



**Municipality of Mississippi Mills**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, June 21, 2022**

**IMMEDIATELY FOLLOWING COUNCIL**

**E-participation**

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	<b>Pages</b>
<b>A. CALL TO ORDER (immediately following Council)</b>	
<b>B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>	
<b>C. APPROVAL OF AGENDA</b> Recommended Motion: THAT the agenda be approved as presented.	
<b>D. APPROVAL OF MINUTES</b> Recommended Motion: THAT the minutes dated June 7, 2022 be approved.	7 - 16
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the following consent reports and committee minutes be received.	
<b>E.1. Mississippi Mills Public Library - May 13, 2022</b>	17 - 19
<b>E.2. Bicentennial Working Group - June 8, 2022</b>	20 - 22
<b>F. STAFF REPORTS</b> <u>Protective Services</u>	
<b>F.1. Animal Control Bylaw 14-21 Update</b> Recommended Motion: THAT Committee of the Whole recommends that Council pass a resolution to accept the change of a definition in the Animal Control Bylaw 14-21	23 - 25

## Recreation and Culture

- F.2. Agreement with the Almonte Curling Club 2022-2023** 26 - 39

**Recommended Motion:**

**THAT** Committee of the Whole recommends to Council to authorize the Mayor and Clerk to enter a one (1) year agreement with the Almonte Curling Club for the lease of the Almonte Curling Facility for the 2022-2023 curling season.

- F.3. Community Services Strategic Plan – Options for discussion** 40 - 60

**Recommended Motion:**

**Recommendation #1**

**THAT** Committee of The Whole recommend to Council to award a sole source contract for a public consultation for the Recreation and Culture and Daycare Departments for the Municipality of Mississippi Mills to Goss Gilroy Inc.

**Recommended Motion:**

**Recommendation #2**

**THAT** Committee of the Whole recommend that Council approve option \_\_\_\_\_.

## Roads and Public Works

- F.4. Award Supply of Maintenance Gravel Tender 22-07** 61 - 62

**Recommended Motion:**

**THAT** Tender 22-07 for the supply of Maintenance Gravel from 2023-2026 be awarded to Thomas Cavanagh Construction Ltd.

- F.5. Award Winter Sand Tender 22-06** 63 - 64

**Recommended Motion:**

**THAT** Tender 22-06 for the supply of Winter Sand from 2023-2026 be awarded to Arnott Brothers Construction Ltd.

- F.6. Award of 2022 Surface Treatment Contract** 65 - 67

**Recommended Motion:**

**THAT** the Committee of the Whole recommends that Council Award the Contract for Tender No. 22-02, Surface Treatment Program and Camelon Culvert to Thomas Cavanagh Construction Limited, in the amount of \$1,267,268.64 Plus HST.

- F.7. Award of 2022 Sidewalk Replacement Program** 68 - 70

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council award Tender 22-08 for the 2022 Sidewalk Replacement Program to Neptune Security Services Inc. in the amount of \$112,850.00 plus HST



**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.

**Building and Planning**

**Recommended Motion:**  
**THAT** Committee of the Whole recommend Council authorize staff to provide a letter of concurrence for the proposed location of a 91.5 m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound for Rogers Communication Inc. at the property at legally described as CON 10 E PT LOT 1, locally known as 725 Blakeney Road.

**Recommended Motion:**  
**THAT** Committee of the Whole recommend Council authorize staff to provide a letter of concurrence for the proposed location of a 90 m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound for Rogers Communication Inc. at the property at legally described as CON 3 E PT LOT 13, locally known as 1111 Bellamy Road.

**Recommended Motion:**  
**THAT** Committee of the Whole recommend Council approve the Zoning By-law Amendment, contained in Attachment C, to align Comprehensive Zoning By-law #11-83 with the amendments made to the Planning Act in 2019 and with the Community Official Plan policies regarding Secondary Dwelling Units (Additional Residential Units).

- F.12. Zoning By-law Amendment - Z-05-22 Concession 8 West Part Lot 1 Ramsay Ward, Municipality of Mississippi Mills Municipally known as 7307 and 7317 County Road 29 Road** 190 - 198
- Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the lands municipally known as 7307 and 7317 County Road 29 from “Rural Commercial” Zone (C5) to “Rural Commercial Special Exception” Zone (C5-13) to add “Automotive Sales Establishment” as an additional permitted use as detailed in Attachment A.
- F.13. Zoning By-law Amendment - Z -06-22 Concession 12 West Part Lot 12 Ramsay Ward, Municipality of Mississippi Mills Municipally known as 1562 Ramsay Concession 12 Road** 199 - 207
- Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as part of 1562 Ramsay Concession 12 Road from “Rural” Zone (RU) to “Rural Special Exception” Zone (RU-39) in order to implement a 30-metre setback from lands which are being utilized as part of an active agricultural operation as required by the Community Official Plan Rural-Agriculture Overlay policies, as detailed in Attachment A.
- F.14. Request for permanent use of Dunn Street right-of-way** 208 - 210
- Recommended Motion:**  
**THAT** Committee of the Whole recommend Council provide Staff with direction on the developer’s request to use the unopened Dunn Street right-of-way for a private lane.
- Finance and Administration**
- F.15. Modernizing Council Chambers** 211 - 213
- Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council approve modernizing Council Chambers in two phases at the total cost of \$93,490.38 + HST;  
**AND THAT** fees associated with modernizing Council Chambers come from account 2-111-0121-0149 (Modernization projects from provincial funds).
- F.16. Bicentennial Planning 2023** 214 - 217
- Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council provide pre-budget approval in the amount of \$58,000.00 for Bicentennial related activities;
- AND THAT** any savings from the Economic Development operating budget be put towards offsetting the cost of the 2023 Bicentennial activities.

- F.17. 2022 Budget Restatement – O. Reg 284/09** 218 - 220  
**Recommended Motion:**  
**THAT** Committee of the Whole recommend Council adopt this report to comply with Ontario Regulation 284/09 passed under the Municipal Act, 2001.
- F.18. Ministerial Zoning Order Appleton Side Road** 221 - 229  
**Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council receive this report for information.
- AND THAT** Committee of the Whole recommend that Council confirm its position that it will not request a Ministerial Zoning Order or other exemption from the normal planning process for this parcel of land which is outside of the settlement area of the municipality on Appleton Side Road without public consultation and submission of the studies and documents that would normally be required by the Municipality to consider a development of this magnitude.
- F.19. Allocation of Unplanned Revenue from Asset Sales** 230 - 231  
**Recommended Motion:**  
**THAT** Committee of the Whole recommend to Council that net proceeds derived from the sale of Municipal assets be placed in the Business Park Reserve account for future economic development initiatives;
- AND THAT** Committee of the Whole recommend that Council allocate \$50,000 to the Clerk's Department for long term storage solutions.
- F.20. Update on Projects Completed by Staff** 232 - 234  
**Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council accept the attached report as information.
- G. NOTICE OF MOTION**
- H. INFORMATION ITEMS**
- H.1. Mayor's Report**
- H.2. County Councillor's Report**
- a. Lanark County Media Release - June 8 2022** 235 - 236
- H.3. Mississippi Valley Conservation Authority Report**
- H.4. Library Board Report**
- H.5. Information List #12-22**  
**Recommended Motion:**  
**THAT** the information list #12-22 be received for information.

a.	June 7th 2022 - AMO 2022 Municipal Delegation Request	237
H.6.	Meeting Calendar	238 - 239
I.	OTHER/NEW BUSINESS	
I.1.	Ottawa River Power Corporation Annual General Meeting	240
	Recommended Motion:	
	THAT the Committee of the Whole accept the OPRC notice of 2022 AGM as information;	
	AND THAT the following member of Council be appointed to represent Mississippi Mills at the virtual meeting on June 23	
I.2.	Resignation - Tiffany MacLaren, Community Economic & Cultural Coordinator	
	Recommended Motion:	
	THAT Committee of the Whole accept the resignation of Tiffany MacLaren, Community, Economic and Culture Coordinator with regret.	
I.3.	Support for Mayor Lowry - AMO Board of Directors Nomination	
	Recommended Motion:	
	THAT Mississippi Mills Council support the nomination of Mayor Christa Lowry for the Director to the Association of Municipalities of Ontario (AMO) Board of Directors Rural Caucus for the 2022-2024 term.	
J.	PENDING LIST	241 - 242
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**

**June 7, 2022  
Hybrid  
3131 Old Perth Road.**

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

Staff Present: Ken Kelly, CAO  
Casey Munro, Deputy Clerk  
Jeanne Harfield, Clerk  
Jeff Letourneau, Director of Corporate Services & Treasurer  
Cory Smith, A/Director of Public Works  
Melanie Knight, Senior Planner  
Calvin Murphy, Recreation Manager  
Anita Legault, Daycare Manager  
Shannon Gutoskie, Communications Coordinator

Others: Marc Rivet, Planning Consultant

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**A. CALL TO ORDER (immediately following Council)**

Councillor Maydan called the meeting to order at 7:00 p.m.

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

None were declared.

**C. APPROVAL OF AGENDA**

**Resolution No CW151-22**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Dalgity

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW152-22**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** the minutes dated May 17, 2022 be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW153-22**

**Moved by** Councillor Holmes

**Seconded by** Councillor Dalgity

**THAT** the following consent reports and committee minutes be received:

- Accessibility Advisory Committee Meeting - April 27, 2022
- Mississippi Mills Public Library Board Minutes - April 8, 2022

**CARRIED**

**F. STAFF REPORTS**

**F.1 Supply and Delivery Front Mount Mower**

**Resolution No CW154-22**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Dalgity

**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.

**CARRIED**

**STAFF DIRECTION** - The Recreation Manager to provide an estimated delivery of the new mower to Council.

**F.2 Canada Wide Early Years Childcare Agreement**

**Resolution No CW155-22**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**F.3 Review of ATV By-Law**

**Resolution No CW156-22**

**Moved by** Deputy Mayor Minnille

**Seconded by** Mayor Lowry

**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 and short form wording with Schedule A and Schedule B as per Revision 2;

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

**CARRIED**

**STAFF DIRECTION** - staff to review curfew of ATV operations (to be consistent with OVRT curfews)

**F.4 Award of Main St. Pedestrian Crossover**

**Resolution No CW157-22**

**Moved by** Mayor Lowry

**Seconded by** Councillor Dalgity

**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.

**CARRIED**

**F.5 Sale of Non-Viable Lands Appleton**

**Resolution No CW158-22**

**Moved by** Councillor Holmes

**Seconded by** Mayor Lowry

**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.

**MOTION REFERRED TO STAFF**



**Resolution No CW159-22**

**Moved by** Councillor Holmes

**Seconded by** Deputy Mayor Minnille

**THAT** Committee of the Whole refer the report back to staff for additional information.

**CARRIED**

**F.6 Windstorm Update – Levels of Service**

**Resolution No CW160-22**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**STAFF DIRECTION** - staff to bring forward information if they feel an additional week is needed.

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

**Resolution No CW161-22**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Dalgity

**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.

**CARRIED**

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

**Resolution No CW162-22**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

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

**CARRIED**

**Resolution No CW163-22**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**Resolution No CW164-22**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**Resolution No CW165-22**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Ferguson

**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.

**CARRIED**

**F.9 Official Plan Amendment 29 and Zoning By-law Amendment Z-04-22 - Prime Agricultural Area Designation Review (LEAR)**

**Resolution No CW166-22**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council strike a working group of Council that consists of three members of Council plus the Municipality's planning consultant Marc Rivet.

**AND THAT** Committee of the Whole recommend that Council allocate up to \$10,000 to conduct a further review and clarification of the LEAR.

**CARRIED**

**Resolution No CW167-22**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council appoint the following three members of Council to the working group: Councillor Holmes, Councillor Ferguson and Councillor Guerard.

**CARRIED**

**Resolution No CW168-22**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council hold off on any discussion on the LEAR until such a time that the working group of council completes their additional review and brings forward a report to Council for consideration by September 6, 2022.

**CARRIED**

**G. NOTICE OF MOTION**

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

**Resolution No CW168-22**

**Moved by** Councillor Dalgity

**Seconded by** Councillor Holmes

**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.

**CARRIED**

**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

Joint Water Quality Group regarding quality of water in Mississippi Lake area met and are seeking a joint AMO delegation request with support from the Conservation Authorities and the Health Unit to request funding for quality control supports.

**H.2 County Councillor's Report**

Deputy Mayor Minnille provided a County update, highlights include: \$10 day daycare will be in effect by the end of 2025; portions of the OVRT that are considered accessible and wilderness trails; changes to vaccination policy; and radio network for fire departments.

**Resolution No CW169-22**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Ferguson

**THAT** the meeting be extended by 15 min.

**CARRIED**

**H.2.a County Council Media Release - May 25 2022**

Deputy Mayor Minnille provided an update of the recent County Council meeting, highlights include: Early Learning and Child Care Agreement Proceeding, portions of the OVRT now considered accessible and other parts are considered a wilderness trail, approved changes to the vaccination policy, and fire communication systems.

**H.3 Mississippi Valley Conservation Authority Report**

None

**H.4 Library Board Report**

**H.5 Information List #11-22**

**Resolution No CW170-22**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Dalgity

**THAT** the information list #11-22 be received for information.

**AND THAT** item H.5.c Town of Newmarket Resolution re: Mandatory Firefighter Certification be pulled for further consideration.

**CARRIED**

**H.6 Meeting Calendar**

**I. OTHER/NEW BUSINESS**

None.

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW171-22**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Dalgity

**THAT** the meeting be adjourned at 9:46 p.m.

**CARRIED**

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Jeanne Harfield, Clerk

**MISSISSIPPI MILLS PUBLIC LIBRARY**  
**BOARD**  
**MINUTES**  
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on May 13, 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:**

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

**ABSENT:**

3. **APPROVAL OF AGENDA**

**Resolution No. 20-22**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**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 April 8, 2022
- b) Correspondence  
[None]
- c) Reports- CEO report
- d) Incidents- May 2, 2022
- e) Cost-Sharing Agreement for Shared Database

**Resolution No. 21-22**

**Moved by** L. Czerwinski

**Seconded by** B. Button

**THAT** the MMPLB accepts the consent items as presented.

**CARRIED**

7. FOR DISCUSSION/DECISION

- a) Closed meeting  
[None]
- b) Policy Review -Local History (OP-13), Information Services (OP-23), Teen/Young Adults in the Library (OP-24) and Privacy, Access to Information & Electronic messages under CASL (OP-25)

**Resolution No. 22-22**

**Moved by** B. Button

**Seconded by** W. Thorngate

**THAT** the MMPLB approves Local History (OP-13), Information Services (OP-23), Teen/Young Adults in the Library (OP-24) and Privacy, Access to Information & Electronic messages under CASL (OP-25) as presented.

- c) Financial Review- Draft Statement of Operations Year End at Dec 31, 2021  
C. Row presented a summary of the Draft Year End Statement.

8. OTHER/NEW BUSINESS

- a) Friends of the Library update- Friends will have a table outside of the Almonte branch on Saturday mornings starting June 4, 2022 and the online auction will launch soon.
- b) Communication Committee update  
C. Peacock met with J. Harfield, Clerk to discuss the Board succession plan.  
Councillor Maydan introduced C. Peacock to J. Letourneau, Director of Corporate Service.
- c) Year 4 MMPLB work plan updated
- d) Draft 2021 Annual Report- L. Czerwinski will design annual report.

9. NEXT MEETING



Friday, June 10, 2022 at 10:30 am

10. ADJOURNMENT

**Resolution No. 23-22**

**Moved by** L. Czerwinski

**Seconded by** W. Thorngate

**THAT** the meeting be adjourned at 11:40 a.m.

**CARRIED**



**The Corporation of the Municipality of Mississippi Mills**

**Bicentennial Working Group Meeting**

**MINUTES**

**June 8, 2022**

**7:00 p.m.**

**Almonte Curling Club Lounge**

**182 Bridge St. Almonte**

Members Present:

- Councillor Dalgity
- Councillor Guerard
- Councillor Holmes
- Councillor Ferguson
- Councillor Maydan
- Kathy Cumming
- Nancy Dupuis
- Deane Zeeman
- Tina Collins
- Heather Baird
- Lorne Heslop
- Sheila James
- Pauline Nolan
- Cathy Reside
- Tracy Payne
- Dianna Littleford
- Brian Tackaberry
- Janet Carlile
- Michael Rikley-Lancaster
- Robert Gardiner
- Alice Puddington
- Doris Rankin
- Judy McGrath
- Lee Brebner
- Marilyn Snedden
- Nathalie Cleroux
- Sarah More
- Sue Evans

Ian MacLean

Staff Present: Susan Law, Elections Assistant and Bicentennial Coordinator  
Bonnie Ostrom, Administrative Assistant  
Calvin Murphy, Recreation Manager  
Dawn McDonald, Administrative Assistant  
Jeanne Harfield, Clerk  
Casey Munro, Deputy Clerk

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**A. CALL TO ORDER**

Clerk J. Harfield called the meeting to order at 7:00 pm.

J. Harfield introduced staff to each respective working group.

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

None were declared.

**C. APPROVAL OF AGENDA**

**Moved by** Councillor Dalgity

**Seconded by** Ian MacLean

**THAT** the agenda be approved as presented.

**CARRIED**

**D. APPROVAL OF MINUTES**

None

**E. ROUND TABLE**

The room was divided into the different working groups. Members of the working groups completed introductions, established their next meeting date, and commenced brainstorming for bicentennial events. Each working group will work on ideas to bring forward by August. A staff report to Council will be drafted for the first meeting in September.

**F. MEETING ANNOUNCEMENTS**

The following are the next meeting dates for the working groups:

Almonte Bicentennial Working Group – Tuesday, June 14 at 7:00 pm  
Ramsay Bicentennial Working Group – Thursday, June 23 at 4:00 pm  
Pakenham Bicentennial Working Group – Monday July 4<sup>th</sup> at 7:00 pm  
Agriculture Bicentennial Working Group – Wednesday, July 6 at 7:00 pm  
Museums & History/ Arts & Culture Bicentennial Working Group – Wednesday,  
June 22 at 7:30 pm  
Indigenous Bicentennial Working Group – Wednesday, June 22 at 3:00 pm

**G. ADJOURNMENT**

**Moved by Councillor Dalgity**

**Seconded by Councillor Holmes**

**THAT** the meeting be adjourned at 8:10pm

**CARRIED**

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Casey Munro, Deputy Clerk,  
Recording Secretary

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21,2022  
**TO:** Committee of the Whole  
**FROM:** Mike Williams, Director of Protective Services  
**SUBJECT:** Animal Control Bylaw 14-21 Update

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### RECOMMENDATION:

**THAT Committee of the Whole recommends that Council pass a resolution to accept the change of a definition in the Animal Control Bylaw 14-21**

### BACKGROUND:

In our current Animal Control Bylaw under Definitions Section 1 (r), it refers to service dogs (guide dogs):

- Service Dogs (guide dogs) means a dog that is trained as a guide for a blind person or to assist a disabled person and actively used for such purposes.

### DISCUSSION:

The Municipality has recently received a request from a resident to consider different species of animals as service animals. After reviewing other municipal animal control bylaws, staff discovered that the wording has changed from being specific to service dogs to service animals. This wording change does seem to follow what is the normal practice in most areas, since there are different animals being utilized for service. If we change the wording to incorporate service animals we will have to change our current service dog application form.

The change in wording in the bylaw focuses on the needs of the individual that requires the service animal versus the species of animal (dog). In order for the service animal to be recognized by the Municipality as a service animal the individual would need to provide documentation from an accredited professional who has evaluated the person.

It should be noted that because a service animal is assisting an individual with a disability the service animals must be allowed entry into a number of facilities and establishments in which a normal pet would not be allowed to enter. There are also a

wide range of animals that can be used to assist with a disability. Some of these may not be animals that most people would associate as service animals.

## **OPTIONS:**

There are two options to consider, and they are:

- 1) Leave the bylaw as it is only referring to Service Dogs.
- 2) Change the definition to refer to Service Animals with the following definition and requirements:

**“Service Animal”** means:

- an animal that can be readily identified as one that is being used by the person for reasons relating to the person’s disability, as a result of visual indicators such as the vest or harness worn by the animal; or
- an animal for which the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
  - A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
  - A member of the College of Chiropractors of Ontario.
  - A member of the College of Nurses of Ontario.
  - A member of the College of Occupational Therapists of Ontario.
  - A member of the College of Optometrists of Ontario.
  - A member of the College of Physicians and Surgeons of Ontario.
  - A member of the College of Physiotherapists of Ontario.
  - A member of the College of Psychologists of Ontario.
  - A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

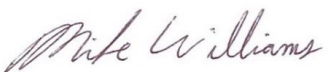
## **FINANCIAL IMPLICATIONS:**

There is no financial implication for this change.

## **SUMMARY:**

I recommend making the definition change to help align our bylaw to accept different animals as service animals, meeting the above criteria.

Respectfully submitted by,

  
\_\_\_\_\_  
Mike Williams,  
Director of Protective Services

Reviewed by:

\_\_\_\_\_  
Ken T. Kelly,  
Chief Administrative Officer

# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **STAFF REPORT**

**DATE:** June 21, 2022  
**TO:** Committee of the Whole  
**FROM:** Calvin Murphy, Recreation Manager  
**SUBJECT:** Agreement with the Almonte Curling Club 2022-2023

---

### **RECOMMENDATION:**

**THAT** Committee of the Whole recommends to Council to authorize the Mayor and Clerk to enter a one (1) year agreement with the Almonte Curling Club for the lease of the Almonte Curling Facility for the 2022-2023 curling season.

### **BACKGROUND:**

For the past nineteen seasons the Municipality has entered into a lease agreement with the Almonte Curling Club for the use of the Almonte Curling Facility.

In the 2000 Recreation Department's operational review, recommendation #68 was identified as follows:

"That the municipality develop a partnership agreement with the Almonte Curling Club to provide curling services to all interested residents in Mississippi Mills, beginning in 2000."

### **DISCUSSION:**

Last summer meetings took place with the members of the Curling Club executive, Recreation Manager, Ken Kelly CAO and Councillor Dalgity to discuss a new contract for the Almonte Curling Facility.

During the discussions, an area of concern that presented itself was that of the deficit that the Municipality is faced with annually with respect to the Curling facility. In 2019 the Curling facility saw a deficit of approximately \$26,000 and a large portion of this deficit was due to hydro costs. Over the years the Almonte Community Centre has always operated on one (1) Hydro meter for the entire facility and there was no way of breaking down how much hydro was used in the Curling facility compared to other parts of the facility (the arena side). In February 2020, the Recreation Manager made arrangements to have separate hydro meters installed in the different areas within the Almonte Community Centre in order get a better indication as to what the actual breakdown in costs are for the two areas. The plan was to use the 2020-2021 curling season to gauge the breakdown of hydro costs of both locations so that a new agreement could



be negotiated on the understanding that the Almonte Curling Club would agree to contribute to the costs associated with the hydro on the Curling side.

The Curling Club understands that the Municipality would like to see a reduction in the overall deficit and has agreed to work with the municipality in recouping some of this deficit when entering a long-term agreement moving forward. Before proceeding with the long-term agreement, a breakdown of what the actual hydro costs are for the Curling facility in relation to the remainder of the facility is required.

Due to the COVID19 pandemic the 2020-2021 curling season never occurred, and the curling ice plant was never turned on therefore no breakdown of hydro costs was available. In August 2021 a one year (1) agreement was negotiated and agreed upon by Council based on a five (5) month period instead of the normal (6) month period for the 2021-2022 season. Unfortunately this past season facility closures occurred once again and we were forced to close our curling facility from the middle of December 2021 through until February 1<sup>st</sup> 2022. Unfortunately because of this shut down and because of the fact that we opened one (1) month later than a usual season we are still unable to receive accurate numbers on hydro costs for the curling facility. Because of this circumstance the overall feeling is to once again enter into a one-year agreement with the club until accurate hydro costs can be broken down further. This one-year agreement would be based on a 3% increase over and above the 2021-2022 contract amount and will be paid over a (6) six-month period.

If this one-year agreement is not acceptable to Council, the only other option is for the Club to pay for the actual ice time that it uses. This is the type of arrangement that the Municipality had with the Club before entering into agreements with the club. When this was the arrangement, the Municipalities deficits were higher, and we had more staffing responsibilities.

Of the two scenarios, staff is recommending that the negotiated settlement of a one-year agreement in the amount of \$34,551 plus HST be accepted. This one-year agreement will permit both the Municipality and The Almonte Curling Club to gather the necessary information required to properly enter into a longer agreement in future years.

## **FINANCIAL IMPLICATIONS:**

The negotiated amount of the one-year contract is as follows:

2022-2023 \$34,551 plus H.S.T

2021-2022 \$27,954 plus H.S.T

It should be noted that in 2021-2022 the Almonte Curling season ran for a 5-month time period (Nov-March) as The curling club required the extra time to ensure registration numbers were where they needed to be for a season to take place . For this upcoming season, the Club would like to operate and run as a normal curling season (Oct-March) which equates to a 6-month time frame. The numbers above reflect an extra month of revenue for the Municipality as well as a 3% increase over the 2021-2022 contract amount.

**SUMMARY:**

The Municipality has entered into agreements with the Almonte Curling Club over the past nineteen seasons. The parties have worked well together to ensure the success of the Club to its members and are eager to continue this working relationship for many years to come. This one (1) year agreement will give us the time needed to explore the actual hydro cost breakdown in more detail. After this season, a long-term agreement can be worked out and finalized.

The Curling Club is currently preparing for the upcoming season and it is crucial that we finalize this one-year agreement in order to move forward at this point in time.

Respectfully submitted by,

Reviewed by:

---

Calvin Murphy,  
Recreation Manager

---

Ken Kelly,  
CAO

**ATTACHMENTS:**

1. 2022-2023 Almonte Curling Club lease agreement

# AGREEMENT

This agreement made in triplicate this       day of       , 2022

BETWEEN

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
Hereinafter referred to as the "Landlord"

AND

ALMONTE CURLING CLUB  
Hereinafter referred to as the "Tenant"

IT IS AGREED AS FOLLOWS:

## **BACKGROUND**

- A. the Landlord is the owner of property known as the Almonte Curling Facility, located at 160 Bridge Street, hereinafter referred to as (the "Lands") described as Concession 9, Part Lot 15, Almonte Ward, Municipality of Mississippi Mills
- B. the Tenant wishes to lease the Lands, as well as the rights of access thereto as the Tenant may require, for management and maintenance purposes.

## **ARTICLE 1 DESCRIPTION OF THE LEASED LANDS**

### **1.1 Lease of the Lands**

The Landlord hereby leases the Lands described as Concession 9, Part Lot 15, Almonte Ward, Municipality of Mississippi Mills and known as the Almonte Curling Facility. More specifically, this lease applies to the Curling Facility ice surface (does not include access to ice plant unless pre approval is obtained by Facility Foreman or designate), the lounge (including the kitchen and bar areas), and Curling Facility washrooms and locker rooms.

### **1.2 Title of Landlord**

The Landlord warrants that it is the registered owner of the Lands by virtue of a deed registered in the Land Registry Office for the Land Registry Division of Almonte (No. 27).

## **ARTICLE 2 TERM**

### **2.1 TERM**

Subject to Article 9, this Lease shall have a term of one (1), 26 week term (the "Term") as follows:

- i. commencing at 12 o'clock noon on the 1st day of October, 2022 and ending on the 31st day of March, 2023 at 11:59 p.m. (Year 1)

### **ARTICLE 3 RENT**

- 3.1 The Tenant shall pay to the Landlord a total Term rent of
  - i. \$34,551.00 plus HST, to be paid in six equal monthly installments of \$5,758.50 each plus HST, commencing on October 1, 2022 and on the first day of each month thereafter.

### **ARTICLE 4 TENANT USES**

#### **4.1 Tenant Uses:**

The Landlord grants permission to the Tenant:

- 4.1.1. to use the Lands for curling and other purposes during the hours of 6:30 am to 12:00 midnight except on the following days: Remembrance Day, from noon on Christmas Eve, Christmas Day, Boxing Day, from noon on New Year's Eve, New Year's Day, Family Day, Good Friday, Easter Sunday and Easter Monday. If the Tenant requires access outside of these hours, pre-approval from the Landlord shall be obtained.
- 4.1.2. to book and schedule all events and activities in the Curling Facility
- 4.1.3. to have 24 hours, 7 day per week access to the Lands for the purpose of ice maintenance only, by a certified ice technician under contract with the Tenant.

### **ARTICLE 5 TENANT'S OBLIGATIONS**

#### **5.1 Tenant's Obligations**

The Tenant shall throughout the Term:

##### **5.1.1. Administration**

- 5.1.1.1. Provide a representative to be present at all tenant rentals and functions
- 5.1.1.2. be responsible for the operation and the administration of the annual curling programs.
- 5.1.1.3. be responsible for the booking and scheduling of events and activities in the Curling Facility and providing a weekly schedule two (2) weeks in advance to the Landlord and

advising of any changes to the submitted schedule as soon as the Tenant becomes aware of the changes

- 5.1.1.4. pay the Rent as it becomes due and payable provided the Facility is in continuous operation.
- 5.1.1.5. observe all laws, orders, and regulations applicable to the Lands owned by the Landlord.
- 5.1.1.6. observe all laws, orders, and regulations applicable to the LLBO (Liquor License Board of Ontario)
- 5.1.1.7. provide proof to the Landlord's satisfaction of certification of the ice technician's qualifications.
- 5.1.1.8. If the regular curling season is not allowed to start in October 2022 or is interrupted or terminated due to Provincial, Municipal or Health Unit directive, the monthly lease payments will be suspended for the specific period of time.
- 5.1.1.9. If the regular curling season is interrupted due to Provincial, Municipal or Health Unit directive, The Municipality can decide at any time if it feels necessary to shut down the ice plant and remove the ice in the facility to end the season. The Almonte Curling Club will be consulted before any shut down occurs at which time lease payments would cease.

#### **5.1.2. Maintenance**

- 5.1.2.1. be responsible for the setting up and tearing down in preparation of special events being held in the Curling Facility. Assistance by the Landlord may be provided in accordance with Section 5.1.3.1. of this agreement.
- 5.1.2.2. be responsible for maintaining the ice surface on a day to day basis (i.e. sweeping, pebbling, shaving, etc.) including the purchase of supplies for same.
- 5.1.2.3. be responsible for minor repairs such as painting, bulletin boards, kitchen cupboards, etc.
- 5.1.2.4. be responsible for the purchase and / or repair of curling apparatus such as brooms, rocks, measuring devices, ice scraper blades, etc. to current conditions (Note: pre and post contract inspections required)
- 5.1.2.5. be responsible to have the ice maintenance personnel properly trained on the procedures for making curling ice and on the use of equipment to maintain the ice surface

- 5.1.2.6. inform the Landlord in writing of any renovations to the Lands and receive permission from the Landlord in writing before commencement of any such works

#### **5.1.3. Financial**

- 5.1.3.1. reimburse the Landlord, at the applicable hourly rate plus benefit load for all additional staff time spent on ice maintenance, tear down and set up, etc. that is not part of this Agreement and that has been pre-approved by the Club Manager or designate.

#### **5.1.4. General**

- 5.1.4.1 honour the provisions of the "Reciprocal Use Agreement" that the Landlord currently has with the Upper Canada District School Board and the Catholic District School Board of Eastern Ontario.
- 5.1.4.2. permit the Landlord to book the Curling Facility through the Club Manager or designate for meetings / events at no charge, if available according to the schedule provided in accordance with 5.1.1.3.
- 5.1.4.3. the Landlord shall provide a representative to be present at all Landlord rentals as per 5.1.4.4.
- 5.1.4.4. utilize the Landlord's Rental and Allocation policy as a guideline for rental fees for the Curling Facility

### **ARTICLE 6 LANDLORD'S OBLIGATIONS**

#### **6.1 Landlord's Obligations**

The Landlord shall throughout the Term:

##### **6.1.1. Administration**

- 6.1.1.1. be responsible for providing and scheduling bar staff in coordination with the Tenant and for keeping a bar inventory in accordance with past practices. Municipal bar operations will be reviewed on an annual basis with the Almonte Curling Club.
- 6.1.1.2. Further to Article 6.1.1.1. the Municipality reserves the right to review the bar operation on an annual basis to determine if it is a

profitable operation that should be continued by the Municipality. The Municipality agrees that it will enter into discussions with the Tenant if changes are being proposed to examine other options that may exist for future bar operations.

- 6.1.1.3. allow the Tenant to install a phone line in the Curling Facility.

#### **6.1.2. Maintenance**

- 6.1.2.1. be responsible to provide a clean and dry ice surface, clean sideboards and carpets and start the refrigeration plant for the Curling Facility. Should the Municipality not fulfill any or all of the requirements in time for the curling season to commence in accordance with the Term outlined in Section 2.1, the Municipality and Tenant will review the Tenant's costs associated with the delay to determine an appropriate rental rebate.
- 6.1.2.2. be responsible for maintenance such as: ongoing operation and repairs to the ice plant, building (roof, structure, etc.) humidifiers, ice scraper (excluding blades) heaters, electrical, mechanical and plumbing fixtures, etc.
- 6.1.2.3. be responsible for janitorial services and ensure that the curling club facilities are maintained on a daily basis, ensuring the cleanliness of the washrooms, changerooms and curling lounge area.
- 6.1.2.4. be responsible for the initial ice plant start up and the initial installation of the ice surface by a qualified ice making technician including costs of same.
- 6.1.2.5. be responsible for removing the ice from the facility.
- 6.1.2.6. review any proposals for major renovations from the Tenant and provide a written response to same
- 6.1.2.7. Facility Foreman or designate shall respond to requested adjustments of equipment in a timely manner.
- 6.1.2.8. repair and/or replace any trip hazards around the ice surfaces identified by the Tenant and verified by the Landlord including carpeting and bumpers.

#### **6.1.3. Financial**

- 6.1.3.1. provide the Tenant with a financial statement by May 31 in each year of the Term
- 6.1.3.2. should the ice plant break down for a period of more than three (3) days throughout the Term, the Tenant shall be reimbursed a daily

amount (Term rent amount divided by the number of days in the Term) back to the effective date of the break down.

## **ARTICLE 7 JOINT RESPONSIBILITIES**

### **7.1 Joint Responsibilities**

- 7.1.1. The Landlord and Tenant shall meet in November and as otherwise required to address situations that may arise from time to time, to discuss capital needs identified by either party and potential sharing of costs for same.
- 7.1.2. The Landlord and Tenant shall provide each other with a list of contacts, including designates for their respective organizations and such lists shall be attached to this agreement as Schedule 'B'.
- 7.1.3. The Landlord and Tenant agree that they will act reasonably at all times with respect to the implementation of the provisions contained within this Agreement.

## **ARTICLE 8 INDEMNITY**

### **8.1 Indemnity**

Save for the negligence or wilful acts of the Landlord and those for whom the Landlord is in law responsible, the Tenant shall indemnify and save harmless the Landlord against all actions, suits, claims, direct damages, costs and liabilities arising out of or as a result of:

- 8.1.1. any breach, violation or non-performance of the terms and obligations on the part of the Tenant set out in this Lease and any damages to the Lands;
- 8.1.2. any injury to or death of any person occasioned by the use of the Lands by the Tenant, its servants, agents, employees or contractors.

## **ARTICLE 9 INSURANCE**

### **9.1 Insurance**

- 9.1.1. The Tenant shall at all times during the Term maintain an insurance policy covering all of its undertakings and in particular, general liability coverage in an amount of Two Million Dollars (\$2,000,000) per occurrence. The Tenant shall, at the signing of this Agreement, provide the Landlord with satisfactory evidence of such insurance.



- 9.1.2. The Landlord shall at all times during the Term maintain an insurance policy covering the Lands for liability purposes in an amount not less than Twenty Five Million Dollars (\$25,000,000) per occurrence. The Landlord shall, at the signing of this Agreement, provide the Tenant with satisfactory evidence of such insurance.

## **ARTICLE 10 TERMINATION**

### **10.1 Termination by Landlord**

The Landlord may terminate this Lease if and whenever:

10.1.1. Rent or any part thereof shall be unpaid after it shall have become due and payable as herein provided and such default shall continue for sixty (60) days following receipt of a written notice from the Landlord.

10.1.2. any provision of this Lease is not undertaken as required and then only so long as:

10.1.2.1. the Landlord has given written notice to the Tenant to rectify the condition not being met and then only if the condition continues for a further period of 30 days provided that the Tenant makes continued efforts to remedy the condition.

10.1.2.2. the Landlord provides thirty (30) days written notice.

10.1.3. the Municipality gives sixty (60) days prior written notice to the Tenant.

### **10.2 Termination by Tenant**

The Tenant may terminate this Lease by giving sixty (60) days prior written notice to the Landlord.

### **10.3 No Tacit Renewal**

It is agreed that should the Tenant continue to occupy the Lands after the last day of the last Term, there shall be no tacit renewal of this Lease, but the Tenant may, with the Landlord's consent, continue such occupation as a tenancy from month to month, subject in all other respects to the terms and conditions of this Lease which were applicable on the last day of the Term.

### **10.4 Removal**

Upon termination of this lease, the Tenant shall be entitled to and shall leave the Lands in a state of good repair, save and except for reasonable wear and tear.

## **ARTICLE 11 ASSIGNMENT**

11.1 **Prior Consent**

The Tenant shall not assign this Lease without the prior written consent of the Landlord.

**ARTICLE 12 NOTICE**

- 12.1 Any notice required or permitted to be given hereunder or delivery of documents may be sufficiently given by personal delivery or registered mail to the Tenant at the following address:

Address: 160 Bridge Street  
PO Box 309  
Almonte ON K0A 1A0

Attention: President

Tel No. (613) 256-4560

and to the Landlord at the following address:

Address: 3131 Old Perth Road  
PO Box 400  
Almonte ON K0A 1A0

Attention: Chief Administrative Officer

Tel No. (613) 256-2064 ext. 220

Fax No. (613) 256-4887

**ARTICLE 13 OTHER PROVISIONS**

13.1 **Invalidity of Provisions**

If any clause, obligation or agreement of this Lease, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable by any Court of Law having jurisdiction, the remainder of the Lease or the application of such clause, obligation or agreement to persons or circumstances other than those to which it is held invalid or unenforceable, shall not be affected thereby and each clause, obligation or agreement of this Lease shall be separately valid and enforceable to the fullest extent permitted by law.

13.2 **Entire Agreement**

This Lease and any other documents referred to in this Lease, constitute the entire agreement of the parties and may not be amended or modified, except by a written instrument executed by both parties. In addition, the present Lease annuls any prior agreements between the parties.

13.3 **Successors and Assigns**

This Lease shall be binding upon and inure to the benefit of both parties hereto and their respective successors and assigns, heirs and personal representatives.

13.4 **Governing Law**

This Lease shall be governed by the laws of the Province of Ontario.

IN WITNESS WHEREOF the parties hereto have executed this agreement on the date mentioned.

**FOR THE ALMONTE CURLING CLUB**

**WITNESSES**

\_\_\_\_\_

Date: \_\_\_\_\_

**FOR THE CORPORATION OF THE  
MUNICIPALITY OF MISSISSIPPI MILLS**

\_\_\_\_\_  
Christa Lowry, Mayor

\_\_\_\_\_  
Jeanne Harfield, Clerk

Date: \_\_\_\_\_

Schedule 'A'  
Curling Club Agreement

**Municipality of Mississippi Mills Contact List**

**Administrative Issues**

**Primary**

Calvin Murphy,  
Recreation Manager  
Phone No. 613 256-1077 ext. 24  
Cell No. 613 229-0062

**Facility Issues**

**Primary**

Ken Fisher  
Facility Foreman  
Cell No. 613 229-0075

**Alternate**

On Duty Staff Member  
613-256-1712

**Schedule 'B'**

**ALMONTE CURLING CLUB CONTACT LIST**

**SEASON 2022 - 2023**

PRIMARY

Gerry Coleman... Manager

613-223-5633 or email [gerrycoleman@rogers.com](mailto:gerrycoleman@rogers.com)

ALTERNATE

Don St. John...

613-978-1069 email [donst.john@donsmeatmarket.ca](mailto:donst.john@donsmeatmarket.ca)

ALTERNATE

Steve Conlon ....President

613-256-1909 email...steveconlon@bell.net

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21<sup>st</sup>, 2022  
**TO:** Committee of the Whole  
**FROM:** Calvin Murphy, Recreation Manager  
**SUBJECT:** Community Services Strategic Plan – Options for discussion

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### RECOMMENDATION:

#### Recommendation #1

**THAT Committee of The Whole recommend to Council to award a sole source contract for a public consultation for the Recreation and Culture and Daycare Departments for the Municipality of Mississippi Mills to Goss Gilroy Inc.**

#### Recommendation #2

**THAT Committee of the Whole recommend that Council approve option \_\_\_\_.**

### BACKGROUND:

As part of the strategic plan process that took place in 2020, Council agreed to complete a Community Services Master Plan to help guide the delivery of recreation and culture services/events, childcare services for the Municipality. This plan would include reviewing all Recreation and Culture and Childcare services and would establish the strategic direction and help shape and lead the delivery over the next 10 years. The 2021 budget and now 2022 budget includes funding to complete this project by engaging a consulting firm.

In April 2021, Council passed a motion to appoint Councillor Guerard, Councillor Dalgity, CAO Ken Kelly, Daycare Manager Anita Legault, Community, Economic and Cultural Coordinator Tiffany MacLaren and Recreation Manager Calvin Murphy to the Steering Committee to help direct the project.

### DISCUSSION:

The Steering Committee met in May 2021 to discuss moving forward with an RFP for the Community Services Master Plan. After much review and discussion, the RFP was put together and advertised accordingly with a closing date of July 29<sup>th</sup>, 2021, for submissions. At the closing only one (1) submission was received. The Steering group met in August 2021 to review and discuss and the consensus was that the one proposal

lacked in certain areas and seeing that it was the only proposal received, the feeling was that the RFP should be sent out a second time in the fall with the intention of generating more interest from additional firms. In early November 2021 the RFP was released a second time with a closing date of December 13<sup>th</sup>, 2021. At the deadline three (3) proposals were received. In January 2022 the Steering Committee met to review the proposals. The Steering Committee once again felt the proposals lacked in different areas in particular the area of public relations, experience with public surveys and consulting with Community Organizations.

After two unsuccessful attempts to receive bids for this RFP the Steering Committee directed The Recreation Manager to reach out to different municipalities who had recently completed Community Services Master Plans over the last few years and see which consulting firms they used and if they were happy with the quality of work that was completed. The Recreation Manager was advised to forward the RFP directly to these firms to see if there was any interest in the project. The Recreation Manager did receive a list of reputable firms that had recently completed Recreation Master Plans in surrounding municipalities and forwarded the RFP to these firms. Unfortunately, no response was received from any of the firms.

The Recreation Manager did follow up with one of the firms that the proposal was forwarded to and investigated reasons why no proposal was received from them. The main reason that the firm provided was the fact that due to COVID, completing any in person (face to face) consulting with individuals was not possible on their end. Staff from the firm were still working from their own residence with no indication of returning to the office. All consultation with groups, staff and members of the public would have to be completed through zoom meetings etc. When forming the RFP the steering committee did feel the need for some in person consulting as part of the project to ensure all parties/groups had a chance to participate accordingly.

On March 22<sup>nd</sup>, 2022, the Steering Committee met to review and discuss the project in more detail. At this time CAO Kelly provided information on a more local management consulting firm (Goss Gilroy Inc.) that could complete the public consultation component of the project. This firm would focus solely on a survey type approach to the project that would include gathering of information from the Municipality from a Recreation, Culture and Daycare perspective, developing and conducting a survey that focus groups and members of the public could take part in through either an online survey or telephone interview. In discussions with Goss Gilroy, they did indicate that most of the interviews and discussions would be conducted through online methods but there could be some in person discussion with staff, council and small working groups if required. All information gathering from the public would be received through online survey or telephone.

Following this meeting with the steering committee The Recreation Manager brought forward a report to the April 19<sup>th</sup> Committee of the Whole meeting with a recommendation to move forward with the proposal received from Goss Gilroy in the amount of \$72,450.00 plus HST. The overall feeling at the COW meeting was that

further options should be explored with Goss Gilroy to see if there were other methods of completing the project by reducing the costs. The Recreation Manager was asked to report back to the Steering Committee and explore other options with Goss Gilroy before reporting back to the Committee of the Whole. Over the last couple of months discussions with the Steering Committee and Goss Gilroy have taken place to discuss other methods of moving forward with the project. The following options are listed below for your consideration.

## **OPTIONS:**

### **Option A: Constituent Survey, Analysis and Presentation of Findings**

This option would consist of an online survey that will be created and available to all residents of Mississippi Mills by means of an open web link for residents to access and fill out the survey online. Goss Gilroy Inc. would be responsible for the design of the online engagement process and questionnaire, assessing the information and reporting the consensus findings on issues and where they exist. At the end of the process a final in-depth report summarizing directions for community service will be provided. **It should be noted that in this option there would be no paper survey or phone option provided for residents. All input would be received by means of online method.**

### **Option B: Workshop Facilitation to develop a Framework for the Community Services Master Plan.**

This option would be in addition to Option A and would consist of adding two facilitated workshops with municipal staff in order to determine the prioritization for opportunities for specific initiatives, strategies, preferences, partnerships and/ or funding opportunities to be explored or pursued under the Community Services Master Plan.

### **Option C: Inclusion of paper Survey to expand reach.**

This option would be in addition to Option A and B and would consist of expanding the reach by means of a paper-based survey that would be made available for residents to pick up at various locations throughout the municipality for people to provide their comments. Goss Gilroy will collect batches of completed paper surveys from the centralized location and enter into the survey database by their staff.

The attached submission from Goss Gilroy Inc. provides specific details on the three (3) listed options for your consideration.

**Alternatively if Council chooses not to proceed with either of these options, the entire project could be placed on hold until the new year at which time the Municipality could try and solicit firms once again to complete the Community Services Master Plan project as a whole.**



## FINANCIAL IMPLICATIONS:

The 2022 budget was allocated \$80,000 to complete this Capital project. The following chart provides a breakdown of all options for your consideration. Seeing that this is a recreation project the Municipality will receive 100% rebate on the H.S.T.

