



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, August 9, 2022

IMMEDIATELY FOLLOWING COUNCIL

Hybrid

3131 Old Perth Road.

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated June 21, 2022 be approved.	6 - 17
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and committee minutes be received.	
E.1. DWQMS Q2 Report	18 - 21
E.2. Building Permit Activity Report to June 30, 2022	22
E.3. Committee of Adjustment Minutes	
a. Committee of Adjustment - March 23, 2022	23 - 27
b. Committee of Adjustment - June 6, 2022	28 - 33
c. Committee of Adjustment - June 29, 2022	34 - 38
E.4. Heritage Committee Minutes	
a. Heritage Committee - April 27 2022	39 - 41
b. Heritage Committee - June 22, 2022	42 - 44
F. STAFF REPORTS	

Roads and Public Works

- F.1. Award of Tender 22-10 Small Quantity Asphalt Paving** 45 - 46
- Recommended Motion:**
THAT Tender 22-10 for the supply of Small Quantity Asphalt Paving from 2022-2024, with the option for two (2) one (1) year extensions, be awarded to GOA Paving.

- F.2. Extension of Recycling Contract** 47 - 48
- Recommended Motion:**
THAT Committee of the Whole recommend that Council direct staff to extend the current recycling contract with the Emterra Group for a period of 1 year, for the amount of \$706,724.80, plus HST.

Building and Planning

- F.3. Development Agreement – Extension of Marshall Lake Road (Currie) Consent Applications B22-030 and B22-031** 49 - 54
- Recommended Motion:**
THAT Committee of the Whole recommend Council authorize the Mayor and Clerk to enter into a Development Agreement related to Lanark County Consent Applications B22-030 and B22-031 to extend the road allowance known as Marshall Lake Road as detailed in Attachment 3.

- F.4. Zoning By-law Amendment Z-03-22 (Walker) 775 Country Street (785 Country Street), Municipality of Mississippi Mills** 55 - 90
- Recommended Motion:**
THAT Committee of the Whole recommend to Council approve the Zoning By-law Amendment to amend the zoning of the lands municipally known as 775 Country Street from “Rural” Zone (RU) and “Agricultural” Zone (A) to “Rural – Special Exception” Zone (RU-40) to permit site specific minimum lot frontage and lot areas and to prohibit the construction of a dwelling, similar in effect to the draft By-law contained in Attachment B.

- F.5. Site Plan Control By-Law and Fees And Charges By-Law Amendments Municipality of Mississippi Mills** 91 - 99
- Recommended Motion:**
THAT Committee of the Whole recommend that Council approve the amendments to the Site Plan Control By-law as detailed in Attachment A to include Shooting Ranges and any uses approved as part of a Minister’s Zoning Order in Schedule A of the Site Plan Control By-law and to modify the Fees and Charges By-law, to include a new fee for uses as part of a Minister’s Zoning Order, as detailed in Attachment B.

- F.6. Mill Valley Retirement Living – 09-T-21005 - Subdivision Agreement Part East Half, Lot 14, Concession 10, Ramsay Ward Municipality of Mississippi Mills** 100 - 113
- Recommended Motion:**
THAT the Committee of the Whole authorize the Mayor and Clerk to enter into a Subdivision Agreement for Mill Valley Retirement Living, subject to final review of the Acting Director of Public Works; and **THAT** the Committee of the Whole recommend that Council approve the Lifting of the Holding Zone on the subject property as detailed in Attachment C.
- Finance and Administration**
- F.7. Award of Contract AOTH Exterior Repairs and Painting - Tender 22-04** 114 - 115
- Recommended Motion:**
THAT Committee of the Whole recommend that Council award the contract for Tender # 20-04, AOTH Exterior Repairs and Painting to Roofing & Building Services Intl., in the amount of \$117,808.00 plus HST.
- F.8. Bicentennial Working Groups** 116 - 117
- Recommended Motion:**
THAT Committee of the Whole recommend that Council amend By-law 13-18 Delegation of Authority to delegate authority to the Clerk to approve new members to the Bicentennial Working Groups.
- F.9. Core Infrastructure** 118 - 181
- Recommended Motion:**
THAT the Committee of the Whole recommend Council Approve the Asset Management Plan for Core Infrastructure as prepared by Watson and Associates.
- F.10. Sale of Surplus Lands Adelaide/Menzie** 182 - 183
- Recommended Motion:**
THAT Committee of the Whole recommend Council accept the following report for information.
- AND THAT** Committee of the Whole recommend Council direct staff to market and sell lands that have been added to Schedule A of the Land Sale Bylaw as surplus to the needs of the Municipality and grant staff delegated authority to complete these transactions.
- F.11. Enter into MOU with MVCA Part 8 Septic System Review Services** 184 - 200
- Recommended Motion:**
THAT Committee of the Whole recommend to Council that the Municipality enter into a Memorandum of Understanding with the Mississippi Valley Conservation Authority to purchase services to review Part 8 Sewage Systems as part of building permit review and approvals process.

G. NOTICE OF MOTION

G.1. Councillor Holmes - Shooting Ranges

Recommended Motion:

WHEREAS the municipality has been in receipt of correspondence from residents regarding their concerns about shooting ranges in the municipality;

AND WHEREAS other municipalities in Ontario have developed municipal by-laws regarding shooting ranges;

AND WHEREAS there are limitation with Planning Act tools to regulate operational considerations of shooting ranges such as noise and operating hours;

THEREFORE be it resolved that Council direct staff to research other municipality's by-laws that regulate shooting ranges and bring forward a report to Council for consideration.

H. INFORMATION ITEMS

H.1. Mayor's Report

H.2. County Councillor's Report

H.3. Mississippi Valley Conservation Authority Report 201

a. MCVA Board Summary Report 202

b. April 20, 2022 - MVCA Board of Directors Minutes 203 - 210

H.4. Library Board Report 211 - 221

H.5. Information List #13-22

Recommended Motion:

THAT the information list #13-22 be received for information.

a. June 27, 2022 Town of Cobourg Resolution re: Changes to Amber Alert System 222

b. June 30, 2022 - Municipality of Shuniah Resolution re: Release of all federal and Provincial Documents re: Mohawk Institute Residential School 223 - 224

c. July 4 2022, Tay Valley Township Resolution re: Annual Emergency Exercise Exemption 225 - 228

d. July 4 2022, County of Frontenac re: Community Schools Alliance Action Plan 229 - 230

e. July 19, 2022 - Leeds, Grenville and Lanark District Health Unit Media Release re: New Medical Officer of Health 231 - 232

f. July 19, 2022 - Municipality of Huron Shores, Resolution re: Ontario Wildlife Damage Compensation Program 233

- g. July 29, 2022 - Ontario Sheep Farmers re: Livestock Guardian Dogs 234 - 237
- h. August 4, 2022 Ministry of Infrastructure re: Bringing High Speed Internet Access to More Communities 238 - 241

H.6. Meeting Calendar

- a. August 2022 242
- b. September 2022 243

I. OTHER/NEW BUSINESS

J. PENDING LIST 244 - 245

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 21, 2022
Hybrid**

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
Melanie Knight, Senior Planner
Cory Smith, A/Director of Public Works
Mike Williams, Director of Protective Services
Calvin Murphy, Recreation Manager

A. CALL TO ORDER (immediately following Council)

Councillor Maydan called the meeting to order at 7:34 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared

C. APPROVAL OF AGENDA

Resolution No CW172-22

Moved by Deputy Mayor Minnille
Seconded by Councillor Ferguson
THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW173-22

Moved by Councillor Holmes
Seconded by Councillor Dalgity
THAT the minutes dated June 7, 2022 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW174-22

Moved by Councillor Holmes
Seconded by Councillor Ferguson
THAT the following committee minutes be received:

- Mississippi Mills Public Library - May 13, 2022
- Bicentennial Working Group - June 8, 2022

CARRIED

F. STAFF REPORTS

F.1 Animal Control Bylaw 14-21 Update

Resolution No CW175-22

Moved by Mayor Lowry
Seconded by Councillor Dalgity
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

CARRIED

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

Resolution No CW176-22

Moved by Councillor Holmes

Seconded by Councillor Ferguson

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.

CARRIED

F.3 Community Services Strategic Plan – Options for discussion

Resolution No CW177-22

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT Committee of the Whole recommend that Council approve option C to include: constituent online survey, workshop facilitation, paper survey, analysis and presentation of findings, development of a framework for the Community Services Master Plan.

CARRIED

Resolution No CW178-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

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.

CARRIED

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

Resolution No CW179-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

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

CARRIED

F.5 Award Winter Sand Tender 22-06

Resolution No CW180-22

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

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

CARRIED

F.6 Award of 2022 Surface Treatment Contract

Resolution No CW181-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

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.

CARRIED

F.7 Award of 2022 Sidewalk Replacement Program

Resolution No CW182-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

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

CARRIED

F.8 Sale of Non-Viable Lands Appleton

Resolution No CW183-22

Moved by Councillor Dalgity

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.

CARRIED

**F.9 C8669 – Request for Concurrence – Telecommunications Tower
725 Blakeney Road**

Resolution No CW184-22

Moved by Mayor Lowry

Seconded by Councillor Holmes

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.

CARRIED

**F.10 C8723 - Request for Concurrence Telecommunications Tower
1111 Bellamy Road**

Resolution No CW185-22

Moved by Councillor Ferguson

Seconded by Councillor Holmes

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.

CARRIED

**F.11 Zoning By-Law Amendment - Z-07-22 Secondary Dwelling Units
Municipal-Wide Amendment**

Resolution No CW186-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

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).

CARRIED

**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**

Resolution No CW187-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

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.

CARRIED

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

Resolution No CW188-22

Moved by Councillor Dalgity

Seconded by Councillor Holmes

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.

CARRIED

F.14 Request for permanent use of Dunn Street right-of-way

Moved by Deputy Mayor Minnille

THAT Committee of the Whole recommend that Council direct staff to approve 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.

MOTION NOT SECONDED

Resolution No CW189-22

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Committee of the Whole recommend that Council direct staff to reject the request and encourage the developer to consider alternatives.

CARRIED

F.15 Modernizing Council Chambers

Resolution No CW190-22

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT Committee of the Whole recommend that Council approve modernizing Council Chambers in two phases at the total cost of \$98,342.91 + HST;

AND THAT fees associated with modernizing Council Chambers come from account 2-111-0121-0149 (Modernization projects from provincial funds).

CARRIED

F.16 Bicentennial Planning 2023

Resolution No CW191-22

Moved by Councillor Ferguson

Seconded by Councillor Holmes

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.

CARRIED

F.17 2022 Budget Restatement – O. Reg 284/09

Resolution No CW192-22

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council adopt this report to comply with Ontario Regulation 284/09 passed under the Municipal Act, 2001.

CARRIED

F.18 Ministerial Zoning Order Appleton Side Road

Resolution No CW193-22

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

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.

CARRIED

Resolution No CW194-22

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT Committee of the Whole extend 10:30 p.m.

CARRIED

F.19 Allocation of Unplanned Revenue from Asset Sales

Resolution No CW195-22

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

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.

CARRIED

STAFF DIRECTION: \$50,000 allocated to Clerk's department to be allocated as follows: \$10,000 for short term storage solutions and \$40,000 for long term storage solutions.

F.20 Update on Projects Completed by Staff

Resolution No CW196-22

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

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

CARRIED

G. NOTICE OF MOTION

None

H. INFORMATION ITEMS

H.1 Mayor's Report

None

H.2 County Councillor's Report

Deputy Mayor Minnille provided an overview of County Council highlights include: Homelessness and Housing Report, hydrogeological peer review contract awarded, and the 2022 vegetation management updates.

H.2.a Lanark County Media Release - June 8 2022

H.3 Mississippi Valley Conservation Authority Report

None

H.4 Library Board Report

Refer to item E.1

H.5 Information List #12-22

Resolution No CW197-22

THAT the information list #12-22 be received for information.

H.5.a June 7th 2022 - AMO 2022 Municipal Delegation Request

Delegation request

Resolution No CW198-22

Moved by Mayor Lowry

Seconded by Deputy Mayor Minnille

THAT Council support the joint delegation request between Mississippi Mills, Beckwith, Drummond North Elmsley and supported by Leeds, Grenville and Lanark District Health Unit, RVCA and MVCA to the ministry of the Environment regarding lake health of Mississippi Lake.

CARRIED

H.6 Meeting Calendar

I. OTHER/NEW BUSINESS

I.1 Ottawa River Power Corporation Annual General Meeting

Resolution No CW199-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the Committee of the Whole accept the ORPC notice of 2022 AGM as information;

AND THAT Deputy Mayor Minnille be appointed to represent Mississippi Mills at the virtual meeting on June 23.

CARRIED

I.2 Resignation - Tiffany MacLaren, Community Economic & Cultural Coordinator

Resolution No CW200-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Committee of the Whole accept the resignation of Tiffany MacLaren, Community, Economic and Culture Coordinator with regret.

CARRIED

I.3 Support for Mayor Lowry - AMO Board of Directors Nomination

Resolution No CW201-22

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

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.

CARRIED

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW202-22

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 10:06 p.m.

CARRIED

Jeanne Harfield, Clerk



2nd Quarter 2022 Drinking Water Quality Management Standard Report to Members of Council

This report is to summarize the activities of the Roads and Public Works Department (water distribution system) for the period of April 1 – June 30, 2022.

Operational Plan Revisions

The following changes were made to the operational plan during the second quarter:

Element 6

- Updated 6.2
 - include the new storage reservoir
 - Updated Raw Water Characteristic at Intake (based on 2021 data)
 - updated Distribution System description to include up to date data
- Updated 6.7
 - added over in front of 100 years

Element 21

- a. updated the Ministry of the Environment name to Ministry of the Environment, Conservation and Parks

Appendix A

Table 1

- updated Hydrant Use Forms (Bulk Water) to Bulk Water Permit
- updated location of SOP's
- updated location of Operational Plan
- removed Log Books (personal and master) from Internal QMS Documents as it is in QMS Records
- updated location of Emergency Contact List and Essential Supplies and Service List
- added Water & Sewer Inspection Form to Internal QMS document
- updated the location of Permits
- updated location of DWQMS
- updated Master Plan Report from (2012) to (2018)
- updated location of Regulations and Legislation and Municipality By-Laws
- updated location of Service Requests (complaints)
- updated location of Annual Watermain Flushing Record
- updated title and location of Correspondence with regulators (MECP)
- changed MOE to MECP in MECP Inspection Reports/Responses
- changed the location of the Shift/Vacation Schedules
- updated location of Log Books (personal and master)
- updated location of Sampling and Monitoring Records
- updated location of Lab Analysis

Appendix J

- updated emergency plans as per the Municipality of Mississippi Mills Emergency Management Plan

Appendix L

- added Lead in front of Internal Auditor(s)
- Changed MOE to MECP

Appendix M – included Revision 10 – March 2022 Water Distribution System Map

Internal Audits

There were no Internal Audits during this Quarter.

External Audits

The Municipality's DWQMS Certification Surveillance System Audit of the Municipality's QMS-Operational Plan (OAP-178) was completed. The process included an off-site audit on March 1, 2022. The Municipality was provided its Audit Report for the audit on March 9, 2022 indicating that the Municipality is in 100% conformance.

Status of License

The certificate of full-scope accreditation for our QMS – Operational Plan (OAP-178) currently posted with our sub-system licenses was issued on May 28, 2021.

The Municipality Municipal Drinking Water License (MDWL) was renewed on November 26, 2021 and will expire on November 25, 2026. The Municipality's Drinking Water Works Permit (DWWP) expires on August 31, 2027.

