22,000
kilometres
0 0.5 1 2 3
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 (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)

Proposed Agriculture Delineation



J.L.Richards
ENGINEERS · ARCHITECTS · PLANNERS

Print: 5/25/2022 4:56:04 PM
Document Path: V:\24000\24473-007 - Mississippi Mills LEAR OPA 29\5-Land Development\6-GIS\24473_Compare_PrimeAg.mxd

Mississippi Mills

LEAR
Official Plan Amendment 29
Zoning By-law Amendment Z-04-22

Committee of the Whole
May 17, 2022

Mississippi Mills

Community Official Plan Current Policy Framework

Two primary designations for the rural areas:

- Agriculture Designation – intended to be reflective of Prime Agricultural Areas as per the Provincial Policy Statement (PPS)
  - Current designation reflects Class 1-3 soils, excludes adjacent lands (Class 4-7 soils)
- Rural Designation – comprised of remaining lands outside of Agricultural designation and settlement areas

Mississippi Mills

Community Official Plan Current Policy Framework

PPS and Current Official Plan Policies:

- Not consistent with 2020 PPS as it relates to the Agriculture Designation because it does not include Class 4 to 7 lands and additional areas where there is a local concentration of farms (ongoing agriculture)

Mississippi Mills

Official Plan Amendment 21 Five-year Review

Five-year review:

- Agriculture Designation part of review
- Resolution 110-18 (2018) - deferred Agriculture Designation review at a later date using LEAR
- Resolution 222-19 (2019):

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.

Mississippi Mills

Land Evaluation and Area Review LEAR

- Scoring of agricultural lands using a number of factors including community feedback, input from working groups and experts
- Lands that are Class 4 to 7 are not automatically ‘excluded’ from scoring
- Can result is some areas scoring high and not being designated Agriculture and some scoring lower and being designated Agriculture

Mississippi Mills

Consultation Process

- Agriculture Advisory Committee meetings
  - Advisory committee to provide Council with support on agricultural matters
- LEAR working group meetings
  - Mandate to review LEAR recommendations propose revisions based on local knowledge and expertise
- Public meetings – May 2021 and March 2022

Mississippi Mills

Consultation Process

- Website dedicated to LEAR project
  - Regular updates with videos of meetings, reports and interactive GIS mapping
- Notification of public meetings in newspapers and hundreds of mailouts to landowners directly affected
- Hundreds of emails and phone calls with consultant on the study

Mississippi Mills

Results of LEAR study and policy implications

Rural to Agriculture Designation

- Majority of permitted uses between two designations are the same
- No tax implications
- Ability to sever land is more restrictive

Mississippi Mills

Results of LEAR study and policy implications

Rural to Agriculture Designation Common Concerns

- Many comments/concerns from landowners were concerns about the future development of lands
  1. Restriction on lot creation of non-farm residential lots (through severance)
  2. Ability for land to be included in future settlement areas
  3. Ability for land to be developed as a rural residential subdivision

Mississippi Mills

Results of LEAR study and policy implications

Rural to Agriculture Designation Common Concerns

1. Restriction on lot creation of non-farm residential lots (through severance)
   - Agriculture designation is more restrictive
   - Non-farm residential lot creation limited to surplus farm dwellings (subject to specific criteria)
   - Farm severances require ~40 ha (98.8 ac)

Mississippi Mills

Results of LEAR study and policy implications

Rural to Agriculture Designation Common Concerns

2. Ability for land to be included in future settlement areas
   - Comprehensive process for settlement boundary expansion which includes a range of land use considerations, including population projections, assessment of vacant land within existing settlement areas, transportation network, servicing feasibility and land use designations

Mississippi Mills

Results of LEAR study and policy implications

Rural to Agriculture Designation Common Concerns

3. Ability for land to be developed as a rural residential subdivision
   - Current policy framework does not permit rural residential subdivisions

Mississippi Mills

Results of LEAR study and policy implications

Agriculture to Rural Designation

- *May* be greater opportunity for non-farm residential lot creation (severance)
  - Current policy framework permits up to two (2) lots created from original township lot (as of July 1, 1973)
  - Number of considerations that affect severance ability including:
    - Lot severance history
    - MDS
    - Other land use constraints (wetlands, aggregate resources, hydrogeological issues etc.)