	<b>Old Option</b>	<b>Option A</b>	<b>Option B</b>	<b>Option C</b>
Goss Gilroy Inc Proposal options	Public Consultation, online survey/telephone survey geared for focus groups, residents, including Framework for the Community Services Master Plan, presented at the April 19 <sup>th</sup> COW meeting	Public Consultation <b>online survey only</b> for residents. <b>(Option A in the report)</b>	Public Consultation online survey for residents including Workshop Facilitation to develop a Framework for the Community Services Master Plan <b>(Options A and B in the report)</b>	Public Consultation online survey for residents including Workshop Facilitation to develop a Framework for the Community Services Master Plan and Inclusion of paper survey to expand reach for <b><i>an estimated 50 paper copy surveys</i></b> <b>(Options A, B and C in the report)</b>
	<b>\$72,450.00</b> plus H.S.T	<b>\$55,725.00</b> plus HST	<b>\$66,187.50</b> plus H.S.T	<b>\$67,637.50</b> plus H.S.T

## SUMMARY:

The completion of the Strategic Plan has been delayed after several unsuccessful attempts of trying to solicit a reputable firm to engage in the project. Seeing that Goss Gilroy Inc have provided options that the Steering Committee are pleased with and in order to move forward with some aspect of the project it is recommended that one of the recommendations be approved.

Respectfully submitted by,

Reviewed by:

---

Calvin Murphy,  
Recreation Manager

---

Ken Kelly,  
CAO

ATTACHMENTS:

1. Development of Strategic Directions for Recreation and Culture in the Municipality of Mississippi Mills. (Goss Gilroy Inc.)

# Development of Strategic Directions for Recreation and Culture in the Municipality of Mississippi Mills

## **AMENDED SUBMISSION PROJECT OPTIONS**

**PREPARED FOR:** **The Corporation of the Municipality of  
Mississippi Mills**

**PREPARED BY:** **Goss Gilroy Inc.**  
Management Consultants  
Suite 900, 150 Metcalfe Street  
Ottawa, ON K2P 1P1  
Tel: (613) 230-5577  
Fax: (613) 235-9592  
E-mail: [ggi@ggi.ca](mailto:ggi@ggi.ca)

**DATE:** **June 7, 2022**



**GOSS GILROY INC.**

Management Consultants  
Conseillers en gestion

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## 1.0 Introduction

Goss Gilroy Inc. (GGI) is pleased to submit this amended proposal to the Corporation of the Municipality of Mississippi Mills (Mississippi Mills).

Further to discussions with Mississippi Mills, GGI understands the Municipality would prefer to review additional options to the development of its Community Services Master Plan.

In the following sections of this proposal, GGI presents three options that can be considered individually, or in combination, for the execution of this engagement.

Note: in all options, the GGI team remains the same as what was submitted in our original proposal dated April 5, 2022.

## 2.0 Option A: Constituent Survey, Analysis and Presentation of Findings

### 2.1 Approach

The approach to Option A is fully digital. An online survey will be created and available to all residents of Mississippi Mills via an open web link. The survey will be anonymous and anyone with the link can fill out the survey.

### 2.2 Tasks

The following describes the steps we propose to undertake for this assignment.

#### **Task 1: Steering Committee and Team Launch Meeting**

The project will begin with an orientation meeting, via videoconference, between GGI's project team and the Mississippi Mills Steering Committee. This meeting will be an opportunity for the Municipality to share its thoughts and observations related to GGI's proposal, including our methods to design and implement the public engagement methods.

The launch meeting will also provide GGI an opportunity to learn about the important work which has already been undertaken by the Municipality in relation to service delivery reviews. Specifically, to learn about the strengths, opportunities, barriers and lessons learned from the service review for Recreation and Culture that was completed in 2019.

The Steering Committee will have involvement in all aspects of the research including:

- Design of all pre and post survey and other engagement material;
- Development of sampling or census survey implementation methodologies;
- Analysis of census findings and development of advanced analytics plan (e.g., key driver analysis);
- Development of findings and next steps; and
- Knowledge translation and transfer.

#### **Task 2: Planning and Scoping the Public Consultation**

GGI will undertake a focused document review designed to better understand, for example, Mississippi Mills' current direction, its activities, and current and emerging challenges and opportunities.

In addition to reviewing background documentation, GGI will review the communication avenues used by the Municipality to disseminate information day-to-day as well as any use of new digital platforms that may have been used to engage the public during the COVID-19 pandemic.

We will also engage the Steering Committee during this task seek perspectives on the current goals and objectives of Community Services and key areas of focus for the broader consultation.

### **Task 3: Finalize Work Plan**

Once we have had these initial discussions, GGI will finalize the proposed work plan for the implementation of the public consultation. The workplan is based on any changes put forth by the Municipality, as well as any learning generated through the launch meeting and exchanges afterwards. The final work plan will be submitted to the Steering Committee for their approval.

During this task, GGI will begin the process of developing the question set based on the knowledge gained through the document review, early meetings with the Steering Committee, combined with our previous experience with these types of activities. There will be a mix of quantitative and qualitative questions for residents to engage with, for example, questions on:

- Participation in community services/activities;
- Satisfaction with municipal community services;
- Identification of gaps in the provision of community services;
- Identification of ways the municipality may be able to enhance engagement with community services;
- The relative importance of the variety of community services (e.g., where should tax dollars be spent), etc.

The draft survey will be shared with the Steering Committee for their review and feedback. The final questionnaire will seek Steering Committee approval prior to dissemination.

Also, during this task, GGI will work with the Steering Committee to develop the communication materials for the survey announcement (e.g., mail inserts, flyer, poster).

### **Task 4: Design Online Engagement Process and Questionnaire**

This line of enquiry will form a large piece of the planning activities in Task 2.

GGI understands that Mississippi Mills maintains a Public Engagement page on its website. The survey will be available through a link from the Public Engagement page under all options presented below.

### *Option 1: Local Organization Distribution*

This option would involve leveraging local service groups to distribute invitations and increase awareness of the survey effort including:

- Using community leaders to distribute communication material (posters, letters,) with the survey web address;
- Requesting that local service groups distribute direct information emails with the survey link to their contact lists;
- Posting information notices in community centers, churches, municipal buildings, etc., with the survey web address; and
- Using any current resident email lists that are held by the Municipality to distribute the survey link directly to potential respondents (e.g., daycare).

This option will likely draw the interest of residents as they are being reached directly from a known sender (e.g., the local organization). However, this approach would bring in some bias as those currently participating in community activities or services would be targeted and the non-participant voice may not be fully captured.

### *Option 2: Municipal Distribution*

This option would involve Mississippi Mills distributing a flyer by mail to all residents of the Municipality (via the tax roll information) with an overview of the objective of the consultation and a link to the survey. The cost for this option would be borne by the Municipality.

This option will reach a census of the population and mitigate bias in respondent selections.

Additionally, this approach may be more efficient as it could align with the distribution of final tax bills which are distributed in June.

This option would of course also leverage the posting of informational flyers in the physical location of local organizations.

## **Task 5: Online Engagement Administration**

GGI will work with Mississippi Mills to administer the Community Services Online Engagement. GGI will ensure the anonymity and confidentiality of all respondents, and will monitor IP addresses to mitigate for duplicate entries.

GGI has strong knowledge of the Accessibility for Ontarians with Disabilities Act (AODA), which is a law that aims to ensure that Ontarians with disabilities are able to participate fully in day-to-day life. It is applicable to all levels of government in the province, as well as to non-profit organizations and the business sector.<sup>1</sup> Participation is made possible by the removal of barriers

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<sup>1</sup> "About the AODA", Accessontario.ca, accessed December 13, 2016, <https://accessontario.com/aoda/>



to access, as well as accommodating the needs of individuals with disabilities. In order to be AODA-compliant, all of our online forms will be provided in a format that is set up in accordance with Web Content Accessibility Guidelines (WCAG2), an internationally accepted standard for web accessibility developed by the World Wide Web Consortium (W3C), an international team of experts. The survey will be compatible with assistive technologies such as screen readers, and the format will include accommodations (e.g., font size and contrast controls) for those who may be in need of visual assistance.

All of our online surveys are compatible with mobile devices, such that the mobile web format allows improved display for completion of the survey when accessed via a mobile device. Our team has been providing mobile-based surveys for many years and it is very important that all of our surveys be mobile-friendly based in our experience which indicates that, depending on the characteristics of the respondent group which may correlate with mobile technology usage (e.g., age, job type), relatively large proportions of respondents use a mobile device to complete an online survey. Thus, our internal testing of a survey includes accessing the survey through various devices, software, and environments to ensure the survey is in good condition for access by desktop computer, laptop computer, and a variety of mobile means including all sizes of smart phones and tablets.

Surveys accessed through smart phones will display the mobile-friendly survey introduction (i.e., sized based on actual phone or device) along with access to the same documents available through a laptop or computer. The main difference between web and mobile web is that questions are viewed individually on mobile web and respondents will be able to select their response by hovering anywhere over their selection and clicking anywhere on it and not just within the selection box or circle.

We will also perform data cleaning and quality checks/reviews of the overall data file from all of the completed surveys.

### Monitoring of Response Rates

Our consulting team will monitor completion rates to maximize return and response rates. We will update the Mississippi Mills Project Management Team and Steering Committee regarding the status of completion rates. Various ways to encourage completion of the survey will be discussed with the Municipality should lower than expected participation pose a problem.

### Potential Survey Extension

As part of the flexible schedule, it is suggested that an extension to the survey period be considered if responses remain low. Although this strategy would be implemented only on an as-needed basis, we have seen modest increases in responding when additional emails with extension notifications are sent.

## Task 7: Data Analysis

GGI will conduct an in-depth analysis of data by various dimensions including gaps in representation. Disaggregating demographic data will help break down information into smaller sub-populations to help the Municipality understand important trends in access and outcomes for particular groups.

For closed-ended questions, typical statistical analyses would employ a variety of descriptive measures where appropriate (e.g., frequencies, means), and relevant measures of dispersion (e.g., standard deviation, range & interquartile range, absolute deviation) which could be further used to compare differences across categories of key variables. Cross-tabulations may also be employed to check for relevant insights. We note that in order to maintain confidentiality, any cross-tabulations or other analysis will require specific minimum numbers of respondents for reporting purposes. The standard is to not report cells with less than 5 respondents, but rather aggregate them into the larger groupings.

When warranted, all quantitative analytic techniques would be paired with the appropriate significance tests (e.g., chi-square, t-tests, analysis of variance) and put in context through the use of meaningful point estimates (e.g., based on confidence intervals). These analyses would be generated and quality checked using standard statistical software such as SPSS and Stata, as well as through database and spreadsheet programs such as MS Excel along with our own custom software.

We also have extensive experience with the coding of surveys containing open-ended questions, and can readily accommodate this requirement. For any open-ended verbatim responses, we will assign senior research analysts to determine a detailed and comprehensive list of coding categories into which verbatim responses can be coded based on a preliminary analysis of the verbatim data. All verbatim comments will then be coded into the appropriate category, and checked by another research analyst for quality control. The defined coding scheme will be designed so that the specific categories will be highly relevant and useful to the Municipality. Additionally, we also have a coding system within our custom coding software to incorporate “first mentions” so that the top-of-mind resident responses could clearly stand out among longer commentary that spanned several topics. Additionally, we are experienced in presenting verbatim commentary in both tabular and a visual graphical format that include roll-ups of smaller categories into broader categories so that the Municipality can obtain detailed and useable results out of the qualitative data.

In sum, GGI will:

- assess the information and, where necessary to substantiate or elaborate on the information, provide supporting information;
- report consensus findings on issues where they exist, and label them as such;
- flag any dissenting or minority opinions;

- verify any information presented as fact by only a small number of participants;
- in situations where the expertise of one informant is clearly such that their opinion needs to be given significant weight, we will note this in reporting.

## Task 8: Identify Potential Short- and Long-Term Directions and Strategies

Once the Community Service public engagement data collection and analysis are complete, GGI can perform Key Driver Analysis in order to identify key actions required for the Community Services Master Plan.

### *Key Driver Analysis*

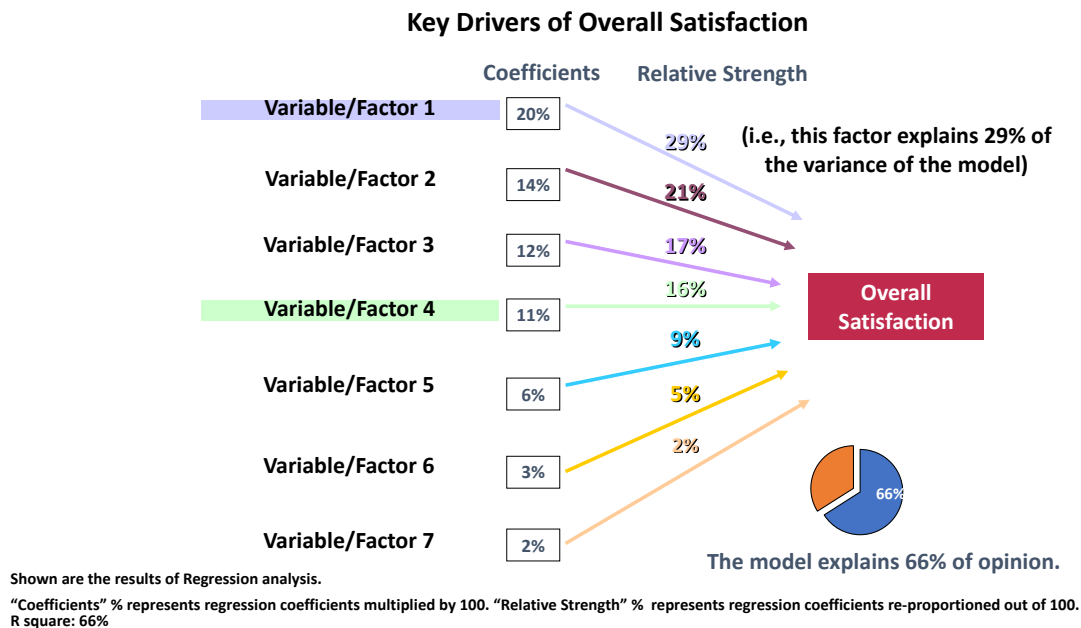
One of the main objectives of the planning study is to determine which aspects of community program/service offering are most important to clients/residents of the Municipality of Mississippi Mills.

Importance hierarchy can be established by stated importance based on responses from direct questioning or derived importance through key driver analysis. Driver analysis models the relationship between the drivers (called the independent variables) and the key variable of interest (called the dependent variable), which for the purpose of this example, is program relevance.

One of the most common forms of driver analysis is **regression modelling**. For the Municipality of Mississippi Mills, we propose, as one option, to use a multivariate regression model. The output of this type of analysis indicates the contribution each independent variable has on the dependent variable.

Most important is the fact that a multiple regression model is an analytic tool that indicates the strength of the relationship between various items of interest and the key item of interest, which in this case is program relevance. In other words, the regression model helps to highlight the most important factors to improve upon in order to increase satisfaction levels. What this means from a very practical level is that by looking at the regression model overall, Mississippi Mills can **establish priority areas**. Moreover, this analysis ranks the items in order of importance, which then allows Mississippi Mills to target as many or as few of the top ranked items based on constituent needs.

The diagram below illustrates a Key Driver model.

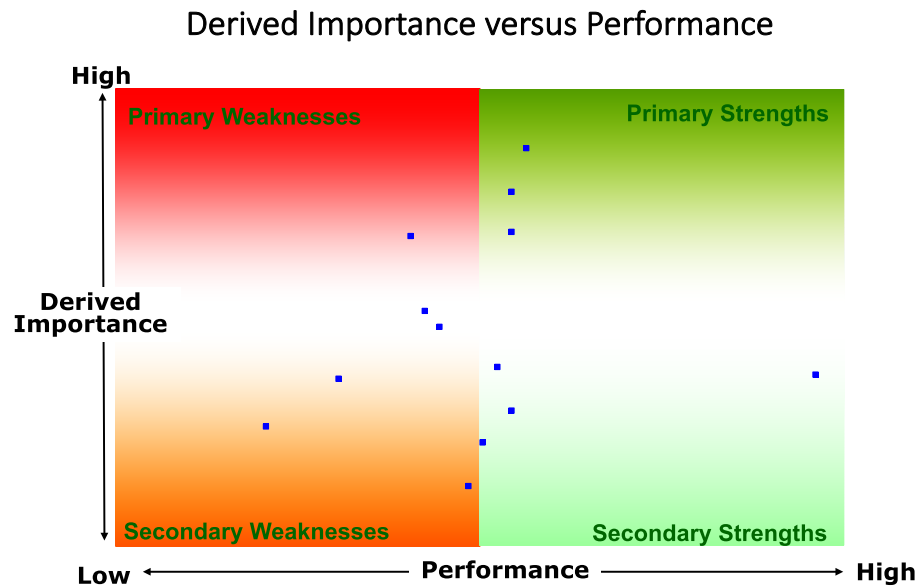


### *Turning Key Drivers into Strengths and Weaknesses (Action Grid analysis)*

To build on the regression analysis, we can determine whether the identified drivers of program relevance are strengths or weaknesses for Mississippi Mills. This can be done by plotting derived importance results from the regression (for each independent variable or driver) against performance on each variable. The resulting plot can be broken down into four quadrants:

- **Primary Weaknesses** (low performance and high importance scores) are very important areas where clients' perceptions about the Municipality's performance are less positive. The Municipality of Mississippi Mills should make a concerted effort to continually improve in these areas to maximize performance ratings. The objective is to ultimately shift these weaknesses to key strengths.
- **Primary Strengths** (high performance and high importance scores) are very important areas where clients perceive the Municipality as performing very well. The Municipality of Mississippi Mills should plan to maintain their strong performance in these important areas.
- **Secondary Weaknesses** (low performance and low importance scores) are less important areas where clients perceive the Municipality as performing poorly. The Municipality of Mississippi Mills may or may not wish to make a concerted effort to improve in these less important areas, depending on priorities and available resources.
- **Secondary Strengths** (high performance and low importance scores) are less important areas where clients perceive the Municipality as performing well. The Municipality of Mississippi Mills should strive to maintain the status quo in these areas because any declines in performance could result in a shift from strength to weakness.

Below we provide illustrations of how responses are graphically presented on a Derived Importance/Performance matrix, with the subsequent diagram demonstrating our Priority/Action Grid analytical technique.



The Grid above provides the data for developing a Priority/Action Matrix that illustrates areas for improvement and areas for maintenance.

GGI will identify potential short- and long-term service directions and advise the Municipality on how these may be incorporated into their strategic planning process. This will include:

- An overview of what stakeholders perceive to be the mandate/goal of the Municipality in the service areas;
- A summary description of current programs and services;
- Identification of which programs and services are perceived to be most critical and relevant, and which are not; and,
- Identification of gaps in programming or programs and services that require enhancements/expansion and the nature of such changes.

These preliminary findings will be presented and discussed with the Steering Committee prior to proceeding to draft and final reporting.

### Task 9: Reporting

GGI will work with the Mississippi Mills Steering Committee to customize a final in-depth report entailing themed insights and potential directions for Community Service.

Subject to the relevant questions being included in the survey, reporting could also be broken out according to distinct dimensions covered in the survey (e.g., diversity, equity & inclusion perceptions and experiences, demographics, community, etc.).

## 2.3 Budget

Tasks	K. Croteau	P. Pejovic	M. Ryan	Senior Consultants	A. Da Ros	L. Allison	Total Days
<b>Phase 1: Work Plan</b>							
Project Orientation	0.25	0.25		0.25			0.75
Planning and Design	1.00	2.00	0.25	1.00			4.25
Project Work Plan	0.25	0.50	0.25				1.00
<b>Phase 2: Creation of Data Collection Instruments</b>							
Develop and validate survey	1.00	4.00	0.50		3.00		8.50
<b>Phase 3: Conduct Survey</b>							
Programming		0.25			4.00	2.00	6.25
Monitoring					2.00	2.00	4.00
Analysis	0.25	5.00		3.00	8.00		16.25
<b>Phase 4: Presentation of the Results</b>							
Key findings presentation	0.50	2.00	0.25	1.00			3.75
Draft report	1.00	2.00		2.50			5.50
Final report	1.00	1.00					2.00
<b>Total days (7.5-hr day)</b>	<b>5.25</b>	<b>17.00</b>	<b>1.25</b>	<b>7.75</b>	<b>17.00</b>	<b>4.00</b>	<b>52.25</b>
Per diem	\$1,350	\$1,350	\$1,350	\$800	\$900	\$625	
<b>Total Professional Fees</b>	<b>\$7,087.50</b>	<b>\$22,950.00</b>	<b>\$1,687.50</b>	<b>\$6,200.00</b>	<b>\$15,300.00</b>	<b>\$2,500.00</b>	<b>\$55,725.00</b>
<b>HST</b>							<b>\$7,244.25</b>
<b>Total including tax</b>							<b>\$62,969.25</b>

## 3.0 Option B: Workshop Facilitation to develop a Framework for the Community Services Master Plan

### 3.1 Approach

This option includes two facilitated workshops with municipal staff in order to determine the prioritization for opportunities for specific initiatives, strategies, preferences, partnerships and/or funding opportunities to be explored or pursued under the Community Services Master Plan.

### 3.2 Tasks

#### Workshop #1

The first workshop would be a 2–3-hour review of the engagement results and the current gaps in programs and services and what could/should be instituted to fill these gaps.

The workshop will also capture an internal assessment of the Municipality's capacity and ability to achieve the goals identified as opportunities (Operational Analysis). This may include gathering insights on key external relationships (community partners, government funders and key donors).

#### Workshop #2

The second session will be a 2-hour strategic planning session be held with Mississippi Mills management and staff. The intent would be to engage the group in discussions on issues outlined in the report resulting from the first workshop (e.g., program enhancement/expansion; strengthening partnerships) and seek further refinement and consensus on those that are most critical.

Information garnered from this session would then be incorporated into the Final Draft of the framework. At this time, a section would be added clearly outlining strategic directions and the overall remaining information needs to develop the implementation plan, as well as other considerations for moving forward in the creation of the Community Services Master Plan.

### 3.3 Budget

The estimate for support in developing the framework for the Community Services Master Plan is 7 days of senior Partner time. This would amount to \$10,462.50, broken down as follows:

Tasks	K. Croteau	P. Pejovic	Total Days
<b>Workshop #1 Facilitation</b>			
Preparation for Workshop #1		0.50	0.50
Conduct of Workshop #1	0.50	0.50	1.00
<i>Summary report development</i>	0.25	2.00	2.25
<b>Workshop #2</b>			
Preparation for Workshop #2		0.50	0.50
Conduct of Workshop #2	0.50	0.50	1.00
Draft framework report	0.50	1.50	2.00
Final framework report		0.50	0.50
<b>Total days (7.5-hr day)</b>	<b>1.75</b>	<b>6.00</b>	<b>7.75</b>
Per diem	\$1,350	\$1,350	
<b>Total Professional Fees</b>	<b>\$2,362.50</b>	<b>\$8,100.00</b>	<b>\$10,462.50</b>
<b>HST</b>			<b>\$1,360.13</b>
<b>Total including tax</b>			<b>\$11,822.63</b>



## 4.0 Option C: Inclusion of Paper Survey to Expand Reach

### 4.1 Approach

GGI understands the importance the Municipality places on engaging with the most comprehensive, transparent and inclusive approach possible.

In order to accomplish the collection of diverse and unique lived experiences, values, beliefs and practices of the Municipality's constituents, a supporting data collection approach must be considered. Implementing an additional data collection tool to the online survey will support residents who's first choice of communication is not digital.

### 4.2 Tasks

This option would produce a paper-based survey that will be made available for residents to pick up at various locations throughout the municipality. Mississippi Mills will be responsible for the reproduction of the paper copies and the distribution to local partners and key public locations. Residents would be responsible for delivering paper copies back to a centralized, specified location by either dropping the survey off in-person, or mailing it in. The centralized location will be determined by Mississippi Mills.

GGI, will collect batches of completed paper surveys from the centralized location at a pre-determined frequency (e.g., weekly). Paper surveys will then be entered into the survey database by GGI staff.

### 4.3 Budget

As it is unknown the extent to which residents may prefer to submit paper-based completed survey documents, GGI has established an estimated budget based on volume. The estimate includes data entry time and data quality control. The estimate is based on the anticipation of a fairly lengthy survey due to the many areas of interest being covered by the Community Services Master Plan (e.g., parks, facilities, recreation services, cultural assets, museums, festivals and events, libraries, childcare services, etc.).

**We estimate the entry and quality control cost for 50 paper copy surveys to be \$1,450.**

Alternatively, Mississippi Mills municipal staff can be provided with a link to the GGI database and undertake data entry on its own. In this instance, GGI would include the performance of data cleaning and quality checks/reviews of the overall data file from all of the completed surveys.

## 5.0 Schedule of Activities

We will work closely with the Municipality's Project Management Team and Steering Committee established for this project at all stages of the process.

The timing for implementation of the work will depend on the options chosen.

Of particular note to the timing of this study, the opportunity to have leveraged the mailing of final tax bills in June will have passed. This missed opportunity will have an impact on the extent to which Mississippi Mills can reach all residents during the proposed study.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** John Gleeson, Operations Manager

**SUBJECT:** Award Supply of Maintenance Gravel Tender 22-07

---

### RECOMMENDATION:

**THAT Tender 22-07 for the supply of Maintenance Gravel from 2023-2026 be awarded to Thomas Cavanagh Construction Ltd.**

### BACKGROUND:

The current tender for the supply of Maintenance Gravel is set to expire on December 31, 2022.

### DISCUSSION:

Staff issued a tender 22-07 for the supply of maintenance gravel as the previous contract for maintenance gravel will expire on December 31, 2022. The tender was posted on Merx, our website and advertised in the local newspaper for two (2) consecutive weeks in accordance with the requirements of our procurement policy. A public opening was held in Council Chambers immediately following the tender closing at 2:00 p.m., May 31, 2022. The following bid was received:

COMPANY	UNIT PRICE PER TONNE ** (HST not included)
Thomas Cavanagh Construction Ltd	
Ramsay	\$17.10
Pakenham	\$17.10

\*\* A Canada Consumer Price Index will be applied each year during the duration of the contract no earlier than January 1<sup>st</sup>

These prices bring an increase per tonne of \$3.43 for Ramsay and \$3.43 for Pakenham from the 2021 prices.

Thomas Cavanagh Construction Ltd. is a reputable supplier that has been supplying this type of material to the municipality for many years. Staff is recommending that Thomas Cavanagh Construction Ltd be awarded the contract for the supply of maintenance gravel.

**OPTIONS:**

1. Award the contract to Thomas Cavanagh Construction Ltd.
2. Instruct staff to re-issue the tender.

**FINANCIAL IMPLICATIONS:**

Bids received were based on a price per tonne. Staff will ensure that upcoming budgets will reflect the maintenance gravel requirements and the new pricing.

**SUMMARY:**

Staff solicited competitive bids under Tender 22-07 for the supply of maintenance gravel. As Thomas Cavanagh Construction Ltd. bid meets the specifications for this contract and is the only bid received, staff is recommending that the contract for the supply of maintenance gravel be awarded to Thomas Cavanagh Construction Ltd.

Respectfully submitted by,

Reviewed by:

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John Gleeson,  
Operations Manager

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Cory Smith,  
A/Director of Roads and Public Works

Reviewed by:

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Ken Kelly, CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022  
**TO:** Committee of the Whole  
**FROM:** John Gleeson, Operations Manager  
**SUBJECT:** Award Winter Sand Tender 22-06

---

### RECOMMENDATION:

**THAT Tender 22-06 for the supply of Winter Sand from 2023-2026 be awarded to Arnott Brothers Construction Ltd.**

### BACKGROUND:

The current tender for the supply of Winter Sand is set to expire on December 31, 2022.

### DISCUSSION:

Staff issued a tender 22-06 for the supply of winter sand as the previous contract for winter sand will expire on December 31, 2022. The tender was posted on Merx, our website and advertised in the local newspaper for two (2) consecutive weeks in accordance with the requirements of our procurement policy. A public opening was held in Council Chambers immediately following the tender closing at 2:00 p.m., May 31, 2022. The following bid was received:

COMPANY	UNIT PRICE PER TONNE ** (HST not included)
Arnott Brothers Construction Ltd	
Ramsay	\$24.25
Pakenham	\$28.50

\*\* A Canada Consumer Price Index will be applied each year during the duration of the contract no earlier than January 1<sup>st</sup>

These prices bring an increase per tonne of \$6.78 for Ramsay and \$11.65 for Pakenham from the 2021 prices.

Staff followed up with other municipalities that use Arnott Brothers Construction Ltd. For the supply of winter sand and they indicated they had not had any problems with the delivery or quality of the winter sand.

Staff is recommending that Arnott Brothers Construction Ltd be awarded the contract for the supply of winter sand.

**OPTIONS:**

1. Award the contract to Arnott Brother Construction Ltd.
2. Instruct staff to re-issue the tender.

**FINANCIAL IMPLICATIONS:**

Bids received were based on a price per tonne. Staff will ensure that upcoming budgets will reflect the winter sand requirements and the new pricing.

**SUMMARY:**

Staff solicited competitive bids under Tender 22-06 for the supply of winter sand. As the Arnott Brothers Construction Ltd. bid meets the specifications for this contract and is the only bid received, staff is recommending that the contract for the supply of winter sand be awarded to Arnott Brothers Construction Ltd.

Respectfully submitted by,

Reviewed by:

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John Gleeson,  
Operations Manager

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Cory Smith,  
A/Director of Roads and Public Works

Reviewed by:

---

Ken Kelly, CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, A/Director of Public Works  
**SUBJECT:** Award of 2022 Surface Treatment Contract

---

### RECOMMENDATION:

**THAT the Committee of the Whole recommends that Council Award the Contract for Tender No. 22-02, Surface Treatment Program and Camelon Culvert to Thomas Cavanagh Construction Limited, in the amount of \$1,267,268.64 Plus HST.**

### BACKGROUND:

The 2022 Capital Works Budget included funds to complete surface treated road renewals, reconstructing Concession 8 Ramsay between Wolf Grove Road and Clayton Road, Country St. from the Urban Limits to Rae Road, and Rae Road from Country Street to County Road 29. In addition funds were also carried to rehabilitate the Concrete Culvert located on Concession 8 Ramsay, at the intersection of Camelon Road known as the Camelon Culvert.

### DISCUSSION:

Tender No. 22-02 for the 2022 Surface Treatment Program and Camelon Culvert was released by the Municipality and subsequently closed on June 1, 2021. The advertisements were posted in the Canadian Gazette, on the Municipal Website and with MERX. A total of Three (3) tender submissions were received at the time of closing. Results were as follows:

<b>COMPANY</b>	<b>Total Price (HST not Included)</b>
Thomas Cavanagh Construction	\$1,267,256.64
Goldie Mohr	\$1,296,028.00
R.W. Tomlinson	\$1,557,000.00

The tender submissions were reviewed for accuracy and completeness. Thomas Cavanagh Construction Limited has successfully completed similar works for Mississippi Mills in the past and has a good working relationship with staff. The price received in the

Tender exceed the amount carried in the Budget for the Works. There are many factors related to the additional costs, the two primary factors are unforeseen increase in fuel price experienced since the budget was prepared which nearly doubled the cost of fuel and higher than expected inflation causing volatile market prices. As a result of the volatile costs, staff reviewed our Capital Works Projects to find efficiencies. As a result staff completed the works for Concession 10 Pakenham Internally. These works were done early on in the year with some lower fuel prices, and all the works were managed internally, subbing out only the pulverizing and Calcium. The remaining works were completed internally, this created some significant cost savings. The size of the project was manageable and timing of it allowed for us to complete it with our internal staffing. In addition, staff reviewed the works and limited the works to only the works needed to carry the roadway over until it's scheduled renewal next year. As a result cost savings were experienced.

#### **OPTIONS:**

1. Award the Contract to Thomas Cavanagh Construction in the Amount of \$1,267,256.64 plus HST and allow for an additional 10% contingency for the project to be funded from the originally budgeted amount, plus cost saving experienced on Concession 10 Pakenham and any remaining funding to come out of the Miscellaneous portion of the Pavement Renewal Projects and any contingency be funded from year end surplus or Reserves.
2. Work with Thomas Cavanagh to reduce the scope of work to meet the existing budgeted amount. This would likely include removal of the portion of Rae Road from Country Street to County Road 29 (\$152,000.00 plus HST), in addition to some other minor cuts.
3. Retender the works

#### **FINANCIAL IMPLICATIONS:**

The prices for the works were expected to exceed the amount budgeted due to inflation and fuel prices. Alternative funding sources have been identified to cover the costs.

Tender Price Including Non-Recoverable HST (1.76%)	\$1,269,560.35
Amount Carried in Budget for all related works	\$1,141,750.00
Available from Concession 10 Pakenham	\$90,000.00
Unfunded Amount	\$57,810.00
Available in Pavement Renewal Misc.	\$168,000.00
Amount Remaining	\$110,189.00

The funding recommendation has been reviewed with the Director of Corporate Services and is acceptable.



**SUMMARY:**

Cost increases are quite reasonable, funding sources for the works have been identified and will not have a major impact on the 2022 work program. Works by staff to review all projects and reduce costs is ongoing and all efforts will be made to complete these works within budget.

Respectfully submitted by,

Reviewed by:

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Cory Smith,  
A/Director of Public Works

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Ken Kelly,  
CAO

**ATTACHMENTS:**

1. None

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** Date of meeting  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, Acting Director of Public Works  
**SUBJECT:** Award of 2022 Sidewalk Replacement Program

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### RECOMMENDATION:

**THAT Committee of the Whole recommend Council award Tender 22-08 for the 2022 Sidewalk Replacement Program to Neptune Security Services Inc. in the amount of \$112,850.00 plus HST**

### BACKGROUND:

The contract for the Sidewalk Replacements, Stephen Street, Martin Street, Water Street and Reserve Street Almonte Ward was released by the Municipality for public tender (#22-08) May of 2022 and subsequently closed on June 1, 2022 at 1:30 PM. The advertisements were posted on the Canadian Gazette, the Municipal website and MERX.

### DISCUSSION:

A total of three tender submissions were received at the time of closing. Results for the tender were as follows:

<b>COMPANY</b>	<b>Tender Value (HST Not Included)</b>
Neptune Security Services Inc.	\$112,850.00
Torus Construction Corporation	\$153,720.00
Mopri Construction	\$112,641.00

It should be noted that Mopri Construction was originally second low bid in the original submission. A bid irregularity was discovered, mathematical in nature, that changed the final pricing for Mopri by \$2,752.68 making them low bid by \$209.00. Mopri was notified of the irregularity and made the appropriate corrections as per our procurement policy.

As the Municipality has not completed work with Mopri before, reference checks were completed. Mopri submitted references for themselves and identified that the concrete and asphalt works would be completed by subcontractors. The asphalt contractor is

known to the Municipality, but the concrete subcontractor that would be completing the sidewalk works is unknown the Municipality. Staff had difficulty contacting references for Mopri and were unable to complete reference checks on the subcontractor in time to meet cut off for this report.

Neptune Security Services Inc. has completed sidewalk works for Mississippi Mills in 2021. Their works were of high quality and working relations with staff were excellent.

The value of the works exceed the budgeted amount. This is primarily due to unforeseen inflation and increase in fuel prices. The costs for the works are not unreasonable and funding sources have been identified. It should also be noted that some works in this tender are for maintenance and operational purposes for sewer and water as well as transportation and were tendered as part of the capital contract for cost savings.

#### **OPTIONS:**

1. Award the works to Neptune Security Services Inc.
2. Retender works
3. Cut back on works to be completed, direct staff to complete as much of program as possible with available funding

#### **FINANCIAL IMPLICATIONS:**

	<b>Amount (Non-recoverable Taxes Included)</b>
Total Tender Value including 1.76% HST	\$114,836.16
Budgeted Capital Amount	\$80,000.00
Amount Sewer and Water (Operation Account)	\$10,000.00
Amount Transportation (Operation Account)	\$14,000.00
Unfunded	\$10,836.16
Remaining to be funded from Sidewalk Repair (Operation Account)	\$36,000.00
Amount Remaining	\$25,163.84

#### **SUMMARY:**

Due to the difficulty in obtaining reference checks for the low bid subcontractor that would be completing the sidewalk works, and the contractor has not worked with the Municipality in the past it is the recommendation that for difference of \$209.00 that Neptune Security Services Inc. be awarded the contract for sidewalk renewals.

Respectfully submitted by,

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Cory Smith,  
A/Director of Public Works

Reviewed by:

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Ken Kelly,  
CAO

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** June 21, 2022  
(original from 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

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**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 unsolicited 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 Unsolicited request for sale of Non-Viable lands.

Respectfully submitted by,

Reviewed by:

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Cory Smith,  
A/Director of Public Works

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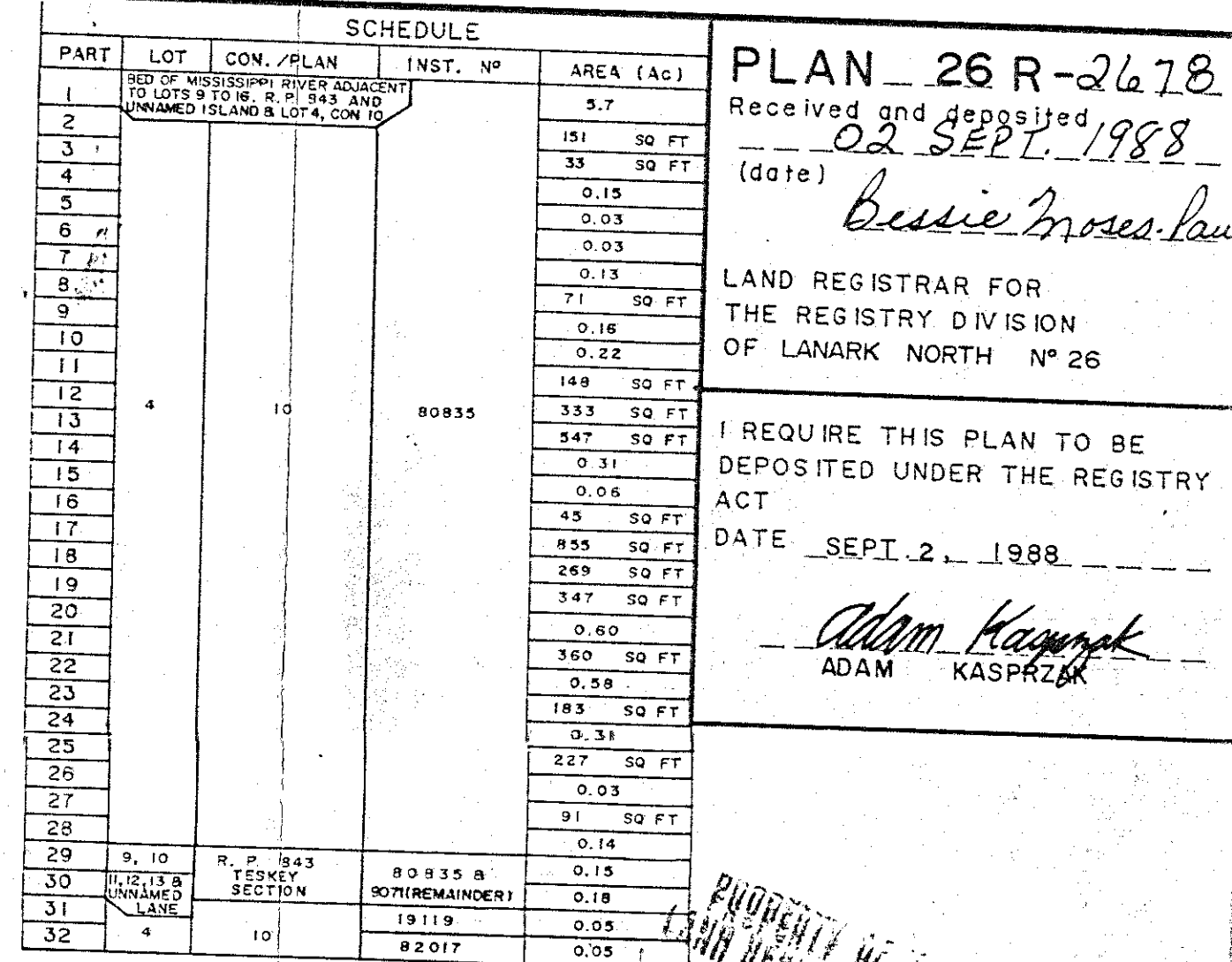
Ken Kelly,  
Chief Administrative Officer

ATTACHMENTS:

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



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



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  $N7^{\circ}15'W$ .

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

*Adam Kasprzak*  
ADAM KASPRZAK,  
ONTARIO LAND SURVEYOR

IB	- IRON BAR
SB	- STANDARD IRON BAR
SSIB	- SHORT STANDARD IRON BAR
Q	- MONUMENT FOUND
Q	- MONUMENT SET
Q	- ROUND
Q	- FENCE
Q	- FENCE
(OU1)	- ORIGIN UNKNOWN
PLAN B	- PLAN 26R-789
PLAN B	- PLAN 26R-2544
PLAN C	- PLAN 26R-2358
PLAN D	- PLAN BY R.F. MUCKLESTONE DATED OCTOBER 3, 1947
PLAN E	- ONTARIO HYDRO TIME RECORD NO 800-840 DATED DEC., 1947
PLAN F	- ONTARIO HYDRO TIME RECORD NO 800-840 DATED DEC., 1947
PLAN G	- REG'D. PLAN #43
(O.H.)	- ONTARIO HYDRO
(INST. A)	- INST. NO. 80935
(1054)	- W. J. BRACKEN, O.L.S.
(1354)	- W. J. HATKOSKI, O.L.S.
(1326)	- R. T. TAGGART, O.L.S.
(1331)	- R. F. MUCKLESTONE, O.L.S.
PLAN H	- PLAN #3071
PLAN B	- PLAN 26R-1887

SURY, ROWE & KASPRZAK

LIMITED  
 ONTARIO LAND SURVEYORS  
 ARNPRIOR and RENFREW  
 23-3080

SCALE: 1" = 50'	DRAWN: CADD
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# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Senior Planner

**SUBJECT:** C8669 – Request for Concurrence – Telecommunications Tower  
725 Blakeney Road

**APPLICANT/OWNER:** Rogers Communications

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### RECOMMENDATION:

**THAT Committee of the Whole recommend Council authorize staff to provide a letter of concurrence for the proposed location of a 91.5 m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound for Rogers Communication Inc. at the property at legally described as CON 10 E PT LOT 1, locally known as 725 Blakeney Road.**

### BACKGROUND:

Rogers Communication Inc. (“Rogers”) has publicly circulated an application via Innovation, Science and Economic Development (“ISED”) (formerly Industry Canada) for the installation of a 91.5 m guyed communication tower with ancillary equipment.

To finalize the application for permitting approval with ISED, Rogers requires a *Letter of Concurrence* from the local municipality. If Rogers does not receive a letter of concurrence, ISED has indicated that it will intervene to mediate an appropriate location or siting designs for a tower in the community. Rogers’ request is contained in Attachment A.

The tower is proposed on the subject property located on the northwest corner of Panmure and Blakeney Roads as shown in the public consultation documents in Attachment A and the Site Selection Report in Attachment C. It is noted that in Attachment C some of the labelling of the images incorrectly identify the side as Panmure and Rock Coady Trail.

Like many areas of the province, Mississippi Mills is experiencing a growing demand for wireless services. As people rely more on wireless devices, network improvements are required to ensure high quality services are available. Rogers has indicated that they have been working to find a suitable location for a new telecommunications structure in efforts to provide improved coverage in the area.

The request indicates that the proposed location will provide communication services in the area such as EMS Response, Police and Fire, and will also improve wireless signal

quality for local residents, those traveling along the major roads, as well provide local subscribers with Rogers' wireless network coverage in the surrounding area. Attachment B was provided by Rogers to show an existing and updated diagram of the coverage plots that show the current and expected coverage levels in the area for C8669.

In February 2022, the development and consultation process of the communication tower was reactivated. Rogers Communication Inc. placed notification ads of the project in the Carleton Place/Almonte Canadian Gazette. At the time of reactivation, the Planning Department requested that Rogers also renotify the residents via direct mail as a courtesy; however, Rogers declined this request. Despite this, staff are of the opinion that the Telecommunications Tower and Antenna Citing Review Protocol is still being met as there is no specific direction on notification requirements when a request is put on hold for a period of time after notification has been completed.

### **CONSULTATION AND PUBLIC COMMENTS:**

Rogers provided Public Notification to the ten property owners within the required 274.5 m radius of the proposed installation. The notice was issued by regular mail on September 20th, 2021 and meets the municipality's protocol for telecommunication towers. The notice described the proposal and invited comments by mail, electronic mail, or phone before October 23<sup>rd</sup>, 2021.

A newspaper ad was published in the September 23<sup>rd</sup>, 2021, edition of the Arnprior EMC notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice. As noted in the previous staff report to the [Committee of the Whole on December 7, 2021](#) the notification in the newspaper was incorrect and Rogers had requested that the original request for notification be put on hold. Rogers received one email with comments from a resident on October 23<sup>rd</sup>, 2021.

At the time of the original notification of the tower there were public concerns raised regarding the impact of any lighting associated with the tower on the Fred Lossing Observatory. Rogers contacted the observatory and on December 10<sup>th</sup>, 2021, the Ottawa Centre of the Royal Astronomical Society of Canada (RASC) which operates the Fred Lossing Observatory, wrote that the proposed cell tower C8669, would pose no significant impact to the observatory and its operations. As long as the obstruction lighting is the standard configuration and output for the type of tower proposed, there are no objections from the RASC. However, if any changes are to be made, the RASC would like to be given the opportunity to repeat their analysis and comment further on the project.

Rogers received one comment indicating support for the tower, along with questions regarding the potential installation timelines and which wireless subscribers would benefit from the tower's installation. There were six public comments with questions and objections towards the project made recently in 2022 as the project has been re-activated. Most comments focused on the negative effects of property values and light pollution. One comment also highlighted the ways local honeybees, and their hives

would be affected. Rogers responded with answers to these concerns and questions and included Council in these responses.

## **DISCUSSION:**

Staff note that since late 2021, the Municipality has created a webpage specifically dedicated to Telecommunication Towers which includes a copy of the Council-approved [Telecommunication Tower and Antenna Citing Review Protocol and a Frequently Asked Questions](#) section to assist residents in understanding the Municipality's role in the process for siting telecommunications towers.

The Municipality is not the approving authority for antenna systems; however, as part of the licensing process, Innovation, Science and Economic Development Canada requires that licensees (referred to as proponents) seek input in certain circumstances from the Municipality and the public.

The Municipal Concurrence and Public Consultation Process for Antenna Systems sets out when and how the proponent must consult with the Municipality and members of the public. The Municipality reviews the licensee's proposal and sends a response to the proponent and to Innovation, Science and Economic Development Canada indicating whether or not the proposed installation can be supported by the Municipality. In cases where the Municipality does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from Innovation, Science and Economic Development Canada to install the antenna system.

The Municipality also requires proponents to demonstrate why a proposed antenna could not be located on an existing tower, building or structure, and provide a rationale for why a new tower is necessary. Rogers Communications has provided information relating to the need for a new structure and the inability to use existing infrastructure to co-locate a tower.