Drinking Water Quality

Customer Service Inquiries

During the second quarter of 2022, 14 (fourteen) inquiries received relating to water supply and/or qualities are summarized as follows:

- Water Pressure Issues - 1
- Internal Plumbing – 7
- Possible Water Break – 2
- Water Bill Inquiries – 2
- Water Aesthetic - 2

Adverse Water Quality Incidents

There were no reportable adverse quality incidents in the first Quarter (per Ontario Regulation 170/03).

Management Review

The next Management Review is not scheduled until the fourth Quarter of 2022.

Operational Activities

The following activities have been initiated or completed during the second Quarter:

- April 3 – Watermain Repair – Main Street
- April 6 – Watermain Repair – Queen Street
- June 14 – Watermain Repair – King Street
- June 21 – Service Repair – Main Street
- Leak detection activities ongoing
- Meter reading
- Spring Hydrant flushing
- Watermain flushing ongoing
- Locates
- Inspection
- Construction

Water Production Statistics

- Refer to attached Graph / Table.

Upcoming Events / Activities

July

Valve turning

Hydrant repair and maintenance

Leak detection

Inspections

Meter change outs

Locates

Construction – Mill Street camera work

August

Inspections

Meter change outs

Locates

Meter readings

Commissioning Mill Street

September

Valve turning

Hydrant repair and maintenance

Leak detection

Inspections

Meter change outs

Locates

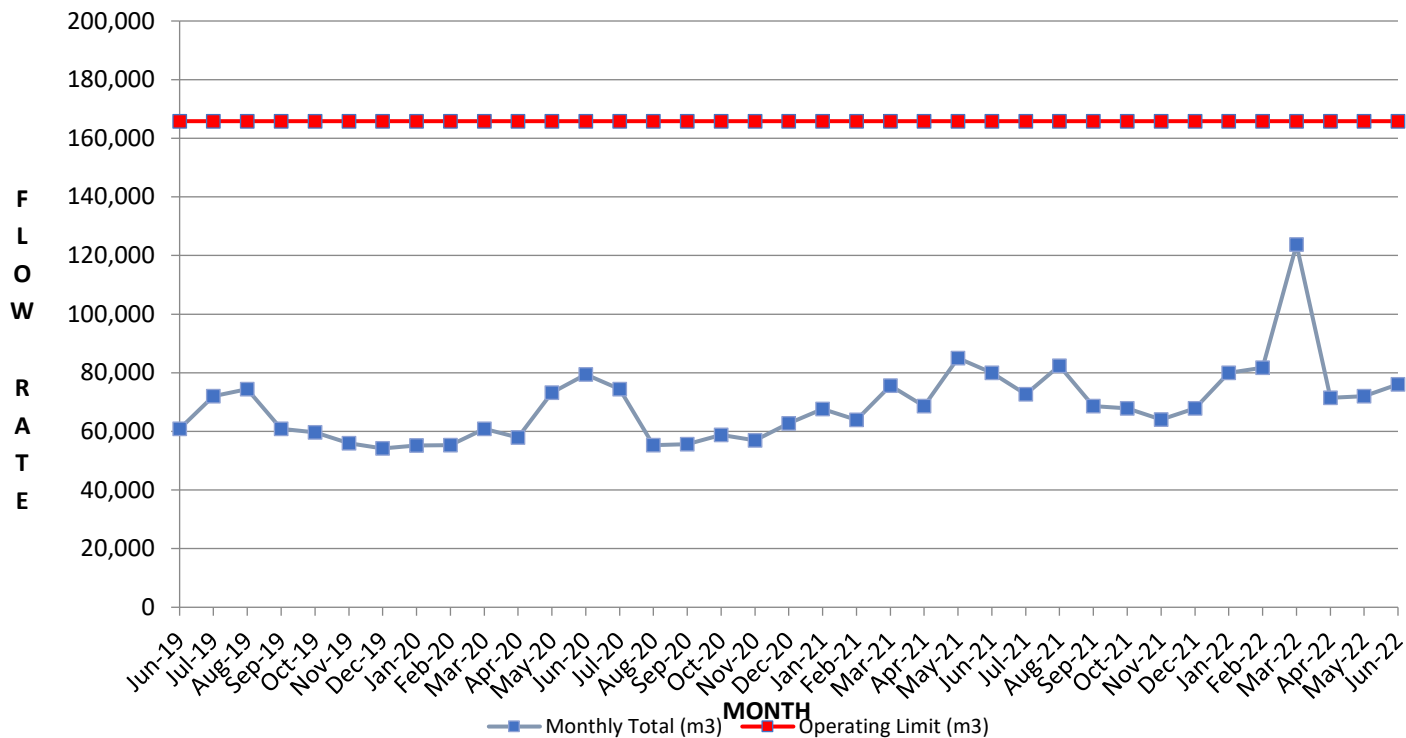
Construction – Mill Street camera work

Cc: All Licensed Waterworks Staff



Mississippi
Mills

WTP Treated Water Trending



Mississippi
Mills

WATER TREATMENT PRODUCTION (2022 YEAR TO DATE Q2)

Month/Year	Well 3 Monthly Total (m3)	Well 5 Monthly Total (m3)	Well 6 Monthly Total (m3)	Well 7 Monthly Total (m3)	Well 8 Monthly Total (m3)	Monthly Total (m3)	Operating Limit (m3)
Jan-22	12528.7	9851.9	13873.63	43566.03	157.94	79978.2	165826.8
Feb-22	11467.33	7301.72	12704.3	40301.98	0	81775.36	165826.8
Mar-22	16341.44	10571.59	23724.2	73069.23	0	123706.46	165826.8
Apr-22	9977.12	7392.66	7466.95	46615.58	0	71452.31	165826.8
May-22	6667.44	4352.86	7094.04	32593.22	21287.5	71995.06	165826.8
Jun-22	6449.49	4225.99	7183.43	28933.71	29231.59	76024.21	165826.8
Jul-22							165826.8
Aug-22							165826.8
Sep-22							165826.8
Oct-22							165826.8
Nov-22							165826.8
Dec-22							165826.8

MUNICIPALITY OF MISSISSIPPI MILLS

Building Permit Activity Report to June 30, 2022

Permit Activity for January 1 to June 30, 2022

<i>Month</i>	<i>Count</i>	<i>Work Value</i>	<i>Fees</i>
January 2022	18	\$2,634,078	\$20,689.20
February 2022	16	\$2,942,000	\$30,487.35
March 2022	21	\$4,101,000	\$48,065.00
April 2022	49	\$8,942,643	\$121,118.85
May 2022	54	\$10,040,443	\$87,892.90
June 2022	40	\$6,810,760	\$70,810.60
Total	198	\$35,470,924	\$379,063.90

Permit Activity for January 1 to June 30, 2021

<i>Month</i>	<i>Count</i>	<i>Work Value</i>	<i>Fees</i>
January 2021	6	\$363,277	\$6,486.90
February 2021	4	\$700,000	\$5,276.39
March 2021	95	\$23,517,930	\$212,569.00
April 2021	84	\$22,173,630	\$197,731.00
May 2021	41	\$3,984,218	\$34,690.92
June 2021	35	\$2,989,500	\$33,594.00
Total	265	\$53,728,555	\$490,348.21

Permit Activity to June 30, 2022

<u>Type</u>	<u>Count</u>
Demolitions	7
New Res. Construction	81
New Com. Construction	1
Addition Res.	9
Addition Com.	0
Alteration Res.	26
Alteration Com.	1
Other	47
Pool	9
Garage/Accessory-Building	15
Agriculture	1
Mixed-use	0
Change of Use	1
YEAR TO DATE	198

Permit Activity to June 30, 2021

<u>Type</u>	<u>Count</u>
Demolitions	3
New Res. Construction	124
New Com. Construction	1
Addition Res.	10
Addition Com.	1
Alteration Res.	34
Alteration Com.	2
Other	49
Pool	20
Garage/Accessory-Building	21
Agriculture	0
Mixed-use	0
Change of Use	0
YEAR TO DATE	265



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

MINUTES

March 23, 2022

6:00 p.m.

E-participation

Committee Present: Connie Bielby
Patricia McCann-MacMillan
Stacey Blair

Staff Present:
Melanie Knight, Senior Planner
Jeffrey Ren, Planner
Jennifer Russell, Administration

A. CALL TO ORDER

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

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

None

C. APPROVAL OF AGENDA

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the agenda be approved as presented

CARRIED

D. APPROVAL OF MINUTES

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the minutes dated February 23, 2022, be approved.

CARRIED

E. REPORTS

E.1 Minor Variance Application Report A-04-22 - Parts of Lot 15 and 16, Concession 12

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The Committee discussed the following items:

- location of the driveway in relation to the cemetery,
- severing the property,
- intentions for the remaining property.

The Chair asked if there are any comments from the public. No one spoke.

Item 4 of the Motion was removed from the original recommendation.

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Parts of Lot 15 and 16, Concession 12, Part 1 on Plan 26R-2622, Ramsay Ward, Municipality of Mississippi Mills, to permit a secondary dwelling unit (Additional Residential Unit), subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
 - To permit a secondary dwelling unit on a lot located outside of a settlement area that is not contained within the same building as its principal dwelling unit, where as Section 8.16 (2) states that a secondary dwelling unit is only permitted in a settlement area and must be contained within the same building as its principal dwelling unit.
2. That the Owner/Applicant obtain all required building permits and approvals for the secondary dwelling unit including confirmation that at

least one of the two private services (well and septic) are shared with the principal dwelling to the satisfaction of the Municipality.

3. That the Owner/Applicant demonstrate that existing or proposed private services (water / septic) is appropriate for the proposed secondary dwelling unit, to the satisfaction of the Municipality and the Leeds, Grenville & Lanark District Health Unit.
4. That the Owner enter into a development agreement with the Municipality which implements the recommendations of the Environmental Impact Study to the satisfaction of the Municipality.

CARRIED

E.2 Minor Variance Application A-16-21 - 83 Farm Street

Jeffrey Ren, Planner with Mississippi Mills, provided an overview of the application.

The Committee discussed the following items:

- parking issues,
- neighbouring convenience store did not provide comment.

The Chair asked if there are any comments from the applicant or public.
No one spoke

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Part of Lot 22 on Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as

83 Farm Street, to permit a reduction to the minimum parking requirements for a personal service business, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
 - To permit a reduced minimum parking requirement of 3 parking spaces for a personal service business, whereas Section 9.2 of the Zoning Bylaw requires a minimum of 4 parking spaces for the business on-site.

2. That the Owner/Applicant obtain all required building permits and approvals for the expanded rear parking area including Site Plan Control approval to the satisfaction of the Municipality

CARRIED

E.3 Minor Variance Application - A-03-22 - 2091 Scotch Corners Road

Melanie Knight, Senior Planner with Mississippi Mills, provided an overview of the application.

The Committee discussed the following items:

- Civic address of the property,
- whether the property is currently for sale.

The Chair asked if there are any comments from the applicant or public.
No one spoke

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as CON 2 E PT LOT 2 INCL RP;26R310 PARTS 10 AND 11, Ramsay Ward, Municipality of Mississippi Mills, to reduce the minimum required setback for a residential dwelling from an MR Zone from 500 m to 0 m, subject to the following conditions:

1. That the Owner/Applicant obtain a new civic address for the portion of the subject lands that are on the north side of Highway 7.

CARRIED

F. OTHER / NEW BUSINESS

Patricia McCann-MacMillan - Secondary dwelling Units have been popular for Minor Variance applications, and status of updating the aggregate mapping and Official Plan.

G. MEETING ANNOUNCEMENTS

The next meeting date is to be determined.

The Municipality is currently in the process of interviewing summer students for the Planning Department.

In-person committee meetings will likely be possible in the near future.

H. ADJOURNMENT

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the meeting be adjourned at 6:32 pm.

CARRIED

Jennifer Russell, Recording
Secretary



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

MINUTES

**June 6, 2022
6:00 p.m.
E-participation**

Committee Present: Connie Bielby
Patricia McCann-MacMillan
Stacey Blair

Staff Present: Melanie Knight, Senior Planner
Jeffrey Ren, Planner

A. CALL TO ORDER

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

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

None

C. APPROVAL OF AGENDA

Moved by Connie Bielby
Seconded by Stacey Blair

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Stacey Blair
Seconded by Connie Bielby

THAT the minutes dated March 23, 2022 be approved.

E. REPORTS

**E.1 Minor Variance Application Report A-08-22
Plan 56, Lot 4, Almonte Ward**

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The Committee discussed the following items:

- The owner confirmed the new extension does not impede access to the neighbour's gate to the backyard and the extension will be at the same level as the patio doors.
- There is a 20 day appeal period after the Notice of Decision is circulated.

The Chair asked if there are any comments from the public. No one spoke.

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Plan 56, Lot 4, Almonte Ward, Municipality of Mississippi Mills, to permit a fully enclosed verandah that projects more than two metres into a legal non-complying rear yard, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:

- To permit a verandah with four enclosed sides that projects into a required yard by 3.8 metres, where as Section 6.19 states that a verandah with a maximum of two enclosed sides may project into a required yard by only two metres.
- To permit a verandah that extends 3.8 metres into a legal non-complying rear yard measuring 5.81 metres, thereby creating a rear yard setback of 2.01 metres, where as Section 13.2 requires a minimum rear yard setback of 7.5 metres.

2. That the Owners/Applicants obtain all required building permits and approvals for the proposed verandah.

CARRIED

E.2 Minor Variance Application Report A-09-22 Part Lot 13, Concession 3 , Pakenham Ward

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The Committee discussed the following items:

- No issues were raised from staff during circulation of application regarding the adequate separation of driveways.
- Minimum distance separation was satisfied during the consent process.
- Fig. 1 aerial image shows an area that has not been previously identified in any mapping concerning this application.

The Chair asked if there are any comments from the public. No one spoke.

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Part Lot 13, Concession 3, Pakenham Ward, Municipality of Mississippi Mills, for relief from the provisions of Section 12.2 of Zoning By-Law #11-83 to permit the continuation of an Agricultural Use on a lot that has a deficient lot area and lot frontage.

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:

- To permit the continuation of an Agricultural Use on a lot with a lot area of approximately 15.79 hectares and a lot frontage of 115 metres, whereas Section 12.2 states that an Agricultural Use on a lot zoned as Rural requires a minimum lot area of 40 hectares and a minimum lot frontage of 150 metres.

CARRIED

E.3 Minor Variance Application Report A-05-22 Concession 8, Part Lot 13; Plan 69, Lot 38, Ramsay Ward

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The applicant advised that the municipal office was closed during the approval process and verbal permission was provided by municipal staff. The applicant requested clarification from staff regarding the approval process. Staff advised that if the minor variance is not approved the property owners would be required to remove the driveway at their own cost.

The Committee discussed the following items:

- Option of a looped driveway
- Applicant advised the cost to install the driveway was \$800.
- Applicant and staff confirmed there are other properties in the neighbourhood with more than one driveway.
- Staff advised that a grass entrance would be more desirable.
- Applicant confirmed the second driveway would be used for parking their 27ft Recreational Vehicle (RV) in their side yard.
- Applicant confirmed the RV would not be parked during the winter months or in the rear yard and is not a dwelling unit.
- Five (5) public comments were received by staff regarding the esthetics of this application.
- Applicant agreed to work with staff on the esthetics of the second driveway if the application is approved.

The Committee complimented staff on the difficulty in reviewing this application and providing a recommendation.