Mississippi Mills

Results of LEAR study and policy implications

Removal of Rural-Agriculture Overlay

- Applied to lands considered to be locally significant outside of Agricultural designation
- Requires new non-farm buildings maintain a 30-metre setback from 'active agricultural operations'
- Policy is no longer required as a result of LEAR
- Mapping can still be made publicly accessible as an information layer on our CGIS

Mississippi Mills

Results of LEAR study and zoning implications

Agricultural and Rural Zoning

- Proposed that zoning be updated at the same time as Official Plan policy changes
- Ensures that zoning is reflective of Official Plan policies
- Will not come into effect until Official Plan Amendment is in full force and effect

Mississippi Mills

Next Steps

Process of Official Plan Amendment

- Decision of Mississippi Mills Council first step
- County of Lanark is approval authority of Official Plan Amendments to the Community Official Plan
- Mississippi Mills must also initiate County Official Plan Amendment to update County's Official Plan with new mapping

Mississippi Mills

Next Steps

Steps for County Decision:

- County Official Plan Amendment Process
- Review of Official Plan Amendment – County
  - Circulation to OMAFRA
  - Public meeting at County
  - County planning staff make recommendation to County Committee/Council – could include modifications
  - County Council can approve or amend Official Plan Amendment

Mississippi Mills

Next Steps

Ontario Land Tribunal (OLT):

- Appeals can be submitted to OLT after County Council decision
- OLT will review appeals
- OLT will schedule hearing(s)
- OLT will make decision on appeals

Mississippi Mills

Next Steps

Impacts and Timeframe to Landowners

- Official Plan Amendment 29 will not be in effect until all appeals are dealt with
- Applications for development including land division (severances) considered under current policies until Official Plan Amendment 29 is in effect

Mississippi Mills

Next Steps

Transition Period – January 5, 2024

- Transition Period of January 5, 2024, is proposed
  - Official Plan policies and Zoning By-law changes will not come into effect until January 5, 2024
  - Provide landowners greater certainty for implementation of policy changes
  - Decisions on development applications not required by this date, rather *complete applications* for development are required to be received by this date

Mississippi Mills

Next Steps

Transition Period – January 5, 2024 – OLT appeals

- If appeals to OLT are submitted and resolved **before** January 5, 2024, landowners will still have until this date to proceed with development under current Official Plan policies