## **SUMMARY:**

Staff note that a number of comments, questions and concerns were brought forth as part of the public notification. Rogers Communications responded to all of the comments.

Staff are satisfied and recommend the requested letter of concurrence be issued.

Respectfully submitted by,



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Melanie Knight  
Senior Planner

Reviewed by:



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Ken Kelly  
CAO

ATTACHMENT A: C8669 Concurrence Letter Request and Public Consultation Package  
ATTACHMENT B: Existing and Updated Coverage Plots  
ATTACHMENT C: Site Selection Report – 725 Blakeney Rd.

October 25<sup>th</sup>, 2021

Municipality of Mississippi Mills  
3131 Old Perth Rd., Box 400  
Almonte, ON, K0A 1A0  
Tel: (613) 256-2064

Attention: Tyler Duval, Planning Consultant, Municipality of Mississippi Mills

Dear Mr. Duval,

**Re: Proposed Wireless Communication Site: C8669 Panmure Rd. & Rock Coady Trail**

On behalf of Rogers Communication Inc. (“Rogers”), I would like to submit for your review and consideration a summary of the municipal and public consultation process for the purpose of issuing a statement of concurrence concerning a proposed wireless communication site to be located at **725 Blakeney Rd., Mississippi Mills, Ontario.**

**Project Description & Proposed Location**

Rogers is constantly improving and expanding its infrastructure to meet the ever-growing demand for high-quality reliable wireless voice and data services. The proposed site is needed to improve our wireless voice and data services in the community.

The proposed wireless communication installation consists of a 91.5m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound.

**Municipal & Public Consultation Process**

Rogers is regulated and licensed by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada) to provide inter-provincial wireless voice and data services. As a federal undertaking, Rogers is required by ISED to consult with land-use authorities in siting tower locations. The consultation process established under ISED’s authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the federal government’s exclusive jurisdiction in the siting and operation of wireless and data systems.

The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. Rogers is, however, required to follow established and documented wireless protocols or processes set forth by land-use authorities.

Rogers submitted an Application for an Antenna System to the Municipality of Mississippi Mills via email on September 15<sup>th</sup>, 2021 for a wireless communications installation to be located at 725 Blakeney Rd.

The Municipality of Mississippi Mills has developed a protocol relevant for establishing telecommunication facilities in the Municipality and Rogers has followed it.

Rogers provided the attached Public Notification Package to the four property owners within the required 274.5m radius of the proposed installation. The notice was issued by regular mail on September 20<sup>th</sup>, 2021. The notice described the proposal and invited comments by mail, electronic mail, or phone before October 23<sup>rd</sup>, 2021.

A newspaper ad was published in the September 23<sup>rd</sup>, 2021 edition of the Arnprior EMC notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

Rogers received the attached email with comments from Daniel Timmins on October 23<sup>rd</sup>. Rogers provided the attached response to Mr. Timmins on October 25<sup>th</sup>, 2021 addressing his reasonable and relevant concerns.

Rogers has now fulfilled all circulation requirements under ISSED's Default Protocol as they pertain to the proposed new communication site to be located at 725 Blakeney Rd.

Rogers has followed all the necessary steps in accordance with the Default Protocol's guidelines by:

- consulting with the municipality;
- advising the public of our proposal;
- addressing all reasonable and relevant concerns pertaining to our proposal; and
- keeping and producing all associated communications to Industry Canada and the municipality.

## **Conclusion**

Rogers takes concerns or suggestions expressed by the public as important elements to our proposal. As a result of the consultation process, one comment regarding the proposed tower was received from the public.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed site is also situated and designed so as to have minimal impact on surrounding land uses.

## **Request for Concurrence**

Rogers has now fulfilled all the requirements under ISSED's Default Protocol as they pertain to the proposed new telecommunications site at 725 Blakeney Rd.

In order to conclude this land-use consultation and meet ISSED's requirements, Rogers Communications Inc. respectfully requests that our proposal be considered complete and that the Municipality of Mississippi Mills move forward with the assessment of the process Rogers has undertaken to date.

Rogers also requests that the Municipality of Mississippi Mills issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Yours Truly,

Eric Belchamber, Site Acquisition Specialist  
On behalf of Rogers Communications Inc., Network Implementation  
(613) 220-5970



September 20, 2021

To Whom It May Concern:

**Re: Rogers Site C8669 Panmure Rd. & Rock Coady Trail**

Like many areas of the province, your community is experiencing a growing demand for wireless services. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available. In response to this growing demand for wireless services, Rogers Communications Inc. (Rogers) has been working to find a suitable location for a new telecommunications structure in efforts to provide improved coverage in the area near Blakeney.

The proposed site is at 725 Blakeney Rd., Mississippi Mills. The location will provide much relied upon communication services in the area such as EMS Response, Police and Fire, and will also improve wireless signal quality for the local residents, those traveling along the major roads, as well provide local subscribers with Rogers' wireless network coverage and capacity for products and services such as iPhones, Smartphones, Tablets and wireless internet through the Rogers Rocket Stick technology in the surrounding area.

As part of the public consultation process, you are invited to comment in writing about the proposed Rogers site before October 23<sup>rd</sup>, 2021. The Municipality of Mississippi Mills has its own protocol relevant to wireless communications site placement and Rogers will follow it.

This package contains detailed information about the proposed structure, the consultation and approval process, as well as contact information available to you during the consultation process.

Rogers is committed to working with your community to integrate the proposed telecommunications facility to continue providing dependable and reliable wireless service. Your questions and comments are an important part of the consultation process.

Please know you may provide your comments by contacting a Rogers representative. All written comments are to be directed to:

**Rogers Communications Inc.**

Eric Belchamber, Wireless Site Specialist

Eric Belchamber & Associates

337 Autumnfield St., Kanata, ON, K2M 0J6

Telephone: (613) 220-5970

Included on the following page is a comment form if you wish to provide your comments pertaining to the proposal.

Thank you,

Eric Belchamber

On contract to Rogers Communications Inc.



## Public Consultation for Proposed Wireless Structure

Location: 725 Blakeney Rd., Mississippi Mills, Ontario, K0A 2X0  
Rogers Site: C8669 Panmure Rd. & Rock Coady Trail

Please submit any comments by **October 23<sup>rd</sup>, 2021** to:

**Rogers Communications Inc.**  
ATTN: Eric Belchamber, Wireless Site Specialist  
337 Autumnfield St., Kanata, ON K2M 0J6  
E-mail: eric.belchamber@rogers.com

### COMMENTS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please provide your comments, suggestions or requests for additional information about the proposed wireless structure below:

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*Thank you for your comments. Your feedback is appreciated.*

*\*Information received shall form part of Innovation, Science and Economic Development (ISED) Canada's Public Consultation Process under the Spectrum Management and Telecommunications Client Procedures Circular CPC-2-0-03, Issue 5, and will be collected in compliance with the Personal Information Protection and Electronic Documents Act. The information collected will be used solely for the purpose of documenting Rogers' consultation, communicating the results of this consultation, including your comments, to the Municipality of Mississippi Mills and/or ISED and communicating with you concerning this proposal should that be required. Any personal information such as name, address, telephone number, and property location included in a submission from the public becomes part of the public record for this matter.\**

## Notice of Proposed Wireless Site: C8669 Panmure Rd. & Rock Coady Trail

### Facility Proposal:

#### *Location and Site Context*

Rogers Communications Inc. (Rogers) is proposing a new 91.5m guyed communication tower and an ancillary equipment structure surrounded by chainlink fencing, to be located at 725 Blakeney Rd., Mississippi Mills.

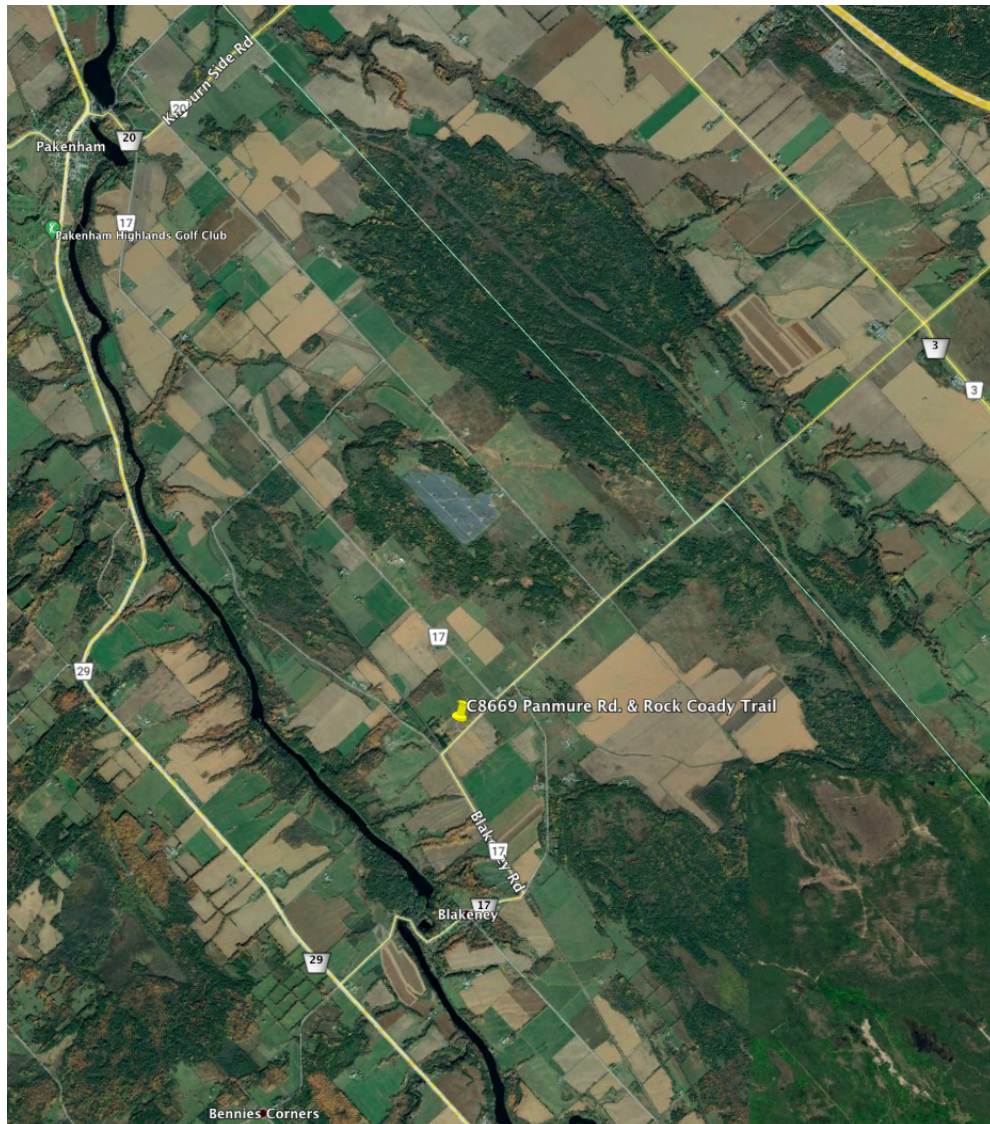
The coordinates for this facility are:

Latitude (NAD83) N 45°16'59.8"

Longitude (NAD 83) W 76°14'36.7"

#### *Proposed Facility Map*

Due to increased demand for improved wireless service, it is necessary to improve wireless coverage across the community. The site selected, shown on the below map, fits the necessary criteria to maximize and improve network coverage for wireless users near Blakeney.



## ***Site Selection and Co-Location***

Many factors are considered in selecting an appropriate site, such as the level of use of wireless service in the area, local terrain, interaction with existing radio base stations, and line-of-sight requirements for high-quality communications. Each site that is investigated is subject to a comprehensive review process by radio frequency, transmission and civil engineering groups for it to be qualified as an optimal site for the community.

Before proposing a new antenna-supporting structure, Rogers first explores the following options, which are required by Innovation, Science and Economic Development (ISED) Canada:

- consider sharing an existing antenna system, modifying or replacing the structure if necessary;
- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers or other tall infrastructure

During the site selection process for this proposed, Rogers determined that no other existing infrastructure opportunity was available in our target area that was suitable for our network. The nearest site that was evaluated was an existing 82m tower located approximately 6km east of the proposed site. The site is located too far from our target area, already has Rogers antennas on it, and will not meet our coverage objectives. Unfortunately, there are no other closer structures available near the area requiring coverage that offers the necessary height. The proposed location is a suitable property that will allow Rogers to provide improved coverage and service for the community and the traveling public.

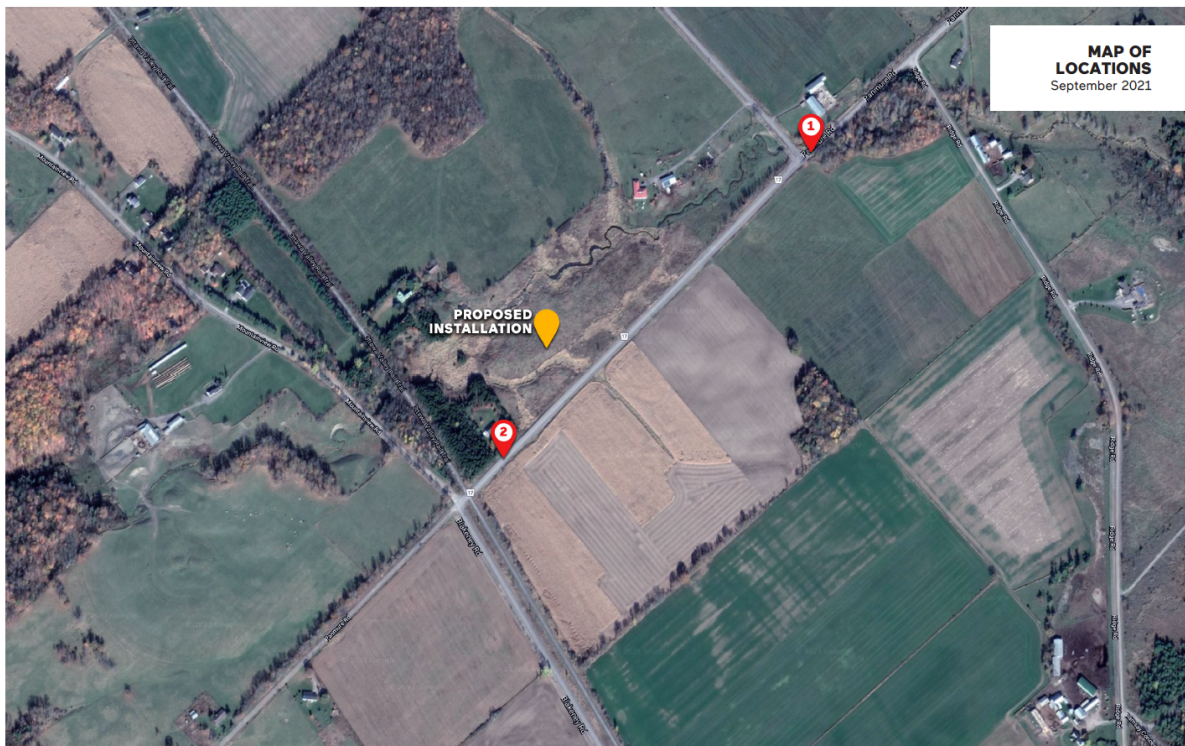
Considering Rogers' technical requirements, the setting of the subject lands makes the proposed location ideal for our site. The proposed site is within the search radius which will result in optimal coverage. The site is set toward the southwestern corner of the property, in an otherwise unused portion of the property, approximately 74m from Panmure Rd. The tower footprint will be using only a small fraction of a large lot. Access to the site will be via a new entrance from Panmure Rd.

This site is part of the EORN Cell Gap Project and the design proposed is a 91.5m guyed tower which will have ample space to provide for future co-location opportunities, as well as assist in minimizing tower proliferation in the area surrounding Blakeney. Rogers welcomes future site sharing opportunities on this proposed location, as per Innovation, Science and Economic Development Canada's guidelines. At the time of this notification, Rogers anticipates having space available for future sharing proponents. Rogers will respond to a request to share in a timely fashion and will negotiate in good faith to facilitate sharing where feasible following standard co-location procedures.

A copy of Rogers' surveyed site plan has been attached for your reference and information.

A set of photo renderings are on the following pages. The viewsapes simulate the view of the proposed installation from multiple viewpoints. The process of simulating the proposed facility into the existing conditions of the viewsapes was done by superimposing an image of the proposed structure on the photographs taken for those viewsapes.





**C8669 PANMURE RD. & ROCK COADY TRAIL**



**C8669 PANMURE RD. & ROCK COADY TRAIL**

APPROXIMATE DISTANCE BETWEEN THE PROPOSED INSTALLATION AND THE VIEWPOINT : 495 METRES





### ***Construction and Maintenance***

Construction of the proposed facility will take approximately 30 to 45 days. The facility will remain unoccupied, and the only traffic generated at this site after construction will be for routine monthly maintenance visits.

Rogers attests that the radio antenna system as proposed for this location will be constructed in compliance with the National Building Code and The Canadian Standard Association and comply with good engineering practices including structural adequacy.

### ***Aeronautical Approvals***

Aerodrome safety is under the exclusive jurisdiction of NAV Canada and Transport Canada. An important obligation of Rogers' installations is to comply with Transport Canada / NAV CANADA aeronautical safety requirements. Transport Canada perform an assessment of the proposal with respect to the potential hazard to air navigation and notify Rogers of any painting and/or lighting requirements for the antenna system. Rogers will submit the appropriate applications and expects this tower to require lighting.

Rogers Communications Inc. attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. For additional detailed information, please consult Transport Canada<sup>1</sup>.

### ***Environmental Health Standards/Safety Code 6 Guidelines***

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Canadian Environmental Assessment Act (CEAA)<sup>2</sup> and local environmental assessment requirements where required by the CEAA.

Rogers attests that the radio antenna system described in this notification does not qualify as a Designated Project under the Canadian Environmental Assessment Act and is excluded from environmental assessment under the Canadian Environmental Assessment Act.

ISED also manages the radio communications spectrum in Canada and requires that all cellular telecommunications facilities comply with guidelines established by Health Canada in order to protect people who live or work near these facilities.

These Health Canada safety guidelines are outlined in their 'Safety Code 6' document and are among the most stringent in the world. All Rogers' facilities meet or exceed these standards. Rogers attests that the radio installation described in this notification package, will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined effects of nearby installations within the local radio environment.

### ***Public Consultation***

The Municipality of Mississippi Mills has developed a protocol for establishing telecommunication facilities. The protocol outlines the land use consultation process relevant to evaluating wireless communication installation proposals. Proponents must provide a notification package to the local public property owners, etc. located within a radius of 274.5m from the tower's location on the subject property. A notice is also being provided to the Municipality.

Rogers Communications Inc. is committed to effective public consultation. The public is invited to provide comments to Rogers about this proposal by mail, electronic mail, or phone.

Innovation, Science and Economic Development Canada's policy contains requirements for timely response to all questions, comments or concerns. Rogers will acknowledge receipt of all communication within **14 days** and will provide a formal response to the Municipality and those members of the public who communicate to Rogers, within **60 days**. The members of the public who communicated with Rogers will then have **21 days** to review and reply to Rogers a final response. Rogers will keep record of all correspondence during the consultation process, which will be included in the summary report to the Municipality of Mississippi Mills and the regional Innovation, Science and Economic Development Canada office.

Rogers is requesting any written public comments be returned within 30 days of receipt of this package. Upon receiving any comments from the public, Rogers will respond accordingly. At the close of the public consultation process, a summary

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<sup>1</sup> <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

<sup>2</sup> <http://laws-lois.justice.gc.ca/eng/acts/C-15.21/>

of comments received and their corresponding responses will be provided to the Municipality of Mississippi Mills and Innovation, Science and Economic Development Canada. Subsequently, a formal package requesting concurrence will also be provided to the Municipality.

Residents may contact our office and discuss the proposed facility:

**Rogers Communications Inc.**

Eric Belchamber, Wireless Site Specialist  
Eric Belchamber & Associates  
337 Autumnfield St., Kanata, ON, K2M 0J6  
Phone: (613) 220-5970  
E-mail: [eric.belchamber@rogers.com](mailto:eric.belchamber@rogers.com)

Residents may contact the Municipality's office and discuss the proposed facility:

Ken T. Kelly, CPA  
Chief Administrative Officer  
Municipality of Mississippi Mills  
3131 Old Perth Rd Box 400  
Almonte, ON K0A 1A0  
Telephone: 613-256-2064  
Fax: 613-256-4887  
Email: [kkelly@mississippimills.ca](mailto:kkelly@mississippimills.ca)

For more information on ISED's public consultation guidelines including CPC-2-0-03, Issue 5<sup>3</sup>, Spectrum Management and Telecommunications you may contact your local Innovation, Science and Economic Development Canada Office at the address noted on the following page.

**Innovation, Science and Economic Development Canada**

**Spectrum Management**

Eastern Ontario District Office  
2 Queen Street East, Sault Ste. Marie, ON, P6A 1Y3  
Telephone: 1-855-465-6307  
Fax: 705-941-4607  
Email: [spectrumnod-spectredeno@ised-isde.gc.ca](mailto:spectrumnod-spectredeno@ised-isde.gc.ca)  
Web: [http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h\\_sf01702.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h_sf01702.html)

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website<sup>4</sup>. Other resources relevant to regulations and adherence obligations can also be found on provided Government of Canada websites<sup>5</sup>.

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<sup>3</sup> [http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h\\_sf06136.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06136.html)

<sup>4</sup> <http://strategis.ic.gc.ca/antenna>

<sup>5</sup> <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08792.html>

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>



## ***Conclusion***

Access to reliable wireless communications services is of great importance to residents' and travelers' safety and well-being in today's society. Wireless technology has fast become the preferred method of conducting business and personal communications among a large part of the population.

The trend of future telecom is to become truly "wireless", that is the delivery of the voice and data communications via conventional telephone lines, such as telephone poles along streets and roads, will be virtually obsolete. The current wireless infrastructure will be able to meet this trend and still provide a reliable system. Reliable wireless communication services are a key element of economic development across Canada. It facilitates the growth of local economies by providing easy access to information, and connectivity for residents and business alike. The infrastructure proposed is suitable for the development over the long term and protects public health and safety, and is a powerful economic enabler that promotes home occupations, teleworking, telecommuting and improved community networking.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police and ambulance. Wireless communications products and services, used daily by police, EMS, firefighters and other first responders, are an integral part of Canada's safety infrastructure.

The proposed site location is well located to provide improved wireless voice and data services in the targeted area near Cedar Hill and the traveling public.

Rogers looks forward to working with the Municipality of Mississippi Mills to provide improved wireless services to the community.

Sincerely,

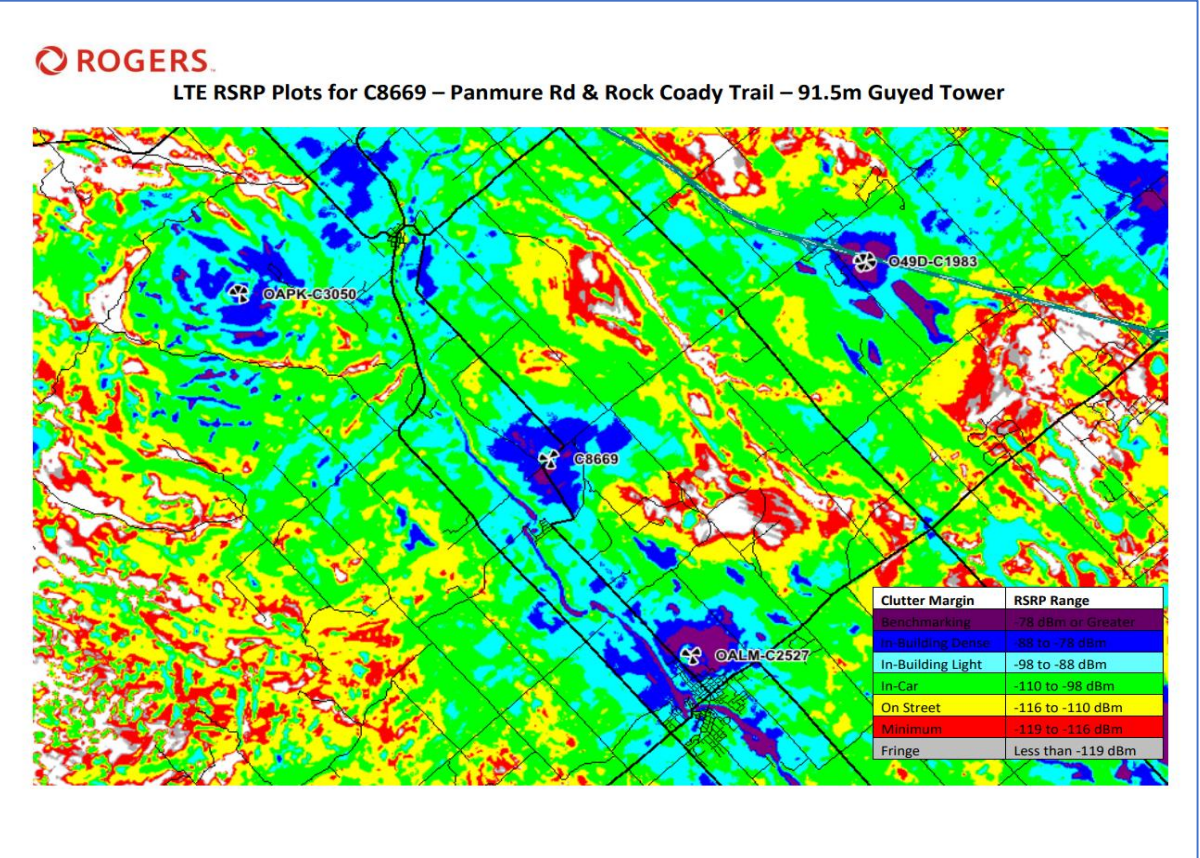
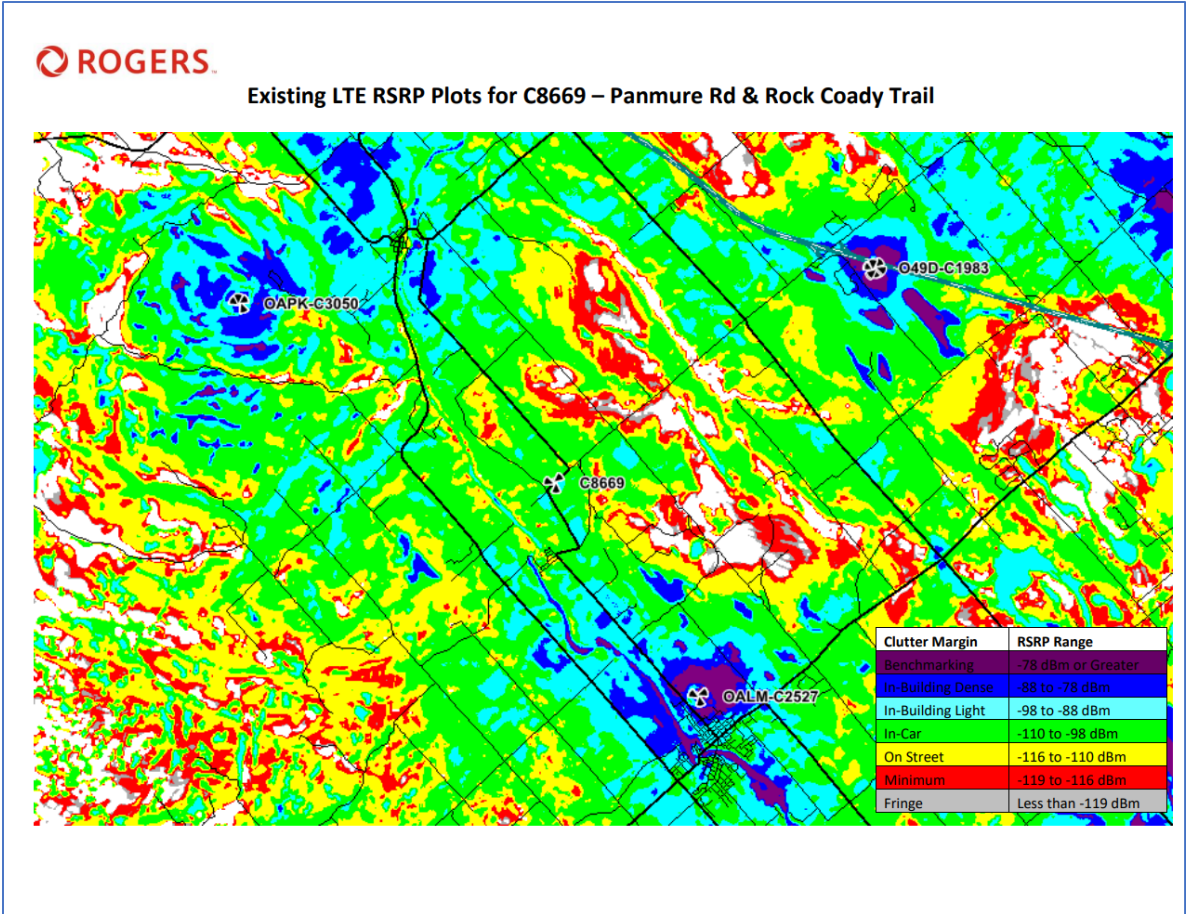
Eric Belchamber  
Wireless Site Specialist  
Eric Belchamber & Associates  
337 Autumnfield St.  
Kanata, ON, K2M 0J6

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<http://cwta.ca/home/>

ATTACHMENT C – Coverage Maps

Purple & Dark Blue	Excellent coverage
Light Blue	Good street and in-building level coverage
Green	Overall poor and unreliable in-building coverage
Yellow & Red	Unreliable to minimal coverage





## Site Selection/Justification Report

**Wireless Communications Site: C8669 Panmure Rd. & Rock Coady Trail  
725 Blakeney Rd., Mississippi Mills, Ontario, K0A 2X0  
Prepared for the Municipality of Mississippi Mills**

Rogers Communications Inc. | 8200 Dixie Rd., Brampton, ON, L6T 0C1  
Eric Belchamber | Municipal Relations Specialist | (613) 220-5970



## 1. Introduction

Rogers Communications is proposing to build a new wireless communications installation at **725 Blakeney Rd., Mississippi Mills, Ontario, K0A 2X0** (the “**Proposed Installation**”) in order to fill significant wireless coverage gaps in the area and meet the rising demand for wireless voice and data services.

The purpose of this document is to describe the Proposed Installation and explain the site selection process used by Rogers in determining its location. Rogers looks forward to working with the Municipality of Mississippi Mills in further planning of this Proposed Installation.

## 2. Purpose of Proposed Installation and Site Selection

Based on recent feedback we have received from customers, as well as data we have collected on dropped calls and call quality in the area, we have determined that there are wireless coverage deficiencies in the area just south of Pakenham. The Proposed Installation will correct these deficiencies and allow us to provide better and more reliable service to our customers, including residences, businesses, and emergency first responders.

Following a survey of the area, we identified the Proposed Installation - currently an open and undeveloped portion of a large lot - as the best candidate to meet our network coverage requirements. It will provide connectivity to an area that is currently experiencing below-average service levels and cannot be served by existing antenna sites as they are located too far away and are overloaded.

The location for the Proposed Installation offers technical and operational advantages, including a short distance to roads for easy access during construction and maintenance, hydro connections, etc., reducing the need for further impact on the area. The Proposed Installation will not result in any interference or impact to the current use of the property.

Furthermore, Rogers accepts to receive any co-location and tower sharing requests made by other licensed carriers. Rogers could, to the extent where the equipment installed by any third party carrier does not create any interference or technical constraint with its equipment, agree to share the proposed site.

### 3. Description of Proposed Installation

The location of the Proposed Installation is described below:

Municipal address:	725 Blakeney Rd., Mississippi Mills, Ontario K0A 2X0
PIN #:	05082-0070 (LT)
Geographic coordinates:	N 45°16'59.8" W 76°14'36.7"
Zoning:	The proposed site is currently designated Agricultural in the Community Official plan and has mixed residential and agricultural use on it now.
Location on the lot:	The site is located towards the southwest corner of the property.
Legal description:	PART LOT 1 CONCESSION 10 PAKENHAM, AS IN RN44954 LYING EAST OF THE BROCKVILLE TO OTTAWA RAILROAD; TOGETHER WITH RN44954 & RN63998; SUBJECT TO RN21908 TOWN MISSISSIPPI MILLS
Land usage:	The property subject to the wireless telecommunication development is currently undeveloped and the telecommunication development will not impact agricultural use in the future.

**Please review the following annexes for additional information:**

Appendix 1: Location map of the proposed project.

Appendix 2: Site plan of the proposed project.

### 4. Description of Proposed Antenna System

(a) *Structure*

The Proposed Installation is a 91.5m guyed communication tower (overall height including telecommunications antennas, a lightning rod and an obstruction light).

(b) *Antenna system*

Initially, Rogers will install 3 cellular antennas and 6 future LTE (4G)/UMTS (3G) antennas measuring approximately 2m in height and 15 radio units, each measuring approximately 60cm x 20cm x 10cm, will be mounted as close as possible to the top of the proposed tower. Please note that the height of the antennas may vary slightly but the overall scale will be respected.

To date, Rogers has not received any co-location requests from other carriers.

(c) *Compound*

The Proposed Installation will occupy a ground compound area of 72m<sup>2</sup> and will include the tower, an alarmed and electronically monitored walk-in equipment cabinet (2.86m x 2.135m) located at the base of the proposed tower. The area will be surrounded by a 2.4m high chain link fence with a locked gate access point. The three guy anchors will also have 9m x 2m fences surrounding them.

Rogers will require a new entrance permit for access to the compound and proposed tower from Panmure Rd.

**Please review the following annexes for additional information:**

Appendix 3: Visual simulations of the proposed project.

## **5. Site Selection Considerations**

A wireless telecommunications facility is a puzzle piece in a very complex radio network, whether that site is situated in an urban, suburban or rural setting. Customer demand and engineering principles direct where sites are required to be located. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure the seamless availability of high quality voice and data services.

The Proposed Installation will achieve the necessary wireless coverage objectives and provide important communications services for EMS response, police and fire; improved wireless signal quality for the local residents, those traveling along the major roads, as well as our 4G services.

The performance of a wireless network is dependent on the geographical location of its equipment, height of its antennas, coverage signal, the demand customers place on the network, as well as proximity to the users.



Rogers takes into account numerous factors when selecting a suitable site for a wireless antenna system, including:

- expected usage patterns of service and proximity to users;
- local topography and building types;
- interaction with existing and future sites;
- line-of-sight requirements / coverage signal;
- opportunities to use existing structures;
- availability of land that that will be leased on reasonable terms; and
- the industry's commitment to high service standards and customer satisfaction.

In reviewing the location and design of the Proposed Installation, we examined the surrounding area, assessed the visual impact of the structure, and determined the required structural design.

*(a) Coverage*

Our Network Planning and Engineering departments have determined that this site will dramatically improve the significant service & coverage shortfalls we are experiencing.

*(b) Use of existing structures and other site options*

Before we consider erecting a new tower or antenna system, we always determine if we can use existing structures within the geographical area to locate our facilities. Of course, these existing structures must be able to provide the necessary height and must have sufficient capacity to allow for additional equipment.

We have conducted an extensive review of all existing structures in the surrounding area and have determined that none of these sites would provide the coverage we require, which can only be provided by the Proposed Installation.

Figure 1 on the following page shows the location of all surrounding cell tower structures in relation to the Proposed Installation.

**Figure 1 - Location of existing structures and sites evaluated**

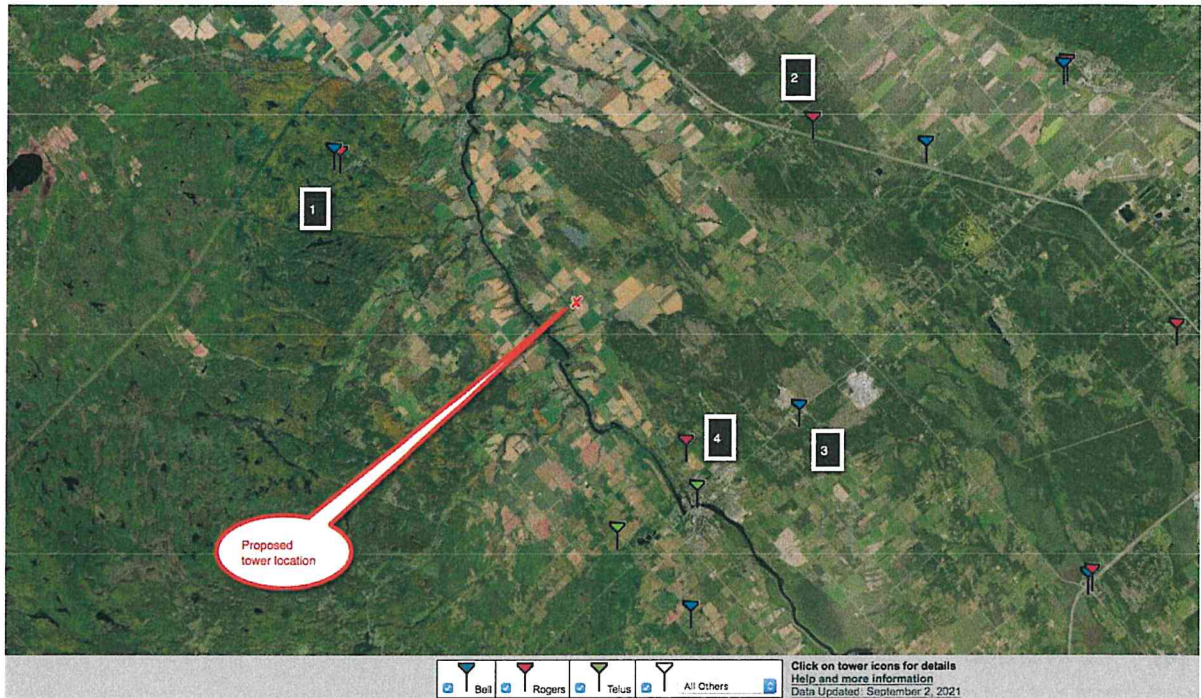


Figure 2 provides detailed descriptions of all the potential alternative structures and the reasons they are not suitable for our cellular coverage needs.

**Figure 2 – Description of existing structures**

Location	Distance	Carrier(s)	Tower Height	Reason for unsuitability
1	8.5km	Bell & Rogers	82m	Too far from search area and a Rogers tower exists already.
2	9km	Rogers	69m	Too far from search area and a Rogers tower exists already.
3	8km	Bell	72m	Too far from search area and too close to existing Rogers tower.
4	6km	Rogers	82m	Too far from search area and a Rogers tower exists already.

**(c) Land use considerations**

The site selection process must also respect local land-use constraints and address the reasonable concerns of the municipality and the affected communities.



The following are some of the municipal and land-use considerations Rogers took into account for the Proposed Installation:

- In an effort to minimize the proliferation of towers within the Municipality of Mississippi Mills, the Proposed Installation will provide for future co-location opportunities for other carriers to install their equipment.
- The selected design of the Proposed Installation is appropriate considering the area context and will best achieve our [cellular coverage](#) objectives in the wider area while not impacting the current land-use of the subject property or the surrounding properties.
- The Proposed Installation will have no impact on the surrounding water shed or the wells, water quality or any water systems. No chemicals, pesticides or herbicides that could potentially have an adverse effect on the water systems will be contained on our structure or any associated equipment.
- During construction, precautions will be taken to minimize any disruption to occupants of the property and to the surrounding residents. Once the Proposed Installation is in service, there will be no noise associated with its daily operation.
- This site is part of the EORN Cell Gap Project and is considered a priority to improve service in rural areas of Eastern Ontario.

## **6. Innovation, Science and Economic Development Canada Authority and Requirements**

### *(a) Innovation, Science and Economic Development Canada's role*

Telecommunication tower/antenna systems are exclusively regulated under the Federal Radiocommunication Act and administered by Innovation, Science and Economic Development Canada (what used to be called Industry Canada). While the Municipality of Mississippi Mills has a significant role to play in the approval of a tower or antenna installation, the ultimate decision to approve a tower or antenna systems lies with Innovation, Science and Economic Development Canada.

Because wireless services are federally regulated, Innovation, Science and Development Canada has established a clear set of rules that wireless carriers must follow when looking to install or modify a tower or antenna system (the "Innovation, Science and Development Canada Rules" - *Client Procedures Circulars* (CPC 2-0-03 - Radiocommunication and Broadcasting Antenna Systems)).

For information on the Innovation, Science and Economic Development Canada Rules, please consult their web site at: [www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html](http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html) or the applicable local office:

**Innovation, Science and Economic Development Canada  
Spectrum Management**

Eastern Ontario District Office

2 Queen Street East

Sault Ste. Marie, ON, P6A 1Y3

Telephone: 1-855-465-6307

Fax: 705-941-4607

Email: [spectrumenod-spectredeno@ised-isde.gc.ca](mailto:spectrumenod-spectredeno@ised-isde.gc.ca)

Web: [http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h\\_sf01702.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h_sf01702.html)

General information relating to antenna systems is available on Innovation, Science and Economic Development Canada's Spectrum Management and Telecommunications' website: [www.ic.gc.ca/epic/site/smt-gst.nsf/en/home](http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/home)

## **7. Other Regulatory Requirements**

### *(a) Health Canada's Safety Code 6*

Rogers attests that the radio antenna system for the Proposed Installation will be installed and operated on an ongoing basis so as to comply with Health Canada's *Safety Code 6* limits as it may be amended from time to time, for the protection of the general public, including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

Additional information is available at the following Government of Canada's websites:

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

<https://www.canada.ca/en/health-canada/services/consumer-radiation/safety-cell-phones-cell-phone-towers.html>

<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11467.html#s1>

### *(b) Environmental assessment*

Rogers attests that the Proposed Installation is not located within federal lands. Nor is it incidental to, or form part of, projects that are designated under the *Regulations Designating Physical Activities* or by the Minister of the Environment as requiring an environmental assessment. Therefore, in accordance with the *Canadian Environmental Assessment Act, 2012*, the Proposed Installation is excluded from assessment.



Detailed information on the *Canadian Environmental Assessment Act* can be found at: <http://laws-lois.justice.gc.ca/eng/acts/C-15.21/>

(c) *Aeronautical obstruction marking requirements*

Rogers attests that the Proposed Installation will be installed and operated on an ongoing basis in compliance with Transport Canada and NAV Canada aeronautical safety requirements. Rogers will file the required forms with Transport Canada and the Proposed Installation is expected to require lighting pursuant to the *Canadian Aviation Regulations Standard 621 - Obstruction Markings and Lighting*. Rogers attests that it will provide Transport Canada's Aeronautical Clearance Report to the Municipality once it is available.

Should the tower obstruction clearance specifications differ from Transport Canada's *Standard 621.19 Obstruction Lighting Specifications*, these would take precedence over the ones indicated above and additional information would be provided to citizens. Furthermore, Rogers attests that it will respect in its entirety the existing and future requirements of Transport Canada in terms of its aeronautical obstruction markings, as well as the specifications of NAV CANADA.

For additional detailed information, please consult Transport Canada at: <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

(d) *Engineering practices*

Rogers attests that the radio antenna system for the Proposed Installation will be constructed in compliance with the *National Building Code* and the Canadian Standard Association, and will respect good engineering practices, including structural adequacy.

## **8. Municipal and Public Consultation**

Rogers has a strong history of consultation with municipalities and other land-use authorities, and understands the importance of land-use requirements and preferences. Innovation, Science and Economic Development Canada requires wireless carriers to consult with the land-use authorities to make them aware of the wireless structures within their boundaries and to understand local preferences and land-use issues. The Municipality of Mississippi Mills has established its own protocol governing the construction of new towers entitled **TELECOMMUNICATIONS TOWER AND ANTENNA CITING REVIEW PROTOCOL** (the "**Protocol**") which sets out, among other things, the requirements for Rogers to consult with the public about the Proposed Installation.

Since a municipal siting approval process applies to this proposed project, Rogers will not follow Innovation, Science and Economic Development Canada's public consultation process. Instead, Rogers will conduct public consultation based on the Municipality of Mississippi Mills process.

Concurrent to the mailing of the public consultation package, Rogers will place a notice in the local community newspaper notifying the public of the Proposed Installation and the associated consultation period. A copy of this information package will be provided to the Municipality of Mississippi Mills' Planning Department, as well as Innovation, Science and Economic Development Canada.

The public will be invited to provide comments about the Proposed Installation by mail, electronic mail, phone or fax. We will acknowledge receipt of any communications we receive from a member of the public within 14 days, and then provide a formal response within 60 days. After that, the public commentator will have a further 21 days to provide a reply.

After the public consultation process has been completed and we have addressed and resolved all reasonable and relevant concerns (and the public has not provided further comment within the 21 days), we will forward a final report setting out the details of the public consultation to the Municipality of Mississippi Mills and Innovation, Science and Economic Development Canada. At this point, we will request that the Municipality of Mississippi Mills provide its approval to allow the Proposed Installation to proceed.

Communications regarding the Proposed Installation should be directed to the following contact on behalf of Rogers:

Eric Belchamber  
Municipal Relations Specialist  
337 Autumnfield St.  
Kanata, ON, K2M 0J6  
Phone: (613) 220-5970      Fax: (613) 482-4583  
Email: [eric.belchamber@rogers.com](mailto:eric.belchamber@rogers.com)

## **9. Conclusion**

Reliable wireless communication services are a key element of economic development across Canada. It facilitates the growth of local economies by providing easy access to information, and connectivity for residents and business alike.

The Proposed Installation is suitable for the area over the long term and will protect public health and safety. It will also be a powerful economic enabler that promotes home occupations, teleworking, telecommuting and improved community networking and information sharing.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police and ambulance. Wireless communications products and services, used daily by police, EMS, firefighters and other first responders, are an integral part of Canada's safety infrastructure.

The Proposed Installation is well located to continue providing improved wireless voice and data services in the targeted area. The location is also situated and designed to have minimal impact on surrounding land uses.