The Committee discussed the options and amended the staff recommendation to approve the Minor Variance with an additional provision that staff and the applicant work together to find an esthetically pleasing alternative.

This was a decision of the Committee of Adjustment and is not a recommendation of staff.

Applicant was advised by the Committee that an RV may not be parked on the second driveway until the Minor Variance is in full force and effect.

Moved by Connie Bielby
Seconded by Stacey Blair

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance to permit a second driveway entrance for the subject property, legally described as Concession 8, Part Lot 13; Plan 69, Lot 38, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 155 Heather Crescent.

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:

- That a second driveway is permitted on a lot with a frontage of 52 metres whereas Section 9.3.9 (e) limits the number of driveways to one (1) driveway for the first 30 metres of frontage and one (1) additional driveway for each additional 30 metres of frontage, up to a maximum of three driveways
- That a combined driveway width of approximately 15.24 metres is permitted whereas Section 9.3.9 (a) limits the maximum width of all driveways on the lot to nine (9) metres.

2. That the applicant work with staff to develop an acceptable driveway design, which may include permeable pavers or other landscaping features.

CARRIED

F. OTHER / NEW BUSINESS

None

G. MEETING ANNOUNCEMENTS

The next Committee of Adjustment meeting will be held on June 29, 2022 at 6:00 pm.

H. ADJOURNMENT

Moved by Connie Bielby
Seconded by Stacey Blair

THAT the meeting be adjourned at 6:53 pm.

CARRIED

Jennifer Russell, Recording
Secretary



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

MINUTES

June 29, 2022

6:00 p.m.

E-participation

Committee Present: Connie Bielby
Patricia McCann-MacMillan
Stacey Blair

Staff Present: Melanie Knight, Senior Planner
Jeffrey Ren, Planner

A. CALL TO ORDER

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

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

None

C. APPROVAL OF AGENDA

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Connie Bielby

Seconded by Stacey Blair

THAT the minutes dated June 6, 2022 be approved.

CARRIED

E. REPORTS

E.1 Minor Variance Application Report A-11-22, 411 Campbell Side Rd, Almonte

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The Chair asked if there are any comments from the applicant or the public. No one spoke.

The Committee discussed the following items:

- Other structures on the property consist of two storage sheds and one woodshed

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Concession 5 Part Lot 25; Plan 52705 Lot 1, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 411 Campbell Side Road, to permit the construction of a new garage, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
 - To permit the garage to be constructed 3.3 metres from the front lot line whereas Table 6.1 (1) requires that the garage be set back from the front lot line by 9 metres.
 - To permit the proposed garage as the fourth accessory building on the subject lot whereas Table 6.1 (8) specifies that the maximum number of accessory buildings permitted on a lot zoned Rural (RU) is three (3).
2. That the Owners/Applicants obtain all required building permits and approvals for the proposed garage.

CARRIED

E.2 Minor Variance Application Report A-12-22, 914 Stewart Lee Avenue, Almonte

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The Chair asked if there are any comments from the applicant, public or committee. No one spoke.

Moved by Patricia McCann-MacMillan

Seconded by Connie Bielby

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Plan 27M88 Part Block 49; Plan27R11415, Part 3, Almonte Ward, Municipality of Mississippi Mills, municipally known as 914 Stewart Lee Avenue to permit a deck that projects more than two (2) metres into the rear yard, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
 - To permit a deck with a walking surface height above 0.6 metres that projects into a required yard by 2.75 metres, whereas Section 6.19 states that a deck with a walking surface height of above 0.6 metres may project by no more than two (2) metres into required yard.
2. That the Owners/Applicants obtain all required building permits and approvals for the proposed deck.

CARRIED

E.3 Minor Variance Application Report A-13-22, 366 Spring St, Almonte

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application.

The Chair asked if there are any comments from the applicant or public.

Travis Hartwick, Surveyor for the applicant, introduced himself and had no further comments.

The Committee discussed the following items:

- The minor variance refers to the side yard to the left of the house.
- No knowledge of other minor construction errors by this developer.

Moved by Patricia McCann-MacMillan

Seconded by Connie Bielby

THAT the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Plan 27M88, Lot 68, Almonte Ward, Municipality of Mississippi Mills, municipally known as 366 Spring Street, to legalize a construction error affecting the minimum side and front yard setbacks, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
 - To permit a minimum front yard setback of 2.88 metres whereas Section 14.4.18 of the Zoning By-law requires three (3) metres.
 - To permit a minimum side yard setback of 0.81 metres whereas Section 14.4.18 of the Zoning By-law requires one (1) metre.
2. That the Owners/Applicants obtain all required building permits and approvals for the proposed deck.

CARRIED

F. OTHER / NEW BUSINESS

Connie Bielby - The applicant for 914 Stewart Lee Ave may contact the Building Department for information on when their project can begin. Building Permits can be issued after the 20-day appeal period is over.

G. MEETING ANNOUNCEMENTS

The next Committee of Adjustment meeting is scheduled for July 27, 2022 at 6:00 pm.

H. ADJOURNMENT

Moved by Stacey Blair

Seconded by Connie Bielby

THAT the meeting be adjourned at 6:15 pm.

CARRIED

Jennifer Russell, Recording
Secretary



The Corporation of the Municipality of Mississippi Mills

Heritage Advisory Committee Meeting

MINUTES

April 27, 2022

3:00 p.m.

E-participation

Committee Present: Councillor Maydan
Judith Marsh
Sandra Moore
Michael Rikley-Lancaster
Janet Carlile

Committee Absent: Stephen Brathwaite

Staff Present: Roxanne Sweeney, Recording Secretary
Jennifer Russell, Administration

A. CALL TO ORDER

The Chair, Michael Rikley-Lancaster, called the meeting to order at 3:00 pm.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Moved by Janet Carlile

Seconded by Sandra Moore

THAT the Agenda is approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Janet Carlile

Seconded by Councillor Maydan

THAT the Minutes dated October 27th, 2021 be approved as presented.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Katherine Webster

Katherine Webster, on behalf of the owner, Janice Mathers, of James Naismith House, requested information from the Heritage Committee regarding renovation work on the heritage house. The following items were discussed:

- Heritage tax relief and grant information
- Repointing the stone
- Rebuilding the veranda
- Apply for a building permit

Once the building permit application is received, staff will bring the application to the Committee for their review.

F. REPORTS

F.1 Landsdowne Natural Heritage Park

The Committee discussed the following items:

- The current name of the park was never formerly named however locals referred to it as Landsdowne because it butresses Landsdowne Street.
- The request to rename it to Jamieson park was from the Jamieson family.
- The parkland was donated by multiple families.
- Similar names should not be used multiple times within a municipality for safety issues.

Item referred to staff for more historical information and detail. To be brought back to the next committee meeting for review.

G. BUSINESS ARISING OUT OF MINUTES

None

H. ROUND TABLE

None

I. INFORMATION AND CORRESPONDENCE

I.1 Indigenous Mississippi Mills Report prepared by Sarah More

The Committee received the report for information.

I.2 2022 Ontario Heritage Conference

Michael Rikley-Lancaster and Janet Carlile plan to attend the Conference.

I.3 Signs for Historical Settlements

Staff will confirm which signs have gone missing and which still remain. Once staff determines the amount of signs that are missing, the Committee will discuss the cost and the steps forward to replace the missing signs.

J. OTHER / NEW BUSINESS

None

K. MEETING ANNOUNCEMENTS

The next Heritage Committee meeting will be held on Wednesday, May 25, 2022 at 3:00 p.m.

L. ADJOURNMENT

Moved by Councillor Maydan

Seconded by Sandra Moore

THAT the meeting be adjourned at 3:37 pm.

CARRIED

Roxanne Sweeney, Recording
Secretary



The Corporation of the Municipality of Mississippi Mills

Heritage Advisory Committee Meeting

MINUTES

June 22, 2022

3:00 p.m.

E-participation

Committee Present: Judith Marsh
Sandra Moore
Michael Rikley-Lancaster
Janet Carlile

Committee Absent: Councillor Maydan
Stephen Brathwaite

Staff Present: Roxanne Sweeney
Jennifer Russell, Deputy Clerk

A. CALL TO ORDER

The Chair, Michael Rikley-Lancaster, called the meeting to order at 3:04 pm.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None

C. APPROVAL OF AGENDA

Moved by Janet Carlile

Seconded by Sandra Moore

THAT the Agenda is approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Sandra Moore

Seconded by Judith Marsh

THAT the Minutes dated April 27, 2022 be approved as presented.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Christopher J. Mulholland, Amsted Design Build

Chris Mullholland, consultant with Amsted Design Build, provided an overview of the window renovation work for 161 Union St N.

Chris discussed the following items in his report:

- Separation of windows from building envelop
- Options of repairing windows versus replacing windows
- Restoring existing windows does not fix the issue of the window frames separating from building and restorers were only doing the window work not the frames
- Discolouration of mortar and stone suggesting replacement of stone and mortar
- Multiple improper repairs done with incorrect products
- Flashing will be on new windows to divert water
- PVC/wood material proposed for new windows

The following items were discussed by the Committee:

- Algonquin College has been contacted for window restoration work however details, work and timeline were unclear
- Not all windows are original
- The artistic glass will be reused in the new windows
- 89% of waste on job sites is diverted from dumps
- Original and wood windows are preferred by Committee

Committee suggested the owner repair the existing windows if possible or replace with wood windows. Committee Researcher to look into old photos of original building to determine what the original windows were.

F. REPORTS

G. BUSINESS ARISING OUT OF MINUTES

Additional details provided for information.

Information sent to Council with names of parks.

Heritage plaques put up in these parks to recognize them.

Motion:

THAT historical information was found by the Heritage Committee regarding the naming of parks

Name of park on island is Graham

Lansdowne park is actually Rosamond Park

H. ROUND TABLE

None

I. INFORMATION AND CORRESPONDENCE

J. OTHER / NEW BUSINESS

K. MEETING ANNOUNCEMENTS

The next Heritage Committee meeting will be held on Wednesday, August 24, 2022 at 3:00 p.m.

L. ADJOURNMENT

Moved by Judith Marsh

Seconded by Sandra Moore

THAT the meeting be adjourned at 3:50 pm.

Roxanne Sweeney, Recording
Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022

TO: Committee of the Whole

FROM: John Gleeson, Operations Manager

SUBJECT: Award of Tender 22-10 Small Quantity Asphalt Paving

RECOMMENDATION:

THAT Tender 22-10 for the supply of Small Quantity Asphalt Paving from 2022-2024, with the option for two (2) one (1) year extensions, be awarded to GOA Paving.

BACKGROUND:

The previous contract for small quantity asphalt paving was to expire on December 31, 2022, in May of 2022 the current contractor decided they wouldn't be continuing their contract for 2022.

DISCUSSION:

Staff issued a tender for the supply of small quantity asphalt paving under Tender No. 22-10. The tender was posted on Merx, on 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., June 20, 2022. The following bids were received:

COMPANY	Total Tender Price (HST Not Included)
Prestige Design and Construction (Ottawa)Ltd.	\$224,000.00
GOA Paving	\$103,100.00

** A Canada Consumer Price Index will be applied each year during the duration of the contract no earlier than January 1st.

GOA Paving has completed paving work for the municipality previously. Staff is recommending that GOA Paving be awarded the contract for the supply of small quantity asphalt paving.

OPTIONS:

1. Award the contract to GOA Paving.
2. Instruct staff to re-issue the tender.

FINANCIAL IMPLICATIONS:

Tender quantities were assumed to obtain competitive unit prices based on quantities from previous years. Staff will stay within the allocations in the Transportation Budget and Water and Sewer Budget.

The primary purpose of the small quantity tender is to obtain standing offer unit rates for various small quantity paving activities, as such the tender total is only representative of an average annual spending.

SUMMARY:

Staff solicited competitive bids under Tender 22-10 for the small quantity paving. As the GOA Paving bid meets the specifications for this contract and is the lowest bid received, staff is recommending that the contract for the supply of small quantity asphalt paving be awarded to GOA Paving.

Respectfully submitted by,

Reviewed by:

John Gleeson,
Operations Manager

Cory Smith,
A/Director of Roads and Public Works

Approved by:

Ken Kelly
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022
TO: Committee of the Whole
FROM: Cory Smith, A/Director of Roads and Public Works
SUBJECT: Extension of Recycling Contract

RECOMMENDATION:

THAT Council direct staff to extend the current recycling contract with the Emterra Group for a period of 1 year, for the amount of \$706,724.80, plus HST.

BACKGROUND:

The Province of Ontario is currently in transition for our Blue Box collection. In 2016 Ontario passed the Resource Recovery and Circular Economy Act. In 2019, the province started moving forward with a plan to transition into the new program. In April of 2021, Council passed a resolution (149-20) for the Municipality to transition out of the Provincial Blue Box Recycling Program.

There have been many unknowns in the transition process. The Province and their representatives have had many challenges in the roll out of the transition. As such the transition dates have changed, or been extended. The current transition date for Mississippi Mills is set to be July 1, 2023. A report providing further information on this will be coming forward shortly. Our current recycling contract is set to expire on December 31, 2022. There are optional extensions built into the contract.

DISCUSSION:

Staff have discussed contract extensions with our current service provider Emterra. In order to extend to the current transition date of July 1, 2023, Emterra has provided an extension option consistent with our contract in the amount of \$353,362.40, plus HST. They have also provided a one (1) year option in the amount of \$706,724.80 plus HST. These prices are subject to CPI increases as well as increase due to house counts.

As there has been some changes to the transition dates in the past, it is recommended that the one year option be considered, with a clause terminating the contract on the official date of transition. This would allow for services to continue if the date is extended by the province, without having to negotiate an additional extension.

OPTIONS:

1. Direct Staff to extend the current contract by 6 Months
2. Direct Staff to extend the current contract by 1 year with early termination clause for transition date.

FINANCIAL IMPLICATIONS:

Should staff be directed to extend the contract by 1 year with early termination clause, the full years cost would be included in the 2023 budget. Should the contract terminate on July 1, 2023 the remainder of the funds would be directed to reserves. The Waste levy applied to the tax bill would be consistent with previous years.

Should a six month extension be directed, it is recommended that a full years cost be included in the waste levy to cover the cost if the transition date is changed.

SUMMARY:

Staff recommend that a 1 year extension with an early termination clause based on the transition date be implemented to ensure continuity of service up to the final transition date.

Respectfully submitted by,

Reviewed by:

Cory Smith,
A/Director of Public Works

Ken Kelly,
CAO

ATTACHMENTS:

1. None

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Development Agreement – Extension of Marshall Lake Road (Currie)
Consent Applications B22-030 and B22-031

RECOMMENDATION:

THAT Committee of the Whole recommend Council authorize the Mayor and Clerk to enter into a Development Agreement related to Lanark County Consent Applications B22-030 and B22-031 to extend the road allowance known as Marshall Lake Road as detailed in Attachment 3.

BACKGROUND:

The applicant has applied for two severances to create non-farm, rural residential lots as shown in Attachment 1. The land subject to the consent applications is currently vacant.