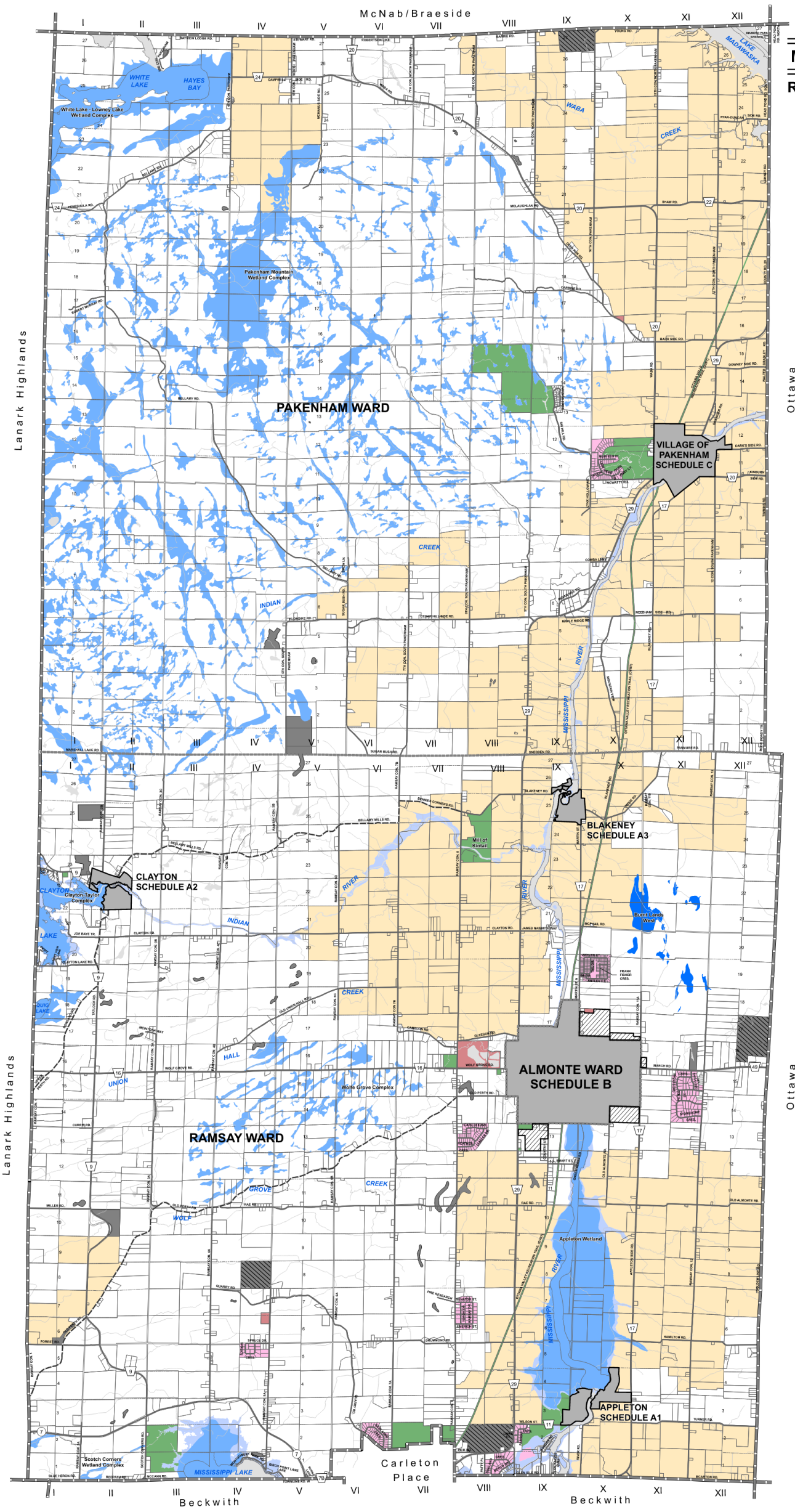
- If appeals to OLT are submitted and resolved **after** January 5, 2024, then this is additional time for landowners to apply for development applications

Mississippi Mills

Recommendations

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.



Official Plan

Municipality of Mississippi Mills

Rural Land Use (Schedule A)

0 500 1,000 2,000 3,000 4,000 Meters

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)