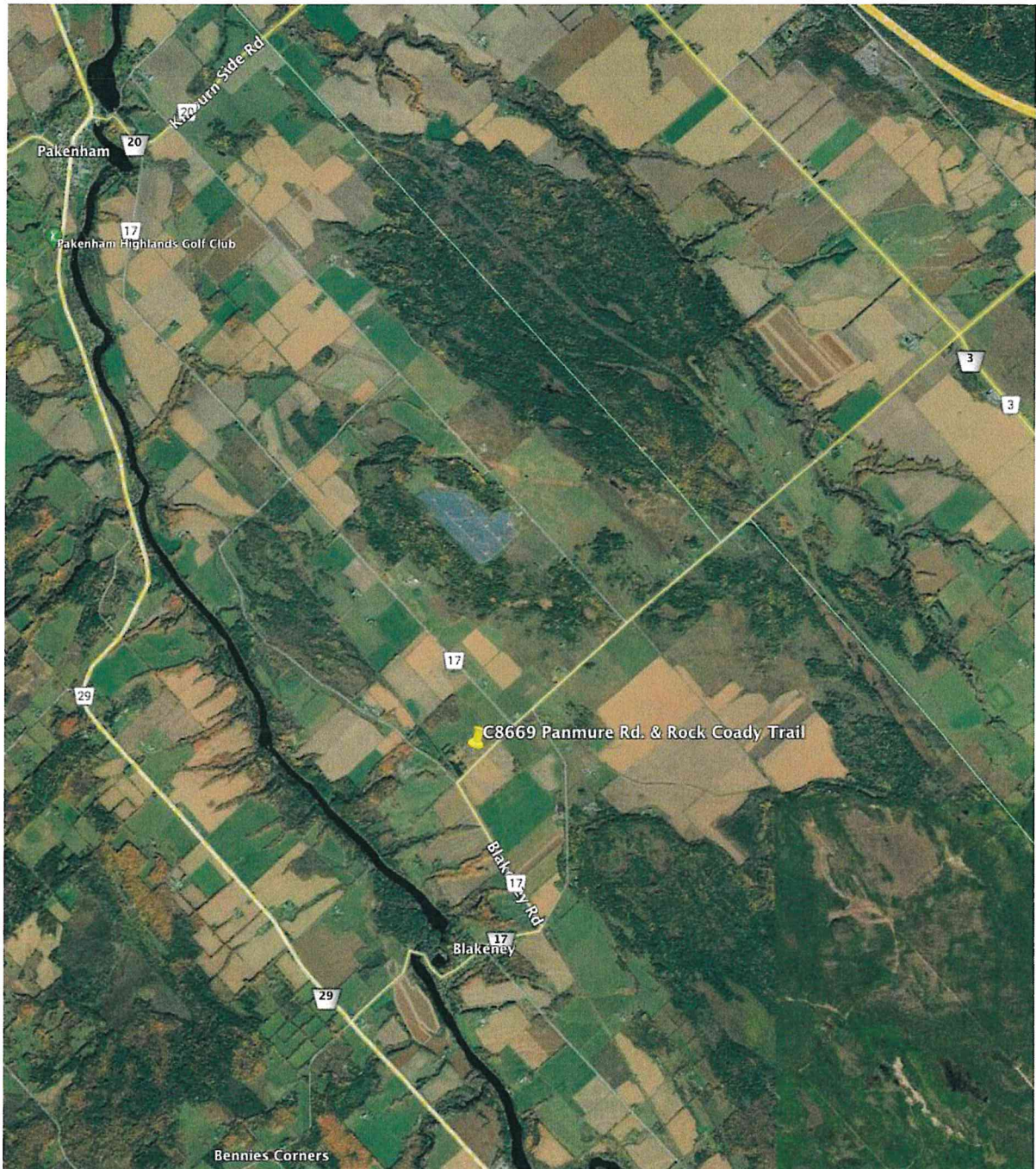
Should you have any further questions or comments, please feel free to contact me via email at [eric.belchamber@rogers.com](mailto:eric.belchamber@rogers.com) or phone at (613) 220-5970.

Sincerely,

Eric Belchamber  
Municipal Relations Specialist  
On behalf of Rogers Communications Inc.  
Network Implementation



**APPENDIX 1**  
**Location of the proposed project**

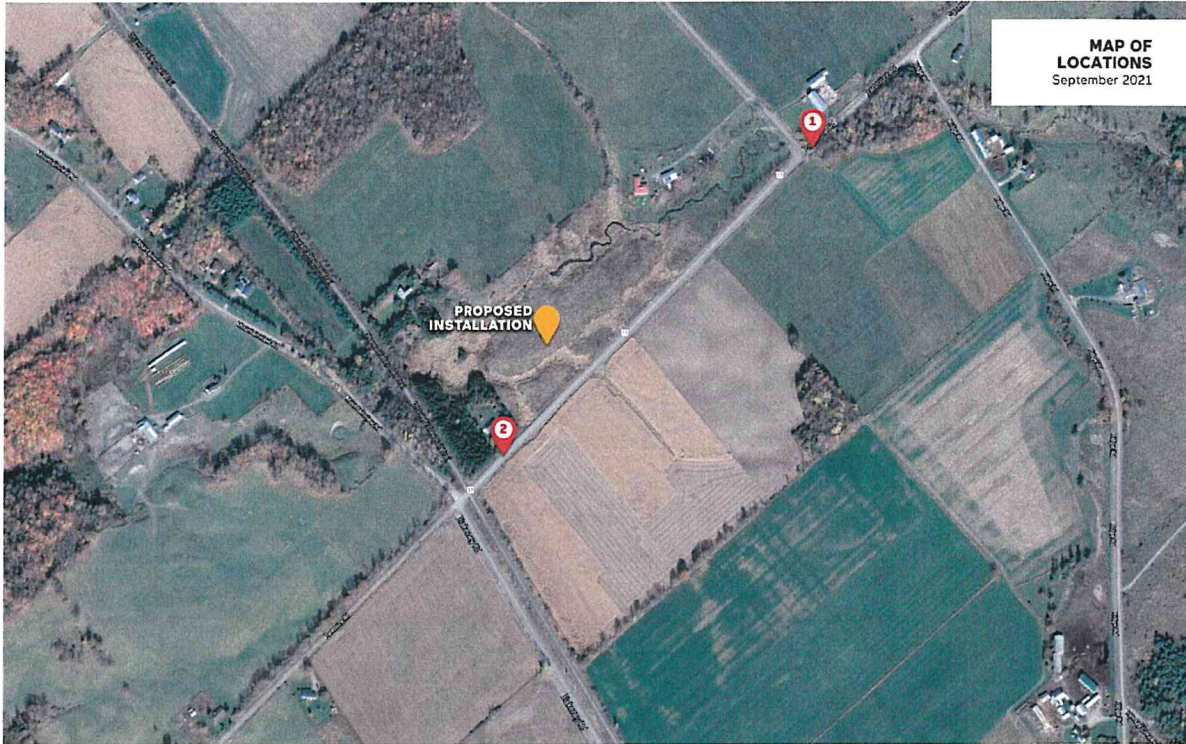


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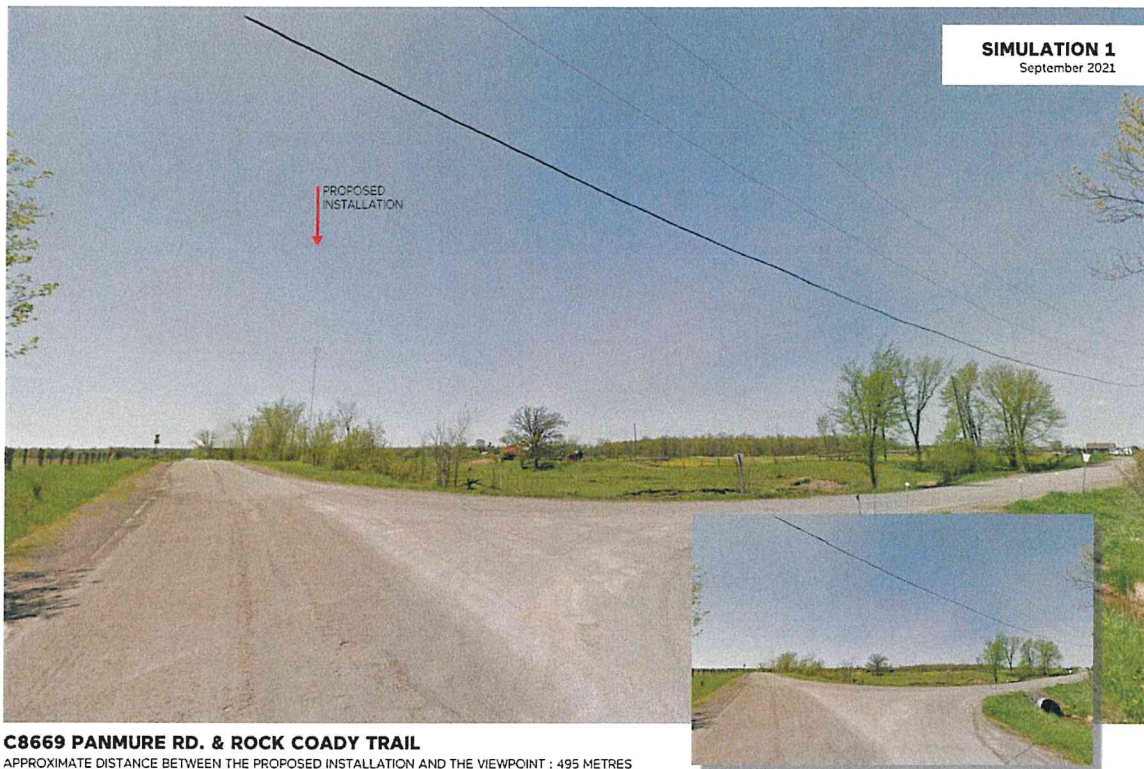
### APPENDIX 3

## Visual Simulations of the Proposed Project



C8669 PANMURE RD. & ROCK COADY TRAIL

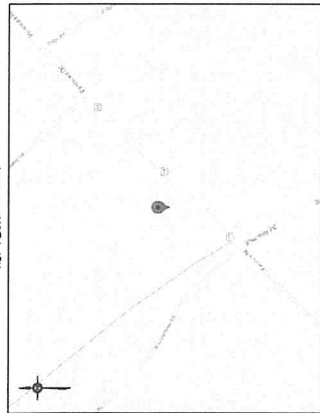




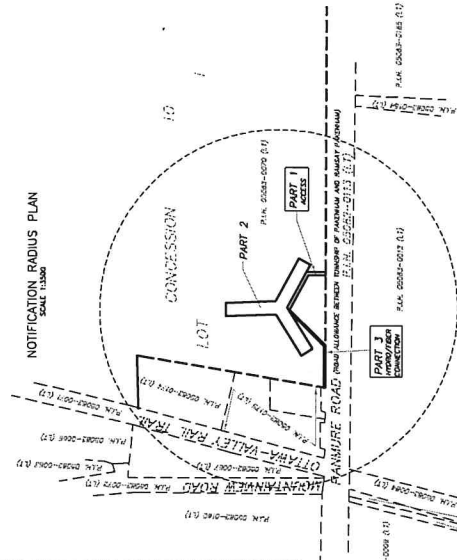


SITE DATA	EXISTING	PROPOSED
PROPERTY AREA		332.2m <sup>2</sup>
AREA LOADED		450 m <sup>2</sup>
ACCESS (PART 1)		281 m <sup>2</sup>
HYDRO/ FIELD CONNECTION (PART 2)		541 m <sup>2</sup>
TOTAL		1372 m <sup>2</sup>
HEIGHT OF TOWER		15.2m
STRENGTH		120 m
PROPOSED STEEL DUCT TOWER		1100 m
PROPOSED RADIOMETER SHELTER		121 m
PROPOSED RADIOMETER SHELTER		1100 m

KEY PLAN (NOT TO SCALE)



NOTIFICATION RADIUS PLAN  
SCALE 1:500



**SITE PLAN**  
PROPOSED TELECOMMUNICATIONS INSTALLATION  
723 BLAKENET ROAD  
PART OF LOT 1  
CONCESSION 10  
GEOGRAPHIC TOWNSHIP OF PAKENHAM  
MUNICIPALITY OF MISSISSIPPI MILLS  
COUNTY OF LANARK

SCALE 1 : 500

ALEX MARTON LTD.  
SURVEYOR AND SURVEYOR

METRIC UNITS AND CONVERSIONS: DIMENSIONS IN THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048.

SCHEDULE

PART	LOT	CONCESSION	P.L.A.	AREA, m <sup>2</sup>
1			450	
2	PART OF 1	10	6000-6000	4593
3				281

INTEGRATION NOTE

BOUNDARIES SHOWN ARE OLD BOUNDARIES AND ARE DERIVED FROM OBSERVED REFERENCE POINTS (ORP'S) 1 AND 2 BY REAL TIME NETWORK OBSERVATIONS, UNIT TIME 15, AND TO (ORP'S) (PART 1) (PART 2).

INTEGRATION DATA

POINT ID	COORDINATES	STATUS
ORP 1	501115.00	EXISTING
ORP 2	497100.00	EXISTING
ORP 3	497100.00	EXISTING
ORP 4	497100.00	EXISTING
ORP 5	497100.00	EXISTING
ORP 6	497100.00	EXISTING
ORP 7	497100.00	EXISTING
ORP 8	497100.00	EXISTING
ORP 9	497100.00	EXISTING
ORP 10	497100.00	EXISTING
ORP 11	497100.00	EXISTING
ORP 12	497100.00	EXISTING
ORP 13	497100.00	EXISTING
ORP 14	497100.00	EXISTING
ORP 15	497100.00	EXISTING
ORP 16	497100.00	EXISTING
ORP 17	497100.00	EXISTING
ORP 18	497100.00	EXISTING
ORP 19	497100.00	EXISTING
ORP 20	497100.00	EXISTING
ORP 21	497100.00	EXISTING
ORP 22	497100.00	EXISTING
ORP 23	497100.00	EXISTING
ORP 24	497100.00	EXISTING
ORP 25	497100.00	EXISTING
ORP 26	497100.00	EXISTING
ORP 27	497100.00	EXISTING
ORP 28	497100.00	EXISTING
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ORP 30	497100.00	EXISTING
ORP 31	497100.00	EXISTING
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ORP 42	497100.00	EXISTING
ORP 43	497100.00	EXISTING
ORP 44	497100.00	EXISTING
ORP 45	497100.00	EXISTING
ORP 46	497100.00	EXISTING
ORP 47	497100.00	EXISTING
ORP 48	497100.00	EXISTING
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ELEVATION NOTE

ELEVATIONS SHOWN HEREIN ARE GEODETIC AND ARE DERIVED FROM GPS OBSERVATIONS USING P.L.A. REAL TIME NETWORK OBSERVATIONS.

SURVEYOR'S CERTIFICATE

1. I, ALEX MARTON, SURVEYOR, DO HEREBY CERTIFY THAT THE SURVEY WAS COMPLETED ON THE 12TH DAY OF JULY, 2021.

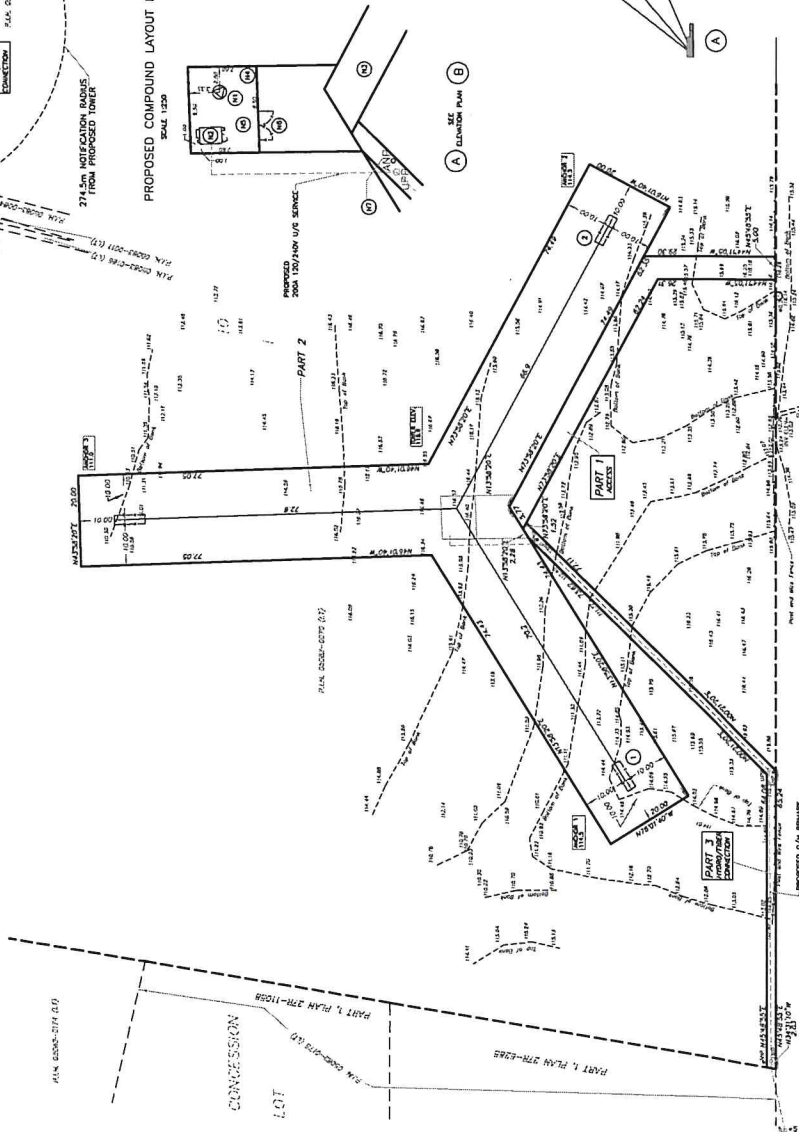
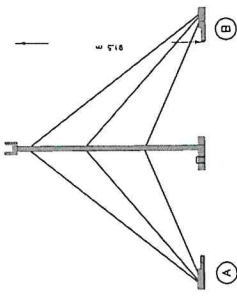
A. MARTON  
ON BEHALF OF LAND SURVEYOR

ANENOMENTS	DATE
1. HYDRO CONNECTION REVISED	4.08.2021
2. COMPASS AND ACCESS REVISED	11.08.2021
3. LONGITUDE	43.833777
4. LATITUDE	45.875598
5. ELEVATION	116.5
6. SITE: PANMURE RD AND ROCK ROAD TRAIL	
7. PROJECT NO. 2021-281	
8. CLIENT: ALEX MARTON LIMITED	
9. PROJECT: TELECOMMUNICATIONS INSTALLATION	
10. PROJECT: 723 BLAKENET ROAD	
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PROPOSED COMPOUND LAYOUT PLAN NOTES

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ELEVATION PLAN  
NOT TO SCALE



PANMURE ROAD (P.L.A. 2008-0115 0.0)



# EORN Update

Lanark County

April 27, 2022



**EORN**  
EASTERN ONTARIO  
REGIONAL NETWORK

# Agenda

1. EORN Cell Gap Project
2. Current government funding for connectivity
3. Questions



# EORN Cell Gap Project



**EORN**  
EASTERN ONTARIO  
REGIONAL NETWORK

# Project Overview

- Approximately 300 existing sites will be upgraded to support LTE phones as well as 5G
- Approximately 265 new sites will be built over the next four years
- Approximately 75 sites will be co-locations
- Tower upgrades are underway with 144 completed March 14
- All work is scheduled to be done by 2025
- Will meet or exceed coverage goals for the project
- Service level agreements in place for five years post construction to ensure capacity maintained



# Benefits of the Project

- Closing coverage gaps – stay connected
- Increased capacity
- Public safety improved – 911 calls
- Improved municipal services – paramedics, public works etc.
- Improved tourism experience
- New towers allow for future deployment of fixed wireless and new technology roll outs

# EORN Cell Gap Project Goals



Achieve **99% coverage** in the eastern Ontario region where people live, work and travel on major roadways so that they can make and receive cell phone calls.

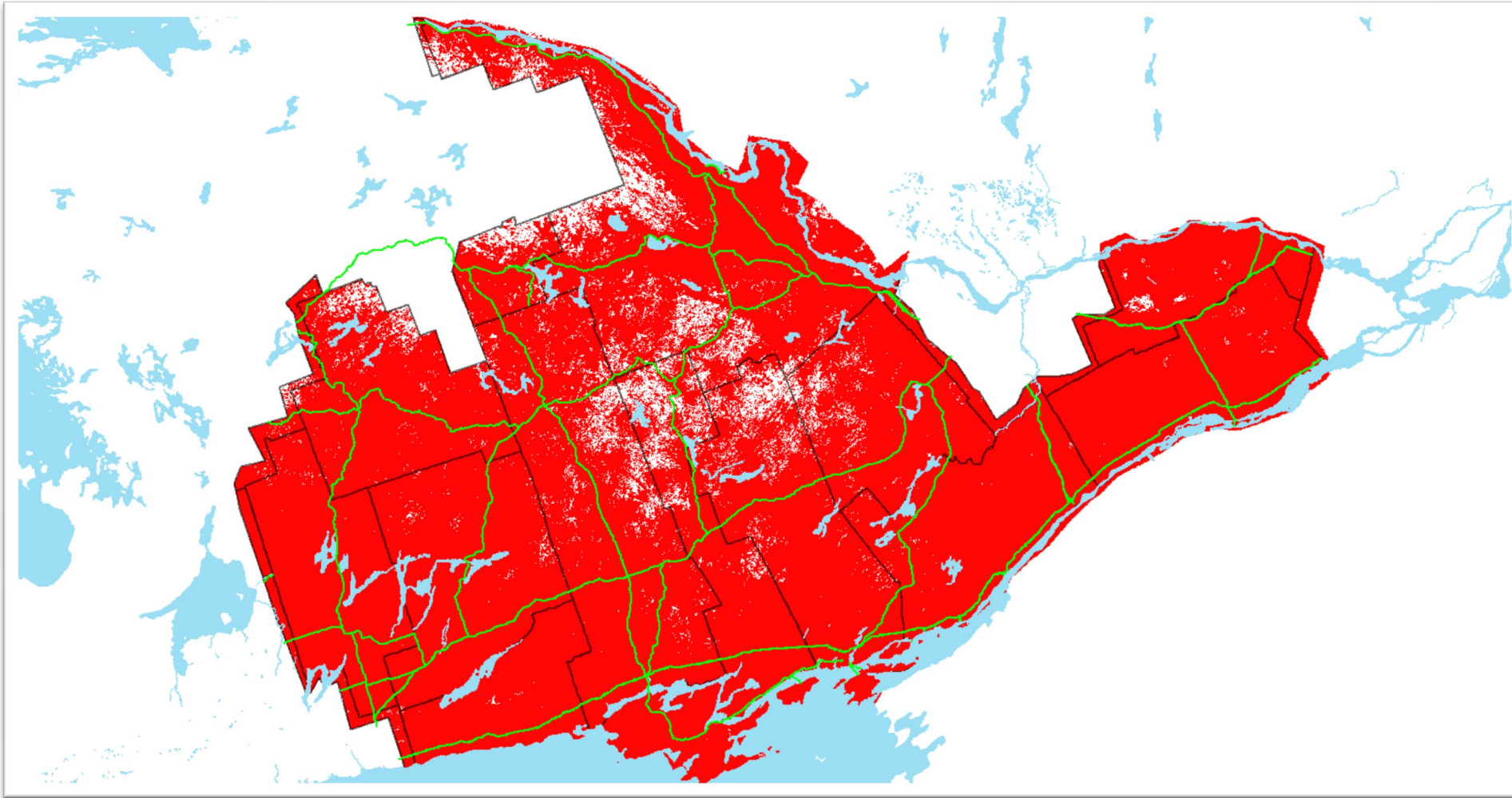


Achieve **95% coverage** in the eastern Ontario region where people live, work and travel on major roadways with standard definition service level which can support email, web browsing and social media services.



Achieve **85% coverage** in the eastern Ontario region where people live, work and travel on major roadways with high-definition service level which can support video conferencing, movie streaming and other more data intensive applications.

## 2025 Projected Coverage (99%)



Map courtesy of Rogers Communications Inc.

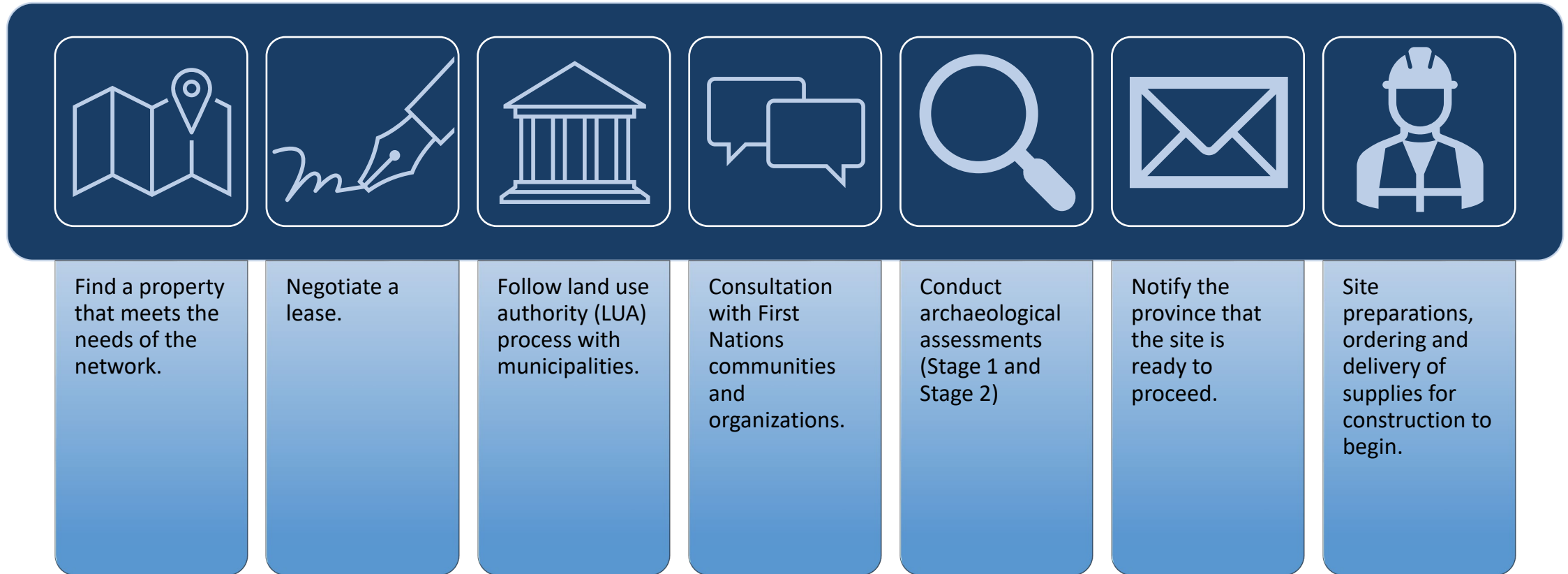
# Cell Gap Project Recent Progression

- January 18, 2021 - Formal duty to consult started
- March 19, 2021 - Rogers announced as successful bidder and contract is signed
- September 21, 2021 - Archaeological assessment process started
- March 14, 2022 - 140 of approximately 300 existing cell towers upgraded
- March 14, 2022 - construction started on six of approximately 265 new tower sites

# First Nations Consultations

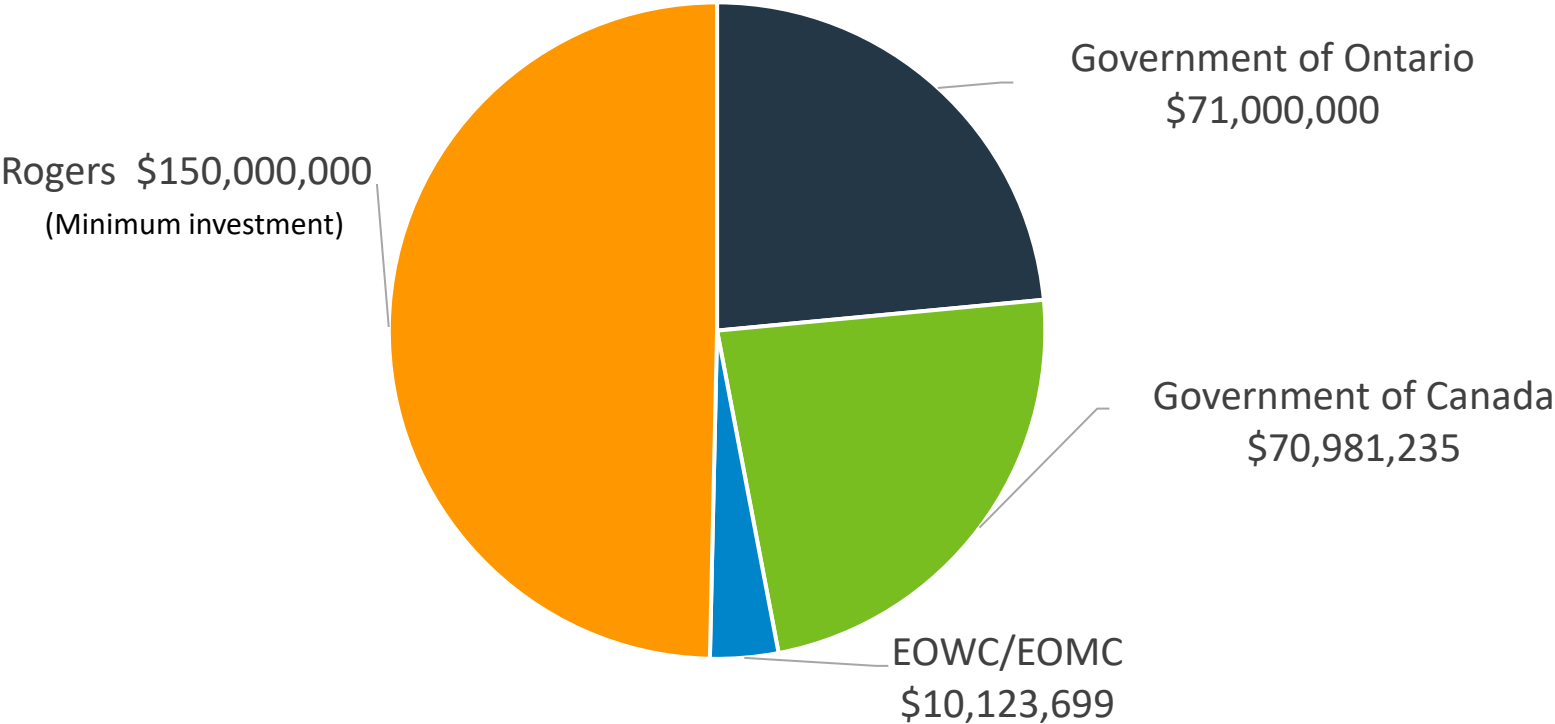
- EORN is consulting with First Nations and Indigenous organizations across the region
- Understanding and respecting their input is vitally important
- EORN and the EOWC strongly believe that the benefits of the project must extend to all communities, municipal and Indigenous in eastern Ontario
- Consultation will continue throughout the full course of the project

# Steps to Construction



# Financial Breakdown

Over \$300 million dollar investment in eastern Ontario before in-kind contribution or community benefits included.



Lanark Country contributed \$581,851

EORN administration costs are projected to be approximately 6%.

# Next Steps 2022

- Estimated 20 new tower builds in 2022
- Estimated 20 new co-locations in 2022
- Estimated 300 uplifts completed in 2022
- Site acquisitions will continue
- Land use authority process to continue
- Consultation with First Nations and archaeological assessments to continue
- Opportunities for public announcements for new builds



# Broadband Expansion



**EORN**  
EASTERN ONTARIO  
REGIONAL NETWORK

# Provincial Initiative Program

- Getting Ontario Connected Act
- Building Better Broadband Act
- 100% of all Ontario will be able to access at 50/10 by end of 2025
- Province held a reverse auction on blocks of areas throughout the province with no or limited connectivity
- Internet service providers and telecoms able to bid
- Province is awarding projects and entering into contracts with the service providers

# What Does It Mean for Municipalities?

- Municipal right of ways and passive infrastructure must be made available for provincially designated projects
- Municipalities will have to use provincial Broadband One Window system – staff will need to be trained on system
- Municipalities must meet timelines for permitting applications – 10 business days to respond for projects totalling 30 kms and 15 days for projects totalling 30 kms or more
- Technical Assistance Team (TAT) being set up by the province to both assist municipalities with questions and mediate possible disputes
- Disputes not able to be resolved by the municipality and TSP will be forwarded to the Ontario Land Use Tribunal
- Administrative penalties regime in place to ensure compliance

# Questions

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Senior Planner

**SUBJECT:** C8723 - Request for Concurrence Telecommunications Tower  
1111 Bellamy Road

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### RECOMMENDATION:

**THAT Committee of the Whole recommend Council authorize staff to provide a letter of concurrence for the proposed location of a 90 m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound for Rogers Communication Inc. at the property at legally described as CON 3 E PT LOT 13, locally known as 1111 Bellamy Road.**

### BACKGROUND:

Rogers Communication Inc. ("Rogers") has publicly circulated an application via Innovation, Science and Economic Development ("ISED") (formerly Industry Canada) for the installation of a 91.5 m guyed communication tower with ancillary equipment.

To finalize the application for permitting approval with ISED, Rogers requires a *Letter of Concurrence* from the local municipality. If Rogers does not receive a letter of concurrence, ISED has indicated that it will intervene to mediate an appropriate location or siting designs for a tower in the community. Rogers' request and public consultation package is contained in Attachment A and Site Selection Justification Report is in Attachment B.

The tower is proposed on the subject property located on the east side of Bellamy Road.

Like many areas of the province, Mississippi Mills is experiencing a growing demand for wireless services. As people rely more on wireless devices, network improvements are required to ensure high quality services are available. Rogers has indicated that they have been working to find a suitable location for a new telecommunications structure in efforts to provide improved coverage in the area.

The request indicates that the proposed location will provide communication services in the area such as EMS Response, Police and Fire, and will also improve wireless signal quality for local residents, those traveling along the major roads, as well provide local subscribers with Rogers' wireless network coverage in the surrounding area.

In February 2022, the development and consultation process of the communication tower was reactivated. Rogers Communication Inc. placed notification ads of the project in the Carleton Place/Almonte Canadian Gazette. At the time of reactivation, the Planning Department requested that Rogers also renotify the residents via direct mail as a courtesy; however, Rogers declined this request. Despite this, staff are of the opinion that the Telecommunications Tower and Antenna Citing Review Protocol is still being met as there is no specific direction on notification requirements when a request is put on hold for a period of time after notification has been completed.

## **CONSULTATION AND PUBLIC COMMENTS:**

Rogers provided Public Notification to the six property owners within the required 274.5 m radius of the proposed installation. The notice was issued by regular mail on September 20<sup>th</sup>, 2021. The notice described the proposal and invited comments by mail, electronic, or phone before October 23<sup>rd</sup>, 2021.

A newspaper ad was published in the September 23<sup>rd</sup>, 2021, edition of the Arnprior EMC notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice. As noted in the previous staff report to the [Committee of the Whole on December 7, 2021](#) the notification in the newspaper was incorrect and Rogers had requested that the original request for notification be put on hold. Rogers received one email with comments from a resident on October 23<sup>rd</sup>, 2021.

After having submitted a consultation summary and concurrence request on October 25<sup>th</sup>, 2021, the Municipality advised Rogers that it required notification ads placed in Carleton Place/Almonte Canadian Gazette. Rogers agreed to do so, and the ads were placed in the February 10<sup>th</sup>, 2022, edition. The public was provided with 30 days to comment, making the deadline for comments March 12<sup>th</sup>, 2022.

As a result of the newspaper ad and consultation, two people submitted questions and comments regarding the exact location of the proposed tower on the subject property and whether or not it would require a navigation light and one comment was received in support of the tower.

## **DISCUSSION:**

Staff note that since late 2021, the Municipality has created a webpage specifically dedicated to Telecommunication Towers which includes a copy of the Council-approved [Telecommunication Tower and Antenna Citing Review Protocol and a Frequently Asked Questions](#) section to assist residents in understanding the Municipality's role in the process for siting telecommunications towers.

The Municipality is not the approving authority for antenna systems; however, as part of the licensing process, Innovation, Science and Economic Development Canada requires that licensees (referred to as proponents) seek input in certain circumstances from the Municipality and the public.

The Municipal Concurrence and Public Consultation Process for Antenna Systems sets out when and how the proponent must consult with the Municipality and members of the public. The Municipality reviews the licensee's proposal and sends a response to the proponent and to Innovation, Science and Economic Development Canada indicating whether or not the proposed installation can be supported by the Municipality. In cases where the Municipality does not support a proposal, it cannot prevent a proponent from ultimately gaining permission from Innovation, Science and Economic Development Canada to install the antenna system.

The Municipality also requires proponents to demonstrate why a proposed antenna could not be located on an existing tower, building or structure, and provide a rationale for why a new tower is necessary. Rogers Communications has provided information relating to the need for a new structure and the inability to use existing infrastructure to co-locate a tower.

### **SUMMARY:**

Staff note that a few comments and questions were brought forth as part of the public notification. Rogers Communications responded to all of the comments.

Staff are satisfied and recommend the requested letter of concurrence be issued.

Respectfully submitted by,



---

Melanie Knight  
Senior Planner

Reviewed by:



---

Ken Kelly  
CAO

ATTACHMENT A: C8723 Concurrence Letter Request and Public Consultation Package  
ATTACHMENT B: C8723 Site Selection Justification Report – 1111 Bellamy Road

October 25<sup>th</sup>, 2021

Municipality of Mississippi Mills  
3131 Old Perth Rd., Box 400  
Almonte, ON, K0A 1A0  
Tel: (613) 256-2064

Attention: Tyler Duval, Planning Consultant, Municipality of Mississippi Mills

Dear Mr. Duval,

**Re: Proposed Wireless Communication Site: C8723 Bellamy Rd. & Concession 6 Rd.**

On behalf of Rogers Communication Inc. (“Rogers”), I would like to submit for your review and consideration a summary of the municipal and public consultation process for the purpose of issuing a statement of concurrence concerning a proposed wireless communication site to be located at **1111 Bellamy Rd., Mississippi Mills, Ontario.**

**Project Description & Proposed Location**

Rogers is constantly improving and expanding its infrastructure to meet the ever-growing demand for high-quality reliable wireless voice and data services. The proposed site is needed to improve our wireless voice and data services in the community.

The proposed wireless communication installation consists of a 90m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound.

**Municipal & Public Consultation Process**

Rogers is regulated and licensed by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada) to provide inter-provincial wireless voice and data services. As a federal undertaking, Rogers is required by ISED to consult with land-use authorities in siting tower locations. The consultation process established under ISED’s authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the federal government’s exclusive jurisdiction in the siting and operation of wireless and data systems.

The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. Rogers is, however, required to follow established and documented wireless protocols or processes set forth by land-use authorities.

Rogers submitted an Application for an Antenna System to the Municipality of Mississippi Mills via email on September 15<sup>th</sup>, 2021 for a wireless communications installation to be located at 1111 Bellamy Rd.



The Municipality of Mississippi Mills has developed a protocol relevant for establishing telecommunication facilities in the Municipality and Rogers has followed it.

Rogers provided the attached Public Notification Package to the five property owners within the required 270m radius of the proposed installation. The notice was issued by regular mail on September 20<sup>th</sup>, 2021. The notice described the proposal and invited comments by mail, electronic mail, or phone before October 23<sup>rd</sup>, 2021.

A newspaper ad was published in the September 23<sup>rd</sup>, 2021 edition of the Arnprior EMC notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

Rogers received one comment indicating support for the tower, along with questions regarding the potential installation timelines and which wireless subscribers would benefit from the tower's installation.

Rogers has now fulfilled all circulation requirements under ISED's Default Protocol as they pertain to the proposed new communication site to be located at 1111 Bellamy Rd.

Rogers has followed all the necessary steps in accordance with the Default Protocol's guidelines by:

- consulting with the municipality;
- advising the public of our proposal;
- addressing all reasonable and relevant concerns pertaining to our proposal; and
- keeping and producing all associated communications to Industry Canada and the municipality.

## **Conclusion**

Rogers takes concerns or suggestions expressed by the public as important elements to our proposal. As a result of the consultation process, one supportive comment regarding the proposed tower was received from the public.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed site is also situated and designed so as to have minimal impact on surrounding land uses.

## **Request for Concurrence**

Rogers has now fulfilled all the requirements under ISED's Default Protocol as they pertain to the proposed new telecommunications site at 1111 Bellamy Rd.

In order to conclude this land-use consultation and meet ISED's requirements, Rogers Communications Inc. respectfully requests that our proposal be considered complete and that the Municipality of Mississippi Mills move forward with the assessment of the process Rogers has undertaken to date.

Rogers also requests that the Municipality of Mississippi Mills issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Yours Truly,

Eric Belchamber, Site Acquisition Specialist  
On behalf of Rogers Communications Inc., Network Implementation  
(613) 220-5970

March 18<sup>th</sup>, 2022

Municipality of Mississippi Mills  
3131 Old Perth Rd., Box 400  
Almonte, ON, K0A 1A0  
Tel: (613) 256-2064

Attention: Melanie Knight, Senior Planner, Municipality of Mississippi Mills

Dear Ms. Knight,

**Re: Proposed Wireless Communication Site: C8723 Bellamy Rd. & Concession 6 Rd.**

On behalf of Rogers Communication Inc. (“Rogers”), I would like to submit for your review and consideration a summary of the municipal and public consultation process for the purpose of issuing a statement of concurrence concerning a proposed wireless communication site to be located at **1111 Bellamy Rd., Mississippi Mills, Ontario.**

**Project Description & Proposed Location**

Rogers is constantly improving and expanding its infrastructure to meet the ever-growing demand for high-quality reliable wireless voice and data services. The proposed site is needed to improve our wireless voice and data services in the community.

The proposed wireless communication installation consists of a 90m guyed communication tower and a walk-in equipment cabinet located within an enclosed compound.

**Municipal & Public Consultation Process**

Rogers is regulated and licensed by Innovation, Science and Economic Development Canada (ISED, formerly Industry Canada) to provide inter-provincial wireless voice and data services. As a federal undertaking, Rogers is required by ISED to consult with land-use authorities in siting tower locations. The consultation process established under ISED’s authority is intended to allow the local land-use authorities the opportunity to address land-use concerns while respecting the federal government’s exclusive jurisdiction in the siting and operation of wireless and data systems.

The provisions of the Ontario Planning Act and other municipal by-laws and regulations do not apply to federal undertakings. Rogers is, however, required to follow established and documented wireless protocols or processes set forth by land-use authorities.

Rogers submitted an Application for an Antenna System to the Municipality of Mississippi Mills via email on September 15<sup>th</sup>, 2021 for a wireless communications installation to be located at 1111 Bellamy Rd.

The Municipality of Mississippi Mills has developed a protocol relevant for establishing telecommunication facilities in the Municipality and Rogers has followed it.

Rogers provided the attached Public Notification Package to the five property owners within the required 270m radius of the proposed installation. The notice was issued by regular mail on September 20<sup>th</sup>, 2021. The notice described the proposal and invited comments by mail, electronic mail, or phone before October 23<sup>rd</sup>, 2021.

A newspaper ad was published in the September 23<sup>rd</sup>, 2021 edition of the Arnprior EMC notifying the public of the proposal and inviting residents to provide comments within 30 days of the notice.

Rogers received one comment indicating support for the tower, along with questions regarding the potential installation timelines and which wireless subscribers would benefit from the tower's installation.

After having submitted a consultation summary and concurrence request on October 25<sup>th</sup>, 2021, the Municipality advised Rogers that it wanted notification ads placed in the Carleton Place/Almonte Canadian Gazette. Rogers agreed to do so and the ads were placed in the February 10<sup>th</sup>, 2022 edition. The public was provided with 30 days to comment, making the deadline for comments March 12<sup>th</sup>, 2022.

As a result of the newspaper ad, two people submitted questions and comments and they're attached. Allison McLean had questions about the exact location of the proposed tower on the subject property. Rogers provided her with the site survey and photo renderings. John Grierson had questions about the tower's location and whether or not it would require a navigation light. Rogers provided the coordinates of the proposed tower and indicated that Transport Canada determines whether or not the tower will be lighted.

Rogers has now fulfilled all circulation requirements under ISSED's Default Protocol as they pertain to the proposed new communication site to be located at 1111 Bellamy Rd.

Rogers has followed all the necessary steps in accordance with the Default Protocol's guidelines by:

- consulting with the municipality;
- advising the public of our proposal;
- addressing all reasonable and relevant concerns pertaining to our proposal; and
- keeping and producing all associated communications to Industry Canada and the municipality.

## **Conclusion**

Rogers takes concerns or suggestions expressed by the public as important elements to our proposal. As a result of the consultation process, one supportive comment regarding the proposed tower was received from the public.

Rogers feels that the proposed site is well located to provide improved wireless voice and data services in the targeted area. The proposed site is also situated and designed so as to have minimal impact on surrounding land uses.

**Request for Concurrence**

Rogers has now fulfilled all the requirements under ISED's Default Protocol as they pertain to the proposed new telecommunications site at 1111 Bellamy Rd.

In order to conclude this land-use consultation and meet ISED's requirements, Rogers Communications Inc. respectfully requests that our proposal be considered complete and that the Municipality of Mississippi Mills move forward with the assessment of the process Rogers has undertaken to date.

Rogers also requests that the Municipality of Mississippi Mills issue a formal Letter of Concurrence to Rogers with a copy to ISED in order to permit Rogers to move forward with the installation of the proposed wireless communication site.

Yours Truly,

Eric Belchamber, Site Acquisition Specialist  
On behalf of Rogers Communications Inc., Network Implementation  
(613) 220-5970



September 20, 2021

To Whom It May Concern:

**Re: Rogers Site C8723 Bellamy Rd. & Concession 6 Rd.**

Like many areas of the province, your community is experiencing a growing demand for wireless services. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure high quality voice and data services are available. In response to this growing demand for wireless services, Rogers Communications Inc. (Rogers) has been working to find a suitable location for a new telecommunications structure in efforts to provide improved coverage in the area near Cedar Hill.

The proposed site is at 1111 Bellamy Rd., Mississippi Mills. The location will provide much relied upon communication services in the area such as EMS Response, Police and Fire, and will also improve wireless signal quality for the local residents, those traveling along the major roads, as well provide local subscribers with Rogers' wireless network coverage and capacity for products and services such as iPhones, Smartphones, Tablets and wireless internet through the Rogers Rocket Stick technology in the surrounding area.

As part of the public consultation process, you are invited to comment in writing about the proposed Rogers site before October 23<sup>rd</sup>, 2021. The Municipality of Mississippi Mills has its own protocol relevant to wireless communications site placement and Rogers will follow it.

This package contains detailed information about the proposed structure, the consultation and approval process, as well as contact information available to you during the consultation process.

Rogers is committed to working with your community to integrate the proposed telecommunications facility to continue providing dependable and reliable wireless service. Your questions and comments are an important part of the consultation process.