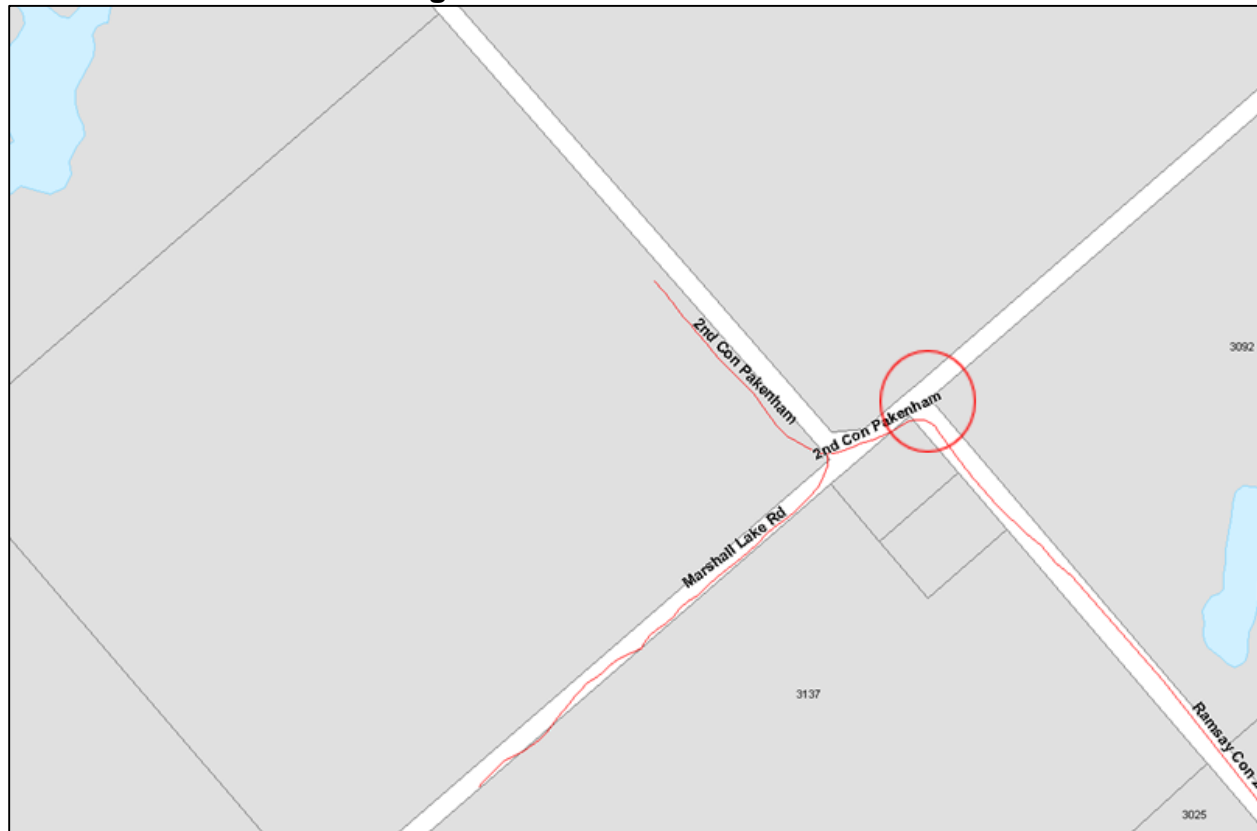
Typically, if there are any right-of-way upgrades or extensions required as a result of a consent application, Municipal staff would request as a condition of severance, that the applicant enter into a Development Agreement with the Municipality to undertake the necessary works in accordance with approved plans and provide the necessary securities. The consent application process provides the authority for Municipal staff to undertake the Development Agreement process with the applicant and have the Mayor and Clerk sign the agreement.

DISCUSSION:

At the time of application for the severances, staff advised the applicant that the portion of Marshall Lake Road, which provides frontage to the proposed severed lots, is not upgraded to municipal standards and is not maintained by the Municipality. As a result, this portion of the road would be required to be upgraded to municipal standards to provide proper frontage and access to the proposed lots. Figure 1 below highlights the end of the maintained portion of Marshall Lake Road (red circle).

It is noted that if the road is upgraded, there are no policy concerns at this time with respect to the proposed severances and that the Public Works Department has no concerns with the proposed upgrade to Marshall Lake Road.

Figure 1 – Marshall Lake Road



At the time of applications for consents, Municipal staff had advised the applicant that proceeding through the severance process was the preferred approach to undertake a Development Agreement for the road upgrade. This is the same approach that other applicants with similar applications have followed. Regrettably, in this situation, the consent applications at the County have taken longer than Municipal staff had anticipated, and this has caused significant delays for the applicant with respect to construction of the proposed single detached dwellings. As a result, Municipal staff have recently advised the applicant that a separate report to Committee and Council could be a more efficient avenue to undertake the Development Agreement process and begin the necessary road upgrades.

Staff have been working with the applicant on the necessary plans to upgrade Marshall Lake Road and are finalizing the design with the applicant and are reviewing the submitted cost estimates which will inform the amount of securities needed to be provided by the applicant for the road works. These securities will be held until such time that the upgrades are complete and inspected by Public Works staff.

The County has recently circulated the consent applications; however, at the time of writing this report, the consent applications are not scheduled for any upcoming Land Division Committee meeting.

If Committee/Council pass staff's recommendations, the signing of the Development Agreement can occur in the near future and the applicant could undertake the necessary road upgrades this calendar year.

SUMMARY:

In light of the foregoing, staff recommend that the Committee of the Whole recommend that Council authorize staff to prepare a Development Agreement and authorize the Mayor and Clerk to enter into such agreement to permit the applicant to undertake the necessary road upgrades.

Respectfully submitted by,



Melanie Knight, MCIP RPP
Senior Planner

Reviewed by:



Ken Kelly
CAO

ATTACHMENTS:





1. Attachment 1 – Proposed Severance Sketch (B22-030 and B22-031)
2. Attachment 2 – Proposed Plan for Marshall Lake Road Upgrade
3. Attachment 3 – Proposed By-law to Authorize Development Agreement

LANARK COUNTY

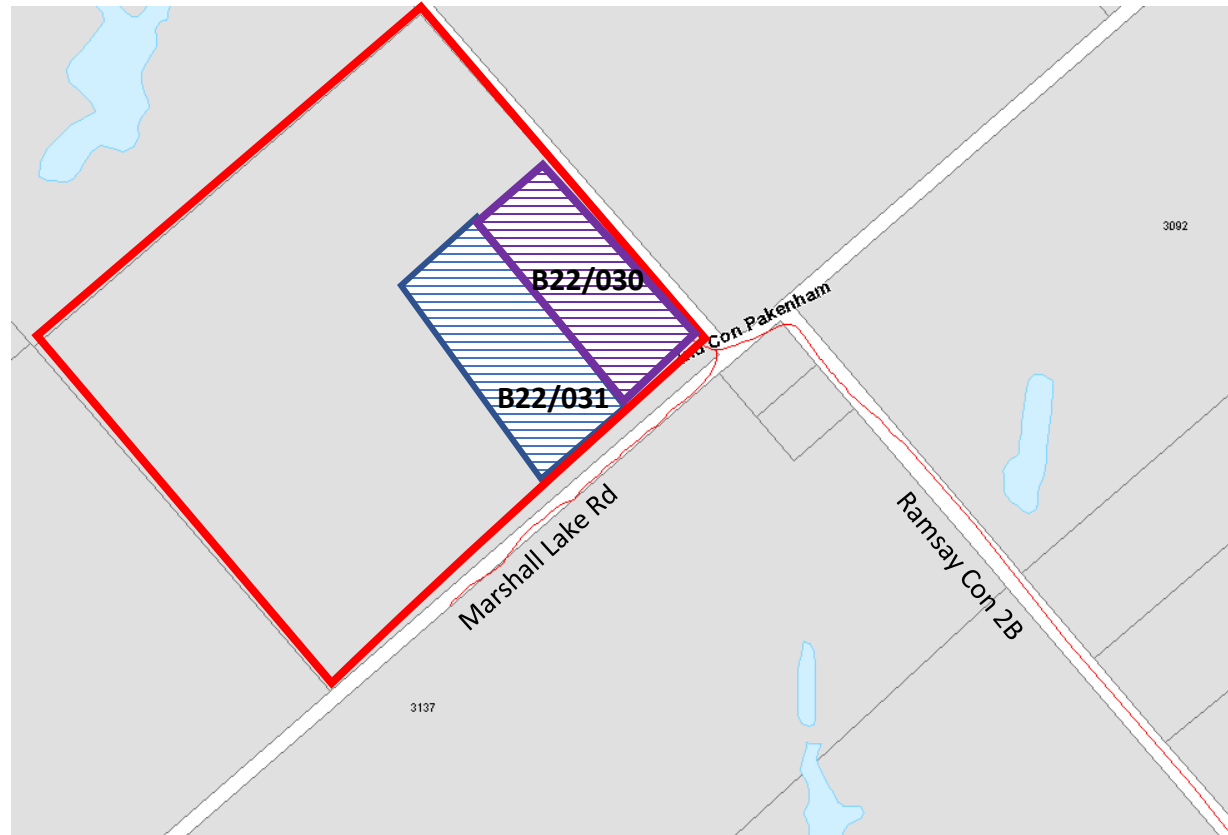
**File# B22/030 &
B22/031**

Landowner: Wayne Currie

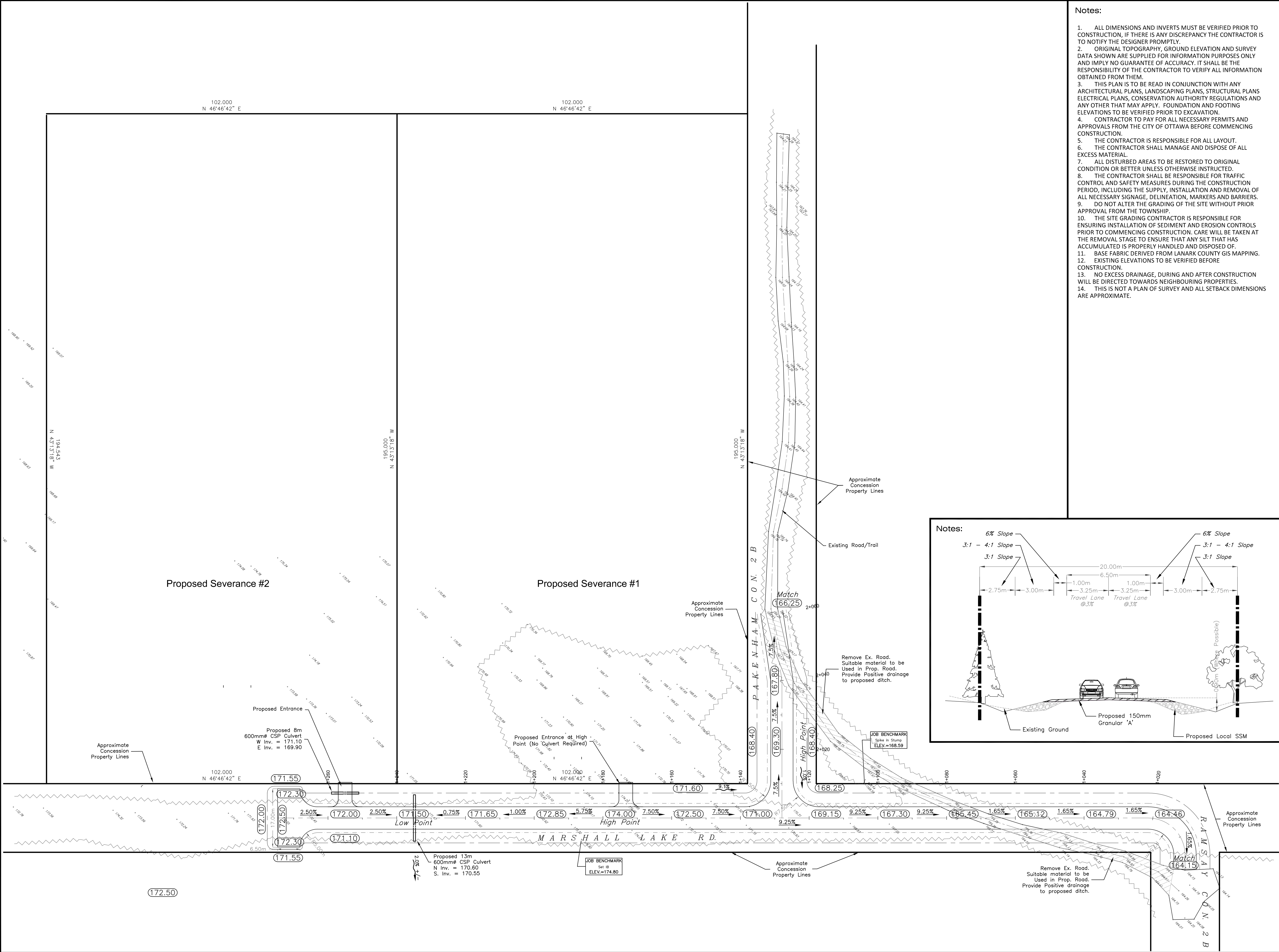
**Subject Land: Pt Lot 1&2, CON
2 geographic Township of
Pakenham now in Mississippi
Mills Township**

-  **Proposed Severance
B22/030**
-  **Proposed Severance
22/031**
-  **Subject Property**
-  **Parcel Fabric**

APPLICATION FOR CONSENT
"Sketch Only"
*Prepared by Lanark County
Planning Dept.*
NOT A LEGAL SURVEY

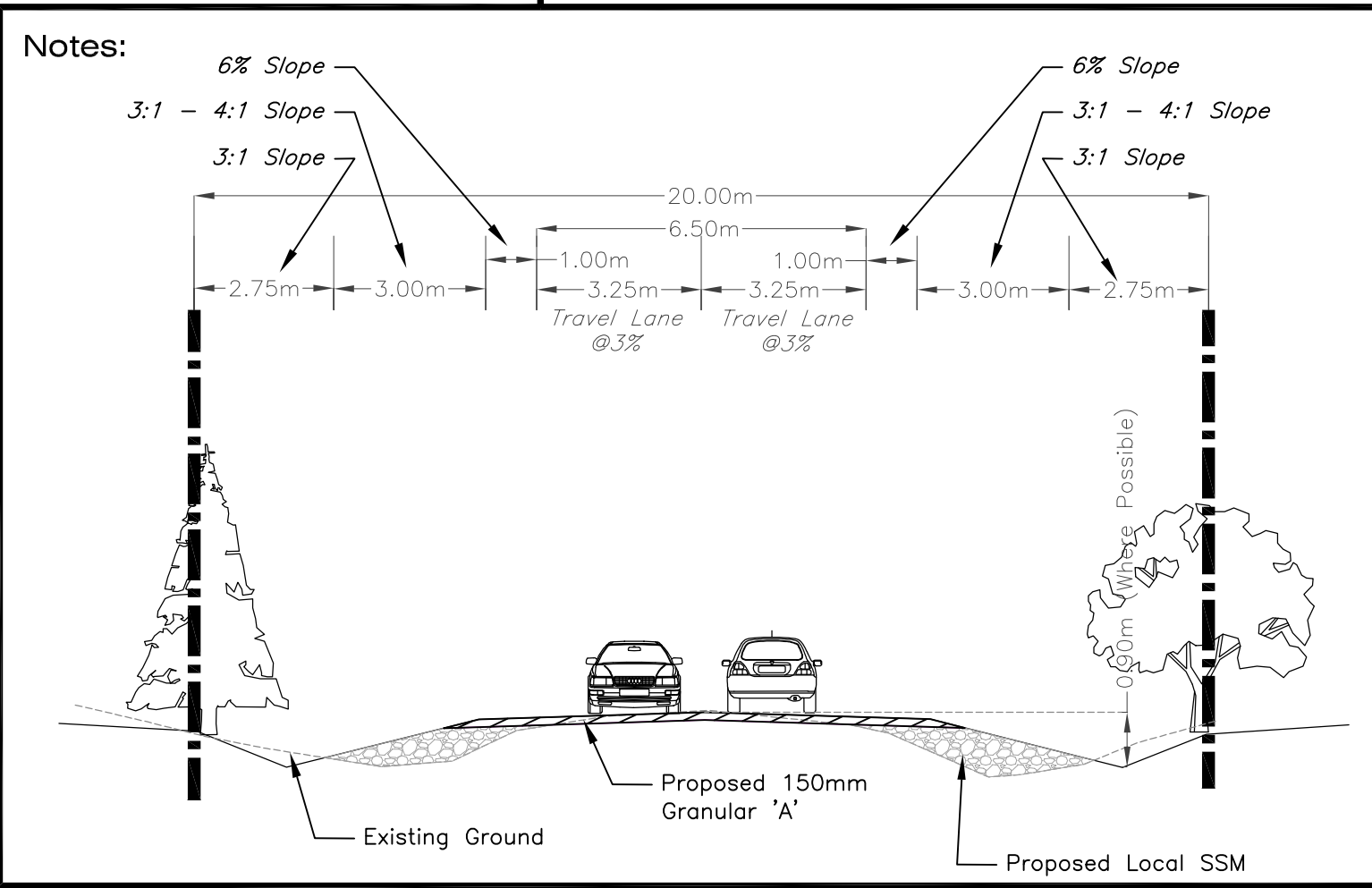
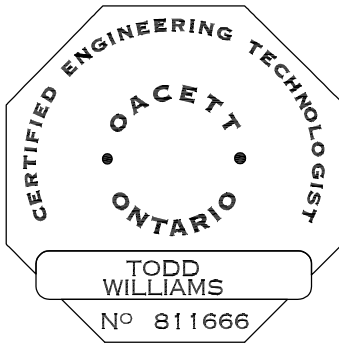


The above is for reference purposes only and may not be to scale – complete details are found in the application form.