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

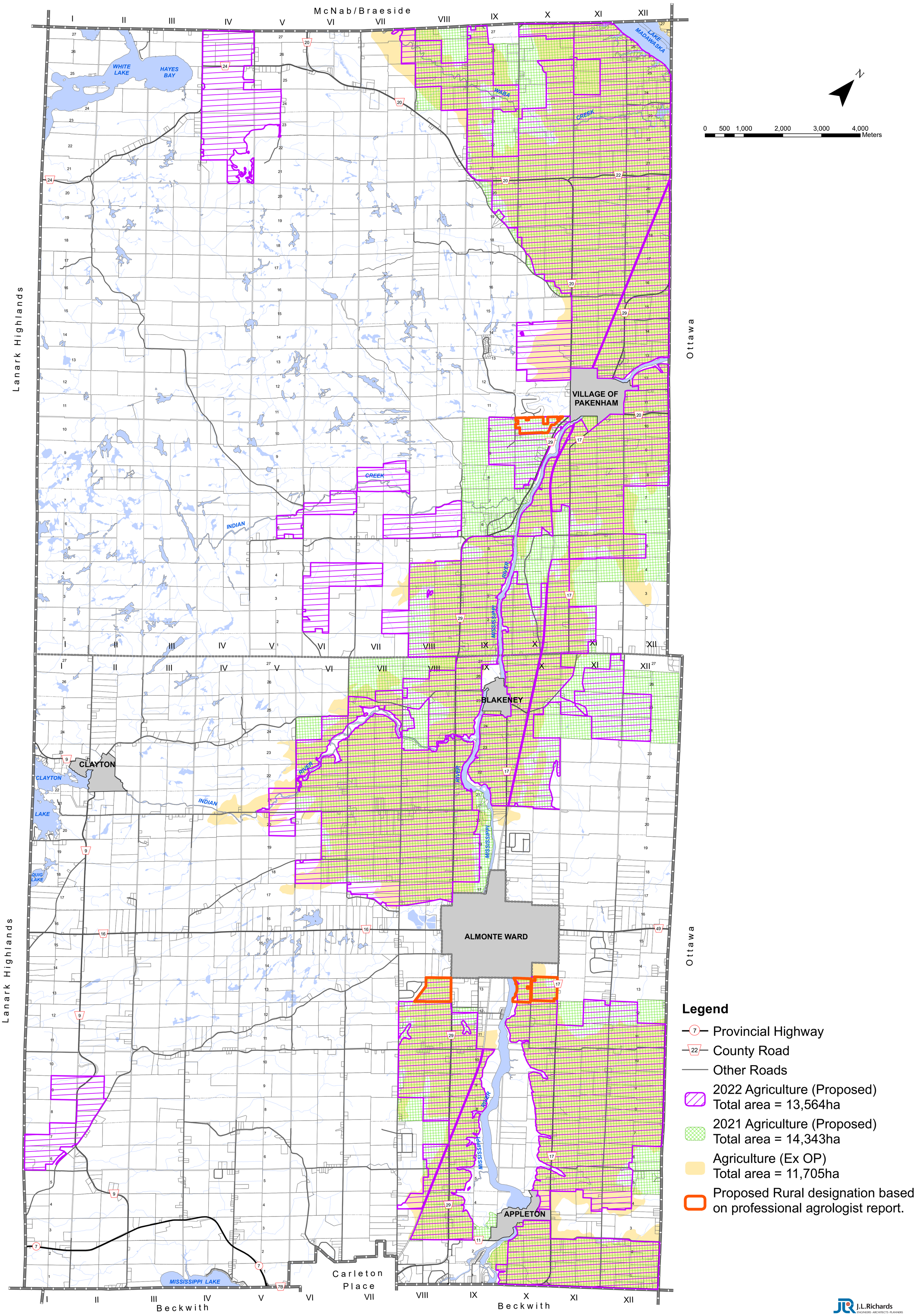
Revision Dates:

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.

J.L.Richards

Print: 5/9/2022 2:32:18 PM
Document Path: V:\24000\24473-007 - Mississippi Mills LEAR OPA 29\5-Land Development\6-GIS\24473_RuralLanduse_ScheduleA_Scen2.mxd



J.L.Richards ENGINEERS · ARCHITECTS · PLANNERS

Print: 5/3/2022 12:33:04 PM

Document Path: V:\24000\24473-007 - Mississippi Mills LEAR OPA 29\5-Land Development\6-GIS\24473_Compare_PrimeAg.mxd

LANARK COUNTY

MEDIA RELEASE

For immediate release
May 25, 2022

Here are the highlights from the Lanark County Council meeting held Wednesday, May 25.

Early Learning and Child Care Agreement Proceeding: Council has received an initial information report regarding the Canada-Wide Early Learning and Child Care (CWELCC) Agreement following a presentation by Director of Social Services Emily Hollington at the community services committee meeting last month.

Hollington outlined the county's progress on implementing the new $13.2 billion child care agreement reached between the Ontario and federal governments. The agreement spans six years for a national child care plan to provide more accessible and high-quality child care. Families with children under age six or who turn six before June 30 and who receive child care from a centre that opts into the program can expect to see costs of an average of $10 per day by the end of 2025, Hollington explained. It is expected that 86,000 new spaces will be created for children up to age five by the end of 2026, and the agreement includes better wages for Registered Early Childhood Educators working with children up to age 12.

The program is fully funded by the provincial and federal governments. There is no financial impact for the county, and there is administration funding available to cover the costs of the "significant increase in workload," Hollington said. The county's 2022 funding allocation of $3.5 million is based on data representing the current licensed child care system. Future allocations will be based on a new funding formula. "All current child care programs and funding portfolios remain in place; CWELCC is an addition," Hollington added.