Please know you may provide your comments by contacting a Rogers representative. All written comments are to be directed to:

**Rogers Communications Inc.**

Eric Belchamber, Wireless Site Specialist

Eric Belchamber & Associates

337 Autumnfield St., Kanata, ON, K2M 0J6

Telephone: (613) 220-5970

Included on the following page is a comment form if you wish to provide your comments pertaining to the proposal.

Thank you,

Eric Belchamber

On contract to Rogers Communications Inc.

## Public Consultation for Proposed Wireless Structure

Location: 1111 Bellamy Rd., Mississippi Mills, Ontario, K0A 2X0  
Rogers Site: C8723 Bellamy Rd. & Concession 6 Rd.

Please submit any comments by **October 23<sup>rd</sup>, 2021** to:

**Rogers Communications Inc.**  
ATTN: Eric Belchamber, Wireless Site Specialist  
337 Autumnfield St., Kanata, ON K2M 0J6  
E-mail: eric.belchamber@rogers.com

### COMMENTS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Please provide your comments, suggestions or requests for additional information about the proposed wireless structure below:

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*Thank you for your comments. Your feedback is appreciated.*

*\*Information received shall form part of Innovation, Science and Economic Development (ISED) Canada's Public Consultation Process under the Spectrum Management and Telecommunications Client Procedures Circular CPC-2-0-03, Issue 5, and will be collected in compliance with the Personal Information Protection and Electronic Documents Act. The information collected will be used solely for the purpose of documenting Rogers' consultation, communicating the results of this consultation, including your comments, to the Municipality of Mississippi Mills and/or ISED and communicating with you concerning this proposal should that be required. Any personal information such as name, address, telephone number, and property location included in a submission from the public becomes part of the public record for this matter."*



## Notice of Proposed Wireless Site: C8723 Bellamy Rd. & Concession 6 Rd.

### Facility Proposal:

#### *Location and Site Context*

Rogers Communications Inc. (Rogers) is proposing a new 91.5m guyed communication tower and an ancillary equipment structure surrounded by chainlink fencing, to be located at 1111 Bellamy Rd., Mississippi Mills.

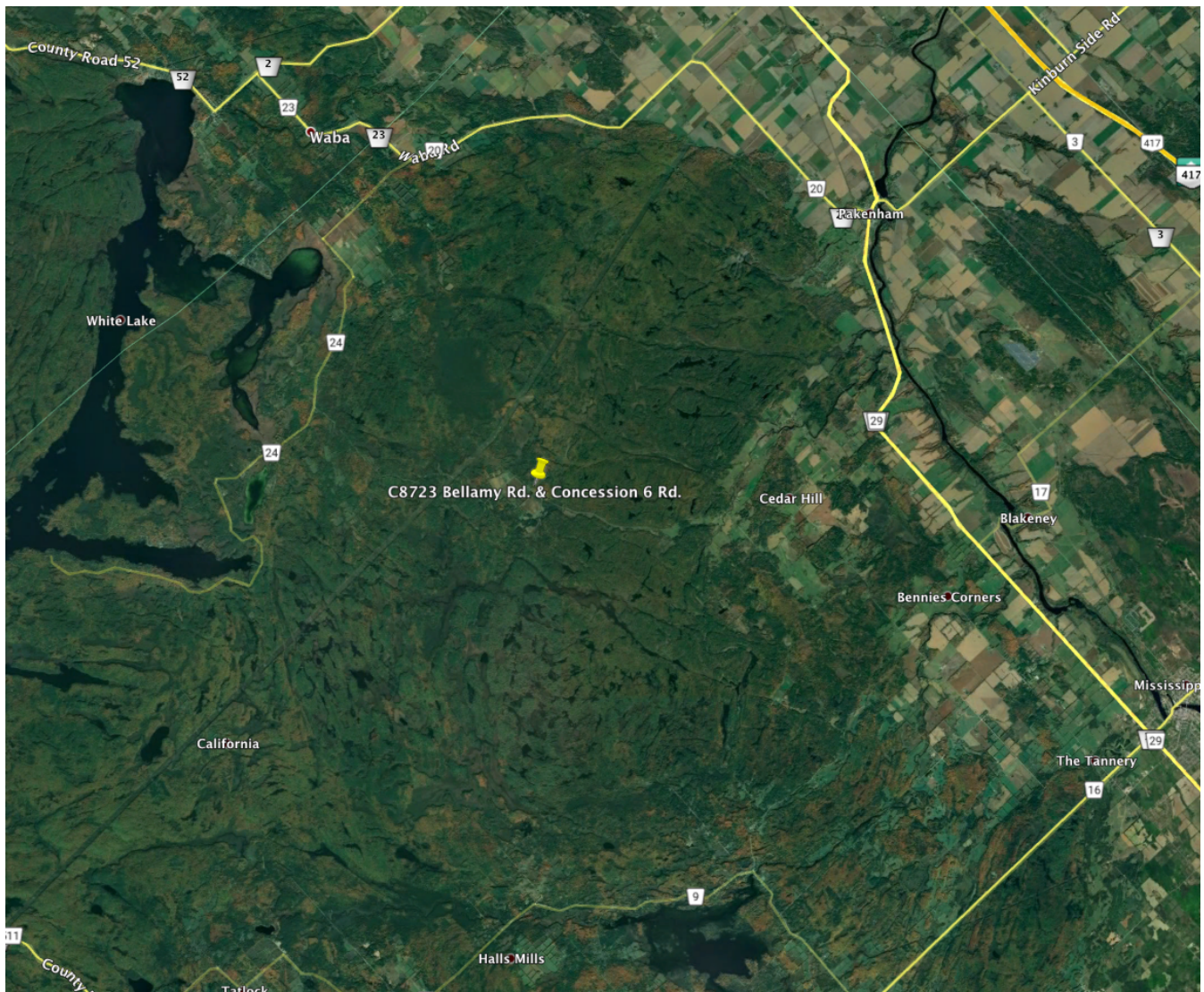
The coordinates for this facility are:

Latitude (NAD83) N 45°16'28.1"

Longitude (NAD 83) W 76°23'35.7"

#### *Proposed Facility Map*

Due to increased demand for improved wireless service, it is necessary to improve wireless coverage across the community. The site selected, shown on the below map, fits the necessary criteria to maximize and improve network coverage for wireless users near Cedar Hill.



## ***Site Selection and Co-Location***

Many factors are considered in selecting an appropriate site, such as the level of use of wireless service in the area, local terrain, interaction with existing radio base stations, and line-of-sight requirements for high-quality communications. Each site that is investigated is subject to a comprehensive review process by radio frequency, transmission and civil engineering groups for it to be qualified as an optimal site for the community.

Before proposing a new antenna-supporting structure, Rogers first explores the following options, which are required by Innovation, Science and Economic Development (ISED) Canada:

- consider sharing an existing antenna system, modifying or replacing the structure if necessary;
- locate, analyze and attempt to use any feasible existing infrastructure such as rooftops, water towers or other tall infrastructure

During the site selection process for this proposed, Rogers determined that no other existing infrastructure opportunity was available in our target area that was suitable for our network. The nearest site that was evaluated was an existing 82m tower located approximately 6km east of the proposed site. The site is located too far from our target area, already has Rogers antennas on it, and will not meet our coverage objectives. Unfortunately, there are no other closer structures available near the area requiring coverage that offers the necessary height. The proposed location is a suitable property that will allow Rogers to provide improved coverage and service for the community and the traveling public.

Considering Rogers' technical requirements, the setting of the subject lands makes the proposed location ideal for our site. The proposed site is within the search radius which will result in optimal coverage. The site is set toward the southwestern corner of the property, in an otherwise unused portion of the property, approximately 130m from Bellamy Rd. The tower footprint will be using only a small fraction of a large lot. Access to the site will be via an existing entrance from Bellamy Rd.

This site is part of the EORN Cell Gap Project and the design proposed is a 91.5m guyed tower which will have ample space to provide for future co-location opportunities, as well as assist in minimizing tower proliferation in the area surrounding Blakeney. Rogers welcomes future site sharing opportunities on this proposed location, as per Innovation, Science and Economic Development Canada's guidelines. At the time of this notification, Rogers anticipates having space available for future sharing proponents. Rogers will respond to a request to share in a timely fashion and will negotiate in good faith to facilitate sharing where feasible following standard co-location procedures.

A copy of Rogers' surveyed site plan has been attached for your reference and information.

A set of photo renderings are on the following pages. The viewsapes simulate the view of the proposed installation from multiple viewpoints. The process of simulating the proposed facility into the existing conditions of the viewsapes was done by superimposing an image of the proposed structure on the photographs taken for those viewsapes.





**C8723 BELLAMY RD. & CONCESSION 6 RD.**



**C8723 BELLAMY RD. & CONCESSION 6 RD.**

APPROXIMATE DISTANCE BETWEEN THE PROPOSED INSTALLATION AND THE VIEWPOINT : 604 METRES





**C8723 BELLAMY RD. & CONCESSION 6 RD.**

APPROXIMATE DISTANCE BETWEEN THE PROPOSED INSTALLATION AND THE VIEWPOINT : 140 METRES

### ***Construction and Maintenance***

Construction of the proposed facility will take approximately 30 to 45 days. The facility will remain unoccupied, and the only traffic generated at this site after construction will be for routine monthly maintenance visits.

Rogers attests that the radio antenna system as proposed for this location will be constructed in compliance with the National Building Code and The Canadian Standard Association and comply with good engineering practices including structural adequacy.

### ***Aeronautical Approvals***

Aerodrome safety is under the exclusive jurisdiction of NAV Canada and Transport Canada. An important obligation of Rogers' installations is to comply with Transport Canada / NAV CANADA aeronautical safety requirements. Transport Canada perform an assessment of the proposal with respect to the potential hazard to air navigation and notify Rogers of any painting and/or lighting requirements for the antenna system. Rogers will submit the appropriate applications and expects this tower to require lighting.

Rogers Communications Inc. attests that the radio antenna system described in this notification package will comply with Transport Canada / NAV Canada aeronautical safety requirements. For additional detailed information, please consult Transport Canada<sup>1</sup>.

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<sup>1</sup> <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

### ***Environmental Health Standards/Safety Code 6 Guidelines***

ISED requires that the installation and modification of antenna systems be done in a manner that complies with appropriate environmental legislation. This includes the Canadian Environmental Assessment Act (CEAA)<sup>2</sup> and local environmental assessment requirements where required by the CEAA.

Rogers attests that the radio antenna system described in this notification does not qualify as a Designated Project under the Canadian Environmental Assessment Act and is excluded from environmental assessment under the Canadian Environmental Assessment Act.

ISED also manages the radio communications spectrum in Canada and requires that all cellular telecommunications facilities comply with guidelines established by Health Canada in order to protect people who live or work near these facilities.

These Health Canada safety guidelines are outlined in their 'Safety Code 6' document and are among the most stringent in the world. All Rogers' facilities meet or exceed these standards. Rogers attests that the radio installation described in this notification package, will be installed and operated on an ongoing basis so as to comply with Health Canada's Safety Code 6, as may be amended from time to time, for the protection of the general public including any combined effects of nearby installations within the local radio environment.

### ***Public Consultation***

The Municipality of Mississippi Mills has developed a protocol for establishing telecommunication facilities. The protocol outlines the land use consultation process relevant to evaluating wireless communication installation proposals. Proponents must provide a notification package to the local public property owners, etc. located within a radius of 274.5m from the tower's location on the subject property. A notice is also being provided to the Municipality.

Rogers Communications Inc. is committed to effective public consultation. The public is invited to provide comments to Rogers about this proposal by mail, electronic mail, or phone.

Innovation, Science and Economic Development Canada's policy contains requirements for timely response to all questions, comments or concerns. Rogers will acknowledge receipt of all communication within **14 days** and will provide a formal response to the Municipality and those members of the public who communicate to Rogers, within **60 days**. The members of the public who communicated with Rogers will then have **21 days** to review and reply to Rogers a final response. Rogers will keep record of all correspondence during the consultation process, which will be included in the summary report to the Municipality of Mississippi Mills and the regional Innovation, Science and Economic Development Canada office.

Rogers is requesting any written public comments be returned within 30 days of receipt of this package. Upon receiving any comments from the public, Rogers will respond accordingly. At the close of the public consultation process, a summary of comments received and their corresponding responses will be provided to the Municipality of Mississippi Mills and Innovation, Science and Economic Development Canada. Subsequently, a formal package requesting concurrence will also be provided to the Municipality.

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<sup>2</sup> <http://laws-lois.justice.gc.ca/eng/acts/C-15.21/>

Residents may contact our office and discuss the proposed facility:

**Rogers Communications Inc.**

Eric Belchamber, Wireless Site Specialist

Eric Belchamber & Associates

337 Autumnfield St., Kanata, ON, K2M 0J6

Phone: (613) 220-5970

E-mail: [eric.belchamber@rogers.com](mailto:eric.belchamber@rogers.com)

Residents may contact the Municipality's office and discuss the proposed facility:

Ken T. Kelly, CPA

Chief Administrative Officer

Municipality of Mississippi Mills

3131 Old Perth Rd Box 400

Almonte, ON K0A 1A0

Telephone: 613-256-2064

Fax: 613-256-4887

Email: [kkelly@mississippimills.ca](mailto:kkelly@mississippimills.ca)

For more information on ISED's public consultation guidelines including CPC-2-0-03, Issue 5<sup>3</sup>, Spectrum Management and Telecommunications you may contact your local Innovation, Science and Economic Development Canada Office at the address noted on the following page.

**Innovation, Science and Economic Development Canada**

**Spectrum Management**

Eastern Ontario District Office

2 Queen Street East, Sault Ste. Marie, ON, P6A 1Y3

Telephone: 1-855-465-6307

Fax: 705-941-4607

Email: [spectrumenod-spectredeno@ised-isde.gc.ca](mailto:spectrumenod-spectredeno@ised-isde.gc.ca)

Web: [http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h\\_sf01702.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h_sf01702.html)

General information relating to antenna systems is available on ISED's Spectrum Management and Telecommunications website<sup>4</sup>. Other resources relevant to regulations and adherence obligations can also be found on provided Government of Canada websites<sup>5</sup>.

**Conclusion**

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<sup>3</sup> [http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h\\_sf06136.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/h_sf06136.html)

<sup>4</sup> <http://strategis.ic.gc.ca/antenna>

<sup>5</sup> <http://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf08792.html>

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

<http://cwta.ca/home/>

Access to reliable wireless communications services is of great importance to residents' and travelers' safety and well-being in today's society. Wireless technology has fast become the preferred method of conducting business and personal communications among a large part of the population.

The trend of future telecom is to become truly "wireless", that is the delivery of the voice and data communications via conventional telephone lines, such as telephone poles along streets and roads, will be virtually obsolete. The current wireless infrastructure will be able to meet this trend and still provide a reliable system. Reliable wireless communication services are a key element of economic development across Canada. It facilitates the growth of local economies by providing easy access to information, and connectivity for residents and business alike. The infrastructure proposed is suitable for the development over the long term and protects public health and safety, and is a powerful economic enabler that promotes home occupations, teleworking, telecommuting and improved community networking.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police and ambulance. Wireless communications products and services, used daily by police, EMS, firefighters and other first responders, are an integral part of Canada's safety infrastructure.

The proposed site location is well located to provide improved wireless voice and data services in the targeted area near Cedar Hill and the traveling public.

Rogers looks forward to working with the Municipality of Mississippi Mills to provide improved wireless services to the community.

Sincerely,

Eric Belchamber  
Wireless Site Specialist  
Eric Belchamber & Associates  
337 Autumnfield St.  
Kanata, ON, K2M 0J6



## Site Selection/Justification Report

**Wireless Communications Site: C8723 Bellamy Rd. & Concession 6 Rd.  
1111 Bellamy Rd., Mississippi Mills, Ontario, K0A 2X0  
Prepared for the Municipality of Mississippi Mills**

Rogers Communications Inc. | 8200 Dixie Rd., Brampton, ON, L6T 0C1  
Eric Belchamber | Municipal Relations Specialist | (613) 220-5970



## 1. Introduction

Rogers Communications is proposing to build a new wireless communications installation at **1111 Bellamy Rd., Mississippi Mills, Ontario, K0A 2X0** (the “**Proposed Installation**”) in order to fill significant wireless coverage gaps in the area and meet the rising demand for wireless voice and data services.

The purpose of this document is to describe the Proposed Installation and explain the site selection process used by Rogers in determining its location. Rogers looks forward to working with the Municipality of Mississippi Mills in further planning of this Proposed Installation.

## 2. Purpose of Proposed Installation and Site Selection

Based on recent feedback we have received from customers, as well as data we have collected on dropped calls and call quality in the area, we have determined that there are wireless coverage deficiencies in the area southwest of Pakenham. The Proposed Installation will correct these deficiencies and allow us to provide better and more reliable service to our customers, including residences, businesses, and emergency first responders.

Following a survey of the area, we identified the Proposed Installation - currently treed and undeveloped portion of a large lot - as the best candidate to meet our network coverage requirements. It will provide connectivity to an area that is currently experiencing below-average service levels and cannot be served by existing antenna sites as they are located too far away and are overloaded.

The location for the Proposed Installation offers technical and operational advantages, including a short distance to roads for easy access during construction and maintenance, hydro connections, etc., reducing the need for further impact on the area. The Proposed Installation will not result in any interference or impact to the current use of the property.

Furthermore, Rogers accepts to receive any co-location and tower sharing requests made by other licensed carriers. Rogers could, to the extent where the equipment installed by any third party carrier does not create any interference or technical constraint with its equipment, agree to share the proposed site.

### 3. Description of Proposed Installation

The location of the Proposed Installation is described below:

Municipal address:	1111 Bellamy Rd., Mississippi Mills, Ontario K0A 2X0
PIN #:	05074-0016 (LT)
Geographic coordinates:	N 45°16'28.1" W 76°23'35.7"
Zoning:	The proposed site is currently designated Rural in the Community Official plan and has mixed residential and agricultural use on it now.
Location on the lot:	The site is located towards the southwest corner of the property, roughly 130m from Bellamy Rd.
Legal description:	E ½ LOT 13 CONNCESSION 3 PAKENHAM; TOWN MISSISSIPPI MILLS
Land usage:	The property subject to the wireless telecommunication development is currently undeveloped and the telecommunication development will not impact agricultural use in the future.

**Please review the following annexes for additional information:**

Appendix 1: Location map of the proposed project.

Appendix 2: Site plan of the proposed project.

### 4. Description of Proposed Antenna System

*(a) Structure*

The Proposed Installation is a 91.5m guyed communication tower (overall height including telecommunications antennas, a lightning rod and an obstruction light).

*(b) Antenna system*

Initially, Rogers will install 3 cellular antennas and 6 future LTE (4G)/UMTS (3G) antennas measuring approximately 2m in height and 15 radio units, each measuring approximately 60cm x 20cm x 10cm, will be mounted as close as possible to the top of the proposed tower. Please note that the height of the antennas may vary slightly but the overall scale will be respected.

To date, Rogers has not received any co-location requests from other carriers.

(c) *Compound*

The Proposed Installation will occupy a ground compound area of 72m<sup>2</sup> and will include the tower, an alarmed and electronically monitored walk-in equipment cabinet (2.86m x 2.135m) located at the base of the proposed tower. The area will be surrounded by a 2.4m high chain link fence with a locked gate access point. The three guy anchors will also have 9m x 2m fences surrounding them.

Rogers will use the existing entrance for access to the compound and proposed tower from Bellamy Rd.

**Please review the following annexes for additional information:**

Appendix 3: Visual simulations of the proposed project.

## **5. Site Selection Considerations**

A wireless telecommunications facility is a puzzle piece in a very complex radio network, whether that site is situated in an urban, suburban or rural setting. Customer demand and engineering principles direct where sites are required to be located. As people rely more on wireless devices such as smartphones, tablets and laptops for business and personal use, network improvements are required to ensure the seamless availability of high quality voice and data services.

The Proposed Installation will achieve the necessary wireless coverage objectives and provide important communications services for EMS response, police and fire; improved wireless signal quality for the local residents, those traveling along the major roads, as well as our 4G services.

The performance of a wireless network is dependent on the geographical location of its equipment, height of its antennas, coverage signal, the demand customers place on the network, as well as proximity to the users.

Rogers takes into account numerous factors when selecting a suitable site for a wireless antenna system, including:

- expected usage patterns of service and proximity to users;
- local topography and building types;
- interaction with existing and future sites;
- line-of-sight requirements / coverage signal;
- opportunities to use existing structures;

- availability of land that that will be leased on reasonable terms; and
- the industry's commitment to high service standards and customer satisfaction.

In reviewing the location and design of the Proposed Installation, we examined the surrounding area, assessed the visual impact of the structure, and determined the required structural design.

*(a) Coverage*

Our Network Planning and Engineering departments have determined that this site will dramatically improve the significant service & coverage shortfalls we are experiencing.

*(b) Use of existing structures and other site options*

Before we consider erecting a new tower or antenna system, we always determine if we can use existing structures within the geographical area to locate our facilities. Of course, these existing structures must be able to provide the necessary height and must have sufficient capacity to allow for additional equipment.

We have conducted an extensive review of all existing structures in the surrounding area and have determined that none of these sites would provide the coverage we require, which can only be provided by the Proposed Installation.

Figure 1 on the following page shows the location of all surrounding cell tower structures in relation to the Proposed Installation.



**Figure 1 - Location of existing structures and sites evaluated**

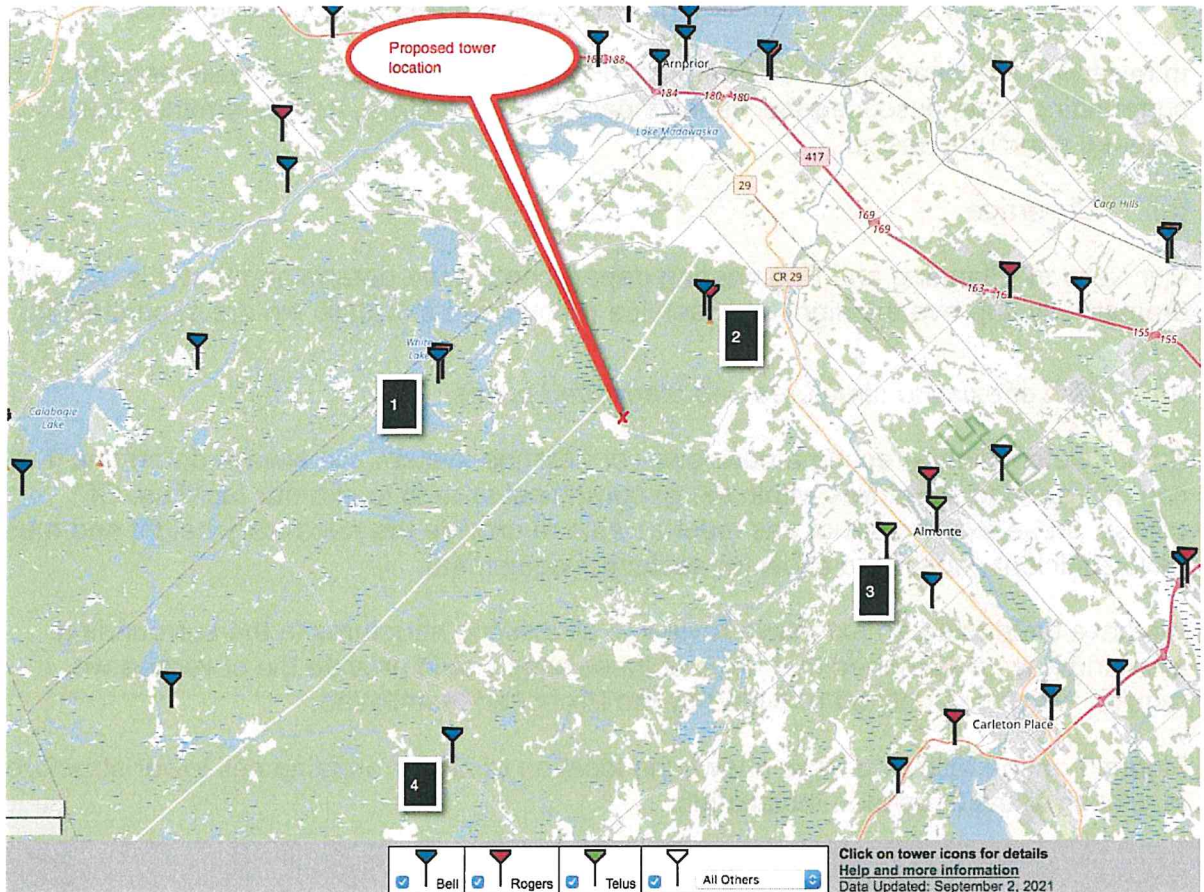


Figure 2 provides detailed descriptions of all the potential alternative structures and the reasons they are not suitable for our cellular coverage needs.

**Figure 2 – Description of existing structures**

Location	Distance	Carrier(s)	Tower Height	Reason for unsuitability
1	9.3km	Bell & Rogers	91m	Too far from search area and a Rogers tower exists already.
2	6.6km	Bell & Rogers	82m	Too far from search area and a Rogers tower exists already.
3	14.6km	Telus	In-building	Too far from search area and not intended to improve service beyond the immediate building.
4	18.8km	Bell	90m	Too far from search area.

(c) *Land use considerations*

The site selection process must also respect local land-use constraints and address the reasonable concerns of the municipality and the affected communities.

The following are some of the municipal and land-use considerations Rogers took into account for the Proposed Installation:

- In an effort to minimize the proliferation of towers within the Municipality of Mississippi Mills, the Proposed Installation will provide for future co-location opportunities for other carriers to install their equipment.
- The selected design of the Proposed Installation is appropriate considering the area context and will best achieve our [cellular coverage](#) objectives in the wider area while not impacting the current land-use of the subject property or the surrounding properties.
- The Proposed Installation will have no impact on the surrounding water shed or the wells, water quality or any water systems. No chemicals, pesticides or herbicides that could potentially have an adverse effect on the water systems will be contained on our structure or any associated equipment.
- During construction, precautions will be taken to minimize any disruption to occupants of the property and to the surrounding residents. Once the Proposed Installation is in service, there will be no noise associated with its daily operation.
- This site is part of the EORN Cell Gap Project and is considered a priority to improve service in rural areas of Eastern Ontario.

## **6. Innovation, Science and Economic Development Canada Authority and Requirements**

(a) *Innovation, Science and Economic Development Canada's role*

Telecommunication tower/antenna systems are exclusively regulated under the Federal Radiocommunication Act and administered by Innovation, Science and Economic Development Canada (what used to be called Industry Canada). While the Municipality of Mississippi Mills has a significant role to play in the approval of a tower or antenna installation, the ultimate decision to approve a tower or antenna systems lies with Innovation, Science and Economic Development Canada.

Because wireless services are federally regulated, Innovation, Science and Development Canada has established a clear set of rules that wireless carriers must follow when looking to install or modify a tower or antenna system (the "Innovation, Science and Development Canada Rules" - *Client Procedures Circulars* (CPC 2-0-03 -



Radiocommunication and Broadcasting Antenna Systems).

For information on the Innovation, Science and Economic Development Canada Rules, please consult their web site at: [www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html](http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/sf08777e.html) or the applicable local office:

**Innovation, Science and Economic Development Canada  
Spectrum Management**

Eastern Ontario District Office

2 Queen Street East

Sault Ste. Marie, ON, P6A 1Y3

Telephone: 1-855-465-6307

Fax: 705-941-4607

Email: [spectrumenod-spectredeno@ised-isde.gc.ca](mailto:spectrumenod-spectredeno@ised-isde.gc.ca)

Web: [http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h\\_sf01702.html](http://www.ic.gc.ca/eic/site/smt-gst.nsf/fra/h_sf01702.html)

General information relating to antenna systems is available on Innovation, Science and Economic Development Canada's Spectrum Management and Telecommunications' website: [www.ic.gc.ca/epic/site/smt-gst.nsf/en/home](http://www.ic.gc.ca/epic/site/smt-gst.nsf/en/home)

## **7. Other Regulatory Requirements**

### *(a) Health Canada's Safety Code 6*

Rogers attests that the radio antenna system for the Proposed Installation will be installed and operated on an ongoing basis so as to comply with Health Canada's *Safety Code 6* limits as it may be amended from time to time, for the protection of the general public, including any combined effects of additional carrier co-locations and nearby installations within the local radio environment.

Additional information is available at the following Government of Canada's websites:

<https://www.canada.ca/en/health-canada/services/environmental-workplace-health/reports-publications/radiation/safety-code-6-health-canada-radiofrequency-exposure-guidelines-environmental-workplace-health-health-canada.html>

<https://www.canada.ca/en/health-canada/services/consumer-radiation/safety-cell-phones-cell-phone-towers.html>

<https://www.ic.gc.ca/eic/site/smt-gst.nsf/eng/sf11467.html#s1>

### *(b) Environmental assessment*

Rogers attests that the Proposed Installation is not located within federal lands. Nor is it incidental to, or form part of, projects that are designated under the *Regulations Designating Physical Activities* or by the Minister of the Environment as requiring an



environmental assessment. Therefore, in accordance with the *Canadian Environmental Assessment Act, 2012*, the Proposed Installation is excluded from assessment.

Detailed information on the *Canadian Environmental Assessment Act* can be found at: <http://laws-lois.justice.gc.ca/eng/acts/C-15.21/>

(c) *Aeronautical obstruction marking requirements*

Rogers attests that the Proposed Installation will be installed and operated on an ongoing basis in compliance with Transport Canada and NAV Canada aeronautical safety requirements. Rogers will file the required forms with Transport Canada and the Proposed Installation is expected to require lighting pursuant to the *Canadian Aviation Regulations Standard 621 - Obstruction Markings and Lighting*. Rogers attests that it will provide Transport Canada's Aeronautical Clearance Report to the Municipality once it is available.

Should the tower obstruction clearance specifications differ from Transport Canada's *Standard 621.19 Obstruction Lighting Specifications*, these would take precedence over the ones indicated above and additional information would be provided to citizens. Furthermore, Rogers attests that it will respect in its entirety the existing and future requirements of Transport Canada in terms of its aeronautical obstruction markings, as well as the specifications of NAV CANADA.

For additional detailed information, please consult Transport Canada at: <http://www.tc.gc.ca/eng/civilaviation/regserv/cars/part6-standards-standard621-3808.htm>

(d) *Engineering practices*

Rogers attests that the radio antenna system for the Proposed Installation will be constructed in compliance with the *National Building Code* and the Canadian Standard Association, and will respect good engineering practices, including structural adequacy.

## **8. Municipal and Public Consultation**

Rogers has a strong history of consultation with municipalities and other land-use authorities, and understands the importance of land-use requirements and preferences. Innovation, Science and Economic Development Canada requires wireless carriers to consult with the land-use authorities to make them aware of the wireless structures within their boundaries and to understand local preferences and land-use issues. The Municipality of Mississippi Mills has established its own protocol governing the construction of new towers entitled **TELECOMMUNICATIONS TOWER AND ANTENNA CITING REVIEW PROTOCOL** (the "**Protocol**") which sets out, among other things, the requirements for Rogers to consult with the public about the Proposed

## Installation.

Since a municipal siting approval process applies to this proposed project, Rogers will not follow Innovation, Science and Economic Development Canada's public consultation process. Instead, Rogers will conduct public consultation based on the Municipality of Mississippi Mills process.

Concurrent to the mailing of the public consultation package, Rogers will place a notice in the local community newspaper notifying the public of the Proposed Installation and the associated consultation period. A copy of this information package will be provided to the Municipality of Mississippi Mills' Planning Department, as well as Innovation, Science and Economic Development Canada.

The public will be invited to provide comments about the Proposed Installation by mail, electronic mail, phone or fax. We will acknowledge receipt of any communications we receive from a member of the public within 14 days, and then provide a formal response within 60 days. After that, the public commentator will have a further 21 days to provide a reply.

After the public consultation process has been completed and we have addressed and resolved all reasonable and relevant concerns (and the public has not provided further comment within the 21 days), we will forward a final report setting out the details of the public consultation to the Municipality of Mississippi Mills and Innovation, Science and Economic Development Canada. At this point, we will request that the Municipality of Mississippi Mills provide its approval to allow the Proposed Installation to proceed.

Communications regarding the Proposed Installation should be directed to the following contact on behalf of Rogers:

Eric Belchamber  
Municipal Relations Specialist  
337 Autumnfield St.  
Kanata, ON, K2M 0J6  
Phone: (613) 220-5970 Fax: (613) 482-4583  
Email: [eric.belchamber@rogers.com](mailto:eric.belchamber@rogers.com)

## 9. Conclusion

Reliable wireless communication services are a key element of economic development across Canada. It facilitates the growth of local economies by providing easy access to information, and connectivity for residents and business alike.

The Proposed Installation is suitable for the area over the long term and will protect public health and safety. It will also be a powerful economic enabler that promotes home occupations, teleworking, telecommuting and improved community networking and information sharing.

In addition to meeting consumer needs, technological upgrades are also critical to ensuring the accessibility of emergency services such as fire, police and ambulance. Wireless communications products and services, used daily by police, EMS, firefighters and other first responders, are an integral part of Canada's safety infrastructure.

The Proposed Installation is well located to continue providing improved wireless voice and data services in the targeted area. The location is also situated and designed to have minimal impact on surrounding land uses.

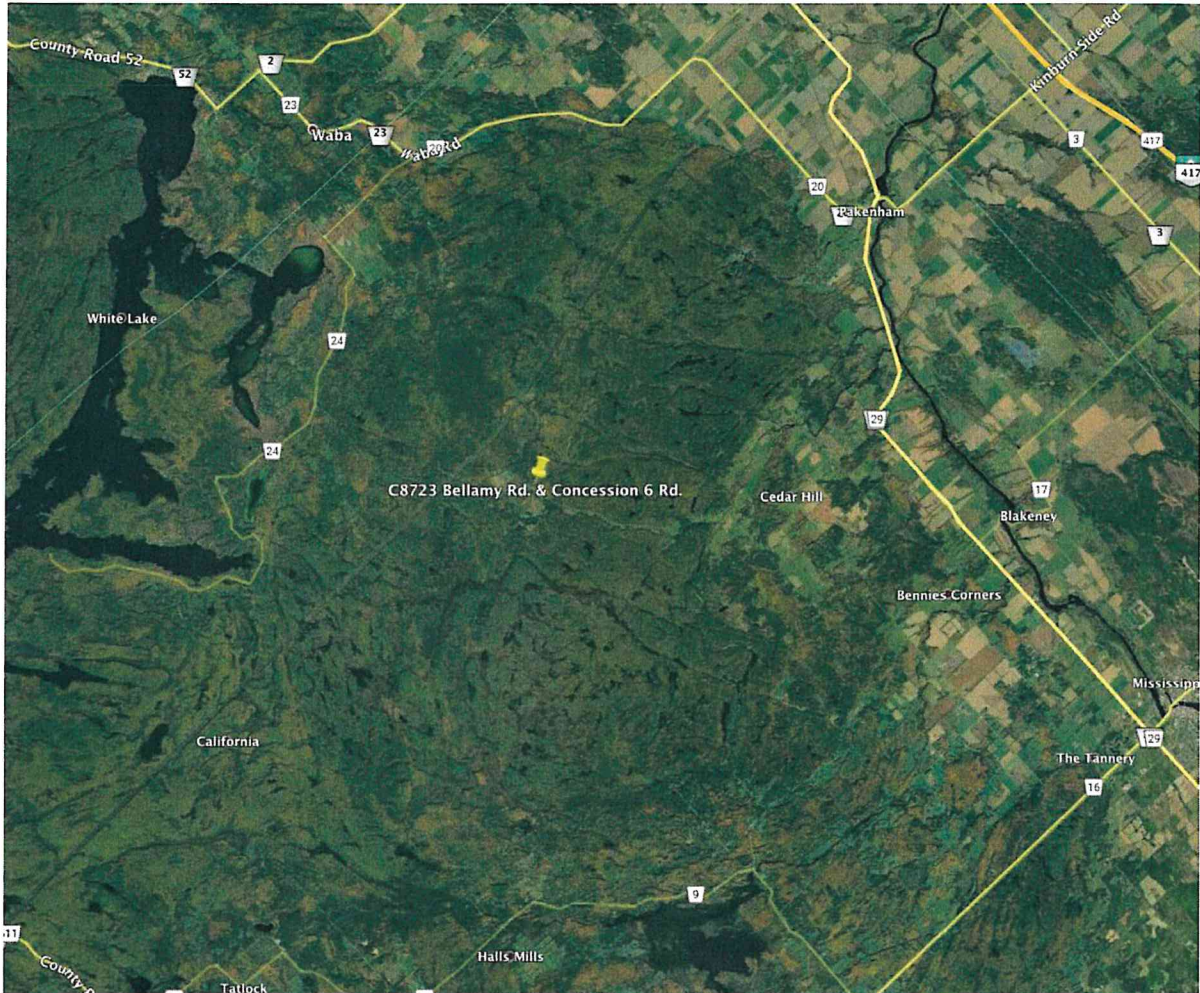
Should you have any further questions or comments, please feel free to contact me via email at [eric.belchamber@rogers.com](mailto:eric.belchamber@rogers.com) or phone at (613) 220-5970.

Sincerely,

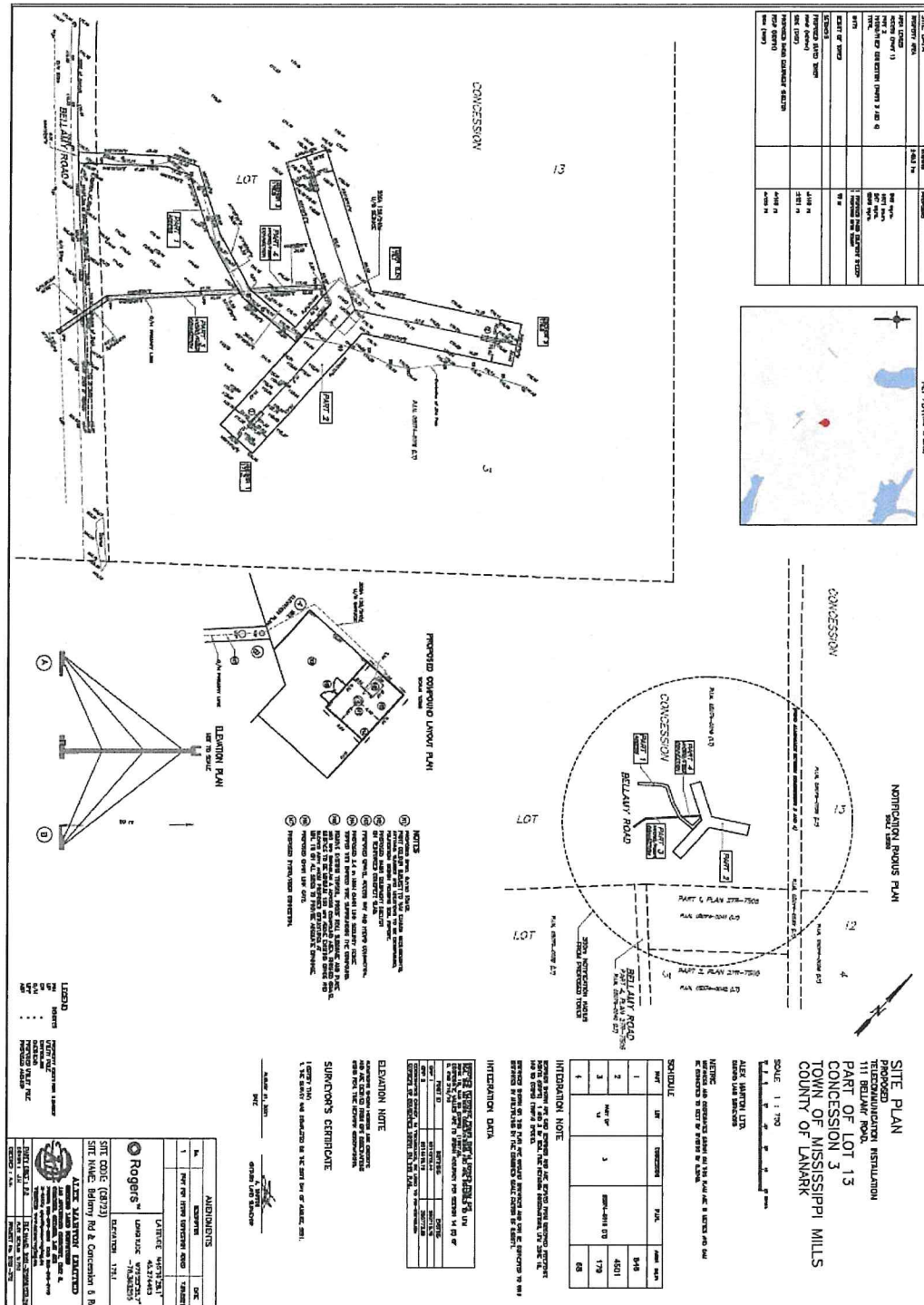
Eric Belchamber  
Municipal Relations Specialist  
On behalf of Rogers Communications Inc.  
Network Implementation



**APPENDIX 1**  
**Location of the proposed project**



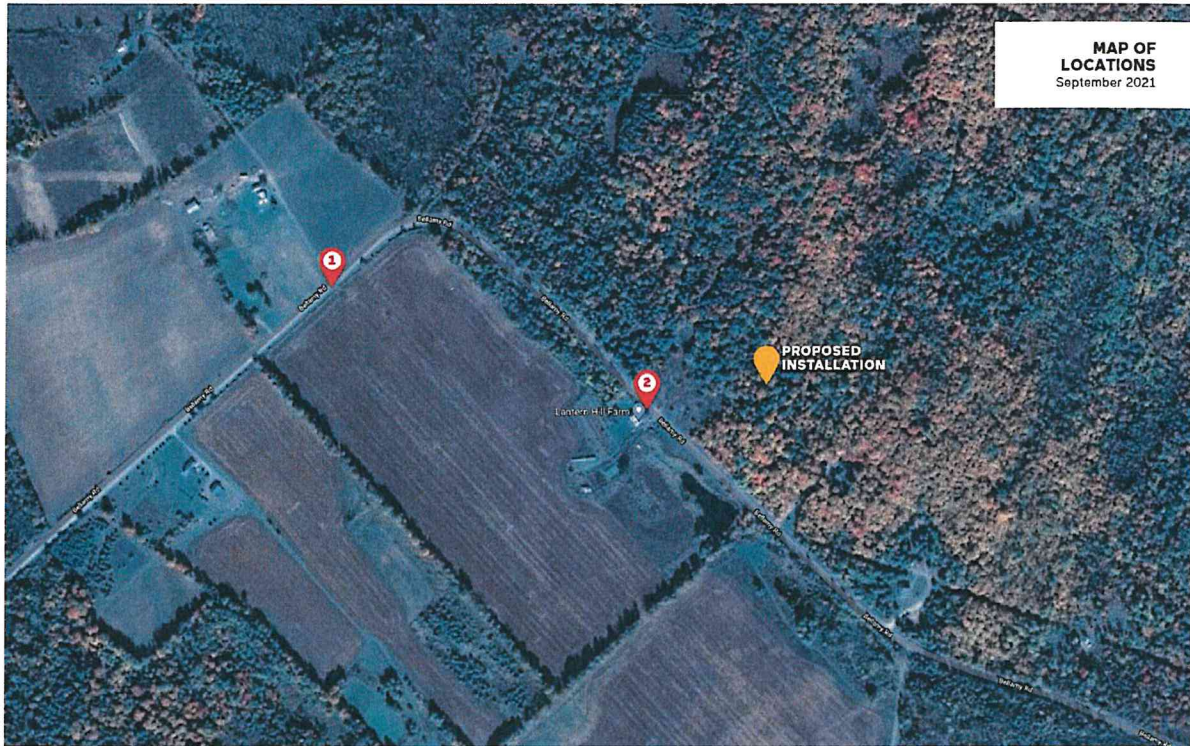
## Site Plan of the Proposed Project





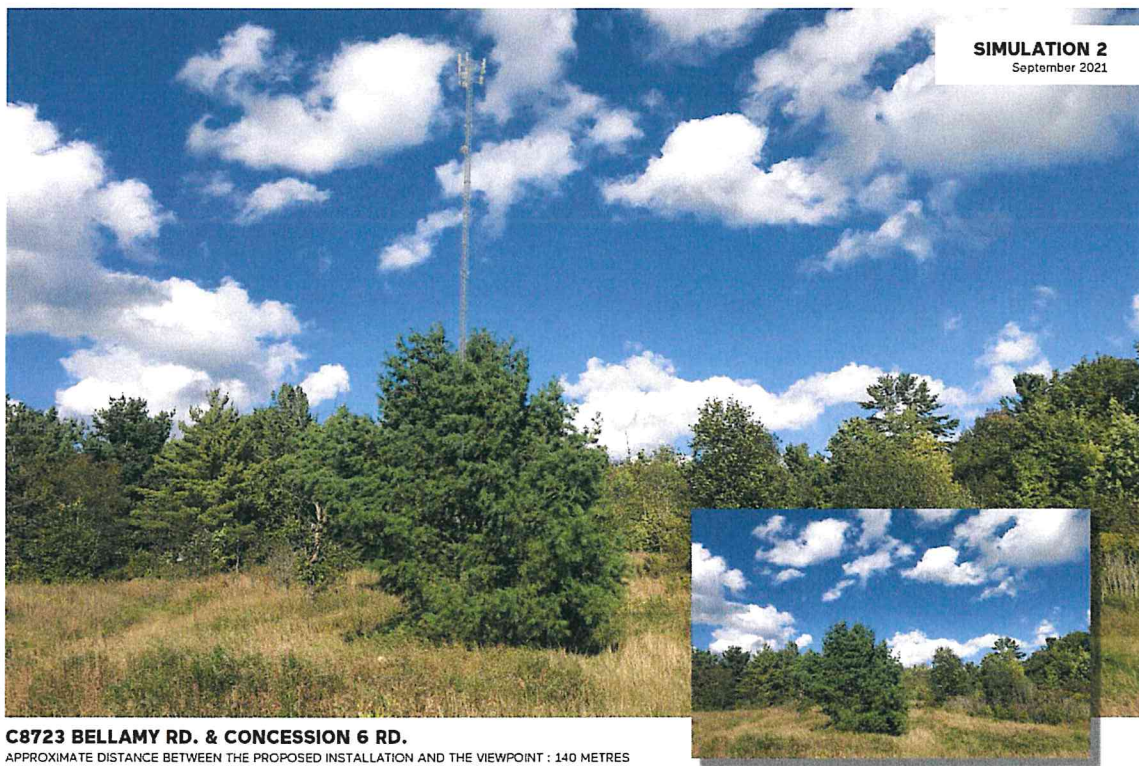
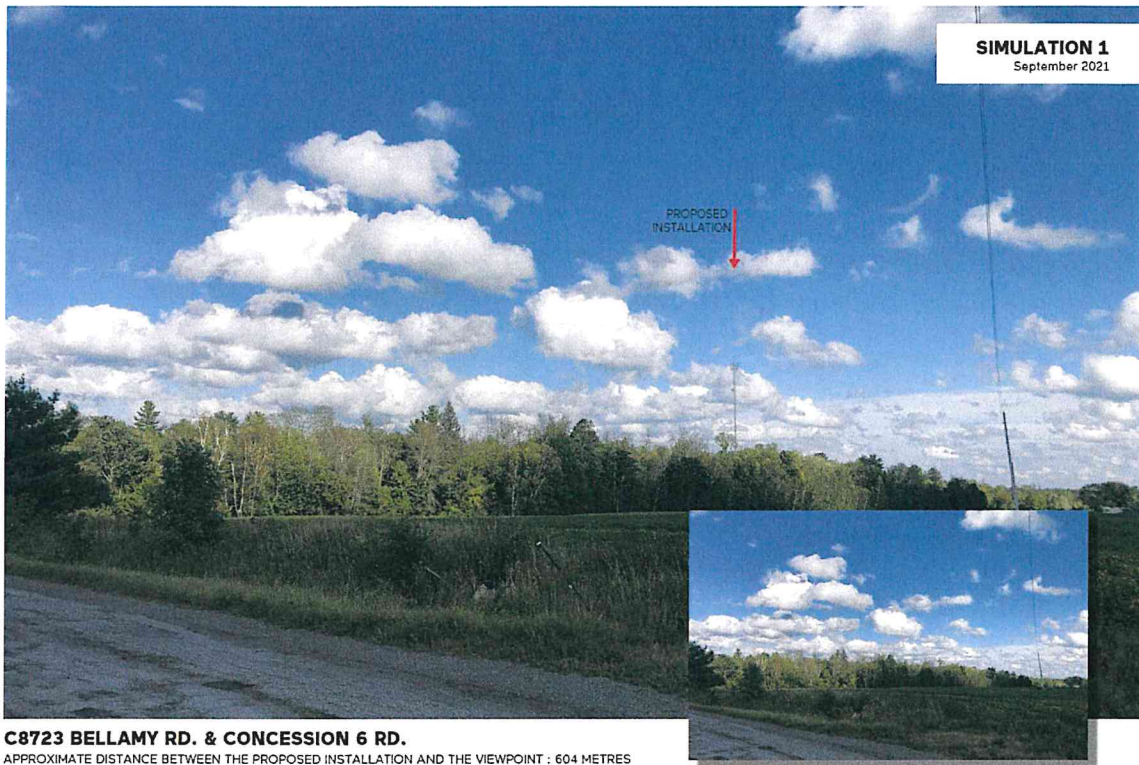
### APPENDIX 3

## Visual Simulations of the Proposed Project



C8723 BELLAMY RD. & CONCESSION 6 RD.













# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Senior Planner

**SUBJECT:** Zoning By-Law Amendment - Z-07-22  
Secondary Dwelling Units  
Municipal-Wide Amendment

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### **RECOMMENDATION:**

**THAT** Committee of the Whole recommend Council approve the Zoning By-law Amendment, contained in Attachment C, to align Comprehensive Zoning By-law #11-83 with the amendments made to the Planning Act in 2019 and with the Community Official Plan policies regarding Secondary Dwelling Units (Additional Residential Units).

### **BACKGROUND:**

#### **Changes to The Planning Act – Bill 108**

Over the past decade, the Provincial Government has introduced several statutory changes to the *Planning Act, 1990* to permit new forms of housing including the recent amendments as a result of Bill 108 - *More Homes, More Choice Act, 2019*, which amended Ontario's second unit framework in subsection 16(3) of the *Act* with new provisions for "Additional Residential Units".

Bill 108 received Royal Assent in the Ontario Legislature on June 6th, 2019, and the enabling Regulations were proclaimed in to force on September 3, 2019. To note, Section 36.1 of the *Act* restricts appeal rights to the Minister of Municipal Affairs and Housing for zoning by-laws that implement Additional Residential Unit policies, which means that the implementing zoning related to this study is not able to be appealed by the public or agencies, only the Minister can launch an appeal.

These changes to the *Planning Act* introduced policies for Additional Residential Units requiring municipal official plans to permit Additional Residential Units in detached and semi-detached dwellings as well as rowhouses (townhouses). The specific wording of the *Act* is below:

### **Official plan**

- 16 (3) *An official plan shall contain policies that authorize the use of additional residential units by authorizing,*
- (a) the use of two residential units in a detached house, semi-detached house or rowhouse; and*
  - (b) the use of a residential unit in a building or structure ancillary to a detached house, semi-detached house or rowhouse.*

Section 35.1 of the *Planning Act* provides further direction to municipalities requiring that Additional Residential Units be permitted within the municipality's zoning by-law. The specific wording of the *Act* is below:

### **By-laws to give effect to additional residential unit policies**

- 35.1 (1) *The council of each local municipality shall ensure that the by-laws passed under section 34 [Zoning by-laws] give effect to the policies described in subsection 16(3).*

The Bill 108 amendments stipulate that up to two Additional Residential Units (one contained within the principal dwelling unit, and one contained in a building or structure ancillary to the principal dwelling unit) are permitted on every lot where a detached house, semi-detached house or rowhouse (townhouse) is permitted. The intent of these amendments is reflected in the Provincial interests outlined within the Provincial Policy Statement, 2020 (PPS), which promotes the development of strong, livable, healthy, and resilient communities through efficient land use (s.1.1.1).

As noted in the report presented to [Committee of the Whole on March 1, 2022](#) regarding housing supply, an update to the Municipality's Zoning By-law from the Planning Department was forthcoming in order to implement the above noted amendments to the *Planning Act*. Additional information was provided at the [Public Meeting held on June 7, 2022](#), including a Background Report and associated documents.

### **Additional Residential Units**

In the Mississippi Mills context, Additional Residential Units are referred to as "Secondary Dwelling Units" and "Accessory Apartments" in the Community Official Plan and Zoning By-law #11-83. These uses are permanent residential dwelling units that are located on the same lot as a principal/primary dwelling unit but are separate and subsidiary to the principal dwelling unit. "Secondary Dwelling Units" are differentiated from "Accessory Dwelling Units" and "Garden Suites" in Zoning By-law #11-83, which respectively refer to dwelling units that are accessory to a non-residential use, and dwelling units which are detached and portable.

Additional Residential Units provide municipalities an additional tool to help develop a range of housing options in their communities, with an emphasis on providing a more attainable housing option. Attainable Housing is a newer term that is being used to describe housing that may be provided slightly lower than the average market costs for purchasing a home or renting a unit. It is important to note that attainable housing does not necessarily meet the common definitions of affordable housing unless the housing is secured through a legal agreement to ensure it remains affordable for the long-term.

Encouraging Additional Residential Units is important because they:

- (1) provide homeowners with alternative means of earning additional income to help meet the costs of home ownership;
- (2) support changes in demographics through housing options for immediate and extended families; and,
- (3) maximize densities to support and enhance local businesses, labour markets, and the efficient use of infrastructure.

### **Current Policy Framework in Mississippi Mills**

The Municipality's Zoning By-law is currently not aligned with the 2019 Provincial direction regarding Additional Residential Units. The existing Secondary Dwelling Unit provisions contained in Zoning By-law are more restrictive than what the *Planning Act* prescribes and Secondary Dwelling Units are currently only permitted in the same building as the principal dwelling unit within Settlement Areas.

Notably, the Community Official Plan (COP) is more permissive than the Zoning By-law and does conform to the 2019 changes to the *Act*, however, the implementation of the COP policies regarding Secondary Dwelling Units appears to have never been fully implemented in the Municipality's Zoning By-law.

### **Municipal Review and Best Practices**

A review of zoning by-law provisions relating to secondary dwelling units from five municipalities across Ontario was conducted by Planning Staff as part of this study. A fulsome comparison chart of these provisions from comparable municipalities can be found in Appendix A:

These municipalities generally implemented the required zoning changes outlined by the *Act*; however, some municipalities did impose more restrictive provisions than what the *Act* prescribes. Staff do not recommend this approach as it is generally best practice to follow the prescribed policies outlined in the *Act* regardless of whether the subject amendment can be appealed.

A summary of the best practices for the provisions relating to secondary dwelling units can be found in Appendix B. As a result of the best practice review, consideration of the



*Planning Act* legislation and related regulations, draft amendments to the existing Zoning By-law provisions are contained in Appendix C.

## **PURPOSE AND INTENT**

The purpose and intent of the Zoning By-law Amendment is to align Comprehensive Zoning By-law #11-83 with both the amendments made to the *Planning Act* in 2019 and with the COP policies regarding Secondary Dwelling Units.

The subject Zoning By-law Amendment is a Municipal-wide Zoning By-law Amendment. All lands within the Municipality are subject to this amendment – both in settlement areas and outside of settlement areas.

In the past few years, as secondary units have become more popular. Since there is an established framework since 2019 in Bill 108, Planning Staff have worked to accommodate requests from landowners to establish secondary units that do not meet the current provisions of the Zoning By-law by directing these requests to the Committee of Adjustment by way of a Minor Variance application.

This approach helps applicants to avoid the more costly and time-consuming Zoning By-law Amendment process; however, it does not provide a clear and uniform position on Secondary Dwelling Units from the Municipality. In some cases, the current requirement for a minor variance has deterred property owners from following through with the additional unit, thus losing the addition of a much-needed dwelling unit in the Municipality.

The proposed Zoning By-law Amendment will establish clear and uniform provisions for Secondary dwelling units across the entire Municipality. These provisions will reflect the intent of the COP and the *Act*, remain cognizant of the Municipality's housing needs, and respect the Municipality's existing character.

## **SERVICING & INFRASTRUCTURE**

The servicing and infrastructure implications for each individual proposal for a Secondary Dwelling Unit will be reviewed on a case-by-case basis by Planning, Building and Public Works Staff.

Planning Staff have included secondary dwelling units in the updated Site Plan Control By-law subject to a "Lite" Site Plan Control process. The Site Plan Control Lite category is intended to capture those Site Plan Control applications whereby the technical and level of effort by staff is limited. The Site Plan Control process will work to capture any servicing and infrastructure impacts for each new secondary dwelling unit proposed.

Staff note that the minor variances that have been applied for in the past six months have all been for detached secondary dwelling units outside of settlement areas as these areas offer greater flexibility with larger lots, and less costly servicing constraints. Compared with detached secondary dwelling units within settlement areas where lots

are smaller and the requirement for servicing, through the principal dwelling unit, may be limiting factor.

Directions regarding parking for Additional Residential Units have been provided by the related Regulation 199/19 (O. Reg. 299/19) associated with the *Planning Act* changes. One parking space per dwelling unit is listed as the requirement in the O. Reg. 299/19, unless the principal dwelling unit requires no parking spaces. Tandem parking (one parking space behind another) is permitted for the Additional Residential Unit's required parking space; however, the regulations also permit municipal councils to pass zoning by-laws requiring no parking spaces for Additional Residential Units.

Staff note that the current Zoning By-law provisions do not require an additional parking space for a Secondary Dwelling Unit; however, requiring one parking space would help to ensure that on-street parking demands within settlement areas is not increased. For Secondary dwelling units outside of settlement areas, there is greater flexibility of space on individual lots to accommodate one additional parking space.

In keeping with both O. Reg. 299/19 and the context of Mississippi Mills, the draft zoning contained in Appendix C recommends that one parking space be required for every Secondary Dwelling Unit. In the case of a Secondary Dwelling Unit in a townhouse unit, the proposed zoning requires an additional parking space which can be either be located tandem in a driveway or located elsewhere on the lot (ex. side by side in a driveway).

### **COMMUNITY OFFICIAL PLAN (COP)**

No changes are proposed for the Municipality's Community Official Plan (COP) as it generally conforms to the *Act*. Residential uses, in the form of single detached dwelling, semi-detached dwelling or duplex dwelling, are permitted in the following COP designations:

- Agricultural
- Rural
- Rural Settlement Areas and Villages
- Residential

Lands that are affected by the above noted designations would be permitted to have a Secondary Dwelling Unit. Secondary dwelling units are explicitly permitted in the Agricultural, Rural and Residential designations.

The COP includes policies permitting Secondary Dwelling Units within a single detached dwelling, semi-detached dwelling, or duplex dwelling or in a detached building ancillary to these housing types. The policies do not restrict Secondary Dwelling Units between Settlement Areas and lands outside of Settlement Areas and further stipulate that only one second unit per property is permitted and must connect to existing residential servicing.

Staff note that there are some minor differences between the COP policies and the *Act* including allowing duplex dwellings to have Secondary dwelling units whereas the *Act* is silent on duplex dwellings. The *Act* also specifies that “rowhouses” are permitted to have Secondary dwelling units; however, the COP is silent on rowhouses. Within the Zoning By-law, the term “rowhouse” generally includes vertically separated triplexes and fourplexes as well as townhouses. Regardless of these minor deviations from the *Act*, staff are of the opinion that the current Community Official Plan policies adhere to the *Planning Act* and associated Regulations and there is not a requirement to amend the COP policies for Secondary dwelling units.

The COP policies specifically restrict the number of Secondary Dwelling Units to one per lot and require that they be connected to the existing servicing of the principal dwelling unit. In keeping with these COP policies, the proposed zoning carries forward these requirements.

## **DISCUSSION**

### **Updated Definition and Performance Standards**

The Zoning By-law Amendment proposes to revise the definition for Secondary Dwelling Units, to amend the applicability of the Accessory Building Provisions in Table 6.1, to amend the minimum parking requirement for Secondary dwelling units and amend the existing provisions regarding Secondary dwelling units in Section 8.16.

### **Added Permitted Zones and Principal Dwelling Types**

Secondary dwelling units are proposed to be permitted on lots where there is a detached, semi-detached, townhouse (rowhouse) or duplex dwelling that exists as a permitted principal use, with the exception of the Environmental Hazard and Environmental Protection Zones.

Such dwelling types are typically found in the following zones:

- Agricultural Zone (A)
- Rural Zone (RU)
- Residential First Density Zone (R1)
- Residential Second Density Zone (R2)
- Residential Third Density Zone (R3)
- Rural Residential Zone (RR)

### **Additional Parking Requirements**

As previously mentioned in the Servicing and Infrastructure Section of this report, in keeping with both O. Reg. 299/19 and the context of Mississippi Mills, the draft zoning requires that one parking space be provided for a Secondary Dwelling Unit. In the case

of a secondary unit in a townhouse unit, the proposed zoning requires an additional parking space which can be either be located tandem in a driveway or located elsewhere on the lot (ex. side by side in a driveway).

### **Number, Type and Size of Units Permitted**

The recommendation is for the maximum number of secondary dwelling units per lot remain at one as per the current Official Plan direction. This approach would be consistent with the municipalities that were reviewed as part of the background study. Out of the municipalities reviewed only one permits two secondary units and this permission is limited to one detached secondary dwelling unit and one within the primary dwelling. For those lots on private services, with the requirement to share at least one of the two services (well and septic), staff are of the opinion that the likelihood of a landowner investing the necessary upgrades to a well and/or septic to accommodate two additional secondary units would be cost prohibitive. For those lots on municipal services, secondary units within the primary unit seem to be the preferred approach for many landowners as there is a cost to service a detached secondary unit through the primary dwelling. For secondary units within the primary unit, if there were to be more than one secondary unit (with one potentially using the entire area of a basement), the primary dwelling unit becomes increasingly close to other land use definitions such as a triplex or a converted dwelling.

In the case of townhouses, one secondary unit is permitted per townhouse unit as one townhouse unit is considered the principal dwelling. Staff are not recommending that detached secondary units be permitted for townhouse units because of the issue with access to the secondary unit as well as potential issues with privacy and other issues that arise with the small rear yards that are typically associated with townhouse units. In addition, where a secondary dwelling unit is located on a lot, neither a garden suite nor any rooming units are permitted on that lot.

The gross floor area of a secondary dwelling unit is limited to an amount equal to 40% of the gross floor area of the principal dwelling unit except in the cases of secondary units located entirely in the basement, which are permitted to use the entire floor area of a basement. This 40% provision is an existing requirement in the Zoning By-law to ensure that the secondary unit remains subsidiary to the principal dwelling unit and does not result in a converted dwelling.

Staff note that some municipalities allow for flexibility on which dwelling is considered the 'principal dwelling unit' and which is considered the 'secondary unit' such that if a property owner desires to construct a new principal dwelling, if all other requirements can be met, the original dwelling could be considered the 'secondary unit'. After further research, staff are of the opinion that this is a provision which is reasonable to permit within the proposed zoning as there are other Zoning By-law provisions, such as setbacks and lot coverage, which limit the size of buildings and structures on a lot. Combined together, it is reasonable to provide a zoning provision which contemplates a 'reverse' Secondary Dwelling Unit scenario.

## **Road Frontage Requirement**

Secondary Dwelling Units will continue to only be permitted where the principal dwelling unit has frontage on a road which is an improved road and is part of the Corporation's approved road system.

## **Servicing**

The proposed zoning draws a distinction between Secondary Dwelling Units on lots that are serviced by municipal water and sewer and lots that are serviced by private services (well and septic).

For those lots on municipal services (Almonte), the proposed zoning requires that the Secondary dwelling unit be serviced through the existing dwelling on the property. This means that no new servicing connections to the municipal water and sewer in the right-of-way would be permitted to service the Secondary dwelling unit, reducing the infrastructure impacts on the municipality. Staff have noted previously in the report, that this requirement may be a limiting factor for those landowners looking to establish a *detached* Secondary dwelling unit and thus staff anticipate that for Secondary Dwelling Units within Almonte, will most likely be established within a principal dwelling unit as opposed to within a detached building.

For lots on private services, the proposed zoning requires shared servicing by one of the two private services. This means that the Secondary dwelling unit needs to be share either the septic system or the well with the principal dwelling unit. Through the building permit process, the necessary upgrades to the septic system (if shared) will be required. If an applicant proposes a shared well, it may necessitate supplementary studies or testing to determine water quantity and quality from the existing well as part of the Site Plan Control process. A new well (not shared) would need to meet all the standard drinking water requirements for potable water through the building permit process and may also require supplementary studies or testing, which would be on site specific basis during the Site Plan Control process.

## **Maximum Distance from Principal Dwelling Unit**

Staff note that some municipalities have included a maximum setback for Secondary Dwelling Units. This maximum setback has been implemented to ensure that the land is used efficiently as possible and for the rural/agricultural context, that viable agricultural land is not taken up by the construction of a Secondary dwelling unit. A maximum setback also helps to ensure that no new, unnecessary driveway entrances would be required from the right-of-way to access the second unit. After a careful review of some of these maximum setbacks in other municipalities, staff have included a 40-metre maximum setback from the principal dwelling unit in the proposed zoning.

## **Severability**

A key issue with detached secondary dwelling units is the ability for these units to be severed in the future.

The fundamental basis of permitting additional detached units is that they remain subsidiary to the principal dwelling unit on the property and are not stand alone uses. The intent of these units is to be associated with a main residential use and based on the best practice research staff are proposing maintaining the existing zoning provision stating that the unit is clearly subsidiary to the principal dwelling unit and that it cannot be severed.

Further, the proposed requirements for a maximum setback from the principal dwelling and for shared servicing (both on public and private) will help to ensure that these units remain subsidiary to the principal dwelling unit and are not severed in the future.

## **PUBLIC AND AGENCY COMMENTS RECEIVED**

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

### **Comments From Internal Circulation**

No other comments or concerns were received from the internal circulation.

### **Comments From External Agencies**

Many of the recent secondary dwelling unit proposals have required a Minor Variance application, and so Planning staff have previously engaged with technical agencies and internal departments on this subject matter.

The Leeds, Grenville and Lanark District Health Unit noted that when properties are privately serviced with a well and sewage system, the magnitude of the development will be dependent on sewage system sizing and that the sewage system must meet the Ontario Building Code requirements.

The Mississippi Valley Conservation Authority (MVCA) had previously provided comments to the municipality with respect to the number of minor variance applications for secondary dwelling units. The MVCA has commented that in general, for detached Secondary Dwelling Units, it is recommended that the municipality further consider detached secondary dwelling units, and their size, as part of an overall policy change, rather than site-specific applications. This would provide the opportunity to conduct a more rigorous evaluation of the intent of the by-law, with a higher level of consideration to Water Quality and Quantity (i.e. Scoped Hydrogeological Study). The MVCA provided formal comments which are contained in Attachment E to this report. The recommendation to prohibit secondary dwelling units in Environmental Hazard (EH) and



Environmental Protection (EP) zones has been included in the proposed zoning. Staff are of the opinion that the remaining recommendations can be implemented through the Site Plan Control process including requirements for scoped hydrogeological reviews.

No other comments or concerns were received from external agencies.

### **Comments From the Public**

One comment was received from the public in writing and the same member of the public provided an oral submission at the Public Meeting. The comment raised concerns which were specific to their unique circumstance regarding the ability to have separate services (septic and well) as well as the ability to construct a new principal dwelling unit and have the existing dwelling considered the Secondary Dwelling Unit (a 'reverse' Secondary Dwelling Unit).

Staff note that the proposed zoning includes a provision which would permit a 'reverse' Secondary Dwelling Unit. With respect to the comment for the ability to permit shared servicing as an 'option' in the proposed Zoning By-law, staff are of the opinion that this should be an exception to the zoning as opposed to a standard zoning provision. The proposed zoning requires shared municipal services and provides a bit of flexibility for private services whereby one of the two private services are required to be shared between the dwellings. Staff are of the opinion that these zoning provisions strikes an appropriate balance for both municipal and private servicing requirements. Any exceptions to this provision, or any other zoning provisions, could be obtained via a Minor Variance or Minor Zoning By-law Amendment application at such time, if this requirement cannot be met.

A [public facing version of the background report](#) was posted to a [Public Engagement page](#) on the Municipality's website for the purpose of soliciting feedback from the public. Notice of the Zoning By-law Amendment was also published in the Carleton Place-Almonte Canadian Gazette Newspaper.

### **SUMMARY**

Having reviewed and assessed applicable Provincial legislation, comparable by-law provisions from other municipalities, existing Community Official Plan policies, and applicable circulation responses, staff are satisfied that the proposed Zoning By-law Amendment is consistent with the *Planning Act*, the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and satisfies the other applicable sections of Zoning Bylaw #11-83. In evaluating the proposed zoning against both the COP and the *Act*, the proposed zoning aims to strike a balance between maintaining conformity to the existing, context-sensitive COP policies that are in place and the requirements of the *Act*.

The proposed Zoning By-law Amendment changes the Secondary Dwelling Unit provisions contained in Section 8.16 of Zoning By-law #11-83. Amendments are also proposed for the definition of Secondary dwelling units in Section 5, for the provision

relating to Secondary dwelling units contained in Section 6.1 Accessory Uses, Buildings and Structures, and for the minimum parking requirement contained in Table 9.2. As noted above, the proposed amendments address several key considerations relating to Secondary dwelling units including the type of residential units in which they are permitted, the areas of the municipality in which they are permitted, the servicing of such units, the severability of secondary units, the parking requirements for these units, and the maximum distance from the primary unit.

The proposed amendments to the Zoning By-law are consistent with both the applicable COP policies and the *Planning Act*. The amended provisions continue to respect the existing local context while also bringing the Zoning By-law into general alignment with Provincial directives.

It is the professional opinion of the Planning Department that the proposed Zoning By-law Amendment is appropriate, desirable and represents good planning.

Respectfully submitted by,



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Jeffrey Ren  
Planner

Reviewed by,



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Melanie Knight, MCIP, RPP  
Senior Planner

#### ATTACHMENTS:

1. Attachment A – Zoning Provision Comparison Chart
2. Attachment B – Zoning Provision Best Practices Summary
3. Attachment C – Suggested Zoning
4. Attachment D – Existing Zoning
5. Attachment E – MVCA Comments Secondary Dwelling Unit Amendment

## APPENDIX A – ZONING PROVISION COMPARISON CHART

	Brant County	City of Woodstock (Draft)	Norfolk County	City of Ottawa	City of Belleville
<b>Definition</b>	<u>Additional Residential Unit (ARU):</u> A second residential dwelling unit self-contained that is either located within or attached to the primary dwelling unit or located within a detached accessory structure to the primary dwelling unit. An Additional Residential Unit is subordinate to the primary dwelling unit.	<u>Additional Residential Unit (ARU):</u> A self-contained living accommodation for an additional person or persons living together as a separate, single housekeeping unit, in which both food preparation and sanitary facilities are provided for the exclusive use of the occupants of the suite, located within the principal dwelling house on the lot or in a detached accessory structure on the lot.	<u>Accessory Residential Dwelling Units (ARDU):</u> A self-contained residential dwelling unit, supplemental to the permitted primary residential dwelling unit of the property, which has its own kitchen, bathroom.	<u>Secondary Dwelling Unit (SDU):</u> A separate dwelling unit subsidiary to and located in the same building as an associated principal dwelling unit; and its creation does not result in the creation of a semi-detached dwelling, duplex dwelling, three-unit dwelling.  <u>Coach House:</u> A separate dwelling unit that is subsidiary to and located on the same lot as an associated principal dwelling unit but is contained in its own building that may also contain uses accessory to the principal dwelling.	<u>Second Unit Dwelling (SUD):</u> An additional dwelling unit located within a single detached dwelling, a dwelling unit of a semi-detached dwelling, or a dwelling unit of a townhouse dwelling.  <u>Coach House:</u> An additional dwelling unit that is located in a building or structure that is located on the same lot and is accessory to a single detached dwelling containing only one dwelling unit, semi-detached dwelling containing only one dwelling unit or townhouse dwelling containing only one dwelling unit.
<b>Zone and Primary Unit Requirements</b>	A residential use is permitted as a principal use within the Zone Category of the lot; no other additional dwelling units or garden suites on the same lot	Not permitted in the R1 Zone; permitted in the R2 Zone on lots associated with a single-detached dwelling or semi-detached dwelling; primary dwelling cannot be a boarding or lodging house, a group home, a garden suite, a converted dwelling, a duplex dwelling, a mobile home, or a bed and breakfast establishment	ARDU shall be permitted in single detached, semi-detached, and street townhouses and located on the same lot as the primary dwelling; no other additional dwelling units or garden suites on the same lot; not permitted for a vacation home	An SDU/Coach House is permitted where any detached, linked-detached, semi-detached or townhouse dwelling in any zone where that dwelling type is a listed permitted use; SDU/Coach House cannot add a seventh bedroom or contain more than two bedrooms when the principal dwelling is an oversized dwelling; one SDU in the basement only for a duplex constructed before 2013; zoning by-law schedule restrictions for Coach House; Coach Houses not permitted for townhouses except corner units	An SUD/Coach House is permitted where any detached, semi-detached or townhouse dwelling is permitted; an SUD/Coach House is not permitted on a property where there is a converted dwelling, duplex dwelling, triplex dwelling, double duplex dwelling, semi-detached duplex dwelling, horizontal multiple attached dwelling, apartment dwelling, group housing, 3-unit housing, SUD or Coach House also situated
<b>Servicing Requirements</b>	Must have full municipal water and sanitary services, or private well and septic services (may require sharing of private services)	Only permitted where servicing can be adequately addressed	Only permitted in dwelling units connected to municipal or private water services and sanitary sewer system or private septic systems	Servicing from the principal dwelling and the principal dwelling must be serviced by a public or communal water and wastewater system; or from an existing well or septic system	No specific servicing-related restrictions

<b>Severability</b>	Cannot be severed	Cannot be severed	Cannot be severed	Cannot be severed	Cannot be severed
<b>Permitted Number of Additional Residential Units</b>	One	Two (One within the principal dwelling; one in a detached accessory structure);	One	One SDU or one Coach House	One SUD or one Coach House
<b>Distance from Primary Dwelling</b>	A detached additional residential unit must be located within 40.0 metres of the closest portion of the primary dwelling unit	No provisions	Maximum of 30 metres from the primary dwelling	No provisions	No provisions
<b>Entrance Requirements</b>	No provisions	Entrance must be separate and distinct from the entrance provided for the principal dwelling; must be at grade and have access to an unobstructed walkway if in the rear or side yard	The ARDU shall have its own exterior entrance separate from the exterior entrance to the primary dwelling unit, but shall not be permitted to face a public street or private road; and shall have no means of internal access to the primary dwelling unit, except that access to a primary and second dwelling through a common vestibule	Entrance for an SDU must be at grade but shall not be permitted to face a public street or private road	Entrance for an SUD shall not be permitted to face a public street or private road
<b>Location in Yards</b>	Not within the required front yard or exterior side yard	Same as principal residential use on the lot; must not be within areas identified as the Conservation Authority Regulation Limit on Schedule 'A' unless approved by the Conservation Authority	Cannot occupy any part of a front or exterior side yard, except an accessory building or structure in an Agricultural Zone (A) which shall occupy no part of a required front yard	SDU must follow same provisions as principal residential use on the lot; Coach House must not be within required front or exterior side yard; Coach houses must be in the rear yard for lots less than 0.4 hectares in area	SUD/Coach House must follow same provisions as principal residential use on the lot
<b>Minimum Lot Size</b>	The lot is a minimum size of 0.4 hectares in lot area when on private well and septic services	An ARU in a building or structure accessory to a residential use shall only be permitted on a lot that has a minimum lot area of 1000 m <sup>2</sup>	Must follow applicable zone provisions unless a minor variance or Zoning By-law amendment is granted	0.4 hectares in Area D on Schedule 363 for Coach Houses	Must follow applicable zone provisions
<b>Maximum Size</b>	In a case where an additional residential unit is to be constructed on a property, the primary dwelling unit shall be considered whichever dwelling unit has the greatest gross floor area	No greater than 40% of the gross floor area of the principal dwelling on the lot, to a maximum of 100 m <sup>2</sup>	Must not be larger than 45 percent of the usable floor area of the dwelling unit	SDU must not be greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit; if located in a basement, it may occupy the whole of the basement Coach House footprint must not be greater in size than the lessor of	The maximum floor area used for an accessory dwelling on a lot is 100 m <sup>2</sup> and shall not exceed 45% of the total floor area of the building (including basement or cellar); except where the SUD is located entirely within the basement save and except for its

				an amount equal to 40% of the footprint of its principal dwelling unit; or 50 m <sup>2</sup> where the principal dwelling has a footprint of less than 125 m <sup>2</sup> or 40% of the yard in which it is located or 80 square metres in Area A, B and C on Schedule 1, or 95 square metres in Area D on Schedule 1; 50% of the footprint if combined with other accessory uses and less than 5% of the yard in the AG, EP, ME, MR, RC, RG, RH, RI, RR and RU Zones	entrance located on the ground floor; the maximum lot coverage of the Coach House dwelling shall not exceed 40% of the yard in which it is located
<b>Maximum Lot Coverage</b>	<p><u>Urban Residential Zones:</u> The lesser of 15% of the total lot area or 95m<sup>2</sup></p> <p><u>All other Residential Zones:</u> The lesser of 15% of the total lot area or 140m<sup>2</sup></p> <p><u>All other Zones:</u> 5% of the total lot area</p>	Same as principal residential use on the lot; up to 47% of the lot area in the R2 Zone.	A minimum of 50 percent of the front yard shall be maintained as landscaped open space	See maximum size above; SDU addition must not exceed applicable zone provisions	See maximum size above; SUD addition must not exceed applicable zone provisions
<b>Maximum Height</b>	<p>Must meet accessory building and structure:</p> <p><u>Urban Residential Zone:</u> 4.5m</p> <p><u>All other Residential Zones:</u> 5.0m</p> <p><u>All other Zones:</u> 7.0m</p>	Same as principal residential use on the lot; up to 11m in the R2 Zone	5 metres in an Urban Residential Zone (R1 to R6), 7 metres in the Resort Residential Zone (RR), 8 metres in the Agricultural Zone (A), and 6 metres in all other Zones	Coach house must be the lesser of the height of the principal dwelling; or 4.5 metres, except when above a garage where 6.1 metres is the maximum in the AG, EP, ME, MR, RC, RG, RH, RI, RR, RU, V1, V2, V3 and VM; in other zones, the lesser of the height of the principal dwelling; or 3.6 metres, except when the roof is flat when 3.2 metres is the maximum	No accessory building shall exceed one storey or 4.5 m. in height, whichever is the lesser
<b>Setbacks</b>	<p>ARU contained in or attached to principal dwelling must meeting requirements of applicable zone</p> <p>Detached ARU must conform to accessory building and structure provisions below:</p>	<p>ARU contained in or attached to principal dwelling must meeting requirements of applicable zone</p> <p>Detached ARU must conform to accessory building and structure provisions below:</p>	<p>ARU contained in or attached to principal dwelling must meeting requirements of applicable zone</p> <p>Detached ARU must conform to accessory building and structure provisions below:</p>	<p>ARU contained in or attached to principal dwelling must meeting requirements of applicable zone</p> <p>Detached ARU must conform to accessory building and structure provisions below:</p>	The greater of 1.2 metres from a lot line or the applicable zone provisions for a Coach House

	<p><u>Front Yard or Exterior Side Yard:</u> Must maintain requirement as contained in the applicable zone</p> <p><u>Rear and Side Yards:</u> As required for accessory structures in applicable</p> <p><u>Urban Residential Zone:</u> 1.2m</p> <p><u>All other Residential Zones:</u> 1.5m</p> <p><u>All other Zones:</u> 3.0m</p>	<p><u>Front Yard or Exterior Side Yard:</u> Must maintain requirement as contained in the applicable zone</p> <p><u>Rear and Side Yards:</u> 1.2m</p>	<p><u>Front Yard or Exterior Side Yard:</u> Must maintain requirement as contained in the applicable zone</p> <p><u>Rear and Side Yards:</u> 3.3 metres except when located in a garage on a common interior side lot line, or when the rear lot line is adjoining to a private or public lane, no separation distance is required; 6 metres required from a street line in the case of a through lot</p>	<p><u>Front Yard or Exterior Side Yard:</u> Must maintain requirement as contained in the applicable zone</p> <p><u>Rear and Side Yards:</u> 1 metre when facing a travelled lane or blank wall; 4 metres in other cases in Areas A, B, and C on Schedule 1;</p>	
<b>Road Access Requirements</b>	The additional residential unit has unobstructed access from the street and/or driveway	Not permitted on a lot that does not have frontage on an improved street	Not permitted on a lot that does not have frontage on an improved street	No new driveways may be created unless it is a corner lot for an SDU; for a Coach House, a driveway is only permitted when attached to a garage; a walkway must be provided to the street	The lot has frontage on an open public maintained road
<b>Parking Requirements</b>	One (1) additional parking space shall be provided	A minimum of 1 additional parking space shall be provided; parking in front yard must not reduce 50% landscaped open space requirement	One (1) off-street parking space shall be provided; parking in front yard must not reduce 50% landscaped open space requirement	Except in the case of an SDU within a duplex dwelling existing as of 2013, no parking is required for a SDU or Coach House, but where provided, parking must be in conformity with the parking provisions of the by-law, and must not be located in the front yard; Coach House must not remove a required parking space	A minimum of 1 parking space is provided; parking in front yard must not reduce 40% landscaped open space requirement

## **APPENDIX B – ZONING PROVISION BEST PRACTICES SUMMARY**

<b>Definition</b>	The definition for ARUs may differentiate between those that are contained within a principal dwelling unit and those that are contained in a building or structure ancillary to a principal dwelling unit (commonly termed as a Coach House with a separate definition). For definitions that cover both types of ARUs, the definition should not restrict the ARU to being contained within a principal dwelling unit.
<b>Zone and Primary Unit Requirements</b>	Typically restricted to zones where a residential use is permitted as a principal use. The principal dwelling unit type is sometimes restricted to detached house, semi-detached house or rowhouse. Other ARUs or garden suites on the same lot are generally prohibited.
<b>Servicing Requirements</b>	Set servicing requirements are a common provision; provisions that stipulate shared servicing with the principal dwelling unit are also found.
<b>Severability</b>	Cannot be severed
<b>Permitted Number of Additional Residential Units</b>	Typically, one per lot, however, two are technically permitted by the <i>Planning Act</i> .
<b>Distance from Primary Dwelling</b>	Some municipalities limit the ARU to being located within a set distance of the principal dwelling unit.
<b>Entrance Requirements</b>	Generally, a separate entrance to the ARU is required when the ARU is contained in the same building as the principal dwelling; however, the ARU generally cannot create a new entrance facing the front lot line along a street to maintain its 'secondary' status.
<b>Location in Yards</b>	For detached Secondary Dwelling Units, typically limited to the rear yard or interior side yard.
<b>Minimum Lot Size</b>	Some municipalities specify a minimum lot size; typically, the applicable zone provisions apply.
<b>Maximum Size</b>	Most municipalities limit the size to a set percentage of the principal dwelling unit around 40% of the gross floor area (GFA) of the principal dwelling unit.



<b>Maximum Lot Coverage</b>	Some municipalities specify a maximum lot coverage; typically, the applicable zone provisions apply.
<b>Maximum Height</b>	Generally, a set maximum height is specified; some municipalities allow for a detached ARU to be the same height as the principal dwelling.
<b>Setbacks</b>	Generally, either the provisions for accessory structures and buildings apply or the zone provisions for the principal use apply.
<b>Road Access Requirements</b>	Generally, a requirement for frontage along a public street applies. Direct unobstructed access to the ARU entrance is sometimes also required.
<b>Parking Requirements</b>	One parking space is typically required, however, O. Reg. 299/19 does permit municipalities to not require additional parking.

## 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 35.1 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Section 5 to By-law No. 11-83, as amended, is hereby further amended by deleting the definition for “SECONDARY DWELLING UNIT” and replacing it with the following:

*“SECONDARY DWELLING UNIT” means a separate dwelling unit subsidiary to an associated principal dwelling unit in size and located either within the same building as the associated principal dwelling unit or in a building or structure ancillary to the associated principal dwelling unit.*

2. That Section 6.1 (6) to By-law No. 11-83, as amended, is deleted.
3. That Section 6.1 (7) to By-law No. 11-83, as amended, is renumbered to Section 6.1 (6).
4. That Table 9.2 to By-law No. 11-83, as amended, is further amended, by replacing the Minimum Number of Parking Spaces Required for a Secondary Dwelling Unit in all areas with the following:

*“One (1) per secondary dwelling unit, on a lot containing a single detached dwelling or semi-detached dwelling and in all other cases, one (1) per secondary dwelling unit which can be located in tandem to the required principal dwelling unit parking rate.*

5. That Section 8.16 to By-law No. 11-83, as amended, is deleted and replaced with the following:

#### **“8.16 SECONDARY DWELLING UNITS**

- (1) *A secondary dwelling unit is permitted in any detached, semi-detached, vertically separated triplex or fourplex, townhouse or duplex dwelling, or in a building or structure ancillary to a detached, semi-detached or duplex*

*dwelling in any zone that permits any one or more of these dwelling types subject to the following provisions:*

- a) The entrance (doorway) to the Secondary Dwelling Unit contained within a single detached dwelling or semi-detached dwelling is provided in the side or rear yard and is not permitted within the front wall of the principal dwelling unit. For the purpose of single detached or semi-detached dwelling on an exterior lot, the location of the entrance to the principal dwelling is considered the front wall;*
- b) The secondary dwelling unit is located on the same lot as a principal dwelling unit and is not a standalone, principal use capable of being severed;*
- c) The lot containing the principal dwelling unit and secondary dwelling unit has frontage on a road which is an improved road and is part of the Corporation's approved road system;*
- d) A maximum of one secondary dwelling unit is permitted per lot, except in the case of vertically attached principal dwelling units, one secondary dwelling unit is permitted per principal dwelling unit.*
- e) The gross floor area of a secondary dwelling unit located at or above grade is limited to an amount equal to 40% of the gross floor area of the principal dwelling unit. The gross floor area for a secondary dwelling unit located in a basement with only an entrance at grade may occupy the entire basement.*
- f) The principal dwelling unit shall be considered whichever dwelling unit has the greatest gross floor area.*
- g) A detached secondary dwelling unit must be located within 40 metres of the principal dwelling unit and is subject to the performance standards outlined in Table 6.1 – Provisions for Accessory Uses, Buildings or Structures.*
- h) The secondary dwelling unit must be connected to the existing public or private water and sewer services for the principal dwelling unit subject to the following:*
  - i. In the case of a lot connected to municipal services, servicing of the secondary dwelling unit must be provided through the principal dwelling unit; or*
  - ii. In the case of private services (well and septic system), at least one of the private services must be shared with the principal dwelling unit.*

- (2) *A secondary dwelling unit is not permitted on a lot that is legally non-complying with respect to lot width or lot area.*
  - (3) *A secondary dwelling unit is not permitted where the existing residential use is a legal non-conforming use.*
  - (4) *A secondary dwelling unit is not permitted on any lot zoned Environmental Hazard (EH) or Environmental Protection (EP) or any related subzones.*
  - (5) *Where a secondary dwelling unit is located on a lot, neither a garden suite nor any rooming units are permitted on that lot.*
6. That Section 8.7 Garden Suites is amended by adding the following after (4):
- (5) A garden suite is not permitted on a lot containing a secondary dwelling unit.*
7. That Section 8.15 Rooming Units in Private Dwellings is amended by adding the following after (4):
- (5) Rooming units are not permitted on a lot containing a secondary dwelling unit.*
8. 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 **21st day of June, 2022.**

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

## **APPENDIX D – EXISTING ZONING**

### **SECTION 5 – DEFINITIONS**

**“SECONDARY DWELLING UNIT”** means a separate dwelling unit subsidiary to and located in the same building as an associated principal dwelling unit, and its creation does not result in the creation of a semi-detached dwelling, duplex dwelling, triplex or converted dwelling.

### **SECTION 8.16 SECONDARY DWELLING UNITS**

- (1) For the purpose of this section, gross floor area means the total area of each floor whether located above, or at grade, measured from the interior of outside walls and including floor area occupied by interior walls but excluding:
  - (a) floor area occupied by mechanical, service and electrical equipment that serve the building; and
  - (b) accessory uses located below grade.
- (2) A secondary dwelling unit is permitted in any detached, semi-detached or duplex dwelling, in any zone within a settlement area that permits any one or more of these dwelling types provided:
  - (a) it does not change the streetscape character along the road on which it is located;
  - (b) it is not a standalone, principal unit capable of being severed;
  - (c) it must be located on the same lot as its principal dwelling unit; and
  - (d) it only exists along with, and must be contained within the same building as, its principal dwelling.
- (3) A secondary dwelling unit is not permitted on a lot that is legally non-complying with respect to lot width or lot area.
- (4) A maximum of one secondary dwelling unit is permitted per principal dwelling unit in the case of a detached and semi-detached dwelling, and a maximum of one secondary dwelling unit is permitted whole of a duplex dwelling.

- (5) If located at or above grade, the secondary dwelling unit must not be greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit. If located in a basement, it may occupy the whole of the basement.
- (6) Where located both at or above grade, and in the basement, the secondary dwelling unit must be greater in size than an amount equal to a total gross floor area of 40%, including the gross floor area of the basement [By-law #18-77].
- (7) Subsection (6) does not apply where the secondary dwelling unit is located entirely within the basement save and except for its entrance located on the ground floor as required by subsection (11).
- (8) Where an attached garage is converted to create the secondary dwelling unit or a portion of the secondary dwelling unit, such attached garage is included in the calculation of the gross floor area of the dwelling.
- (9) The creation of a secondary dwelling unit must not result in any new doorway entrance added to the front wall, whether before, during or after the creation of the secondary dwelling unit.
- (10) Subsection (9) does not:
  - (a) prohibit an internal lobby or vestibule with a common doorway entrance in the front wall; nor
  - (b) prohibit the creation of a secondary dwelling unit within a dwelling unit that already contains more than one doorway entrance in the front wall; nor
  - (c) require the removal of a doorway entrance to a house that already contains more than one doorway entrance in the front wall: nor
  - (d) prohibit the addition of one doorway entrance along the front wall of a dwelling unit on an exterior lot where there is no doorway entrance along that front wall, but where there is one along the exterior side wall of the dwelling unit.
- (11) The doorway entrance that leads to a secondary dwelling unit is limited to locations on the ground floor only, except where building and fire codes dictate otherwise.
- (12) The principal and secondary dwelling units must share the parking area and yards provided for the principal dwelling unit, and no new driveway may be created, except in the case of exterior lots.

- (13) Except in the case of a secondary dwelling unit within a duplex dwelling, no parking is required for a secondary dwelling unit, but where provided, parking must be in conformity with the parking provisions of the By-law, and must not be located in the front yard.
- (14) Despite subsection (13), a parking space for a secondary dwelling unit may be located in a driveway that passes through a front yard to a garage, carport or other parking space, and may be in tandem in the driveway.
- (15) The creation of the secondary dwelling unit must not eliminate a required parking space for the principal dwelling unit.
- (16) Where a secondary dwelling unit is located on a lot, neither a garden suite nor any rooming units are permitted on that lot.
- (17) Secondary dwelling units must not be limited by, nor included in, any density control requirement, including for example, number of dwelling units and unit per hectare counts.



22-MM-ZA; PMMZA-139

June 15, 2022

Melanie Knight, Senior Planner  
Town of Mississippi Mills  
3131 Old Perth Road  
R.R. #2 P.O. Box 400  
Almonte, ON K0A 1A0

Dear Ms. Knight,

**Re: Proposed Municipal Wide Zoning By-Law Amendment - Z-07-22  
Additional Residential Units (Secondary Dwelling Units)**

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Mississippi Valley Conservation Authority (MVCA) has been circulated the above noted application to conduct a review in terms of MVCA Regulations and Provincial Planning Policy for Natural Heritage and Natural Hazard issues and hydrogeological considerations.

MVCA supports providing for secondary dwelling units as a means of securing more affordable housing within the municipality. The following comments focus on ensuring that the provisions for allowing secondary dwelling units do not conflict with our shared planning goals for areas with natural hazards, natural heritage features, waterfront development and source protection (groundwater/drinking water resources).

We've reviewed zoning examples from several other municipalities that share similar characteristics to Mississippi Mills, with both rural and waterfront development. They include: the County of Renfrew, the Town of Kawartha Lakes, the Township of Muskoka Lakes and the Township of Georgian Bay, as well as recommendations from the Ministry of Environment, Conservation and Parks (MECP). The following recommendations draw from those examples as well as our own experience in local municipal plan review.

**Natural Hazards:**

The Town of Mississippi Mills has mapped floodplain areas around Mississippi Lake, the Mississippi River, Clayton & Taylor Lakes and the Indian River. These areas are captured in the Environmental Hazard (EH) zone and associated policies under Section 37 of the Zoning Bylaw. There are also areas within the municipality that have known or potential slope hazards due to the presence of unstable marine clays, sandy soils, and/or other characteristics (ex. height and steepness) that make them susceptible to failure. The known areas are located along parts of the Mississippi River between Almonte and Pakenham, and along Cody Creek. There are likely other areas that would be identified through the review of site specific planning applications. These slope hazard areas are not all captured under the EH zone.