- Notes:
1. ALL DIMENSIONS AND INVERTS MUST BE VERIFIED PRIOR TO CONSTRUCTION, IF THERE IS ANY DISCREPANCY THE CONTRACTOR IS TO NOTIFY THE DESIGNER PROMPTLY.
 2. ORIGINAL TOPOGRAPHY, GROUND ELEVATION AND SURVEY DATA SHOWN ARE SUPPLIED FOR INFORMATION PURPOSES ONLY AND IMPLY NO GUARANTEE OF ACCURACY. IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR TO VERIFY ALL INFORMATION OBTAINED FROM THEM.
 3. THIS PLAN IS TO BE READ IN CONJUNCTION WITH ANY ARCHITECTURAL PLANS, LANDSCAPING PLANS, STRUCTURAL PLANS ELECTRICAL PLANS, CONSERVATION AUTHORITY REGULATIONS AND ANY OTHER THAT MAY APPLY. FOUNDATION AND FOOTING ELEVATIONS TO BE VERIFIED PRIOR TO EXCAVATION.
 4. CONTRACTOR TO PAY FOR ALL NECESSARY PERMITS AND APPROVALS FROM THE CITY OF OTTAWA BEFORE COMMENCING CONSTRUCTION.
 5. THE CONTRACTOR IS RESPONSIBLE FOR ALL LAYOUT.
 6. THE CONTRACTOR SHALL MANAGE AND DISPOSE OF ALL EXCESS MATERIAL.
 7. ALL DISTURBED AREAS TO BE RESTORED TO ORIGINAL CONDITION OR BETTER UNLESS OTHERWISE INSTRUCTED.
 8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR TRAFFIC CONTROL AND SAFETY MEASURES DURING THE CONSTRUCTION PERIOD, INCLUDING THE SUPPLY, INSTALLATION AND REMOVAL OF ALL NECESSARY SIGNAGE, DELINEATION, MARKERS AND BARRIERS.
 9. DO NOT ALTER THE GRADING OF THE SITE WITHOUT PRIOR APPROVAL FROM THE TOWNSHIP.
 10. THE SITE GRADING CONTRACTOR IS RESPONSIBLE FOR ENSURING INSTALLATION OF SEDIMENT AND EROSION CONTROLS PRIOR TO COMMENCING CONSTRUCTION. CARE WILL BE TAKEN AT THE REMOVAL STAGE TO ENSURE THAT ANY SILT THAT HAS ACCUMULATED IS PROPERLY HANDLED AND DISPOSED OF.
 11. BASE FABRIC DERIVED FROM LANARK COUNTY GIS MAPPING.
 12. EXISTING ELEVATIONS TO BE VERIFIED BEFORE CONSTRUCTION.
 13. NO EXCESS DRAINAGE, DURING AND AFTER CONSTRUCTION WILL BE DIRECTED TOWARDS NEIGHBOURING PROPERTIES.
 14. THIS IS NOT A PLAN OF SURVEY AND ALL SETBACK DIMENSIONS ARE APPROXIMATE.

- Legend:
- UP 56.72 Ex. Utility Pole
 - Existing Grade
 - Existing Overhead Wires
 - Existing Fence
 - Existing Top of Slope
 - Existing Laneway
 - Existing Centerline
 - Existing Edge of Pavement
 - Existing Ditch
 - Proposed Setbacks
 - Proposed Grade
 - Existing Grade
 - 6.0% Slope and Direction
 - 0.8% Proposed Swale (0.15m Min Deep) 3:1 max side slopes
 - 115.10 Proposed Grade
 - Existing Hedge/Tree
 - Proposed Terracing (3H:1V Max) (Max 4.5m from Foundation)
 - Proposed limit of Grading (Match Existing)
 - Proposed Retaining Wall TOW = Top of Wall BOW = Bottom of Wall



Benchmarks:
BM 1:
Spike in Stump Near Road Sign
Elevation: 168.59

1	ISSUED FOR REVIEW	July 18, 2022
No.	Revision/Issue	Date

Check and verify all dimensions before proceeding with the work Do not scale drawings

Client:
Rod Currie

Drawing Title:
Proposed Road Improvements Concept

Drawn by: TW	Project: Pakenham Concession 2 Proposed Road Improvements
Designed by: TW	
Checked by: RC	
Scale: 1:500	Drawing Number: C1.1
Date: July 18, 2022	SHEET 1 of 1



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO.22-XXX

BEING a by-law to authorize the signing of a Development Agreement between the Corporation of the Municipality of Mississippi Mills and Wayne Currie, to upgrade Marshall Lake Road from the intersection of Ramsay Concession 2B and Marshall Lake Road westerly for a distance of approximately 280 metres, Pakenham Ward, Municipality of Mississippi Mills.

WHEREAS Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

AND WHEREAS Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS the Council of the Municipality of Mississippi Mills deems it expedient to enter into an agreement with Wayne Currie for the upgrade to Marshall Lake Road;

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

1. **SHORT TITLE**

This By-Law is short titled "Currie Development Agreement", Part Lot 1 and 2 Concession 2, Pakenham Ward, Municipality of Mississippi Mills.

2. **AGREEMENT**

- (a) **THAT** the Mayor and Clerk shall be and is hereby authorized on behalf of the Corporation of the Municipality of Mississippi Mills to execute an agreement between the Corporation of the Municipality of Mississippi Mills and Wayne Currie.
- (b) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Municipality of Mississippi Mills to the said agreement.

BY-LAW READ, passed, signed and sealed in open Council this 9th day of August 2022.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Zoning By-law Amendment Z-03-22 (Walker) 775 Country Street (785 Country Street), Municipality of Mississippi Mills

RECOMMENDATION:

THAT Committee of the Whole recommend to Council approve the Zoning By-law Amendment to amend the zoning of the lands municipally known as 775 Country Street from “Rural” Zone (RU) and “Agricultural” Zone (A) to “Rural – Special Exception” Zone (RU-40) to permit site specific minimum lot frontage and lot areas and to prohibit the construction of a dwelling, similar in effect to the draft By-law contained in Attachment B.

BACKGROUND:

The property affected by the subject Zoning By-law Amendment is a proposed severed lot that will be considered by the Lanark County Land Division Committee as part of a surplus farm dwelling severance application located at 785 Country Street (B22-059).

The Consent application has been circulated and is anticipated to be heard by the Land Division Committee on August 9, 2022. Planning staff provided municipal comments to the County pertaining to the proposed consent and have no concerns or objections related to the consent, subject to a number of conditions including implementing this Zoning By-law Amendment.

As Staff had no issues with the consent application and no development, other than the severance is proposed, staff are comfortable having the Zoning By-law Amendment rise to the Committee of the Whole after the Land Division Committee meeting on the same day. Staff will provide the Committee of the Whole a verbal update on the decision of Land Division Committee at the August 9 Committee of the Whole meeting. The by-law is intended to follow the normal process and rise to the August 23, 2022, meeting.

The proposed severed lot is vacant and proposed to be added to the overall farming operation located at 775 Country Street and the retained lot containing the dwelling is considered the surplus farm dwelling as part of the farm consolidation. The subject property is currently split zoned as *Rural* (RU) and *Agricultural* (A).


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.

PURPOSE AND INTENT OF ZONING BY-LAW AMENDMENT:

The purpose and intent of the Zoning By-law Amendment is to rezone the severed parcel from the current split zoning to a site-specific Rural zone (RU-40) in order to restrict the future development of a dwelling on the proposed severed parcel, address site-specific lot area and frontage requirements of the Rural (RU) zone and to regularize the boundary of the Agricultural (A) zone and Rural (RU) zone between the proposed severed and retained lots.

Figure 1 – Location



 Approximate area to be rezoned from Rural (RU) and Agricultural (A) to a site-specific Rural (RU-40) zone.

DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:

The property is located south of Almonte on Country Street and is surrounded by a mix of rural, agricultural and non-farm residential uses. The lot directly to the south of 785 Country Street is a Hydro One transformer site (831 Country St.).

The property at 775 Country Street is a farm that is proposed to be expanded by way of adding the proposed severed lot (from 785 Country Street) to the existing farming operation at 775 Country Street.

775 Country Street does not have frontage onto Country Street and currently has a right-of-way easement over 785 Country Street for access. The proposed severance would provide the owners of 775 Country Street with direct access to Country Street, thereby no longer needing a right-of-way of access over the lands currently part of 785 Country Street.

As part of the Consent and Zoning By-law Amendment applications, the applicant has submitted a description of the purpose of the lands along with a Planning Rationale providing an overview of the applications, which can be found in Attachment A.

SERVICING AND INFRASTRUCTURE:

The proposed severed parcel is currently vacant and used for farmland as well as access to 785 Country Street. The proposed retained parcel contains a single detached dwelling, which was constructed in 2003. No changes are proposed to the retained lot, which already has independent driveway access and is serviced by private services (well and septic).

The property at 775 Country Street currently contains an existing driveway to access 785 Country Street. No changes are proposed to the existing driveway access. The severed parcel is to remain vacant and thus, no servicing (private) is anticipated.

PROVINCIAL POLICY STATEMENT:

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the Planning Act, all planning decisions must be consistent with the PPS.

Staff have reviewed this proposal and have determined that it is consistent with the 2020 Provincial Policy Statement.

COMMUNITY OFFICIAL PLAN (COP):

The proposed severed and retained parcels are 'split designated' Rural (RU) and Agriculture (A) in the Community Official Plan as noted in Figure 2 below.

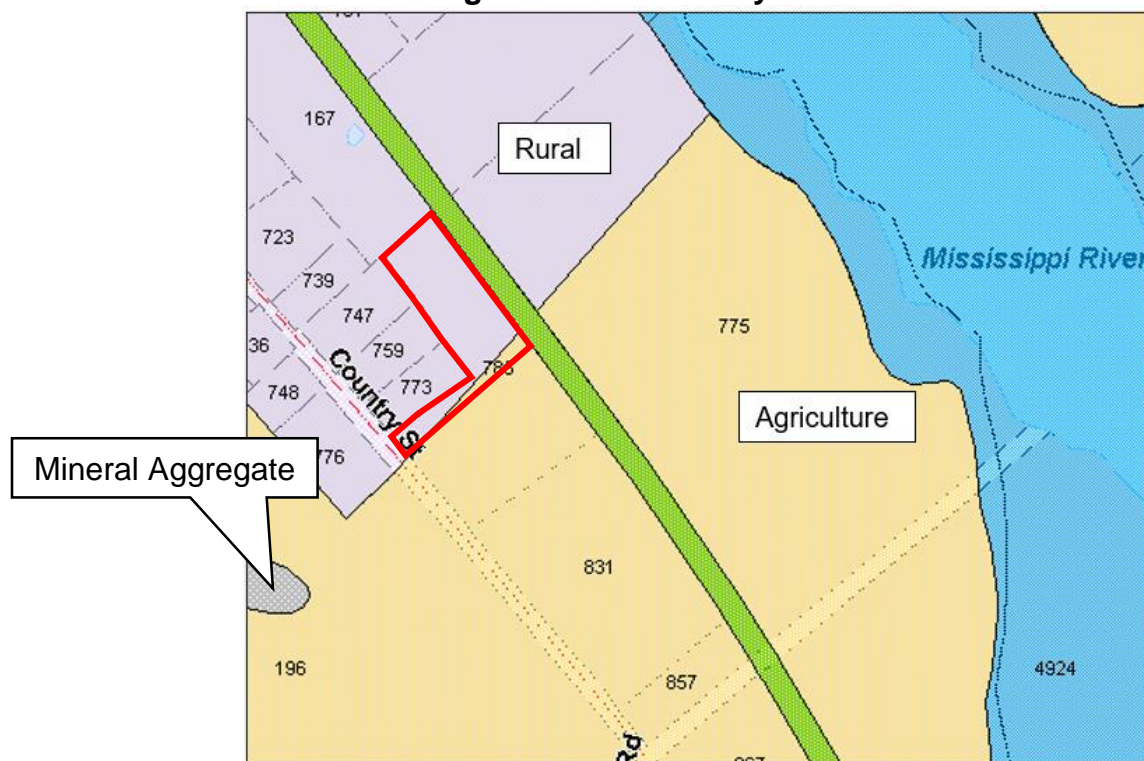
Both the retained and severed parcels are, and will continue to be, designated as they exist today. The existing uses are permitted in both the Rural and Agricultural designations.

The Official Plan provides the policy framework to evaluate Consent applications for the purposes of farm consolidation in both the Rural and Agricultural designations. Farm-

related severances may be considered where the surplus farm dwelling was constructed prior to the adoption of the Official Plan (December 13, 2005) which is being made surplus as part of a farm consolidation where farm holdings are being expanded, subject to a Zoning By-law Amendment which prohibits the construction of a new residential dwelling on the farmland as a result of the severance. The lot area and frontage for the surplus farm dwelling should be kept to a minimum in order to keep as much land in agricultural production as possible. In addition, undersized agricultural properties may be considered provided the severed agricultural lands are consolidated with an abutting agricultural property.

The subject lands are approximately 170 metres from an Aggregate and Mineral Resource. Section 3.5 of the Official Plan provide the policy framework for these designations as well as evaluation criteria for any development proposed within buffer areas ranging between 150 metres and 500 metres from these resources (depending on their operational status).