As service manager, the county administers the CWELCC program along with the current child care system. "Current licensed child care providers must choose to opt in or out of the CWELCC program by mid summer," Hollington explained. "If they opt in, they must apply to the county to determine eligibility and meet conditions." Providers that opt out can continue their ongoing operations. Those that opt in will receive new service schedules and requirements based on CWELCC guidelines. County staff are currently developing an application package with new CWELCC policies and procedures, a new provider funding formula including allowable profit margin and updating old policies to align with the new program and reporting practices."

In addition, the county will be required to develop a space expansion plan and meet updated guidelines. The province will be developing and implementing a child care start-up grant program. More information will come back to council over the summer. For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

County Designates Portions of OVRT as Accessible: Council passed a by-law amendment that changes definitions in the by-law regulating the Ottawa Valley Recreational Trails to include "accessible" and "wilderness" sections.

In a presentation to the economic development committee earlier this year, CAO Kurt Greaves explained accessible sections meet the accessible design standards as defined by Ontario Regulation 191/11 (Integrated Accessibility Standards), while wilderness sections are exempted from the standards.

The sections designated as accessible are from 800 metres south of John Street to Carrs Street (2.81 km) in Mississippi Mills and from the Hwy. 7 underpass to Townline Road (2.14 km) in Carleton Place. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

Vaccination Policy Revisions Approved: Council has approved staff-recommended changes to the corporate COVID-19 vaccination policy.

At the corporate services committee meeting earlier this month, CAO Kurt Greaves indicated the changes are minor to allow for flexibility in testing requirements as the pandemic evolves.

The revisions also make adjustments related to booster doses for designated staff members at the discretion of the Director of Long-Term Care and the CAO. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

Fire Communications and Dispatch RFP Results Received: Council received a report regarding the request for proposals results for fire communications and dispatch services. Staff have been directed to develop a contract for council consideration.

In a report to the corporate services committee earlier this month, Clerk Jasmin Ralph explained the county contracts fire communications centre services on behalf of the local municipalities, a service which has been provided by the Town of Smiths Falls since 2005. The last five-year agreement expires July 1, 2022. Consequently, an RFP was issued in consultation with the municipal fire services in March.

Ralph explained the RFP included the transition to the Next Generation 911 (NG911) system, which is a federal mandated evolution of 911 capability to a new platform, along with requirements to meet certain National Fire Protection Association standards.

The only response received was from the Town of Smiths Falls. Ralph indicated it meets the RFP requirements and is within a reasonable budget. The RFP provided for a five-year contract with two possible five-year extensions based on mutual agreement.

“The local municipalities have been involved and consulted during the development of the RFP and will continue to have input in the development of the contract,” Ralph noted. For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

Upcoming Meetings: County Council, Wednesday, June 8, 5 p.m.; Community Services, June 8 (following County Council); Corporate Services, June 8 (following Community Services). **County Council, Wednesday, June 9, 5 p.m.;** Public Works, June 9 (following County Council); Economic Development, June 9 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

– 30 –

The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
50 Dickson Street, P.O. Box 669
Cambridge ON N1R 5W8
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca

May 18, 2022

Re: Motion: Councillor Hamilton re: Request to the Region of Waterloo to Consider Free Public Transportation on Election Days

At the Special Council Meeting of May 18, 2022, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS there has been an overall and consistent decline in voter turnout for municipal, provincial, and federal elections in Canada and in Waterloo Region, despite the act of voting being essential to the proper functioning of the democratic process;

WHEREAS many residents struggle to access transportation to polling stations on election days, due to a lack of transportation available, physical mobility or accessibility issues, and/or socioeconomic status;

WHEREAS any initiative to boost attention and incentives to vote on election days warrants attention and exploration in order to assist the democratic process and increase voter turnout;

THEREFORE, BE IT RESOLVED THAT correspondence be sent to the Region of Waterloo on behalf of Cambridge Council to request free public transportation on election day for the Municipal and School Board Election, as well as for the Provincial, and Federal Election days, so as to generate more attention about elections and polling station locations, and to encourage and make it possible for more residents to vote, that would otherwise be unable to access their polling stations.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,

Danielle Manton
City Clerk

Cc: (via email)
Hon. Premier Ford
Association of Municipalities of Ontario
City of Cambridge Council