In keeping with the intent of Section 3.2 of the Provincial Policy Statement, and to limit intensification of development in flood hazard areas we request that policy wording is added that specifically prohibit secondary

dwelling units within any EH zone and/or where such hazards are identified elsewhere through the plan review process.

### **Natural Heritage:**

The Town has policies in place for the protection of Natural Heritage features including wetlands, Areas of Natural and Scientific Interest (ANSIs), Significant Woodlands and Fish Habitat. Where already mapped, those areas are zoned Environmental Protection (EP) in the Town's Zoning By-law. As with natural hazards there are other areas that are not all captured in the EP zone but would be identified through the review of site specific planning applications (ex. un-evaluated wetlands, fish habitat).

As for the EH zoning we request that policy wording is added that specifically prohibit secondary dwelling units within any EP zone and/or where such features are identified elsewhere through the plan review process.

### **Waterfront Properties:**

In waterfront areas, our goal is to ensure development is managed in way that minimizes long term impacts to the natural attributes of the lake or river, including: water quality, riparian habitat and aquatic habitat. In rural waterfront areas on private services an additional consideration is the potential both short and long term impacts from septic systems. The key planning tools in mitigating those impacts are through managing the density of development (lot size, lot coverage, etc.), implementing appropriate setbacks from water (30m minimum) and providing naturalized/vegetated riparian and shoreline areas.

There are waterfront areas within the Town of Mississippi Mills that already have high waterfront densities (ex. parts of: Mississippi Lake along Montgomery Park and Birch Point Roads, Glen Isle, Appleton, Blakeney, Clayton). We would like to see provisions put in place to ensure secondary dwelling units are not creating higher waterfront densities than what is appropriate.

For waterfront properties we recommend requiring a minimum lot size of 1 hectare plus a provision to ensure that the secondary dwelling unit can meet with all other provisions of the by-law including the 30m setback from water, maximum lot density, etc. This should also include prohibiting the conversion of existing accessory structures (garages, boathouses, etc.) that do not meet with the applicable zoning provisions including the 30m setback.

Also, in other municipalities within our watershed that have lake communities, there is emerging concern over secondary dwelling units on waterfront being used as short term rentals rather than addressing the affordable housing need. The Town may also wish to consider that potential issue in their deliberations.

### **Properties on Private Services**

Provision for secondary dwelling units is of particular concern for privately serviced areas. Hydrogeology reviews do not currently address yield requirements or septic system loading for potential secondary dwelling units. Design thresholds for occupancy is generally based on 5 people max per dwelling (property). To permit more could potentially create issues with safe well yields and unacceptable groundwater contamination. This would be particularly relevant to sensitive areas where there is little protective soil covering and in areas where well yields or good quality groundwater is difficult to obtain, such as in areas where wells are generally very deep and the groundwater overly mineralized.

Therefore, we recommend a provision requiring that it must be demonstrated that there is adequate water and sewage servicing sewer capacity to accommodate the second unit. We recommend that for any un-

served properties less than 1ha in size and/or where water quality and quantity are of particular concern, a scoped hydrogeological review is required for review by the appropriate approval authority.

### **Summary**

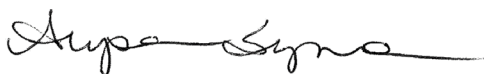
In summary we recommend the following, or similarly worded, provisions be added to Section 8.16 Secondary Dwelling Units:

- A secondary dwelling unit is not permitted within any EH zone and associated adjacent lands, and/or where such hazards are identified elsewhere through the plan review process, and/or in consultation with MVCA
- A secondary dwelling unit is not permitted within any EP zone and associated adjacent lands, and/or where such natural heritage features are identified elsewhere through the plan review process; or in consultation with MVCA; or in, or within 30 m of, an MVCA Regulated Wetland.
- On waterfront properties secondary dwelling unit is not permitted:
  - on properties less than 1 Ha in size;
  - within 30m of the high water mark;
  - within an existing accessory building that does not comply with all zoning provisions for the principal building of the zone in which it is located;As deemed appropriate, an Environmental Impact Assessment and/or Lake Capacity Assessment will be required to assess potential ecological impacts of increasing density of development.
- On properties on private water and sewer services:
  - it must be demonstrated that there is adequate water and sewage servicing sewer capacity to accommodate the second unit.
  - on properties less than 1ha in size and/or where water quality and quantity are of particular concern, a scoped hydrogeological review is required for review by the appropriate approval authority.

In addition, our hydrogeology staff generally recommend that where additional servicing or service expansion will be required (e.g. additional wells or larger septic system), where groundwater quality and quantity have never been assessed, quality has not been recently reassessed, a site is located on a Highly Vulnerable Aquifer, and/or lots are small, verification of the safety and sustainability of private servicing expansion should be made in accordance with all relevant provincial standards, including the drinking water standards, guidelines and objectives, and the intent of Procedures D-5-5 and D-5-4. The municipality may also consider developing a short complementary guideline in support of this amendment to outline the details of any scoped hydrogeological requirements.

Should questions arise please do not hesitate to call. Please advise us of the Committee's decision in this matter.

Yours truly,



Alyson Symon  
Environmental Planner

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

**STAFF REPORT**

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Jeffrey Ren, Planner

**SUBJECT:** **Zoning By-law Amendment - Z-05-22**  
**Concession 8 West Part Lot 1**  
**Ramsay Ward, Municipality of Mississippi Mills**  
**Municipally known as 7307 and 7317 County Road 29**  
**Road**

**OWNER/APPLICANT:** Ian Watson

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the lands municipally known as 7307 and 7317 County Road 29 from “Rural Commercial” Zone (C5) to “Rural Commercial Special Exception” Zone (C5-13) to add “Automotive Sales Establishment” as an additional permitted use as detailed in Attachment A.**

**PURPOSE AND EFFECT:**

The purpose and effect of the Zoning By-law Amendment is to rezone the subject properties from “Rural Commercial” Zone (C5) to “Rural Commercial Special Exception” Zone (C5-13) to add “Automotive Sales Establishment” as an additional permitted use.

The subject Zoning By-law Amendment application would only add a permitted use to the subject lands and no development is currently proposed. For an “Automotive Sales Establishment” to be established at this location, the applicants are required to obtain an approved Site Plan Control application.

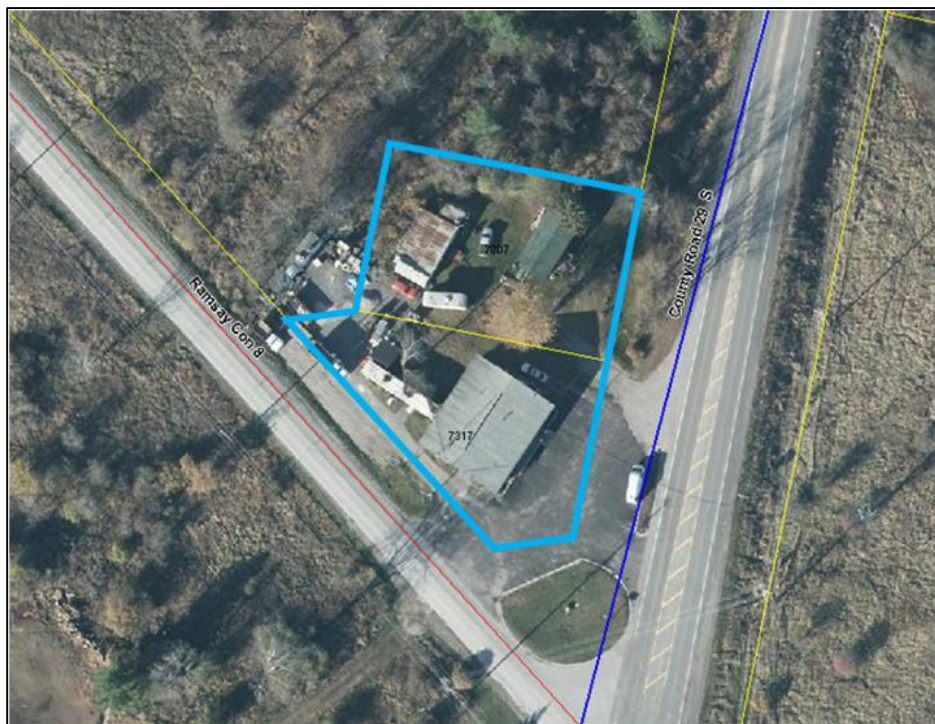
**DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:**


The subject properties are located at the north corner of the intersection of County Road 29 and Ramsay Concession 8 Road. The properties have an approximate area of 2,716.61 m<sup>2</sup>, approximately 53 m of frontage along County Road 29, and approximately 37 m of frontage along Ramsay Concession 8 Road.

7317 Country Road 29 is currently occupied by a commercial use and an accessory dwelling unit. 7307 Country Road 29 is vacant and currently being used for outdoor storage. The applicants indicated that there are currently 20 existing parking spaces at 7317 Country Road 29 and 40 existing parking spaces at 7307 Country Road 29. The subject properties currently have two vehicular accesses off of County Road 29 and one vehicular access off of Ramsay Concession 8 Road.

Surrounding land uses include rural and rural industrial/commercial uses to the north and east, open space and commercial uses to south and east, and the Town of Carleton Place to the west. County Road 29 is a County Road that is owned by Lanark County. Figure 1 below shows an aerial image of the subject property.

**Figure 1: Subject Properties**



 Area to be rezoned from *Rural Commercial Zone (C5)* to *Rural Commercial Special Exception Zone (C5-13)*

### **PROPOSED DEVELOPMENT:**

The applicant is proposing to add “Automotive Sales Establishment” as an additional permitted use for the subject lands. No new buildings are proposed but the applicant has indicated that 20 additional parking spaces would be created. At the time of this application, no drawings or plans for an “Automotive Sales Establishment” have been submitted for this property.

The establishment of an “Automotive Sales Establishment” is required to proceed through the Site Plan Control process. When an applicant applies to establish an “Automotive Sales Establishment”, a site plan, along with other plans and studies, will be required and assessed by Staff and external agencies. The Site Plan Control process will evaluate various aspects of the proposed development, including lighting, drainage, and other such impacts.

Until a Site Plan Control application is submitted, staff cannot confirm if the property is able to accommodate the number of parking spaces noted on the application. Any parking lot established as part of an “Automotive Sales Establishment” would first have to be detailed as part of a Site Plan Control application to establish the use and adhere to the parking lot requirements in the Zoning By-law including size of parking spaces and required aisle widths.

It is noted that based on the Municipality’s CGIS information, the front part of the existing asphalt area is outside of the subject lands, located on County property (part of County Road 29 right of way).

#### **SERVICING & INFRASTRUCTURE:**

The subject properties are currently serviced by a private well and septic system. No servicing changes have been proposed.

Staff do not foresee any servicing or infrastructure concerns resulting from the proposed Zoning By-law Amendment. The specific servicing and infrastructure impacts associated with the establishment of an “Automotive Sales Establishment” on this property will be reassessed in greater detail at the Site Plan Control stage.

#### **COMMUNITY OFFICIAL PLAN (COP):**

The subject lands are designated “Rural” in the Community Official Plan (COP). The Rural designation permits a variety of agricultural, rural and residential uses. Specifically, rural commercial and industrial uses that can be operated safely on private services are permitted.

The subject property is not affected by any other Community Official Plan Overlays, Constraints, or Natural Features. An “Automotive Sales Establishment” would be expected to conform to all applicable Community Official Plan policies including all applicable General Policies.

#### **ZONING BY-LAW #11-83:**

The subject lands are presently zoned “Rural Commercial” Zone (C5) per the Comprehensive Zoning By-law #11-83 as shown in Figure 2 below. The C5 Zone permits a variety of rural commercial uses, commercial uses, and residential uses.

Current permitted uses include a variety of uses that are comparable in scale and impact to an “Automotive Sales Establishment”; these permitted uses include:

- *automobile care,*
- *automobile gas bar,*
- *heavy equipment and vehicle sales, rental and servicing, and*
- *recreational vehicle sales.*

At the time of this Zoning By-law Amendment application, no plans for an “Automotive Sales Establishment” were submitted. The subject Zoning By-law Amendment is simply for the purpose of adding an additional permitted use. Any development on the lot would be required to conform to the performance standards of the C5 Zone.

### **PUBLIC AND AGENCY COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, the following comments were received:

#### **Internal Departments**

- The Acting **Director of Public Works** noted concerns regarding parking, stormwater management, lighting and road frontages.
- The **Chief Building Official** noted that a change of use permit would be required.

The above noted comments will be addressed through the Site Plan Control and the Building Permit processes. No other comments or concerns from internal departments were received at the time of the preparation of this report.

#### **External Agencies**

- The **Town of Carleton Place** noted that the subject property is located on the joint “gateways” to the municipalities of Mississippi Mills and Carleton Place and requested that Planning Staff consider the intent of the provisions of the Town of Carleton Place’s Official Plan in future site plan applications.
- **Lanark County** expressed concerns regarding future safety and liability issues which could result from the proposed Zoning By-law Amendment. County Planning and Public Works Staff also noted that the majority of the road frontage is owned by Lanark County and advised that there will be no permission to park (store, etc.) any vehicles on or within the County right-of-way or to by any means block any intersection sight lines. County Planning and Public Works Staff requested that any future site plan also be provided to Lanark County Public Works for review and approval due to the County Road frontage and noted that entrances to the County Road require County approval.



Planning Staff have noted the concerns of the external agencies. Staff will ensure that the applicable agencies are circulated the Site Plan Control application in the future. No other comments or concerns from external agencies were received at the time of the preparation of this report.

### **Public Comments**

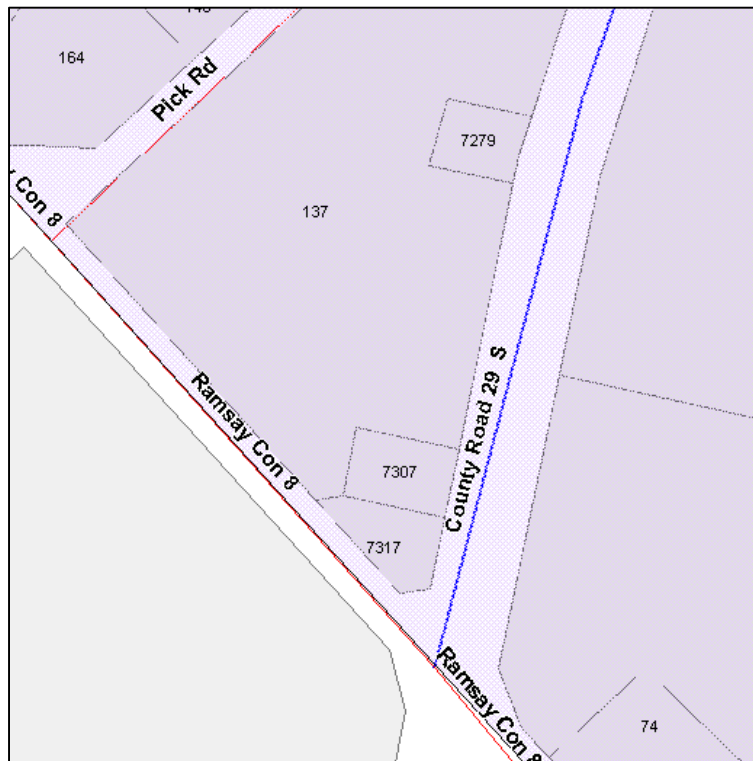
No other comments or concerns from members of the public were received at the time of the preparation of this report.

### **EVALUATION:**

#### **Community Official Plan (COP)**

As noted above, the subject property is designated as “Rural” in the COP and shown below in Figure 2. The “Rural” designation permits a wide variety of uses including rural commercial and industrial uses. Rural commercial uses are generally understood to be uses where “the buying and selling of goods and services to area residents, farms, business or to the travelling public” occurs; such a definition does not preclude the establishment of an “Automotive Sales Establishment” as a commercial use. The “Rural” policies of the COP specifically note that rural commercial and industrial uses that can be operated safely on private services and are not deemed to be obnoxious uses are permitted.

**Figure 2 – Community Official Plan**



The general objectives of the “Rural” designation are to provide an appropriate range of rural land uses while protecting rural resources, traditional land uses, and environmental features. Permitting an “Automotive Sales Establishment” as an additional permitted use on the subject property generally meets this objective by providing rural residents with a new commercial use along a County Road without sanitizing or adversely affecting any traditional rural or agricultural land uses. Staff note that the close proximity to the urban area of Carleton Place make this site specific location suitable for the addition of an “Automotive Sales Establishment”. The subject property is not affected by any other Community Official Plan Overlays, Constraints, or Natural Features.

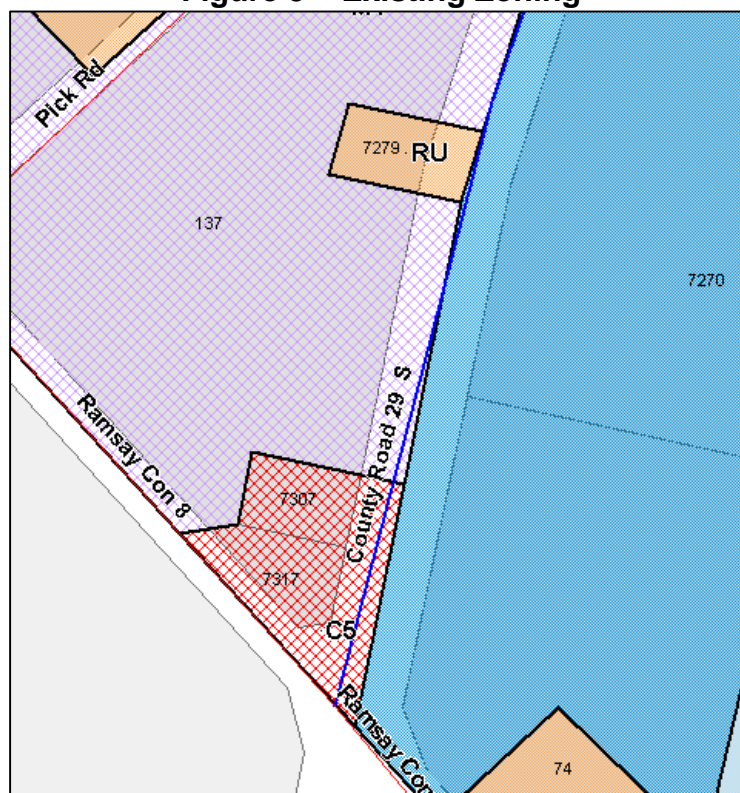
Staff are of the opinion that the proposed Zoning By-law Amendment is generally in conformity with the applicable policies of the COP provided that all the applicable COP policies are adhered to at the Site Plan Control stage.

### Zoning By-law #11-83

As previously mentioned, the subject property is zoned “Rural Commercial” (C5 Zone). The C5 Zone permits a wide variety of uses that are comparable in scale and impact to an “Automotive Sales Establishment”; these permitted uses include:

- *automobile care,*
- *automobile gas bar,*
- *heavy equipment and vehicle sales, rental and servicing, and*
- *recreational vehicle sales.*

**Figure 3 – Existing Zoning**



Staff are of the opinion that permitting an “Automotive Sales Establishment” does not introduce a use that has a greater impact than any of the above listed uses. There is no identifiable distinction between an “Automotive Sales Establishment” and an “Automobile Care” use or an “Automobile Gas Bar” use with respect to the rural nature of the lands in question. As such, Staff are satisfied that the intent of the Zoning By-law is preserved when permitting an “Automotive Sales Establishment” as an additional permitted use.

The establishment of an “Automotive Sales Establishment” is subject to the Site Plan Control process. Although a number of concerns were identified in the technical circulation for this file, Staff are of the opinion that such concerns can be adequately addressed through the required Site Plan Control process.

**SUMMARY:**

Having reviewed and assessed the proposed Zoning Amendment application, Staff are satisfied that the proposal conforms to the intent of the Community Official Plan and meets the intent of Zoning Bylaw #11-83. As the proposed addition of “Automotive Sales Establishment” as an additional permitted use for the subject property complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed Zoning By-law Amendment.

It is the professional opinion of the Planning Department that the proposed Zoning By-law Amendment is appropriate, desirable and represents good planning.

Respectfully submitted by,

Reviewed by,



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Jeffrey Ren  
Planner



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Melanie Knight, MCIP, RPP  
Senior Planner

**ATTACHMENT:**

1. Attachment A – Draft Zoning By-law Amendment

## 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 35.1 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural Commercial" (C5) Zone to "Rural Commercial Special Exception (C5-13) for the lands identified in Schedule 'A', which are legally described as Concession 8 West Part Lot 1, Ramsay Ward, Municipality of Mississippi Mills and municipally known as 7307 and 7317 County Road 29 Road, Municipality of Mississippi Mills.
2. That Section 23 to By-law No. 11-83, as amended, is hereby further amended by adding the following:

*"23.3.13 On those lands zoned 'C5-13', in addition to the permitted Non-Residential Uses, the following use shall also be permitted:*

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

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

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Christa Lowry, Mayor

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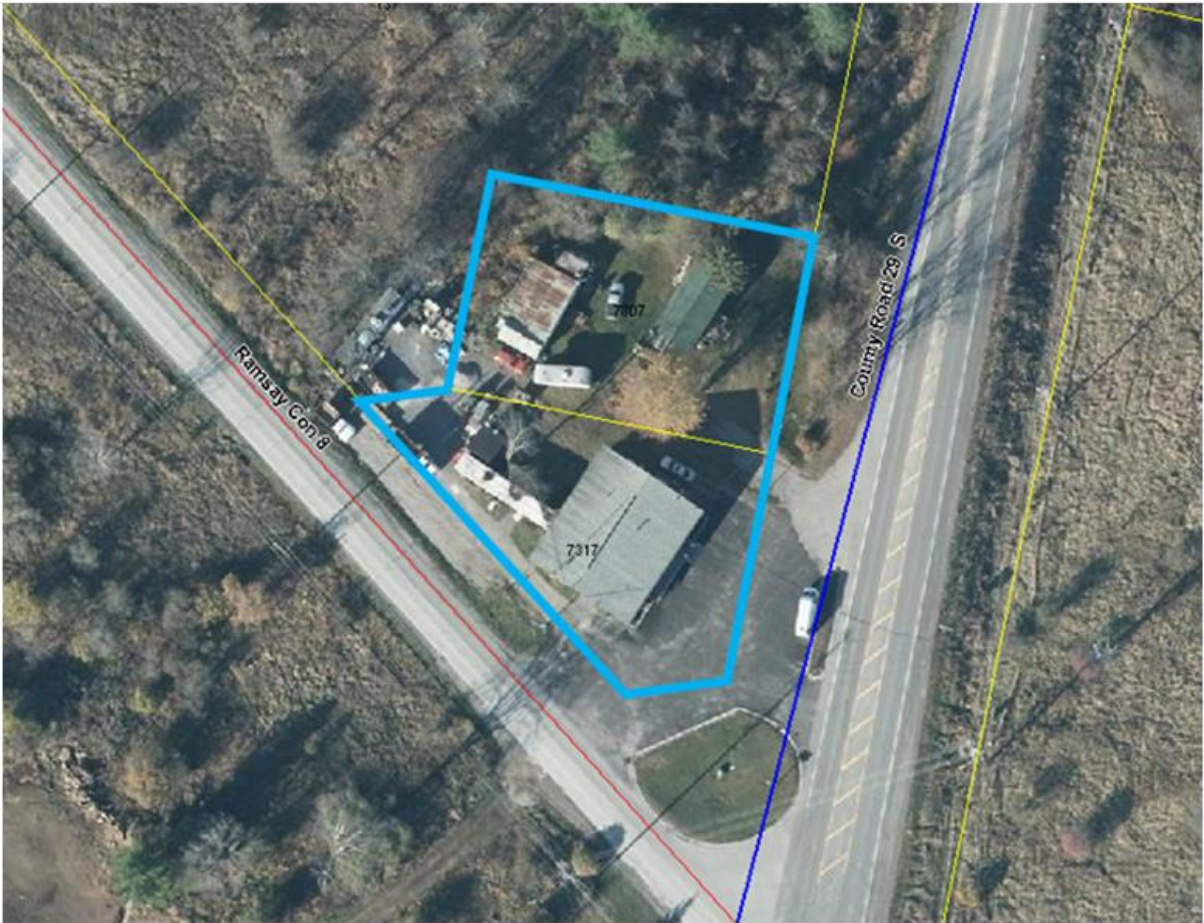
Jeanne Harfield, Clerk




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

**Lands Subject to the Amendment**

Concession 8 West Part Lot 1, Ramsay Ward, Municipality of Mississippi Mills and municipally known as 7307 and 7317 County Road 29 Road



 Area to be rezoned from *Rural Commercial Zone (C5)* to *Rural Commercial Special Exception Zone (C5-13)*

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Jeffrey Ren, Planner

**SUBJECT:** **Zoning By-law Amendment - Z -06-22**  
**Concession 12 West Part Lot 12**  
**Ramsay Ward, Municipality of Mississippi Mills**  
**Municipally known as 1562 Ramsay Concession 12 Road**

**OWNER:** Colin Weldon

**APPLICANT:** Tracy Zander, ZanderPlan Inc.

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### **RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as part of 1562 Ramsay Concession 12 Road from “Rural” Zone (RU) to “Rural Special Exception” Zone (RU-39) in order to implement a 30-metre setback from lands which are being utilized as part of an active agricultural operation as required by the Community Official Plan Rural-Agriculture Overlay policies, as detailed in Attachment A.**

### **BACKGROUND:**

The property subject to the Zoning By-law Amendment is a severed lot that received conditional approval from the Lanark County Land Division Committee on April 12, 2022 (B21/188).

The following lots were conditionally created as a result of the consent application:

- **Severed Lot (Subject Property):** The severed lot measures 1 hectare (2.47 acres) in area with 60 m of frontage along Ramsay Concession 12 Road. The lot is currently vacant; the intent is to create a rural residential building lot. No plans for a rural residential building have been submitted.
- **Retained Lot:** The property at 1562 Ramsay Concession 12 Road will retain 39.1 hectares (96.6 acres) with 551 m of frontage on Ramsay Concession 12 Road. This parcel is a rural residential property with a portion being farmed. 1562



Ramsay Concession 12 Road is considered a Locally Significant Agricultural Operation and is actively being farmed.

Figure 1 below shows both the severed and retained properties. As noted earlier, the severed lot is the subject property for this Zoning By-law Amendment.

Both the subject and retained lots are affected by a Community Official Plan (COP) overlay – the 'Rural-Agriculture' overlay. In Section 3.3.4 of the COP, the policies require that any new non-farm residential buildings maintain a setback of 30 metres from any active agricultural operations. In order to implement the policies of the COP on the newly created rural residential lot, a Zoning By-law Amendment to apply the 30 metre setback to the severed lot was included as a condition of approval for the aforementioned consent application (B21/188).

**Figure 1: Severed and Retained Lots**



-  Severed Lot - Area to be rezoned from *Rural Zone (RU)* to *Rural Special Exception Zone (RU-39)*
-  Retained Lot



## **PURPOSE AND EFFECT:**

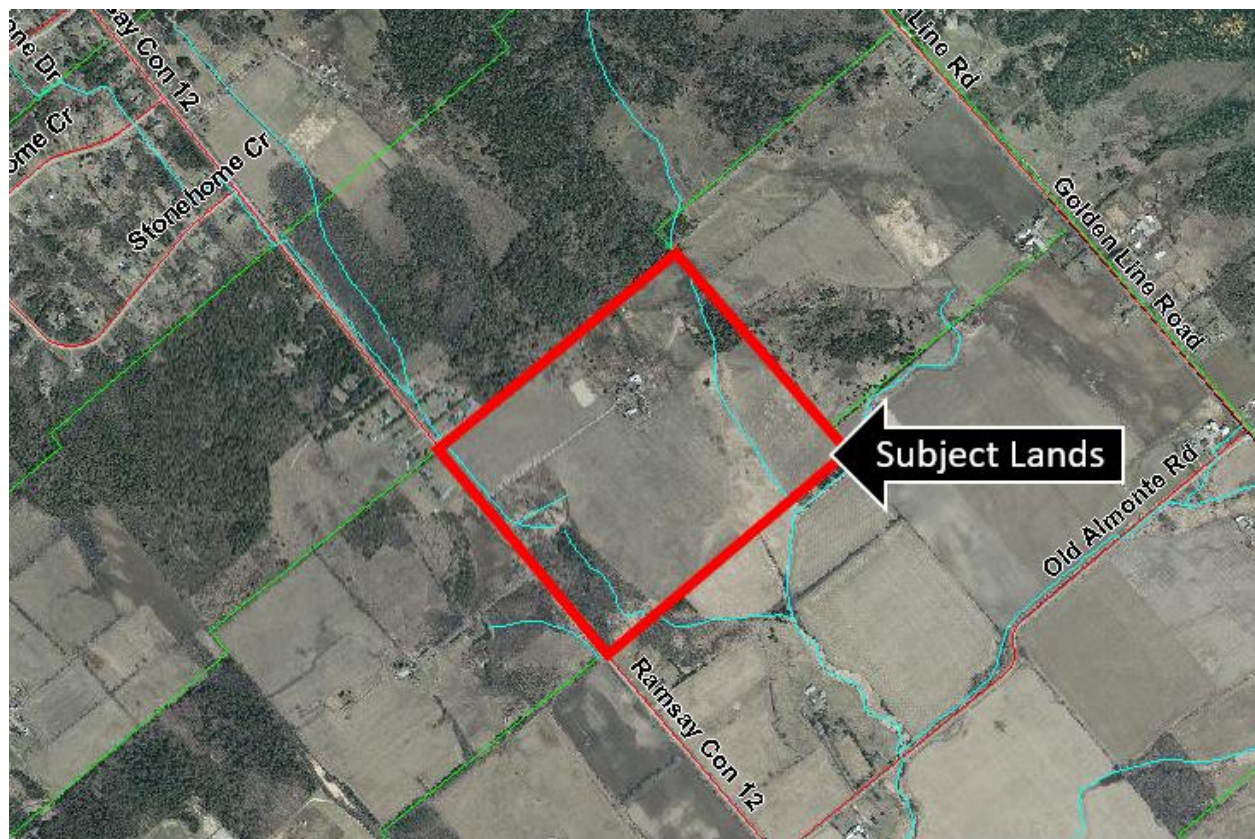
The purpose and effect of the Zoning By-law Amendment is to implement the COP Rural-Agriculture Overlay policies by rezoning the subject properties from *Rural Zone* (RU) to *Rural Special Exception Zone* (RU-39). The Zoning By-law amendment will add an additional provision requiring a setback of 30 metres from lands which are being utilized as part of an active agricultural operation as required by the COP Rural-Agriculture Overlay policies. The Rural- Agriculture Overlay is shown in Figure 3 below.

## **DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:**

The subject property, locally known as 1562 Ramsay Concession 12 Road, is located in the Ramsay Ward. Both parcels will maintain frontage along Ramsay Concession 12 Road, a municipally owned and maintained road. The overall property is an active farm with a residential dwelling; the severed lot is located at the western corner of the lot. As previously mentioned, the severed lot is intended to be used for a non-farm residential use and is located along the north side of Ramsay Concession 12 Road.

The immediate surrounding character is predominantly agricultural and rural, with associated farm dwellings and farming operations with some smaller rural residential lots on lands zoned *Rural* (RU). The location of the subject lands within the Municipality is depicted in Figure 2.

**Figure 2: Local Context**



### **SERVICING & INFRASTRUCTURE:**

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

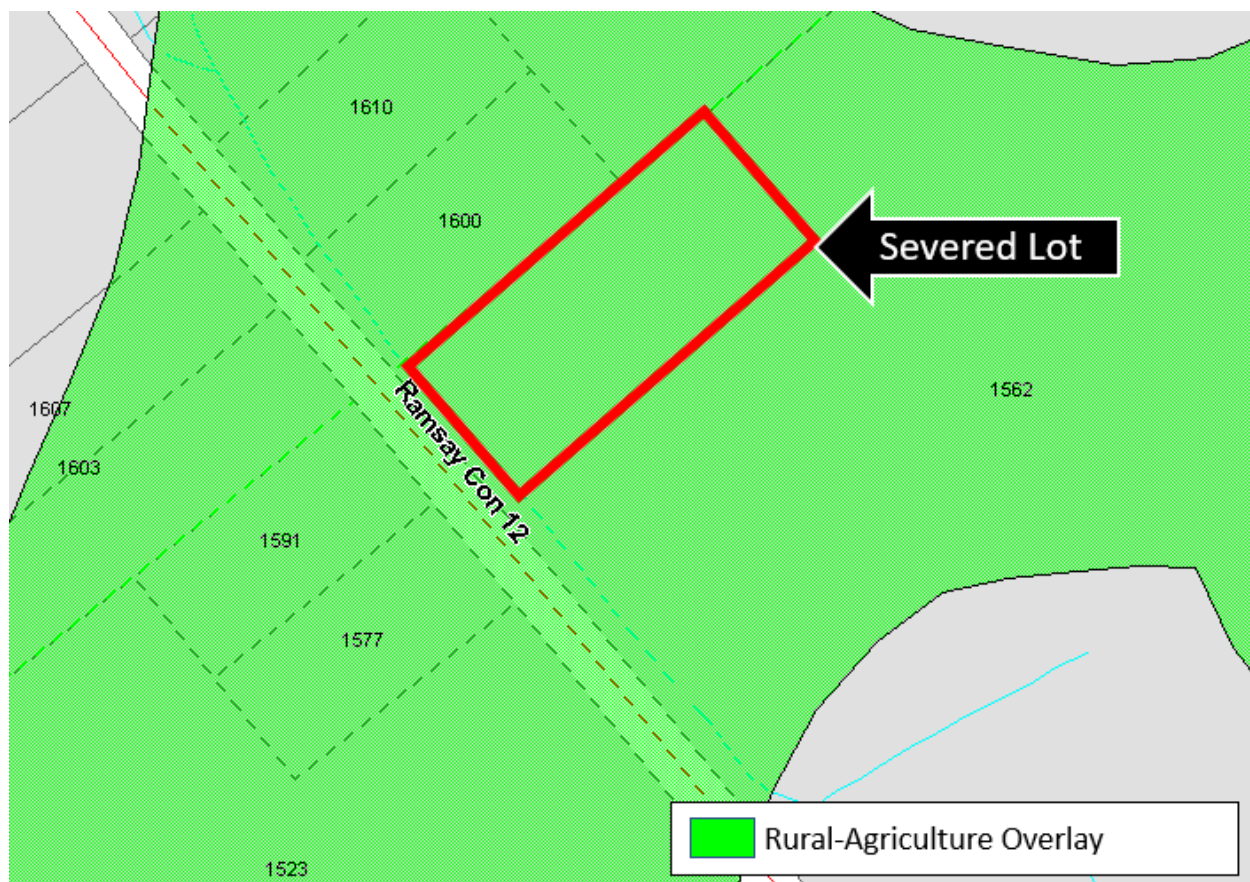
A new laneway access will be required for the severed lot. The location of the new entrance will be determined in conjunction with the Municipal Public Works Department. As previously mentioned, the property has frontage along Ramsay Concession 12 Road.

Staff do not foresee any servicing or infrastructure concerns resulting from the proposed Zoning By-law Amendment.

### **COMMUNITY OFFICIAL PLAN (COP):**

The subject lands are designated “Rural” in the Community Official Plan (COP). The Rural designation permits non-farm residential dwellings and related accessory uses. As shown in Figure 3, the lands are subject to a Rural-Agriculture Overlay in the Community Official Plan (COP).

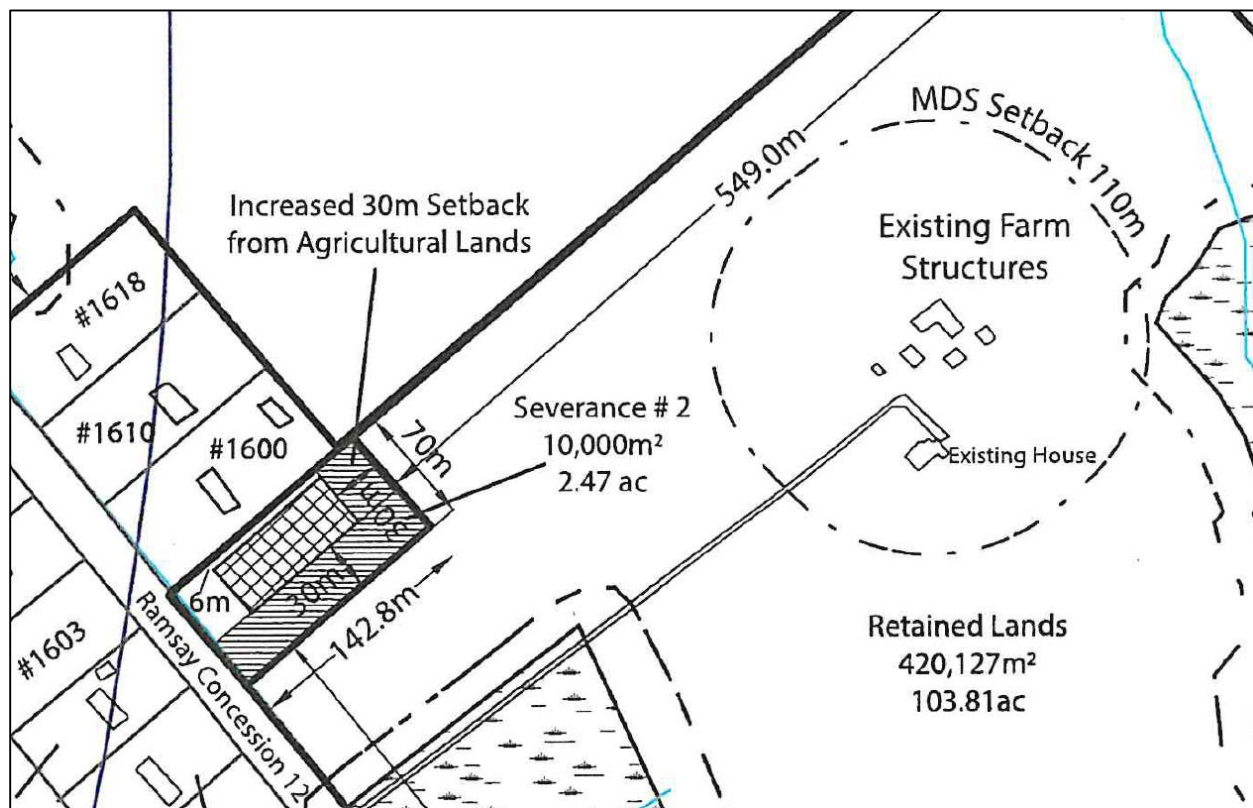
**Figure 3: Rural-Agriculture Overlay**



The 'Rural-Agriculture' Overlay, which represent and identifies Class 1 to 3 soils as per the Canada Land Inventory outside of a Prime Agricultural Area, impacts the lands of the proposed severances.

1562 Ramsay Concession 12 Road is considered a Locally Significant Agricultural Operation, as such, any new lot lines shared with said property will require a minimum 30 metre setback which abut active, agricultural uses as shown in Figure 4. The 30-metre setback is not required for those lot lines which abut the existing non-farm residential lots as they are residential in nature.

**Figure 4: 30 Metre Setback (Extract from Applicant Sketch)**



As noted previously, as a condition of approval, the Applicant was required to obtain a Zoning By-law Amendment for the severed lot in order to conform to the above noted COP Locally Significant Agricultural Operations policies in Section 3.3.4 of the COP.

#### **ZONING BY-LAW #11-83:**

The subject lands are presently zoned "Rural (RU)" as per the Comprehensive Zoning By-law #11-83. The Rural Zone permits a variety of uses rural and agricultural uses, including residential uses. At the time of this Zoning By-law Amendment application, no plans for a dwelling were submitted. The subject Zoning By-law Amendment is simply for the purpose of implementing the required 30-metre setback as required by the

Official Plan policies. Any dwelling constructed on the lot would be required to conform to the performance standards of the RU Zone.

As shown on the table below, the conditionally severed vacant lot meets the minimum lot frontage and minimum lot area requirements of a non-farm residential use in the Rural Zone.

Lot Frontage, Minimum (m)		Lot Area, Minimum (ha)	
Zone Requirement	Proposed	Zone Requirement	Proposed
45	60	1	1

As required by consent application B21/188, the proposed lots need to be rezoned from “Rural Zone” (RU) to “Rural Special Exception” (RU-39) to facilitate residential development. The special exception is required to implement the 30-metre setback from active agricultural operations to residential lots.

#### **PUBLIC AND AGENCY COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, no questions or comments were received.

#### **EVALUATION:**

##### **Community Official Plan (COP)**

As noted above, the subject property is designated “Rural” in the COP and is subject to a Rural-Agriculture Overlay. The creation of a lot intended for non-farm residential use requires a Zoning By-law Amendment to implement the COP’s Rural-Agriculture Overlay policies. The need for the Zoning By-law Amendment was identified as part of the severance process. The general objectives of the “Rural” designation are to provide an appropriate range of rural land uses while protecting rural resources, traditional land uses, and environmental features. By implementing a 30-metre setback from an active agricultural use, the Zoning By-law amendment will work to ensure that the new lot does not sanitize any active nearby agricultural operations.

Staff are of the opinion that the proposed Zoning By-law Amendment to implement the COP’s Rural-Agriculture Overlay policies is entirely in conformity with the intent of the COP.

##### **Zoning By-law #11-83**

As previously mentioned, the subject property is zoned “Rural” (RU Zone). The Rural Zone permits a variety of uses rural and agricultural uses, including residential uses.

Through the materials submitted for the severance application, Staff are satisfied that the subject Zoning By-law Amendment would allow for the creation of a viable non-farm residential lot that conforms to the applicable minimum lot frontage and lot area requirements. MDS calculations and other such agriculture related considerations were also submitted to demonstrate the lack of adverse impacts on the retained agricultural operation. The implementation of the 30-metre setback does not preclude the development of a non-farm residential dwelling as intended. Any dwelling constructed on the lot would be required to conform to the performance standards of the RU Zone.

Staff are satisfied that the proposed Zoning By-law Amendment is in conformity with the intent of the Zoning By-law.

**SUMMARY:**

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

It is the professional opinion of the Planning Department that the proposed Zoning By-law Amendment is appropriate, desirable and represents good planning.

Respectfully submitted by,

Reviewed by,



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Jeffrey Ren  
Planner



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Melanie Knight, MCIP, RPP  
Senior Planner

**ATTACHMENTS:**

1. Attachment A – Proposed Zoning By-law



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 22-XXX

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

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

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 35.1 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural" (RU) Zone to "Rural Special Exception 39 (RU-39) for the lands identified in Schedule 'A', which are legally described as Concession 12 West Part Lot 12 Ramsay Ward, Municipality of Mississippi Mills.
2. That Section 12 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:  
  
*"12.3.39 Notwithstanding their 'RU' zoning, on those lands delineated as 'RU-39' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however, that:*
  - i. *The minimum rear yard setback is 30 metres*
  - ii. *The minimum southerly interior side yard setback is 30 metres*
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

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

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

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

**Lands Subject to the Amendment**

Concession 12 West Part Lot 12 Ramsay Ward, Municipality of Mississippi Mills



 Area to be rezoned from *Rural Zone (RU)* to *Rural Special Exception Zone (RU-39)*



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Cory Smith A/Director of Public Works and Melanie Knight, Senior Planner

**SUBJECT:** Request for permanent use of Dunn Street right-of-way

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### RECOMMENDATION:

**THAT Committee of the Whole recommend Council provide Staff with direction on the developer's request to use the unopened Dunn Street right-of-way for a private lane.**

### BACKGROUND:

On May 9, 2022, consultants for Blackwell Development submitted a request to use the unopened, municipal right-of-way portion of Dunn Street as private road access to facilitate development of the lands shown as "Applicant's Lands" in Figure 1 below. The proposed alignment would have a portion of the private laneway on the developer's property, and a portion of the laneway on the unopened road allowance, however, use of the full Right of Way width is requested.

Staff note that the consultant has had discussions with Planning and Public Works staff regarding the redevelopment of the Applicant's Lands; however, at this time the Planning Department has not received any formal planning application(s). During these discussions, staff advised the consultant that as per the Issuance of Entrance Permits and Permissions for Alteration and Improvement of Unopened Road Allowances, Council approval for the use of any municipally owned lands is required. Staff also advised the developer that the policy states, "As a general practice, the Municipality does not support the alteration or improvement of unopened road allowances for private use." and "The use of unopened road allowances as lanes to gain access to year-round residential development shall be discouraged."

Specifically for this request, Council approval is required for the applicant to use the Dunn Street right-of-way for a private road to access the Subject Lands. The area outlined in white in Figure 1 is the area that the consultant is requesting Council provide approval for use of the Dunn St right-of-way for access.

An aerial photograph of a residential area with yellow street grids. A white callout bubble points to a specific parcel labeled "Dunn St.". A blue-outlined polygon highlights a larger area labeled "Applicant's Lands". The map shows several streets including Euphemia St., Wylie St., Hope St., and St Andrews St. Various house numbers are visible on the lots.

The Applicant's Lands front onto an unopened portion of Dunn Street. The unopened portion of Dunn Street also intersects with the unopened portion of St. Andrews Street which currently serves as a pedestrian access to Wylie Street Park.

Public Works staff have acknowledged that there are topographical constraints along the Dunn Street right-of-way that may impede the future construction of the full extent of unbuilt portion of the right-of-way. In addition, there are no plans within the

Municipality's long-term transportation improvements for the Municipality to construct the Dunn Street right-of-way to full municipal standards.

The applicant has indicated that the use of the lands are restricted for development and requires the use of the Dunn Street right-of-way as private road access to facilitate the proposed development on the subject lands. The applicant has also indicated that purchasing the Dunn Street right-of-way would be cost prohibitive.

Alternatives of the developer opening up the Dunn Street unopened road allowance to full municipal standards and constructing a private lane entirely on the developer's property have been discussed with the developer as well.

#### **OPTIONS:**

1. Provide staff with approval in principle, for the use of the Dunn Street right-of-way for access by way of a private lane, subject to approval of all necessary *Planning Act* applications and necessary legal agreements.
2. Direct staff to reject the request and encourage the developer to consider alternatives.

#### **FINANCIAL IMPLICATIONS:**

Any costs related to legal agreements will be the sole responsibility of the applicant.

#### **SUMMARY:**

The Municipality has received a request from the owner to use a portion of the Dunn Street unopened road allowance as a private lane to facilitate development of the Applicant's Lands.