Figure 2 – Community Official Plan

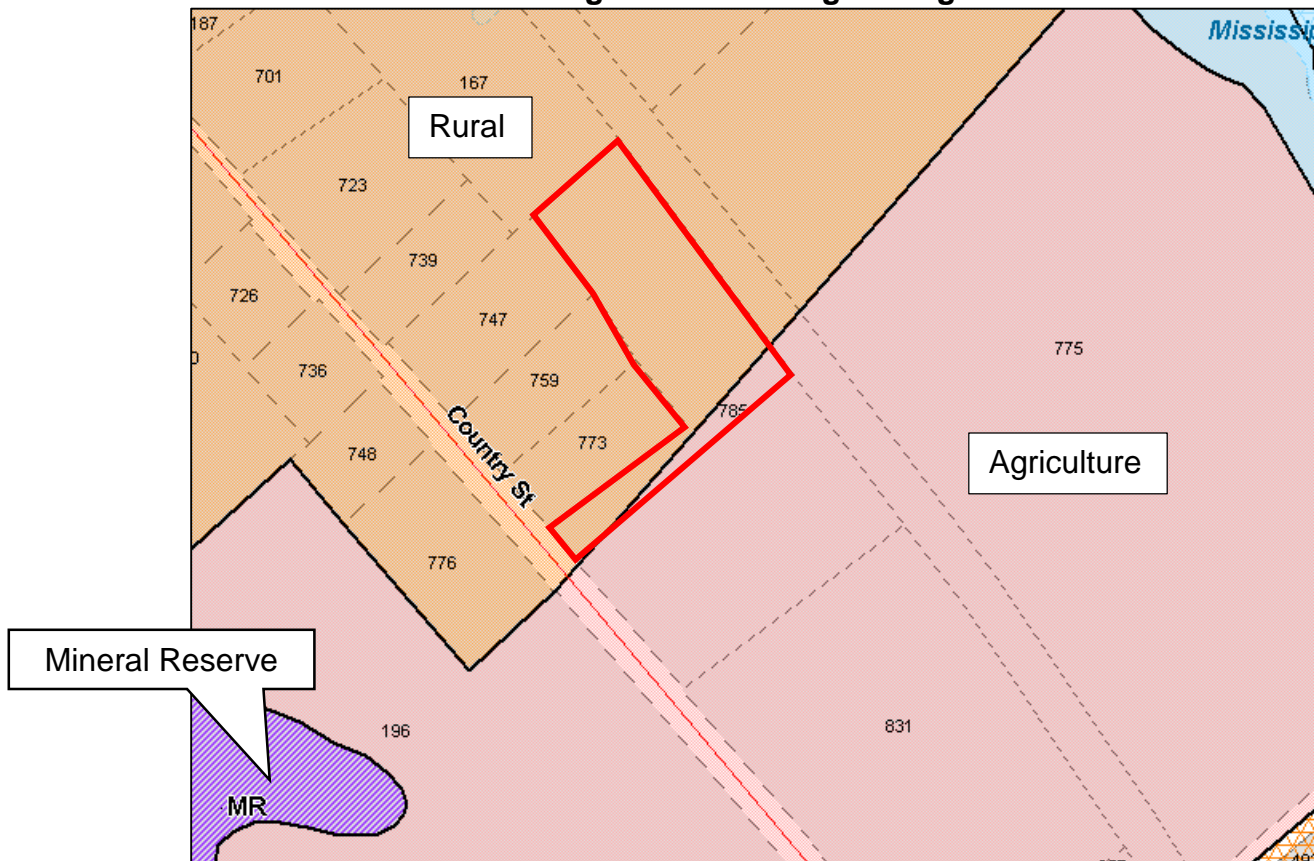


ZONING BY-LAW #11-83:

As shown in Figure 3 below, the subject property is zoned Agriculture and Rural on Schedule A of the Municipal Zoning By-law. The zoning boundaries follow the same Official Plan designation boundaries. In addition, the Mineral Reserve zone (within 170 metres of the subject lands) follows the same Mineral Aggregate boundaries in the Official Plan.

The Agricultural zone provides for a variety of agricultural uses including a single detached dwelling. The Rural zone permits many of the same uses as the Agricultural zone. The proposed severed lot will require site-specific lot area and frontage provisions to address the reductions as a result of the Consent application.

Figure 3 – Existing Zoning



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.

Internal Departments

No comments or concerns were received from any departments.

External Agencies

No comments or concerns were received from any departments.

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 lands are designated Rural and Agricultural in the Official Plan. The proposed consent application to expand the existing farming operation at 775 Country Street meets the policies of both the Rural and Agricultural designations. The Zoning By-law Amendment will implement the required policy to restrict the development of future dwellings on the severed lands as well as address site specific lot area and frontage requirements.

As illustrated in Figure 2, the property is split designated between Agricultural and Rural. Policy 1.5.2 Land Use Boundaries provide for the framework to guide the interpretation of the designation boundaries and in this circumstance, the designation boundary generally follows the location of the existing driveway to access 775 Country Street. This existing driveway is the boundary proposed for the severed lands. As a result, the implementing zoning boundary between the Rural and Agricultural zone will be regularized to follow the severed lands boundary to ensure the boundary has a clear, absolute boundary.

With respect to the Mineral Reserve designation to the west of the site, Section 3.5 of the Official Plan provide the policy framework for these designations as well as evaluation criteria for any development proposed within buffer areas ranging between 150 metres and 500 metres from these resources (depending on their operational status). The edge of the Mineral Reserve designation is approximately 180 metres from the severed lands. Section 3.5 of the Official Plan specifically require that creation of new lots for non-farm buildings and structures adjacent to aggregate resources ensure that there is an appropriate building envelope outside of the separation distances. As this Zoning By-law Amendment is to restrict the development of any dwellings and is not for non-farm purposes, staff are of the opinion that the intent of this policy is met.

Zoning By-law #11-83

The severed lands are proposed to be rezoned to regularize the zoning boundary between the Rural and Agricultural zones and to permit a reduced lot frontage and lot area and to prohibit future dwellings in accordance with the Official Plan policies.

In addition, the property located at 775 Country Street currently does not have frontage on a road as even with this severance application, because the OVRT bisects the connection between the severed lands and the farming operation at 775 Country Street. The proposed severance does not technically alter this legal non-conforming arrangement from a zoning perspective because of the OVRT bisecting the two lots;

however, with both parcels under one ownership, it will allow the property owner to functionally have their own frontage onto Country Street.

SUMMARY:

Having reviewed and assessed the proposed Zoning Amendment application, staff are satisfied that the proposal is consistent with the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and satisfies the applicable sections of the Municipal Zoning Bylaw #11-83.

As the development proposal complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed zoning by-law amendment.

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

Respectfully submitted by,



Melanie Knight
Senior Planner

Reviewed by:



Ken Kelly
CAO

ATTACHMENTS:

ATTACHMENT A: Applicant's Planning Rationale

ATTACHMENT B: Draft By-law for August 23, 2022 Council



775 Country Street

Planning Rationale
Zoning By-law Amendment and Consent Applications
March 4, 2022

Prepared for Blair Walker

Prepared by Fotenn Planning + Design
396 Cooper Street, Suite 300
Ottawa, ON K2P 2H7

March 2022

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1.0

Introduction

Fotenn Planning + Design has been retained by Mr. Blair Walker (“Owner”) to prepare this Planning Rationale in support of Zoning By-law Amendment and Consent applications to facilitate the proposed severance for the purposed of lot addition of the lands municipally known as 775 Country Street (“subject site”) and 785 Country Street (“retained lands”), in the Municipality of Mississippi Mills.

The owner of the property at 785 Country Street intends to sever the surplus farm dwelling in order to consolidate farmland with the adjacent property at 775 Country Street. The owner of 775 Country Street intends to purchase the severed L-shaped piece of land from 785 Country Street that will provide direct street frontage along Country Street in addition to being used for agricultural uses, such as agritourism. These applications are being made under Purchase and Sale Agreement.

1.1 Development Applications

To facilitate the proposed development, this Planning Rationale is submitted in support of two (2) applications: Consent and Zoning By-law Amendment. The first required application is needed to sever a surplus farm dwelling from the property at 785 Country Street and add the severed farmland to the property at 775 Country Street. The severed parcel and the lands currently known as 775 Country Street are bisected by a multi-use pathway, but will form one (1) ownership on title for the purposes of future use of the lands. The second application is needed to amend the Zoning By-law to permit site specific provisions for the minimum lot size and lot frontage on Country Street. This zoning amendment will also include a provision that prohibits new residential dwellings on the severed lands, to ensure the policies prohibiting new residential development through consent outside of settlement areas are respected.

Surrounding Area and Site Context

The subject sites, municipally known as 775 and 785 Country Street are located just outside the Settlement Area boundary of Almonte, in the Municipality of Mississippi Mills. The subject site at 775 Country Street has a site area of approximately 26.8 hectares, with no frontage on a municipal road. The subject site at 785 Country Street has a site area of approximately 3.7 hectares, with approximately 140 metres of frontage on Country Street. An easement across 785 Country Street, immediately adjacent to the existing structures on the site provides access to the 775 Country Street, as shown by the driveway in Figure 1 below.

The subject site at 775 Country Street currently contains a single-detached dwelling and a barn. The portions of the site not used for the existing structures are currently used for agricultural purposes. The subject site at 785 Country Street currently contains a single-detached dwelling and detached garage. The portion of the site to be severed is currently vacant. Both sites are in proximity to hydro lines, however the proposed severance and future agricultural uses will be located away from these lines.



Figure 1. Aerial image of subject properties

The subject sites are located outside of the Settlement Area boundary for Almonte in a rural area. 775 Country Street is bound by the Mississippi River to the northeast, the Ottawa Valley River Trail (OVRT) to the southwest, with residential and agricultural uses to the northwest and southeast. 785 Country Street is bound to the northeast by the OVRT, a hydro facility to the southeast, agricultural lands south of Country Street and residential uses to the west.

3.0 Development Proposal

3.1 Project Statistics

The owner of 785 Country Street is proposing to sever a surplus farm dwelling in which the vacant farm parcel that will exist as a result of the severance will be added to the title of the adjacent property at 775 Country Street. The proposed severed and retained lands are shown on Figure 2, below.



Figure 2. Sketch of the proposed surplus farm-land severance

The following Table provides an overview of the project statistics and the resulting properties from the proposed severance.

Table 1. Project Statistics

Property	Status	Lot Area	Lot Width	Lot Depth	Proposed Use
785 Country Street	Retained	2.2 ha	119.84 m	185.17 m	Residential – no change
785 (A) Country Street	Severed	1.5 ha	172.74 m (width along OVRT) 20.16 m (frontage along Country St.)	185.17 m (Country St. to OVRT) 75.18 m (land for Agriculture Use)	Agricultural – to be consolidated with 775 Country St.
775 Country Street	Lot to be added to	26.8 ha	Approx. 758 m	Irregular	Agricultural – no change

The proposal is for concurrent Consent and Zoning By-law amendment applications. The vacant farmland that will be rendered as a result of the proposed surplus farm dwelling severance will be rezoned to reduce the minimum lot size and lot frontage required for agricultural uses in the Agricultural (A) zone. The severed property will also be rezoned to a prohibit future residential uses.

3.2 Interim Control By-law – Limited Service Residential

The Municipality of Mississippi Mills passed on December 7th, 2021, By-law No. 21-099, an Interim Control By-law to control the development of dwellings on lots zoned Limited Service Residential (LSR) on lots that do not have frontage on an open road allowance outside of the Village Boundaries, for a period of one year. The Municipal Council enacted as follows:

- / That the Interim Control By-law applies to all lands, buildings and structures on lots without frontage on an open road allowance outside of the Village Boundaries.
- / That no land, building or structure subject to this By-law shall be used for residential purposes of a single detached dwelling, accessory dwelling or seasonal dwelling.
- / That for greater clarity, nothing in this By-law shall prevent the registration of a Complete Draft Plan of Subdivision. Lots within the said registered Plan of Subdivision shall be eligible for building permits in accordance with the approved zoning by-law for the lands.
- / That any Complete Official Plan Amendment application, Complete Zoning By-law Amendment application or Minor Variance application under the Planning Act that exists on or before the date of passage of this By-law, shall be exempt from this By-law and be eligible to apply for Site Plan Control, lifting of a Holding Zone and building permits and be issued Site Plan Control approval, removal of a Holding Zone and building permits in accordance with the approved zoning for the lands.
- / That for any Official Plan Amendment, Zoning By-law Amendment or Minor Variance applications under the Planning Act received after the date of the passing of this By-law that propose to permit lands to be used for a dwelling with limited services shall be deemed contrary to this By-law and are prohibited.

- / That this By-law shall come into force and take effect immediately upon the passage thereof and shall be in effect for one (1) year from the passage of this By-law unless otherwise extended in accordance with Section 38 of the Planning Act or repealed by Council at an earlier date.

The subject site is located within the municipal boundary of Mississippi Mills, but outside of the Settlement Area boundary of Almonte. As such, the Interim Control By-law applies to the site. Despite the Interim Control By-law which seeks to address the development of Limited Service Residential lots, this application to permit a farm-related severance with a reduced lot frontage rectifies the issue of development on a Limited Service Residential Lot by providing street frontage to an otherwise landlocked parcel, bringing the site further into compliance with the provisions of the Agricultural (A) zone. It will enable the full function and use of the lands, eliminating the current need for an easement for access and, through the existing 775 Country Street lands and the severed lands being joined on title, effectively eliminate the existing “landlocked” condition of the lands.

Lot Fabric Analysis

The Ottawa Valley River Trail (OVRT) is a multi-use pathway that runs southeast to northeast through towns along the old CP rail line. The OVRT is located between the two (2) subject properties, acting as a natural separation and boundary between the two sites. As a result of the location of the OVRT, a simple lot line adjustment to permit the addition of underutilized farmland is not permitted. A lot fabric analysis has been conducted using the Township of Mississippi Mills GIS mapping to determine how many lots exist on both sides of the OVRT, as well as how many lots exist as landlocked parcels (like 775 Country Street).

The severed parcel of land is intended to be added to 775 Country Street and severed from 785 Country Street. As a result of the location of the OVRT, a simple lot line adjustment is not possible as the severed lands cannot be physically amalgamated with the existing 775 Country Street parcel. A lot fabric analysis has been conducted using the Township of Mississippi Mills GIS mapping to determine how many lots exist on both sides of the OVRT, as well as how many lots exist as landlocked parcels because of the location of the OVRT. The lot fabric analysis includes parcels of land from Needham Side Road to Ramsay Concession 8 at the boundary of Carleton Place. Figure 3 and Figure 4 outline examples of lots existing on both sides of the OVRT and landlocked parcels in close proximity to the subject sites.