Administration
Office of the Regional Clerk
1815 Sir Isaac Brock Way, PO Box 1042, Thorold, ON L2V 4T7
Telephone: 905-980-6000 Toll-free: 1-800-263-7215 Fax: 905-687-4977
www.niagararegion.ca

May 25, 2022

CL 10-2022, May 19, 2022

DISTRIBUTION LIST

SENT ELECTRONICALLY

Re: Motion - Voluntary Russian Sanction Request

Whereas Russia's unprovoked and brazen invasion of the sovereign nation of Ukraine has been unequivocally condemned by the majority of the free world, including by those living and working in Niagara;

Whereas the death and destruction caused by Russia's senseless invasion will have a lasting impact on the innocent and independent citizens of Ukraine;

Whereas Russia has placed sanctions on many Canadian premiers, mayors, journalists, military officials as well as senior staff in the federal government, "indefinitely" banning these individuals from entering Russia;

Whereas those Russian sanctions include Toronto Mayor John Tory and Ottawa Mayor Jim Watson;

Whereas the residents and businesses of Niagara stand in solidarity with the people of Ukraine and the proud Ukrainian-Canadian community who call our region home;

Whereas Niagara Region continues to be a willing host to those Ukrainian citizens fleeing their homeland during this challenging time, providing support through the Region's Community Services Department as well as number of other local agencies;

Whereas silence may be interpreted as complicity; and

Whereas any sanctions placed on Niagara's elected officials be considered wholly ineffective and be received as a demonstration of Niagara's steadfast commitment to support Ukraine during this time.

NOW THEREFORE BE IT RESOLVED:

1. That Niagara Regional Council unequivocally **DENOUNCES** Russia's unjustifiable invasion of the sovereign nation of Ukraine;

2. That Niagara Regional Council **SUPPORTS** all of the sanctions that the Federal Government of Canada has thus far imposed on Russia;

3. That any Regional Councillor who wishes to be voluntarily sanctioned **INDICATE** their support by advising the Regional Chair's Office by phone or email by no later than Friday, May 20 at 4:30 p.m.;

4. That the Regional Chair **BE DIRECTED** to send correspondence to the Consulate General of the Russian Federation with the names of the Regional Councillors who have indicated their support to be voluntarily sanctioned, resulting in their "indefinite" ban from entering Russia;

5. That the Regional Clerk **BE DIRECTED** to circulate this motion to Niagara's 12 local councils, local area MPs, MPPs, AMO, and FCM; and

6. That this motion **BE FORWARDED** to all other municipalities in Ontario, requesting they consider enacting similar measures in order to present a united front and support the citizens of Ukraine.

Yours truly,

Ann-Marie Norio
Regional Clerk
CLK-C 2022-079

Distribution List
Local Area Councils
Chris Bittle, Member of Parliament, St. Catharines
Vance Badawey, Member of Parliament, Niagara Centre
Tony Baldinelli, Member of Parliament, Niagara Falls
Dean Allison, Member of Parliament, Niagara West
Jennie Stevens, Member of Provincial Parliament, St. Catharines
Jeff Burch, Member of Provincial Parliament, Niagara Centre
Wayne Gates, Member of Provincial Parliament, Niagara Falls
Sam Oosterhoff, Member of Provincial Parliament, Niagara West
Association of Municipalities Ontario
Federation of Canadian Municipalities
All Ontario Municipalities

Legislative Services
Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-895-5193
fax: 905-953-5100

May 24, 2022

Sent via email: amo@amo.on.ca

Attn: Association of Municipalities Ontario

RE: Mandatory Firefighter Certifications

I am writing to advise you that at the Council meeting held on May 9, 2022, Council adopted the following recommendations regarding the above referenced matter:

> Whereas municipal governments provide essential services to the residents and businesses in their communities; and,
>
> Whereas the introduction of new provincial policies and programs can have an impact on municipalities; and,
>
> Whereas municipal governments are generally supportive of efforts to modernize and enhance the volunteer and full-time fire services that serve Ontario communities; and,
>
> Whereas the Association of Municipalities of Ontario (AMO) believes in principle that fire certification is a step in the right direction, it has not endorsed the draft regulations regarding firefighter certification presented by the Province; and,
>
> Whereas municipalities and AMO are concerned the thirty-day consultation period was insufficient to fully understand the effects such regulations will have on municipal governments and their fire services; and,
>
> Whereas fire chiefs have advised that the Ontario firefighter certification process will create additional training and new costs pressures on fire services; and,
>
> Whereas the Ontario government has not provided any indication they will offer some form of financial support to deliver this service; and,
>
> Whereas AMO, on behalf of municipal governments, in a letter to Solicitor General Jones dated February 25, 2022, made numerous comments and requests to address the shortcomings in the draft regulations.

Legislative Services
Town of Newmarket
395 Mulock Drive
P.O. Box 328 Station Main
Newmarket, ON L3Y 4X7

clerks@newmarket.ca
tel.: 905-895-5193
fax: 905-953-5100

Therefore be it resolved,

1. That the Town of Newmarket does hereby support AMO's recommendations; and,

2. That the Town of Newmarket does hereby call on the Solicitor General of Ontario to work with AMO, municipal governments and fire chiefs across Ontario to address the funding concerns raised so that municipalities can continue to offer high quality services to their communities; and,

3. That a copy of this Motion be sent to the Association of Municipalities of Ontario (AMO), the Ontario Small Urban Municipalities (OSUM), and all Ontario municipalities for their consideration

Yours sincerely,

Jaclyn Grossi
Acting Deputy Clerk

Copy:
Ontario Small Urban Municipalities
All Ontario municipalities

MEDIA RELEASE

Date: May 26, 2022

A New and Stronger Voice in Lanark County

Community Living Association (Lanark County) is a charity supporting individuals with intellectual disabilities to enable and assist them to live a quality life in their community with dignity and respect.

Carebridge Community Support connects and is a catalyst for fostering stronger, caring, person-centred communities across Lanark County by working together to meet the needs of seniors, adults with developmental disabilities and those who need affordable housing.

Today, the Boards of Directors at Community Living Association Lanark County (CLA) and Carebridge Community Support (CCS) are announcing a new Alliance. By working together, CCS and CLA are finding ways to improve services and enhance each person's overall experience. We are creating a new and stronger voice for the people we serve.

"Over the past three years, CCS and CLA have been exploring ways to collaborate and improve and augment services," explains CCS Board Chair Bob McGaraughty. "Much work has been accomplished and we want to thank the CCS and CLA teams for their support and commitment to this process."

"For our day-to-day operations, it will be business as usual," adds CLA Board Chair Susan Edwards. "People who receive services, clients, support persons and families will access services in the same way. At the same time, we will be looking for ways to strengthen services based on best practices while addressing service gaps in our region."

On January 17, 2022, the Board of Directors of CCS and CLA signed a letter of intent to create an Alliance with a shared Board overseeing both organizations, and a combined senior leadership and administrative team. The new Board has now signed an Alliance Agreement and introduced new by-laws for both organizations.

"This is not a merger," notes CEO Rob Eves. "It is a restructuring of the Board and senior leadership across the two organizations to leverage each Agency's strengths. We are drawing upon expertise across both organizations so that we can better support the front-line staff. In turn, the front-line staff can better support the people we are here to serve."

As part of this new Alliance, a new Advisory/Lived Experience Council to the Board of Directors will be created. This group will ensure that the community's voice is heard. Members will include representatives from the people we serve throughout Lanark County.

-30-

Contact:
Robert Eves
Chief Executive Officer
Carebridge Community Support &
Community Living Association (Lanark County)
613.256.1031 ext. 205
reves@carebridge.ca

COUNCIL CALENDAR

June 2022

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

Municipality of Mississippi Mills
PENDING LIST
June 7, 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
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 predestiran 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
Care standards for Outdoor Dogs	Protective Services	Staff to review the updated standards in the PAWS act and report if there are any updates required to the Animal Control Bylaw.	TBD
Seasonal Stands Bylaw	Clerks	Review Seasonal Stands for potential caps on number of mobile stands in the area	Q3/4
Age Friendly Wellness Trail	Recreation	Staff work with the group to choose appropriate locations and equpment for the trail.	TBD