Approval in principle for the use of the right-of-way only could be provided subject to the approval of any *Planning Act* applications such as a Zoning By-law Amendment, Site Plan Control and any required legal agreements. At this time, Staff do not support the use of the unopened road allowance for a private lane as it is contrary to our policy and alternatives are available.

Respectfully submitted by,

Reviewed by:

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Melanie Knight,  
Senior Planner

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Cory Smith,  
Acting Director of Roads and Public  
Works

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk  
**SUBJECT:** Modernizing Council Chambers

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### RECOMMENDATION:

**THAT Committee of the Whole recommend that Council approve modernizing Council Chambers in two phases at the total cost of \$93,490.38 + HST; AND THAT fees associated with modernizing Council Chambers come from account 2-111-0121-0149 (Modernization projects from provincial funds).**

### BACKGROUND:

In 2019, Mississippi Mills received \$625,944 in funding from the province to go towards modernization projects within the municipality. Currently there is \$250,000 remaining from the original transfer amount.

One project identified as a potential use for modernization funds is updating the current audio visual (AV) set up in Council Chambers. The current AV set up in Council chambers is outdated or not working which has resulted in stop-gap measures to fix the issues on a short-term basis.

### DISCUSSION:

Since 2020, the municipality has been live streaming all Council and Committee meetings. A common issue that we are having is the quality of the audio within Council Chambers that is being streamed out to the public. Additionally, the current microphones in Council Chambers are broken and due to their age are not able to be fixed.

The set up of Council Chambers was initially done by Interactive Audio Visual and they have also worked with the municipality since the initial install to help address issues. To help find a solution to modernize the current AV set up and to address issues with audio quality, staff reached out to Interactive Audio Visual for solutions.

In consultation with staff, Interactive Audio Visual proposed a 2 phased approach. The lead time for any new equipment will take approximately 3-4 months due to stock shortages. The phases and costs are outlined below:

Phase 1 - \$49,854.41

This phase would include all the required tech set up, control panels, microphones, battery charging station, new camera, and installation.

Phase 2 (option 1) - \$48,488.50

This phase would include two new 4k projectors and screen and will integrate with the existing audio and control systems installed in phase 1. This option would allow for the projectors to display two different images if desired as well as include assisted listening technology for those with hearing impairments. This option could be removed which would result in a cost savings.

Phase 2 (option 2) - \$43,635.97 (preferred option)

This option of phase 2 would have two 85 inch display screens instead of projectors. The other components would still apply in phase 2. The one potential issue with this option would be mounting the two screens.

#### **OPTIONS:**

Option 1: Direct staff to award the work to Interactive Audio Video for phase 1 and phase 2.

Option 2: Remain using existing AV set up and wait until 2023 budget process to approve funding.

#### **FINANCIAL IMPLICATIONS:**

The total cost of the two phases is approximately \$98,942.91 or \$93,490.38 depending on the option for phase 2 selected. The money for this project would come from account 2-111-0121-0149 (Modernization projects from provincial funds). There is currently \$250,000.00 remaining in that account.

#### **SUMMARY:**

Staff have researched options to improve the quality of the audio visual set up in Council Chambers. The municipality will continue to live stream and record all Council and Committee meetings and ensuring that high quality video and audio is available is important. Staff is recommending that Council approve modernizing Council Chambers in two phases and that the work be awarded to Interactive Audio Visual.

Respectfully submitted by,

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Jeanne Harfield,  
Clerk

Reviewed by:

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Ken Kelly,  
Chief Administrative Officer

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk  
**SUBJECT:** Bicentennial Planning 2023

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### RECOMMENDATION:

**THAT** Committee of the Whole recommend that Council provide pre-budget approval in the amount of \$58,000.00 for Bicentennial related activities;

**AND THAT** any savings from the Economic Development operating budget be put towards offsetting the cost of the 2023 Bicentennial activities.

### BACKGROUND:

Council has designated 2023 as the 200th Anniversary of Mississippi Mills. To mark this important milestone staff recommends a yearlong celebration with a variety of events and initiatives spread across the Municipality.

In 2021 Council approved working groups and the Bicentennial planning committee terms of references. The working groups have been appointed in spring 2022 and the first kick off meeting with all the working groups took place on June 8, 2022.

### DISCUSSION:

To effectively plan for 2023, staff need to allocate funds for various events, celebrations, staffing, and support for local organizations. With a new term of Council, a budget likely will not be passed until March or April 2023, making it hard to plan events without a concrete budget. The 2022 budget had \$8,500 to go towards branding and printing for the bicentennial and \$25,000 for additional staffing. There was no funding allocated for 2023 bicentennial events.

Each working group will be executing events throughout the year with support from the municipality. This will require both support from staff as well as monetary contributions from the Municipality. We will also be exploring grant options and partnerships with local groups or organizations. Staff have met to determine proposed levels of municipal funding for the 2023 bicentennial events and support. However, given that the



bicentennial events will likely being early in 2023, budget allocations need to be made now.

Below are the proposed budget implications for the 2023 bicentennial:

Item	Budget	TOTAL
7 Working Group Bicentennial support	\$5,000 per working group	\$35,000
Advertising	\$5,000	\$5,000
Additional Event Support	\$15,000	\$15,000
Micro-grant	Increase to \$5000 from \$2000	\$3000 increase
		<b>\$58,000</b>

In consultation with the Director of Corporate Services and Treasurer, there may be the ability to offset the cost of the additional pre-budget approval with savings from 2022 operating budgets relating to salary and benefits. However, this would not be known until the year end of 2022.

There are also some grants that the municipality may be eligible for, please note this list is not exhaustive and there may be some additional grants available:

**1 - Community Anniversaries – Building Communities Through Arts and Heritage**  
Deadline to apply was April 30, 2022 for any events in 2023. However, there are additional submission dates for other organizations. Non-profit organizations in the community who wish to plan or support a bicentennial event may be eligible to apply for a grant for 2023.

## **2 – Commemorate Canada Grant**

The Commemorate Canada program provides funding to initiatives that commemorate and celebrate historical figures, places, events and accomplishments of national significance. Need to apply for grants 6 months prior to the event.

## **3 – Celebrate Canada Grant**

The Government of Canada offers a Celebrate Canada grant for Canada Day, National Indigenous Day, and Canadian Multiculturalism Day up to \$50,000 annually. We will need to wait for it to be posted for 2023.

## **4- Legacy Fund**

Legacy Fund provides funding for community-initiated capital projects, intended for community use. Recipients may receive up to 50 per cent of eligible project expenses up to a maximum of \$500,000.

## **5- Celebrate Ontario Blockbuster**

The Celebrate Ontario Blockbuster program provides support to municipalities and organizations in Ontario for the hosting of large-scale, high-impact events that meet the

ministry's definition of a Blockbuster Event. Funding is up to a maximum of 20% of eligible Blockbuster event cash operating expenses.

In addition to funding for 2023, staff have also begun to formalize the planning process for the various bicentennial events. The first meeting of all working groups took place on June 8, 2002. The working group members were provided a brief overview, introduction and also established when their preferred meeting schedule. As we are fast approaching 2023, staff are proposing to place a hold on appointing members to the Mississippi Mills Bicentennial Planning Committee (MMPCB) in order to streamline the approval process. If we do not hold off on appointing members, we will need to advertise, appoint formally, and schedule meetings, which may delay the process. Currently there are 7 working groups with a member of staff and members of Council sitting on each of those. Coordinating 7 working groups of Council will include the scheduling of meetings, the development of agendas and minutes on top of providing support for the bicentennial event.

A proposed short term schedule has been drafted by staff to allow for the working groups to have some time to brainstorm events and know when the deadline is. Below is an overview of the proposed approval process for events. The majority of the work will be done by the working groups with support from staff as needed. Staff will also bring forward proposed schedules, funding, grant support, and high level details to Council for approval.

Below is the proposed timeline for this summer:

1. June – August Bicentennial working groups meet – propose event ideas
2. August 24<sup>th</sup> – Staff representatives from each work group meet to consolidate all event recommendations from the various working groups.
3. September 6<sup>th</sup> – Bicentennial Report goes to Committee of the Whole
4. September 20<sup>th</sup> – Council approval of 2023 Bicentennial events

## **OPTIONS:**

### **Budget considerations:**

Option 1: Approve funding as proposed for the 2023 bicentennial celebrations and that the additional funding be offset by any savings realized at the end of 2022 from culture or economic development operating budget.

Option 2: Wait until the 2023 budget process for approval of funds for the 2023 bicentennial celebrations. This option would impact planning as it is hard to plan events without first knowing the budget available.

## **FINANCIAL IMPLICATIONS:**

Currently there is \$33,500 in the 2022 budget to go towards the bicentennial. There is \$8,500 earmarked for branding and printing and \$25,000 is to go towards staffing support. Considering it will be a new term of Council the 2023 budget likely will not be passed until spring of 2023 which would make it harder to plan bicentennial events.

Staff is proposing pre-budget approval of \$58,000 to go towards bicentennial events, promotion and advertising. There may be savings in the economic development or culture operating budget due to a savings in salary. Any savings would not be known until year end of 2022. As such, staff is recommending that \$58,000 be approved and that any savings be used to offset that cost.

## **SUMMARY:**

The municipality will be celebrating their bicentennial with a series of events in 2023. In order to assist with the planning, 7 working groups have been appointed. These working groups consist of members of the public, members of Council and staff. In order to plan for events in 2023, budget needs to be approved in order to appropriately plan and determine if alternative funding options need to be considered (such as grants). The proposed additional budget for 2023 is \$58,000, this funding would go towards event support, marketing, advertising and printing of materials.

Respectfully submitted by,

Reviewed by:

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Jeanne Harfield,  
Clerk

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Ken Kelly,  
Chief Administrative Officer

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Jeff Letourneau, Director Corporate Services & Treasurer

**SUBJECT:** 2022 Budget Restatement – O. Reg 284/09

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### RECOMMENDATION:

**THAT Committee of the Whole recommend Council adopt this report to comply with Ontario Regulation 284/09 passed under the Municipal Act, 2001.**

### BACKGROUND:

Ontario Regulation 284/09 requires municipalities to prepare a report that identifies excluded expenses in their budget and adopt the report by Council Resolution. There are no direct financial implications associated with this report. The intent is to describe the conversion of the cash-based operating and capital budgets to a Public Sector Accounting Board (PSAB) budget compliant format.

In 2009, accounting standards and financial reporting requirements changed significantly, with the most notable change being the requirement to report on tangible capital assets (TCA). However, these new accounting standards do not require budgets to be prepared on the same basis. Mississippi Mills, like many municipalities, continues to prepare budgets on the traditional cash basis. These budgets do not include the PSAB requirements of accrual accounting and accounting for non-financial assets such as TCA. Allowable expenses as per Ontario Regulation 284/09 include: a) Amortization expense; b) post-employment benefit expenses; and c) solid waste landfill closure and post-closure expenses. The municipality excludes amortization expenses from its cash-based budget. Landfill closure and post-closure expenses are included in the budget, therefore no adjustment is required. The Municipality does not have post-employment expenses and as such, they are not applicable.

In addition to these excluded expenses, the cash-based budgets prepared by the Municipality include certain types of transactions that need to be excluded for PSAB reporting purposes. These include: debt issuance and repayments, capital expenditures, transfers to reserves, and contributions from reserves.

## **DISCUSSION:**

Attachment 1 presents the approved 2022 Budget and the adjusted budget reflecting adjustments for transfers to/from reserves, capital spending, debt issuance and principal repayment and amortization for purposes of financial reporting.

For the purposes of this accounting exercise the net result of all adjustments is a surplus of \$39,266.

It should be noted that this is a financial restatement on a “full-accrual” basis and is not the same as the annual operating deficit/surplus that occurs at year-end. For Council, and management of Municipal operations purposes, the variance reporting of actuals compared to budgets (approved by Council) will continue to be the primary management reporting mechanism.

## **OPTIONS:**

Recommend Council adopt the report to be compliant with O. Reg 284/09.

## **FINANCIAL IMPLICATIONS:**

There are no direct financial implications with this report.

## **SUMMARY:**

This report describes the conversion of the cash-based operating and capital budgets to a PSAB budget compliant format in compliance with O. Reg 284/09. The net result of all adjustments is a surplus of \$39,266.

Respectfully submitted by,

Reviewed by:

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Jeff Letourneau,  
Director Corporate Services & Treasurer

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Ken Kelly,  
Chief Administrative Officer

## **ATTACHMENTS:**

1. 2022 Budget Restatement O Reg 284 09

# Municipality of Mississippi Mills

## 2022 Budget Restatement

### CASH BASIS OF ACCOUNTING:

#### 2022 Tax Supported Budget

Revenues	
Capital	\$9,211,954
Operating	<u>\$18,254,799</u>
	<u>\$27,466,753</u>
Expenditures	
Capital	\$9,211,954
Operating	<u>\$18,254,799</u>
	<u>\$27,466,753</u>
Surplus (Deficit)	<u>\$0</u>

#### 2022 Rate Supported Budget (Water and Sewer)

Revenues	
Capital	\$3,976,625
Operating	<u>\$3,622,493</u>
	<u>\$7,599,118</u>
Expenditures	
Capital	\$3,976,625
Operating	<u>\$3,622,493</u>
	<u>\$7,599,118</u>
Cash basis surplus/deficit	<u>\$0</u>

### ACCRUAL BASIS OF ACCOUNTING:

Additions		
Capital Assets	\$8,575,900	Assets that are not expensed in the year but capitalized and depreciated over time
Principal Paid on Debt	\$1,530,133	Not considered an expense under accrual accounting but a reduction in a liability
Transfer to Reserves	<u>\$1,784,120</u>	Not considered an expense under accrual accounting but an increase in equity
	<u>\$11,890,153</u>	
Deduct		
Transfer from Reserves	(\$4,553,947)	Not considered revenue under accrual accounting but a decrease in equity
Proceeds from Debt	(\$3,525,350)	Not considered revenue under accrual accounting but an increase in a liability
Future Employee Benefit	\$0	
Amortization	<u>(\$3,771,590)</u>	Not considered an expense under the cash basis but is one under the accrual basis
	<u>(\$11,850,887)</u>	
PSAB Surplus (Deficit)	<u>\$39,266</u>	

# **THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **STAFF REPORT**

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Ken T. Kelly, Chief Administrative Officer

**SUBJECT: Ministerial Zoning Order Appleton Side Road**

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### **RECOMMENDATION:**

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

**AND THAT** Committee of the Whole recommend that Council confirm its position that it will not request a Ministerial Zoning Order or other exemption from the normal planning process for this parcel of land which is outside of the settlement area of the municipality on Appleton Side Road without public consultation and submission of the studies and documents that would normally be required by the Municipality in order to consider a development of this magnitude.

### **BACKGROUND:**

The developer and representative for Orchardview Seniors Living has indicated that he has purchased property on Appleton Side Road – (no civic number has been assigned but it will likely be 5400). The Municipality is not aware of a change in ownership for this parcel of land. The stated intention is to develop a seniors living campus with dementia care similar to the Orchardview Seniors Living campus located on Paterson Street that is operated by the proponent.

The main representative Joe Princiotta of Princiotta Management has been emailing individual Councillors requesting meetings and has been engaging with various organizations in Lanark including Lanark County (Housing), Carebridge, Almonte General Hospital and others.

A pre-consultation was held with the proponent, the proponent's consultant - Zanderplan, the Lanark County Planner, JL Richards representing the Municipality and myself on April 8, 2021. The project includes 175 units comprised of 56 townhomes to be rented, 48 independent living units, 48 subsidized seniors apartments, 14 dementia care units and 9 co-housing units.

A summary of the pre-consultation meeting held on April 8, 2021 is as follows:



- The Community Official Plan does not contemplate zoning rural land with urban zoning designations to allow urban development. This is a dense residential / institutional care facility and if the intention is to access municipal infrastructure, this development would need to be part of the urban boundary.
- The Infrastructure Master Plan for water and sewer does not include extending services to this rural parcel.
- An expansion of the urban boundary of the Municipality would be required in order to service this parcel of land for this type of development.
- The timing of the project was discussed in the context of the current Official Plan Amendment to expand the urban boundary. A timeline for the next consideration of boundary expansion was put forward and estimated to be 3-4 years.
- Lanark County is starting a review of the County Plan and in particular the population projects for that plan. The revision of population estimates and the allocation to each municipality will be the foundation of any future analysis to expand the urban boundary.
- Therefore, this project will have to wait until the process is complete in order to start another process to expand the urban boundary and change the zoning of this parcel from Rural to a more suitable urban designation.
- The Minister of Municipal Affairs and Housing has the authority under Section 47 of the *Planning Act* to issue a Ministerial Zoning Order to address some of these concerns.

Attached to this report as attachment 1 is the concept map for this project and the only document that has been provided by the proponent or the consultant with regards to the project.

Subsequent to the pre-consultation meeting Council received training on the mechanism known as a Ministerial Zoning Order that is contained in the *Planning Act*. A letter was written to the proponent on June 15, 2021 that clearly outlined the studies and documents required for staff to make a recommendation to Council to consider requesting a Ministerial Zoning Order under Section 47 of the *Planning Act*. A copy of that letter is attached to this report.

At the Council meeting held on April 19, 2022 Mr. Princiotta presented his proposed concept to Council. The delegation was received for information and Council directed staff to bring back a report to a future Council meeting.

## **DISCUSSION:**

Since the initial pre-consultation meeting April 8, 2021, held over one year ago, the Municipality has not received any further information from the proponent that furthers the knowledge of this site and its appropriateness for this type of development. The Municipality has received information from the Chief of Staff of the Minister of Municipal Affairs and Housing that it will not proceed with a Ministerial Zoning Order without a request for the MZO from the Municipality. The Chief of Staff has also advised that the

work to determine if this is an appropriate site can be undertaken after the Ministerial Zoning Order has been issued.

In December of 2021, the Provincial Office of the Auditor General issued a report on its investigation into the use of Ministerial Zoning Orders under the current government. Some of its findings are summarized below with excerpts from the report:

**MZOs are being used to fast track development and circumvent normal planning processes.** Planning processes that often take months or years to complete because they ensure that sufficient due diligence is conducted through technical studies and public consultation are being bypassed by MZOs. Our audit found that MZOs were originally intended to be used only in special circumstances such as in areas with no municipal governance or to quickly advance provincial initiatives. However, since 2019, the Province has publicly indicated numerous times that the reason for issuing recent MZOs is to overcome potential barriers and delays to development. This approach treats the land-use planning process as a hurdle. In the two-year period from March 2019 to March 2021, 44 MZOs were issued. Prior to this, an MZO was issued about once a year.

**Lack of transparency in issuing MZOs opens the process to criticisms of conflict of interest and unfairness.** We found that there is no formal process that interested parties are required to follow to request an MZO. We also found that there are no established criteria according to which the Minister assesses requests for MZOs. Therefore, we could not determine what factors the Minister considered in deciding whether to issue an MZO, or whether the Minister assessed the merits of each MZO against the same set of factors. The Ministry was able to provide us with supporting documentation for all 44 MZOs issued from March 2019 to March 2021, but the level of detail in those documents varied greatly. In our review of the supporting documentation, we noted that 17 (or 39%) of the 44 MZOs facilitated development projects by the same seven development companies or groups of companies.

**MZOs disrupt other planning processes.** The various stakeholders we interviewed—including subject-matter experts, municipal planners, and those involved in long-term planning for schools, hospitals and transportation— informed us that MZOs disrupt other planning processes that normally require years of preparation and consultation. For example, 13 or nearly one-third of the 44 MZOs issued from March 2019 to March 2021 would permit development in areas that may not have existing or planned municipal services such as water and wastewater systems. Municipal representatives told us that these MZOs present significant challenges not only to their land-use planning but also their fiscal planning processes. This is because municipal services such as water and wastewater systems require significant upfront costs and must be planned prior to developments proceeding.

**“Enhanced” MZOs can now trump municipal site plan control, and are no longer required to be consistent with provincial land-use policy.** Bill 197, the COVID-19 Economic Recovery Act, 2020, expanded the scope of the Minister’s powers, allowing the Minister to issue “enhanced” MZOs. Enhanced MZOs can override the use of site plan control, by which a municipality examines the design and technical aspects of a proposed development to ensure it is attractive and compatible with the surrounding area. In addition, Bill 257, the Supporting Broadband and Infrastructure Expansion Act, 2021, amended the Planning Act to provide that all MZOs are not required, and are deemed to never have been required, to be consistent with the Provincial Policy Statement. This amendment goes against one of the purposes of the Planning Act, which provides for a land-use planning system led by provincial policy. This report contains 12 recommendations, with 24 action items, to address our audit findings.

The proposed concept is comprised predominantly of standard residential development units that can be accommodated within the existing settlement boundaries of the Municipality. It is comprised mostly of units described as townhomes, independent living units, and subsidized seniors apartments (87%). This style of development does not differ from that which already exists in Mississippi Mills within existing settlement boundaries that are on existing or planned urban infrastructure (water and sewer).

Table 1 Breakdown of unit of Proposed Concept

Breakdown of Unit Count for the Concept		
56	townhomes	32%
48	independent living units	27%
48	subsidized seniors apartments	27%
14	dementia care units	8%
9	co-housing units	5%
175		100%

Staff are **not** putting forward a position that the additional residential units would not be of benefit and attract future residents to Mississippi Mills. The question is why on this parcel of land that has not been a focus of planning and infrastructure development in the past? Why on this parcel when the Municipality has just completed an extensive consultative process with the community to expand the boundary with an additional 74 hectares or approximately 180 acres when the proposed concept is estimated at no more than 20 acres?

Council needs to be aware that as of July 1<sup>st</sup>, 2022, when Site Plan Control is delegated completely to staff, if a Ministerial Zoning Order is issued there will be no further Council input after the request is made to the Minister, no statutory public meetings or public consultation requirements. The MZO will address the zoning and cannot be appealed, and the site plan control approval will be a staff decision.

**FINANCIAL IMPLICATIONS:**

This is an information report and no financial implications are envisioned as part of Council considering this report.

**SUMMARY:**

Council consider this report as information and confirm its position that a fulsome discussion is required by Council that is informed by the required studies and documents prior to a zoning change being considered.

Respectfully submitted by,

---

Ken T. Kelly,  
Chief Administrative Officer

**ATTACHMENTS:**

1. Letter to J Princiotta, June 15, 2021 with regards to his proposal
2. Background documents on New Tecumseh – staff report on MZO request for long term care facility outside settlement boundary
3. Concept plan provided by the Proponent



## **CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

3131 OLD PERTH ROAD • PO BOX 400 • RR2 • ALMONTE ON • K0A 1A0

PHONE: 613-256-2064

FAX: 613-256-4887

WEBSITE: [www.mississippimills.ca](http://www.mississippimills.ca)

June 15, 2021

Mr. Joe Princiotta,  
Princiotta Group Inc.,  
1491 Manotick Station Rd,  
Greely, ON K4P 1P6

Via email : [joe@ovlc.com](mailto:joe@ovlc.com)

Dear Mr. Princiotta,

We are writing to you in regards to your proposed development of a 175 unit Seniors Retirement Community and Dementia Facility on Appleton Side Road, Mississippi Mills. This parcel of land is designated as rural and is outside of the urban boundary of the community.

Council is supportive of exploring your concept and looks forward to receiving further information on the development. Staff and our consultant team, along with County planning staff, have held a development pre-consultation meeting with you and your consultant on April 8, 2021. This is generally the initial step in the development process and the prelude to the submission of additional materials to support any applications for zoning amendments, official plan amendments, plan of subdivision, site plan etc... depending on the unique circumstances of each project. Given your experience developing similar projects both in Mississippi Mills and elsewhere in Eastern Ontario we trust you are familiar with the development process.

A summary of the pre-consultation meeting held on April 8, 2021 is as follows:

- The Community Official Plan does not contemplate zoning rural land with urban zoning designations to allow urban development. This is a dense residential / institutional care facility and if the intention is to access municipal infrastructure, this development would need to be part of the urban boundary.
- The Infrastructure Master Plan for water and sewer does not include extending services to this rural parcel.
- An expansion of the urban boundary of the Municipality would be required in order to service this parcel of land for this type of development.
- The timing of the project was discussed in the context of the current Official Plan Amendment to expand the urban boundary. A timeline for the next consideration of boundary expansion was put forward and estimated to be 3-4 years.
- Lanark County is starting a review of the County Plan and in particular the population projects for that plan. The revision of population estimates and the

allocation to each municipality will be the foundation of any future analysis to expand the urban boundary.

- Therefore, this project will have to wait until the process is complete in order to start another process to expand the urban boundary and change the zoning of this parcel from Rural to a more suitable urban designation.
- The Minister of Municipal Affairs and Housing has the authority under Section 47 of the *Planning Act* to issue a Ministerial Zoning Order to address some of these concerns.

Following the pre-consultation meeting there have been additional efforts made by both municipal staff and you to understand the powers conferred on the Minister through Section 47.

Staff and our consultant team met with Ministry of Municipal Affairs and Housing staff in a meeting arranged and attended by you and your team members. It was clear in that meeting that the process for the Minister to exercise the authority granted in Section 47 will require a formal request from the Municipality. For Council to consider submitting a request to the Minister additional information is required that addresses key concerns of the Municipality. At a minimum this should include:

- Detailed concept plan for the full parcel or definition of the portion to be developed through this process and the plan for the remainder of the lot,
- Planning brief including rationale and justification for:
  - the proposed use,
  - the need for the use,
  - opinion as to Provincial Policy Statement Consistency,
  - opinion as to conformity to both County and Community Official Plans,
  - the need for the use of Section 47 of the *Planning Act* Order by the Minister,
- Draft of a possible Minister's Zoning Order including all aspects to be addressed in the order including zoning, density, height, setbacks, parking, landscaping and all other constraints generally included in a zoning designation, along with provisions for how servicing would be accommodated as noted below,
- Servicing Analysis of the existing capacity of the Municipal urban water and sewer system and the existence of capacity to service this development including any upgrades that would be required to service the development to the satisfaction of the Municipality,
- Boundary Conditions Study to the satisfaction of the Municipality,
- Stormwater Management Analysis to the satisfaction of the Municipality,
- Transportation Impact Study to the satisfaction of the Municipality,
- Market Analysis of the need for this type of development and its impact on the existing local market for available housing to the satisfaction of the Municipality,



- Environmental Impact Study and Tree Conservation Plan prepared by a qualified Biologist, licensed in the Province of Ontario, to address the environmental impacts of development to the satisfaction of the Municipality,
- Energy Efficiency Report to the satisfaction of the Municipality, and
- Any other supporting materials required, as determined through consultation with staff.

Until Council has the above information it is premature to consider whether Council will make a request to the Minister to use the authority in Section 47 of the *Planning Act*. At this point in time the Municipality has not received an application for development on this parcel. Council does appreciate your efforts to develop additional options for seniors housing and care for our community and looks forward to receiving the necessary information that will assist it in this process. Staff will continue to support and address your concerns/questions with the process. As the developer, it is your responsibility to ensure that the materials you submit for Council consideration contain the appropriate level of information to allow Council to address your request. It was clear in our meeting with Ministerial staff that the Municipality is responsible to conduct its due diligence on this project in the same manner that it would for any project of a similar nature. The Ministerial order does not reduce the liability of the Municipality.

I suggest that we schedule a second pre-consultation meeting so that your consultant team and Municipal staff can discuss the details to be contained in each of the items identified above and any other supporting materials that will form the submission for this project.

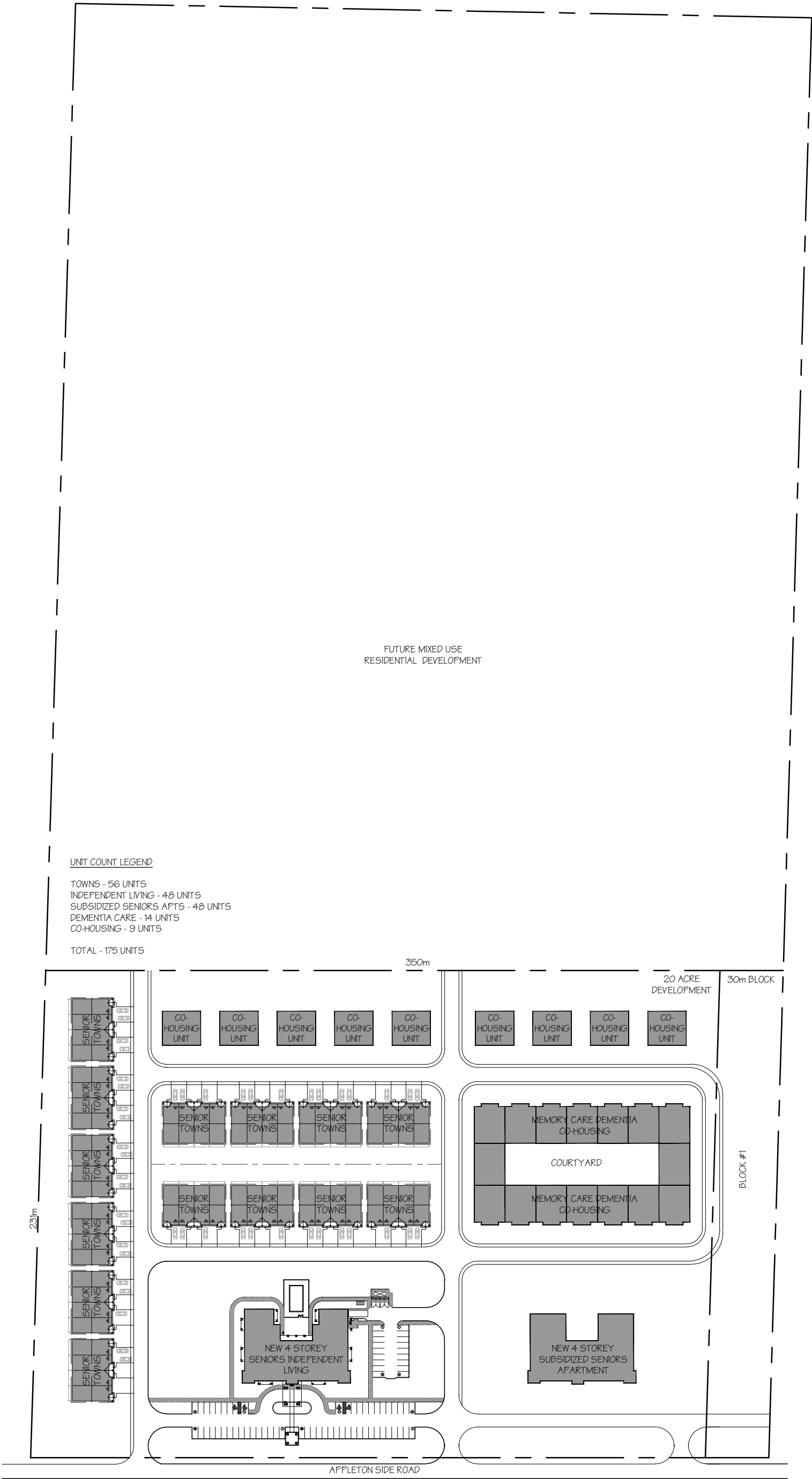
Kindest regards,



Ken T. Kelly  
Chief Administrative Officer,  
Municipality of Mississippi Mills  
CC;

The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
Mayor and Council, Corporation of the Municipality of Mississippi Mills  
Mr. Marc Rivet, JL Richards & Associates Limited  
Mr. Tim Chadder, JL Richards & Associates Limited  
Mr. Tony Fleming, Cunningham Swan, Carty, Little, and Bonham LLP  
Mr. Cory Smith, A/Director Roads and Public Works





UNIT COUNT LEGEND

TOWNS - 56 UNITS  
INDEPENDENT LIVING - 48 UNITS  
SUBSIDIZED SENIORS APTS - 48 UNITS  
DEMENTIA CARE - 14 UNITS  
CO-HOUSING - 9 UNITS  
  
TOTAL - 175 UNITS



S.J.LAWRENCE  
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SUITE 205  
OTTAWA, ONTARIO  
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sjl@sjlarchitect.com

DRAWING TITLE:  
**CONCEPT SITE PLAN**

PROJECT INFORMATION:  
**APPLETON DEVELOPMENT**

5400 APPLETON SIDE ROAD,  
ALMONTE, ON K0A 1A0

DRAWN BY:  
A.L

SCALE:  
AS SHOWN:

PRINT DATE:  
2021.03.10

PROJECT NUMBER:  
SL-1024-20

SEAL:

SHEET NUMBEETR:  
**A000**

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Ken T. Kelly, Chief Administrative Officer

**SUBJECT:** Allocation of unplanned revenue from asset sales

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### RECOMMENDATION:

**THAT Committee of the Whole recommend to Council that net proceeds derived from the sale of Municipal assets be placed in the Business Park Reserve account for future economic development initiatives;**

**AND THAT Committee of the Whole recommend that Council allocate \$50,000 to the Clerk's Department for long term storage solutions.**

### BACKGROUND:

The Municipality has several assets that it wishes to dispose of and generate capital that can be used for other purposes. These include:

- 4.1 acres of land located in the area of Menzie and Adelaide that is scheduled to close this summer.
- Additional lots in the general area of Adelaide/Mcdermott/Maude/St. James.
- There are 10 lots in the business park with 2 lots currently under contract that will close sometime in the fall of 2022.
- Old Registry Office located at 125 Brougham St. in the coming month.

### DISCUSSION:

The current Economic Development Plan for Mississippi Mills was developed in 2013. The Strategic Plan adopted by Council in 2020 had as a priority the development of a new economic development plan. This priority has not been funded and no activity has taken place to complete this project.

It is recommended by staff that as municipal assets are sold that the net proceeds derived from the sales be placed in reserve account **1-031-3195-0000** to fund the development of a new plan as well as any new economic development initiatives that are approved as part of the plan.

Further funds derived from the sale of assets in the amount of \$50,000 should be allocated to the Clerks department for long term storage solutions for items such as permanent records, archives of items of historical significance and art that is owned by the Municipality.

#### **FINANCIAL IMPLICATIONS:**

The proceeds derived from the sale of municipal assets were not budgeted in 2022. These are unplanned revenues that Council has not had the opportunity to consider and provide direction on their use. These funds should be placed in secure high interest bearing accounts until the Council elected in 2022 is convened and has the opportunity to consider options for the use of these funds.

#### **SUMMARY:**

Staff are recommending that proceeds from the sale of assets that are to be sold in the coming months be placed in reserve until a new Council can consider options for these funds. In the interim these funds will be placed in high interest bearing accounts. Staff recommend that \$50,000 be allocated to the Clerks Dept and consideration be given to the use of reserve funds for the development of a new Economic Development Plan.

Respectfully submitted by,

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Ken T. Kelly,  
Chief Administrative Officer

Reviewed by:

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Jeff Letourneau,  
Director of Corporate Services &  
Treasurer

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 21, 2022

**TO:** Committee of the Whole

**FROM:** Ken T. Kelly, Chief Administrative Officer

**SUBJECT:** Update on Projects Completed by Staff

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### RECOMMENDATION:



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



### BACKGROUND:

Staff have presented periodic reports to Council throughout 2021 as information on the status of ongoing work. This included projects that had been completed as well as a projected timeline for other projects to be completed.

The list below provides a summary of the projects completed since the first report May 18, 2021.

Tasks Completed by Report to Council Date	Count of Completed
 May 18, 2021	12
Adelaide/Menzie Land Expropriation Process	1
Amendment to DC Study	1
Business Park Funding Options	1
Business Park Zoning	1
COVID 19 Safety Plans	1
Engineering Standing Offer	1
LPAT Hearing - OPA 21 Appeal ANSI Policies	1
Official Plan Amendment 22 - Planning For Growth	1
RFP Drainage Super and Services	1
RFP Real Estate Services - 28 Mill St/Adelaide Lands/ Business Park	1
Waste Management Internal vs Contracted	1
White Tail Ridge Development Agreement	1

 <b>September 21, 2021</b>	<b>13</b>
Almonte Downtown Revitalizations - Follow-up Report on Cost Breakdown	1
Business Improvement Area / Chamber Report	1
Collective Agreement Negotiations	1
Film Policy	1
Ministerial Zoning Order - Long Term Care	1
MOU Textile Muesum and construction	1
OPP Detachment Board Position	1
PW Operations Mgr Position Report	1
Review of Ctte Structure	1
Update to W&S rate study	1
Sandbag Policy	1
Survey of DT Revitalization concerns and support required	1
Public Consultation Dog Park	1
 <b>December 21, 2021</b>	<b>21</b>
Budget 2022	1
DQWMS - license renewal and Report	1
Emergency Management Program / Community Risk Assessment / Fire Master Plan	1
Emergency Plan - training Exercise	1
E-timesheets	1
Gypsy Moth	1
Levels of service Cemeteries	1
Mill Run Park Development	1
Rate Study Water and Sewer - Financial Plan	1
Review of Procedural By-law	1
Review of Sidewalk classifications	1
Tender closed for DT Revitalization	1
Business Park Development marketing	1
Cost Sharing Options for Rec/Library/Pool	1
Staff PW Technologist position	1
Staff Building Inspector Position	1
Vaccination Policy	1
Water Storage Reservoir Construction	1
Senior Planner / Planner/ CBO positons staffed	1
IT Security updates Diaster Recovery Plan, Two Factor Authentication, Cloud backup	1
Staff Dir Corporate Services Treasurer	1

 <b>June 21, 2022</b>	<b>19</b>
Affordable Housing - Policies/Incentives/Advocacy	1
Appeal of OPA 22 - dismissed	1
Building/Planning move to AOTH	1
Communication of Downtown Revitalization Project	1
Disconnecting From Work Policy - June 1, 2022	1
Emergency Plan Training Exercise June 13 2022	1
Legal File	1
Map business processes in planning Dept	1
Master Fire Plan - Part of the Community Safety Plan	1
Official Plan Amendment 22 - Planning For Growth	1
Protest Operational Plan	1
Remuneration Policy	1
Service Delivery Review	1
Key to Municipality / Award of Excellence	1
Staff Deputy Treasurer	1
Staff Dir of Protective Services	1
HRT application Closed	1
Sale of Adelaide Menize lands	1
Review of ATV By-law	1
 <b>(blank)</b>	
(blank)	
<b>Grand Total</b>	<b>65</b>

## FINANCIAL IMPLICATIONS:

There are no financial implications to this report as it is information for Council.

## SUMMARY:

Council accept the information contained in the report for information.

Respectfully submitted by,

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Ken Kelly,  
CAO

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

**Changes to Planning Consent Process:** Council has approved a by-law to allow the county planner to grant consents and validation certificates as part of the land use planning process.

This follows various presentations to the economic development committee regarding the process for certain planning applications. Staff had been directed to examine the process of consent approvals in other municipalities and to report options back to the committee. In February, an overview of the county's planning functions was presented by County Planner Julie Stewart, along with background information and possible options.

Council recommended the establishment of a planning working group. It met in May and Stewart presented a definition for "undisputed consent applications." These applications are considered to be straightforward and in compliance with the Provincial Policy Statement, local official plans and municipal zoning by-laws, as well as having received recommended approval by the local municipality and having no unresolved objections or concerns raised by agencies or the public. Such applications would not require approval by the full land division committee and could instead be delegated to county staff. Stewart noted the by-law is consistent with other jurisdictions. For more information, contact Julie Stewart, County Planner, at 1-888-9-LANARK, ext. 1520.

**Hydrogeologic Peer Review Contract to be Awarded:** Council has authorized a contract for the provision of hydrogeological peer review studies be awarded to BluMetric Environmental and Jp2G Consultants Inc.

In a report to the economic development committee last month, Clerk Jasmin Ralph said the studies are a requirement in the process of approving subdivisions, consents and other planning activities. "They are essential in the planning process to ensure the proposed developments have appropriate water quantity and quality to support the development."

The peer review service, which allows for submitted studies to be examined by a second party, was previously provided for local municipalities and the county by the Rideau Valley Conservation Authority but has been discontinued. The county issued a request for proposals (RFP) for the service that also included five local municipalities. The RFP was structured to provide a principal and secondary firm so that if the principal firm has a conflict of interest, municipalities can access the service of the secondary firm (e.g., if the firm was already engaged with the developer or landowner).

Five submissions were received. Each participating municipality will bring the RFP results back to respective councils for ratification of an individual contract. The county served as a central body to assist with the proposal process. For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

**2022 Vegetation Management Updates Received:** Council has accepted a report on the 2022 Vegetation Management Plan activities, as well as pollinator habitat restoration projects and activities.



The report was presented to the public works committee last month by Michelle Vala, Climate Environmental Coordinator. The county adopted the Integrated Pest Management Vegetation Management Plan in 2016, which provides a long-term, multi-faceted approach to managing vegetation to keep roadsides safe.

Vala noted there has been no boom spraying since 2020 and the amount of spot spraying has dropped dramatically while hand removal efforts have increased significantly. "This year the program includes five summer students, one vegetation management intern and one temporary full-time staff person. Multiple county crews are pulling wild parsnip by hand this summer on 59 per cent of the county road system."

Monitoring of phragmites cells is ongoing. Vala said the county is using a remote-controlled mower on tracks for wet areas to mow cells two to four times per year to prevent spread and seed production. "New, young or very small cells identified by the inventory will be spaded by hand." She said a few dry cells may be selected for spraying in the fall. "Herbicide control has been the only effective strategy to eradicate phragmites at dry sites."

Pollinator habitat restoration projects have included such work as mowing, invasive plant control, hydroseeding, planting and restoration activities. "We are hydroseeding construction projects with a custom wildflower mix, which promotes desirable, pollinator-friendly plants and prevents the growth of invasive plants," she said. About 15.5 acres of road have been hydroseeded over four years.

The county has partnered with the Canadian Wildlife Federation (CWF) to restore pollinator habitat on a stretch of County Road 21 (Elm Grove Road) following wild parsnip control. This year staff will monitor and control invasive plants on the site and CWF will monitor the quality of the pollinator habitat. A new restoration project is planned for a section of County Road 1 (Rideau Ferry Road) close to the Perth landfill site. Vala said in addition to seeding with native wildflowers and a cover crop, mycorrhizae (fungi) will be added to half the patch as an experiment funded by CWF. "This will help with native plant growth by bringing water and nutrients to plants and improve habitat quality."

Work also continues on a 3-acre pollinator patch near the county administration building. The site was seeded with a native seed mix for pollinators in the fall. This year staff will add a cover crop and will monitor and remove invasive plants. In addition, four pollinator patches have been planted at urban locations along the Ottawa Valley Recreational Trail. For more information, contact Michelle Vala, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

**Upcoming Meetings: County Council, Wednesday, June 22, 5 p.m.;** Public Works, June 22 (following County Council); Economic Development, June 22 (following Public Works). **Please note there are no regular meetings in July. County Council, Wednesday, Aug. 10, 5 p.m.;** Community Services, Aug. 10 (following County Council); Corporate Services, Aug. 10 (following Community Services). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

**From:** [Jeanne Harfield](#)  
**To:** [Casey Munro](#)  
**Subject:** FW: REMINDER/RAPPEL: 2022 Association of Municipalities Ontario (AMO) Delegation Form  
**Date:** June 7, 2022 10:36:33 AM  
**Attachments:** [image001.png](#)

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For the 21st

**Jeanne Harfield**, Clerk

Tel: (613) 256-2064 x226

*This message is confidential. It is intended only for the individual(s) named. If you have received it by mistake, please let me know by e-mail reply and delete it from your system; you may not copy or distribute this message and its attachments or disclose its contents to anyone without consent.*

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**From:** Delegations (MMAH) <Delegations@ontario.ca>  
**Sent:** June 7, 2022 10:21 AM  
**Subject:** REMINDER/RAPPEL: 2022 Association of Municipalities Ontario (AMO) Delegation Form

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

Please be advised that the Municipal Delegation Request Form for the 2022 Association of Municipalities Ontario (AMO) Annual Conference is available online. Information about delegations and a link to the form are available here: [English](#). The deadline to submit requests is **Friday June 24, 2022**.

Le formulaire pour demander une rencontre avec le ministères pour le Congrès annuel de la AMO (Association of Municipalities Ontario) 2022 est disponible en ligne. Pour plus d'information sur les délégations et le formulaire, veuillez suivre le lien suivant : [français](#). La date limite pour présenter une demande: **vendredi 24 juin 2022**.

Thank you/ Merci  
Shaunelle

**Shaunelle Meade (she/her)**  
Research Analyst (A) | Information and Analysis Unit  
Municipal Programs and Analytics Branch | Ministry of Municipal Affairs & Housing  
(647) 241-1456 | [Shaunelle.Meade@ontario.ca](mailto:Shaunelle.Meade@ontario.ca)





Mississippi  
Mills

# COUNCIL CALENDAR

## July 2022

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

Summer  
Recess



# COUNCIL CALENDAR

## August 2022

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

\*Nominations will only be accepted in person at the Municipal Office until 2:00 pm

## **Notice to Shareholders**

This invitation is extended to the CAO and all members of Council of

The City of Pembroke  
The Municipality of Mississippi Mills  
The Township of Whitewater Region  
and  
The Township of Killaloe, Hagarty & Richards

The Annual General Meeting of

Ottawa River Power Corporation and  
Ottawa River Energy Solutions Inc.

has been called for:

Thursday, June 23, 2022 from 10:30 a.m. to 12:30 p.m.

Meeting to be held via Video Conference

### **Agenda**

#### **Ottawa River Power Corporation**

Approval of Minutes of 2021  
Chairperson's Report  
President's Report  
Financial Report

#### **Ottawa River Energy Solutions**

Approval of Minutes of 2021  
Chairperson's Report  
President's Report  
Financial Report

Kindly RSVP to Mary Hellingman at 613.732.3687, ext. 228  
or [mhellingman@orpowercorp.com](mailto:mhellingman@orpowercorp.com) no later than Friday, June 17, 2022  
In advance of the meeting, online coordinates will be sent to those who RSVP



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**June 7, 2022**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
LEAR review	LEAR Working Group	Working group made up of Councillors Holmes, Ferguson and Guerad to review the proposed LEAR and bring forward recommendations to Council for consideration.	06-Sep-22
Master Fire Plan	Fire	Master Fire Plan Report	Q3 2022
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q3 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)	Q3 2022
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2022 Wild Parsnip Management Plan	Q3 2022
Pedestrian Crossover - OVRT	Public Works	Review option for installing a predestiran crosswalk at the main street crossover of the OVRT	Q3 2022
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	TBD

Seasonal Stands Bylaw	Clerks	Review Seasonal Stands for potential caps on number of mobile stands in the area	Q4 2022
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	TBD
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
Review of Bylaw Enforcement Hours	Protective Services	Review the current bylaw enforcement hours and determine if an increase in hours is required.	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
Age Friendly Wellness Trail	Recreation	Staff work with the group to choose appropriate locations and equipment for the trail.	TBD