Parcels located on both sides of the OVRT with the same municipal address:

- / 1017 Blakeney Road
- / 6306 Martin Street North
- / 6208 Martin Street North
- / 5907 Martin Street North
- / 5703 Martin Street North (street access to the front parcel has no municipal address label; if not the same lots, this is landlocked)
- / 559 Country Street
- / 6142 County Road 29
- / 6278 County Road 29
- / 6406 County Road 29

Landlocked parcels:

- / Land east of 167 Smart Street (east of OVRT)
- / 775 Country Street (subject site)
- / Lands immediately southeast of 775 Country Street – accessed by unopened road allowance or easement
- / Parcels east of 6278, 6406 County Road 29 (along Mississippi River)
- / Triangular parcel east of 366, 324 and 302 Ramsay Concession 8
- / 117 ____ Street (immediately south of 39 Carss Street – possible walking path access from Union Street North, no vehicular access)
- / 6156 Martin Street North – easement or driveway between 6160 and 6154



Figure 3. Examples of properties that have parcels of land on both sides of the OVRT

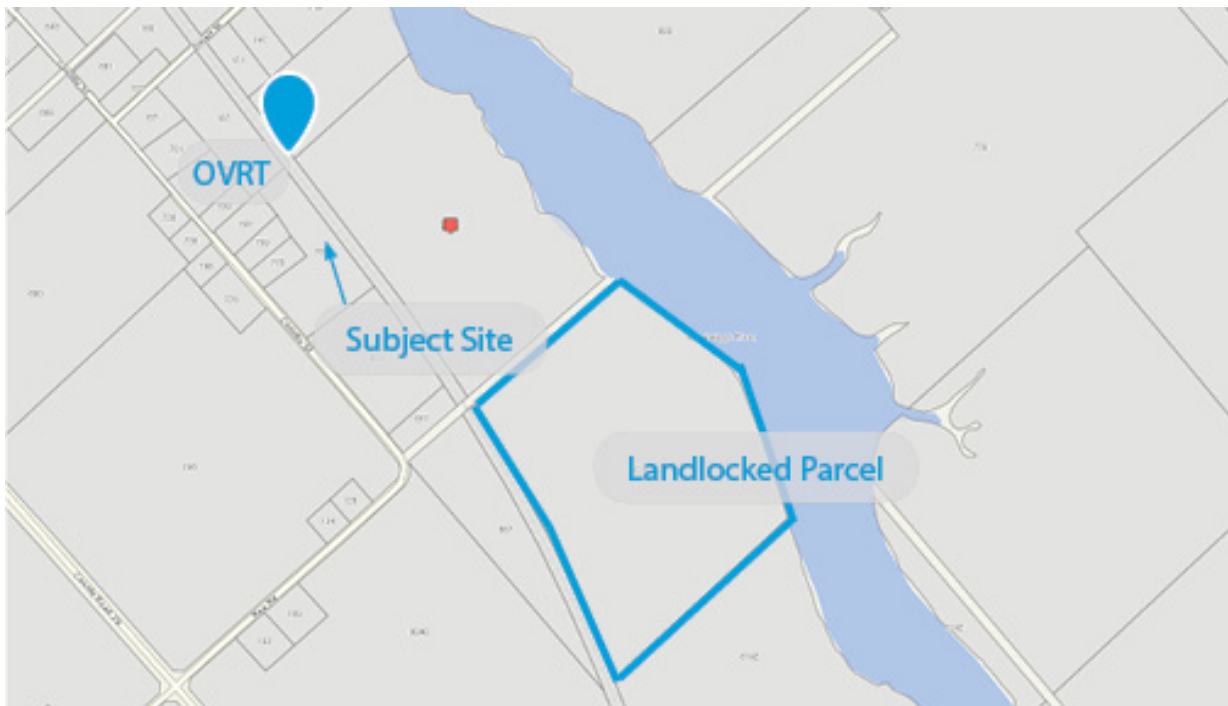


Figure 4. Example of a parcel landlocked by the OVRT, adjacent to the subject sites

5.0

Policy and Regulatory Framework

5.1 Provincial Policy Statement (2020)

The Provincial Policy Statement, 2020 (PPS) provides direction on matters of provincial interest related to land use planning and development. The Planning Act requires that decisions affecting planning matters “shall be consistent with” policy statements issued under the Act, which includes the PPS.

The PPS supports the goal of enhancing the quality of life for residents of Ontario, including the protection of public health and safety, the quality of the natural and built environment, and resources of provincial interest. The PPS also recognizes the “the long-term prosperity and social well-being of Ontario depends upon planning for strong, sustainable and resilient communities for people of all ages ...”. The policies of the PPS support building strong healthy communities, wise use and management of resources, and protecting public health and safety. The following PPS policies are applicable to the proposed development:

- 1.1.1 Healthy, liveable and safe communities are sustained by:
 - a) Promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;
 - c) Avoiding development and land use patterns which may cause environmental or public health and safety concerns; and
 - d) Avoiding development and land use patterns that would prevent the efficient expansion of settlement areas in those areas which are adjacent or close to settlement areas.
- 1.1.4.1 Healthy, integrated and viable rural areas should be supported by:
 - a) Building upon rural character, and leveraging rural amenities and assets;
 - e) Using rural infrastructure and public service facilities efficiently;
 - g) Providing opportunities for sustainable and diversified tourism, including leveraging historical, cultural, and natural assets; and
 - h) Providing opportunities for economic activities in prime agricultural areas, in accordance with policy 2.3.
- 1.1.5.2 On rural lands located in municipalities, permitted uses are:
 - a) The management or use of resources;
 - b) Resource-based recreation uses;
 - c) Residential development, including lot creation, that is locally appropriate;
 - d) Agricultural uses, agriculture-related uses, on-farm diversified uses and normal farm practices, in accordance with provincial standards;
 - e) Home occupations and home industries;
 - f) Cemeteries; and
 - g) Other rural land uses.
- 1.1.5.3 Recreational, tourism and other economic opportunities should be promoted.

- 1.1.5.4 Development that is compatible with the rural landscape and can be sustained by rural service levels should be promoted.
- 1.1.5.7 Opportunities to support a diversified rural economy should be promoted by protection agricultural and other resource-related uses and directing non-related development to areas where it will minimize constraints on these uses.
- 1.7.1 Long-term economic prosperity should be supported by:
- h) Providing opportunities for sustainable tourism development; and
 - i) Sustaining and enhancing the viability of the agricultural system through protecting agricultural resources, minimizing land use conflicts, providing opportunities to support local food, and maintaining and improving the agri-food network.
- 2.1.1 Natural features and areas shall be protected for the long term.
- 2.3.1 Prime agricultural areas shall be protected for long-term use for agriculture.
- 2.3.3.1 In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.
- 2.3.3.2 In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.
- 2.3.4.1 Lot creation in prime agricultural areas is discouraged and may only be permitted for:
- a) Agricultural uses, provided that the lots are of a size appropriate for the type of agricultural uses(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
 - b) Agriculture-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
 - c) A residence surplus to a farming operation as a result of farm consolidation, provided that:
 - 1. The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water service; and
 - 2. The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
 - d) Infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.
- 2.3.4.2 Lot adjustment in prime agricultural areas may be permitted for legal or technical reasons.

The proposed development conforms with the policies of the Provincial Policy Statement. The Consent and Zoning By-law amendment applications and resulting development contributes to a healthy, integrated, and viable rural area, providing an opportunity for economic activities in a prime agricultural area. Additionally, the proposed development is compatible with the rural landscape and presents an opportunity to support a diversified rural economy that can be sustained by rural service levels. Finally, the proposed development is consistent with the policies regarding residence

surplus to a farming operation where new residential development will be prohibited on the severed lands and the retained lands has been limited to a minimum size based on the area to accommodate existing buildings, sewage and water service. The proposed severance has taken into account the existing boundary between the severed and retained lands that has been created as a result of an easement across the property. If the retained lands were to be reduced any further it would result in the required removal of existing buildings or an irregular lot shape that is not consistent with the existing, regular lot fabric of the area.

5.2 Lanark County Sustainable Communities Official Plan (SCOP) (2012)

Lanark County is expected to experience modest growth in the next 20 years up to a population of just over 70,000 people. Approximately seventy percent or more of development will take place in designated settlement areas, with approximately thirty percent of development occurring outside of settlement areas. This provides for a healthy distribution of residential and non-residential growth between urbanized areas and rural and waterfront communities throughout the County. The Sustainable Communities Official Plan (SCOP) recognizes two predominate settlement pattern types throughout the County:

- / Settlement Area which consist of fully serviced Towns and Villages and partially serviced or un-serviced Villages and Hamlets; and
- / Dispersed rural and waterfront uses which are or can be developed on existing lots of record or on lots created by plan of subdivision / condominium or by consent.

The subject properties are located outside of a designated Settlement Area and are designated as Rural and Agricultural Area on Schedule A – Land Use of the Official Plan (Figure 5).



Figure 5. Excerpt of Schedule A - Land Use, of the Lanark County Sustainable Communities Official Plan

The County of Lanark is characterized by its large expanses of rural, agricultural and recreational lands. The Rural Area policies are intended to provide for the long-term orderly development of the rural area in a manner which is consistent with ensuring the protection of natural and environmental resources and which will respect the objective of protecting the character of our rural and urban areas. Section 3.2 states that “local municipalities shall identify and designate Rural policy areas which shall be composed of lands located outside of the primary development and resource areas, that is to say lands which are outside of local Settlement Areas and lands which are not required for resource uses such as mineral aggregates and agricultural uses or natural heritage functions such as provincially significant wetlands or wildlife habitat areas.”

The SCOP provides policy direction for the Rural Area, however many of the policies guide the policies of local municipalities (Mississippi Mills). The following Rural Area land use policies directly relate to the subject properties and proposed development:

- / Policy 3 of Section 3.3.2 (General Policies) states that rural development shall have regard for the safety of people and property and shall occur in a manner which will not result in an increased need or demand for municipal services.
- / Section 3.3.3 (Lot Creation) states that the creation of new lots in rural areas shall be limited in nature and shall generally occur through plans of subdivision or consent. The use of the *Planning Act*'s consent provisions may be appropriate under certain circumstances. The criteria identified for land division by consent in local Official Plans shall also apply.
- / Policy 3.3.4.1 state that in order to maintain and protect the character and identity of rural areas, it will be important to avoid inefficient land use patterns, to minimize incompatibility between land uses and to minimum adverse environmental impacts in accordance with the relevant policies of this Plan and local Official Plans.
- / Policy 3.3.4.5 states that local Councils through the development of local Official Plans and municipal zoning by-laws shall regulate residential and non-residential development. The use of subdivision and condominium control shall also apply as will the granting of consents by the appropriate consent granting authority. The implementation of this Plan through zoning regulations, subdivision and condominium control and consents shall be based on the following criteria:
 - Permit and zone a range of housing types and sizes;
 - Ensure adequate buffering of residential areas from incompatible non-residential uses through separation distance, landscaping or other appropriate means;
 - Identify and zone permitted non-residential uses;
 - Permit accessory apartments in accordance with Section 16(3) of the *Planning Act*;
 - Ensure the protection of resources from incompatible uses through appropriate setbacks and use of Minimum Distance Separation formulae where appropriate;
 - Ensure the protection of natural heritage features.
- / Policy 3.3.4.6 states that lot frontage, depth and area shall meet local zoning by-law requirements.

The proposed severance and Zoning By-law amendment conform to the policies of Section 3.0 – Rural Area Policies, of the Sustainable Communities Official Plan. The severance of the land at 785 Country Street and the subsequent lot addition of the severed lands to 775 Country Street are being considered through the consent process, as per Sections 51 and 53 of the *Planning Act*. The proposed severance and rezoning will result in the severed lands remaining as agricultural land which will not result in an increased need or demand for municipal services. Maintaining the severed land as agricultural land will maintain and protect the character of the immediate area, in which a mix of residential and agricultural lands currently exist. As a result of the severance, the property at 775 Country Street will have direct frontage onto Country Street, compared to the current easement that exists today. The Zoning By-law amendment

will also need to amend the frontage and lot area requirements, therefore conforming with the policies above regarding lot frontage, depth and area.

The subject property at 775 Country Street abuts the Mississippi River, which has been identified on Schedule A – Land Use as a Provincially Significant Wetland and ANSI – Life Science. A flood plain also extends onto the property as a result of the River. Similar to the Rural Area policies, the County relies on local municipalities to provide policy direction regarding Natural Heritage, which will be discussed in Section 5.3 of this Report. The primary policy direction by this SCOP is that development or site alteration within 120 metres of designated wetland or ANSIs will only be permitted if an Environmental Impact Statement (EIS) has demonstrated that there will be no negative impacts on the natural features or ecological functions. Despite the requirement for an EIS within 120 metres of these features, on lands with established agricultural uses an EIS is not required.

No new development is proposed as a result of the Consent and Zoning By-law amendment applications. The lands that are proposed to be severed and consolidated with 775 Country Street are located approximately 300 metres from the area designated as Provincially Significant Wetland and ANSI – Life Science, therefore the current proposal is not subject to an Environmental Impact Statement.

A portion of both of the subject properties have been designated as Agricultural Area on Schedule A – Land Use. Agriculture plays a significant role in the local economy of the County of Lanark and consequently there is a need to ensure that this resource is protected. The following Agricultural Area policies directly relate to the subject sites and the proposed development:

- / Section 6.1.2 outlines the permitted uses in areas identified as agricultural resource areas:
 - Agricultural uses and normal farm practices;
 - Uses which are secondary to a principal agricultural use and which add value to agricultural products or support the agricultural resource use;
 - Uses secondary to the principal use of the property such as home-based work, bed and breakfast establishments, domestic industries and uses that produce agricultural products;
 - Forestry uses;
 - Uses related to the conservation or management of the natural environment;
 - Small scale farm related industrial and commercial uses that are directly related to an agricultural operation;
 - Wayside pits and quarries which, if established on land that is of high capability for agriculture, shall be subject to a rehabilitation plan showing how the site will be rehabilitated for productive agricultural use
 - Public utility corridors and communications facilities;
 - Private communications facilities subject to local zoning and development controls;
 - Farm related residential uses.
- / Section 6.1.3 speaks to lot area and provides the following criteria for determining lot area standards in zoning by-laws and for lot creation purposes:
 - The minimum lot area of the agricultural parcel shall be appropriate for the type of agriculture common in the area.
 - The minimum lot area shall be sufficiently large to ensure that long-term flexibility of lands to accommodate different agricultural uses in the future.
 - Minimum lot area may be reduced where specialized agricultural operations which do not produce animal waste and which by their nature do not require large lot areas such as garlic farms, apiaries or aquaculture.

- Lot areas for residential uses (farm and non-farm) and industrial or commercial uses related to agricultural uses shall be kept to the minimum required for site services and local development standards in order to limit the loss of prime agricultural land.

/ Section 6.1.4 speaks to lot creation within agricultural areas. Residential severances in agricultural resource areas may only be considered for a dwelling made surplus through farm consolidation, where farm consolidation is defined as the consolidation of one farm operation with another. A farm operation is defined as all of the legally conveyable lots, whether contiguous or not, which are associated with the operation of a farm including those lands which are owned and which are considered to be one operation for income tax purposes. The consent approval authority shall impose restrictive conditions to prohibit the construction of a new dwelling unit on the rendered vacant land as a result of the severance. In addition, the consent approval authority shall consider non-residential farm severances in accordance with the following:

- For making minor boundary adjustments between farms, provided that no building lot is created;
- For creating a new holding intended to be used exclusively as an agricultural operation ...;
- For create a new holding intended to be used for a farm related commercial or industrial operation. Where possible, such a lot will be located on land of low capability for agriculture.

The proposed severance and Zoning By-law amendment applications conform to the policies of Section 6.1 – Agricultural Resources, of the Sustainable Communities Official Plan. The proposed severance is of a surplus farm dwelling with the intent to consolidate the currently vacant and underutilized farmland at 785 Country Street with the farmland at 775 Country Street, allowing for the expansion of agricultural uses on the property. The severed lands are intended to be used for agritourism that will draw cyclists and pedestrians from the Ottawa Valley River Trail OVRT). Despite the natural boundary that the OVRT creates between the severed lands and 775 Country Street, the severed lands are not intended to be a new holding, they will be connected on title with the existing property at 775 Country Street. No new residential development will occur on the severed lands, as per the restriction proposed through this set of applications.

5.3 Municipality of Mississippi Mills Community Official Plan (COP) (2006, as amended)

In the context of rural/small town Ontario, Mississippi Mills stands out as being truly unique and fortunate. Much of Mississippi Mills' built heritage, both rural and urban, remains relatively intact, providing a valuable record of the Municipality's historical past. Located approximately 50 kilometres from downtown Ottawa, as the City of Ottawa grows so will Mississippi Mills. As the Municipality continues to grow, it has the option of directing urban type development to urban areas and rural type development to rural areas.

5.3.1 Growth and Settlement

Mississippi Mills is projected to grow to a population of 21,122 to the year 2038 – a 60% increase in the Municipality's population. The Municipality has established a Settlement Strategy which directs where growth will take place. This Strategy has identified general policies as they relate to Growth and Settlement within the Municipality. The following policies directly relate to the subject properties and the proposed development:

- / Policy 9 of Section 2.5.3.2.3 states that the creation of new residential lots outside of identified settlement areas shall take place by consent to sever. Generally, non-farm residential lots shall be 1 ha (2.4 acres) in size. The number of lots created by consent per land holding shall be a maximum of two (2) plus the remnant lots, except as otherwise provided for in this Plan.
- / Policy 10 states that the Official Plan prohibits the creation of new rural residential subdivision or rural settlement areas supported by private services.

The proposed severance is of a surplus farm dwelling in which the severed parcel of land will be rezoned to Agricultural zone and added to the subject property at 775 Country Street. The purpose of the severance is to expand

the existing farm at 775 Country Street and use the severed lands for agritourism. No non-farm residential uses are planned for any lands subject to this application.

5.3.2 Land Use Designations

The subject properties are both split-designated as Rural and Prime Agriculture on Schedule A – Rural Land Use of the Community Official Plan (COP) (Figure 6).

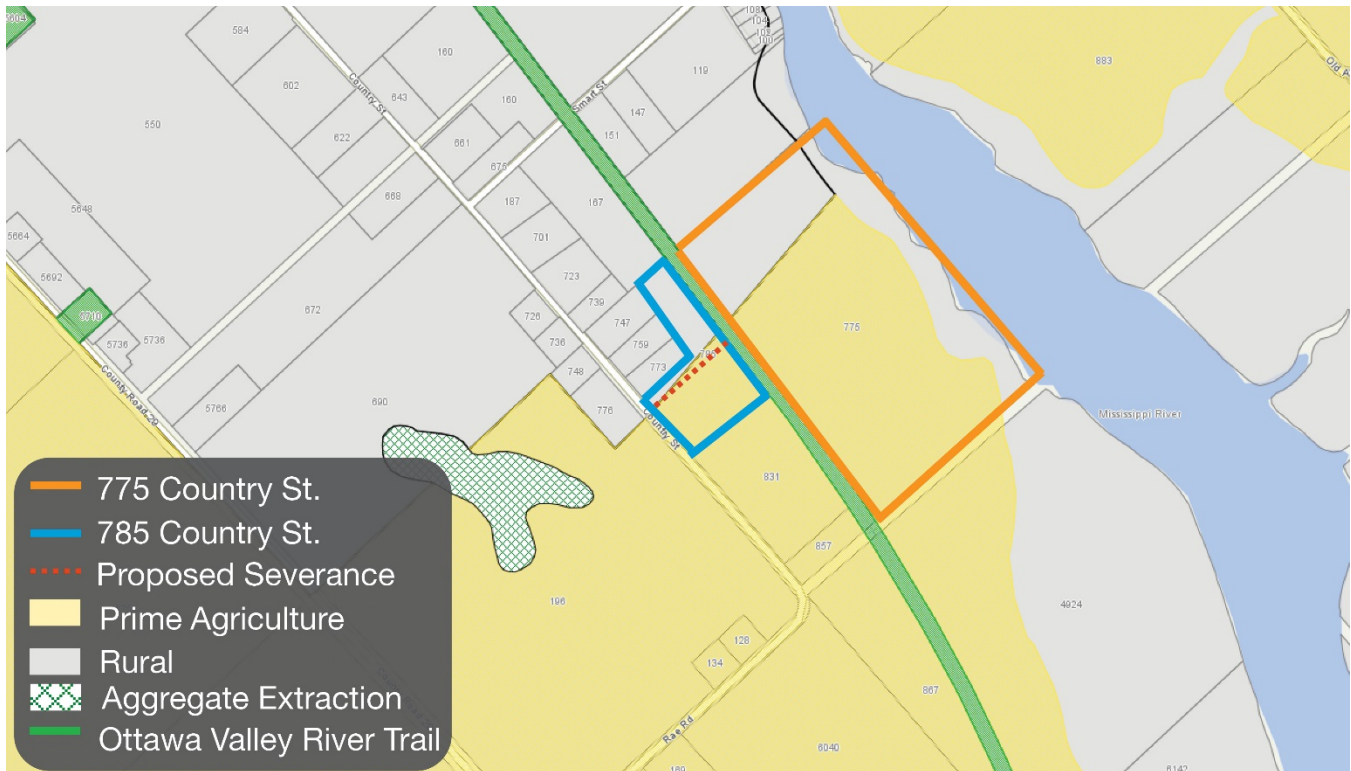


Figure 6. Excerpt of Schedule A - Rural Land Use, of the Mississippi Mills Community Official Plan

Agricultural Lands:

The goal of the COP is to protect agricultural resources for agricultural uses. This will be achieved through the following objectives:

- / Identify the Agricultural designation as those lands which have large contiguous areas of Classes 1, 2 and 3 soils as per the Canada Land Survey.
- / Restrict development on agricultural lands to those which are compatible with or supportive of the agricultural industry.
- / Prohibit farmer “retirement lot” severances within the Agricultural designation.
- / Require development within rural areas to be buffered and setback from the boundary of the Agricultural designation.
- / Encourage the agricultural industry to carry out sustainable stewardship of the land in accordance with Environmental Farm Plans, Nutrient Management Plans and Provincial Best Management Practices.

A broad range of uses are permitted on lands designated as “Agricultural”, which include, among others:

- / Agricultural uses;
- / Agriculturally related businesses and services;
- / Farm gate retailing, home-based business, agriculturally related tourist commercial uses, agricultural education enterprises, etc., and similar activities which are secondary and incidental to the farming operation;

The following Agricultural policies relate to the subject properties and the proposed development:

- / Section 3.2.4 (Land Stewardship, Sustainable Operations and Nutrient Management) provides policy direction for nutrient management, best management practices for operations and farmer-led stewardship.
- / Section 3.2.6 (Agricultural Commercial and Industrial Development) states that permitted agricultural commercial or industrial development within the Agricultural designation shall be subject to the following policies:
 - The Minimum Distance Separation calculation shall apply;
 - Development shall be subject to Site Plan Control;
 - Any accessory residence remains as part of the commercial or industrial holding and shall not be permitted as a separate lot;
- / Policy 1 of Section 3.2.7 (Severances and Lot Creation) states that farm-related severances may be considered for a surplus farm dwelling, built prior to the adoption of the Community Official Plan (December 13, 2005), made surplus to a farming operation as a result of farm consolidation.
 - Farm consolidation means the acquisition of additional farm parcels to be operated as one farm operation. Farm consolidation may include existing situations where a farm operation has two dwellings located on separate agricultural holdings. Only farmers who are expanding their farm holdings shall qualify for surplus farm dwelling severances.
 - The Municipality shall impose a condition on the severance of the surplus farm dwelling which shall require a zoning by-law amendment prohibiting the construction of a new residential dwelling on the farmland parcel rendered vacant as a result of the severance.
 - The Municipality may request a condition on the Land Division Committee decision to sever to require the registration of a covenant on the title of the property stating that the lot is adjacent to an agricultural area and may therefore be subjected to noise, dust, odours and other nuisances associated with agricultural activities.
 - The lot area and frontage for surplus farm dwelling lots will be kept to a minimum in order to keep as much land in agricultural production as possible, but generally should not be less than 0.4 ha in size.
 - Surplus farm dwellings will not be subject to the Minimum Distance Separation Formula I (MDS).
- / Policy 2 states that farm consolidation severances on undersized agricultural properties may be considered provided the severed agricultural lands are consolidated with an abutting agricultural property.
- / Policy 3 states that severance for boundary adjustments between agricultural holdings may be permitted provided that no new lot is created, and the size of the lots are appropriate for the type of agriculture proposed.

Rural Lands:

The goal of the COP is to provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features. This will be achieved through the following objectives:

- / Identify locally significant agricultural lands as those which have soils within Classes 1 to 3 of the Canada Land Inventory located outside of the "Agricultural" designation and that are part of a productive agricultural operation. Schedule A shall identify such lands as an overlay referred to as "Rural – Agriculture".

- / Require development within rural areas to be buffered and setback from the boundary of the “Agricultural designation” and other non-compatible rural resources.
- / Provide direction to the location of new rural non-farm residential lots and the placement of houses on such lots is to be considerate of traditional rural land uses and environmental features.

A broad range of uses are permitted on lands designated as “Rural”, which include, among others:

- / Agricultural uses;
- / Agriculturally related businesses and services;
- / Farm gate retailing, home based businesses, agriculturally related tourist commercial uses, etc...;
- / Residential dwellings which are accessory to an agricultural use;
- / Non-farm residential dwellings and accessory uses;
- / Small scale rural commercial and industrial enterprises which primarily engage in the buying and selling of goods and services to area residents, farms, business or to the travelling public;
- / Resource-based and resource-related industries;
- / Tourist commercial uses.

The following Rural policies relate to the subject properties and the proposed development:

- / Policy 1 of Section 3.3.6 (Severances and Lot Creation) states that farm-related severances may be considered for a farm dwelling built prior to adoption of the Community Official Plan (December 13, 2005), made surplus to a farming operation as a result of farm consolidation.
 - Farm consolidation means the acquisition of additional farm parcels to be operated as one farm operation and may include existing situations where a farm operation has two dwellings located on separate agricultural holdings. Only farmers who are expanding their farm holdings shall qualify for surplus farm dwelling severances.
 - The Municipality shall impose a condition on the severance of the surplus farm dwelling which shall require a zoning by-law amendment prohibiting the construction of a new residential dwelling on the farmland parcel rendered vacant as a result of the severance.
 - The lot area and frontage for surplus farm dwelling lots should be kept to a minimum in order to keep as much land in agricultural production as possible.
 - The Municipality may request a condition on the Land Division Committee decision to require the registration of a covenant on the title of the property stating that the lot is adjacent to an agricultural area and may therefore be subjected to noise, dust, odours and other nuisances associated with agricultural activities.
- / Policy 2 states that severance for boundary adjustments between agricultural holdings may be permitted provided that no new lot is created, and the size of the parcels are appropriate for the type of agriculture proposed.

The proposed severance and Zoning By-law amendment applications maintain the intent of the Agricultural and Rural policies of the Community Official Plan. The proposed severance is a surplus farm dwelling severance that will consolidate underutilized farmland with farmland at 775 Country Street that will be used for agricultural uses and agritourism uses. As indicated by Municipal Planning Staff, the dwelling on 785 Country Street has been in existence since before the 2005 adoption of the COP, and as such, the farm-related severance is supported. The future agricultural use of the severed lands may include an orchard, where a pick-your-own operation could take place, apiaries, sunflower fields and meadow lands, all of which are permitted in the COP. The surplus farm dwelling

severance will contribute to the overall agricultural operation in addition to conserving agricultural land for agriculture uses.

Furthermore, a Zoning By-law amendment has been submitted. As part of the amendment, site-specific zoning will be established for the severed lands prohibiting future residential development in addition to reduced street frontage and reduced lot size requirements. The COP policies direct that the retained lands be kept to a minimum to keep as much agricultural land in production as possible. The retained lands at 785 Country Street have a lot area of approximately 2.2 hectares, however, this size has been maintained as a result of the location of the existing structures on the site, as well as the location of the existing established boundary (the existing easement for access) that bisects the site. The subject site has already been informally separated by the existing easement, so it is a natural, established feature for formalizing the division of the land. Instead of keeping prime agricultural land vacant, the land will for part of the agricultural plans for 775 Country Street. Using the existing easement/driveway as the boundary of the severance also results in no new driveway being created for either the severed or the retained lands, ensuring that Country Street is unaltered.

5.3.3 Environment Land Use Policies

The protection of the environmental features, water resources and ecosystems within Mississippi Mills are of central importance to the long-term health and prosperity of the area. The Community Official Plan contains policies which attempt to protect water resources, natural heritage features and other natural resources that may be impacts through site-specific development proposals.

The subject site at 775 Country Street is located abutting the Mississippi River, which has been designated as Significant Wetlands – Evaluated Provincial and ANSI – CanLife. The following policies relate to the subject properties and the proposed development:

- / Policy 6 of Section 3.1.3 (General Policies) states that development shall be implemented primarily through the use of zoning and site plan control in accordance with the relevant sections of this Official Plan.
- / Policy 7 states that where two or more natural heritage features overlap, the policies that provide the most protection shall apply (i.e. wildlife habitat and provincially significant wetlands).
- / Policy 9 states that nothing in these policies is intended to limit the ability of agricultural uses to continue.
- / Policy 3 of Section 3.1.4 (Environmental and Natural Heritage Features) states that development within 120 metres of provincially significant wetlands or 50 metres of a locally significant wetlands may take place in accordance with the land use designation shown on land use Schedule to this Plan only when it has been demonstrated through an Environmental Impact Study that there shall be no negative impacts on the natural features or ecological functions of these wetlands. This is not a setback requirement, but rather a requirement for a review of development proposal with the relevant adjacent lands.
- / Policy 6 states that all development within 120 metres of provincially significant wetlands or 50 metres of a locally significant wetland shall be subject to site plan control.
- / Policy 8 states that notwithstanding the above policies, established agricultural uses, existing at the date of the adoption of this Plan, are permitted to continue within and adjacent to provincially and locally significant wetlands. New or expanded agricultural structures or the clearing or draining of lands within the limits of wetlands are prohibited.
- / Policy 1 of Section 3.1.4.3 (Area of Natural and Scientific Interest) states that Development (subdivisions, site plan, zoning amendments, minor variances, consents) within 120 metres of a life science ANSI and within 50 metres of an earth science ANSI, may take place in accordance with the land use designation shown on the Schedules to this Plan only when it has been demonstrated through an Environmental Impact Study that there shall be no negative impacts on the natural features or ecological functions of the ANSI. This is not a setback requirement, but rather a requirement for a review of development proposals within the adjacent lands.

The proposed consent and Zoning By-law amendment applications consist of land that is located outside of the 120 metre buffer zone between the provincially significant wetland and the ANSI – CanLife. As such, an Environmental Impact Statement is not required as part of this development application. It is noted, however, that any future development of the site at 775 Country Street, within the 120 metre buffer of the wetlands and ANSI will likely require an EIS at the site plan control stage.

5.4 Zoning By-law

The subject properties are both currently split-zoned and subject to the Agriculture (A) and Rural (RU) zones in Comprehensive Zoning By-law #11-83, as shown on Figure 7, below.

The purpose of the Agricultural Zone is to:

- / Recognize and permit agricultural uses in areas designated Agricultural in the Community Official Plan;
- / Restrict the range of uses to agricultural, forestry and related accessory uses in order to preserve these prime agricultural areas from loss to other uses; and
- / Regulate uses in a manner that respects the character of the area and minimizes land use conflicts.

The purpose of the Rural Zone is to:

- / Accommodate agricultural, forestry, non-farm residential lots by severance in areas designated Rural in the Community Official Plan;
- / Recognize and permit this range of rural-based land uses which often have large lot or distance separation requirements; and
- / Regulate various types of development in manners that ensure compatibility with adjacent land uses and respect the rural context.

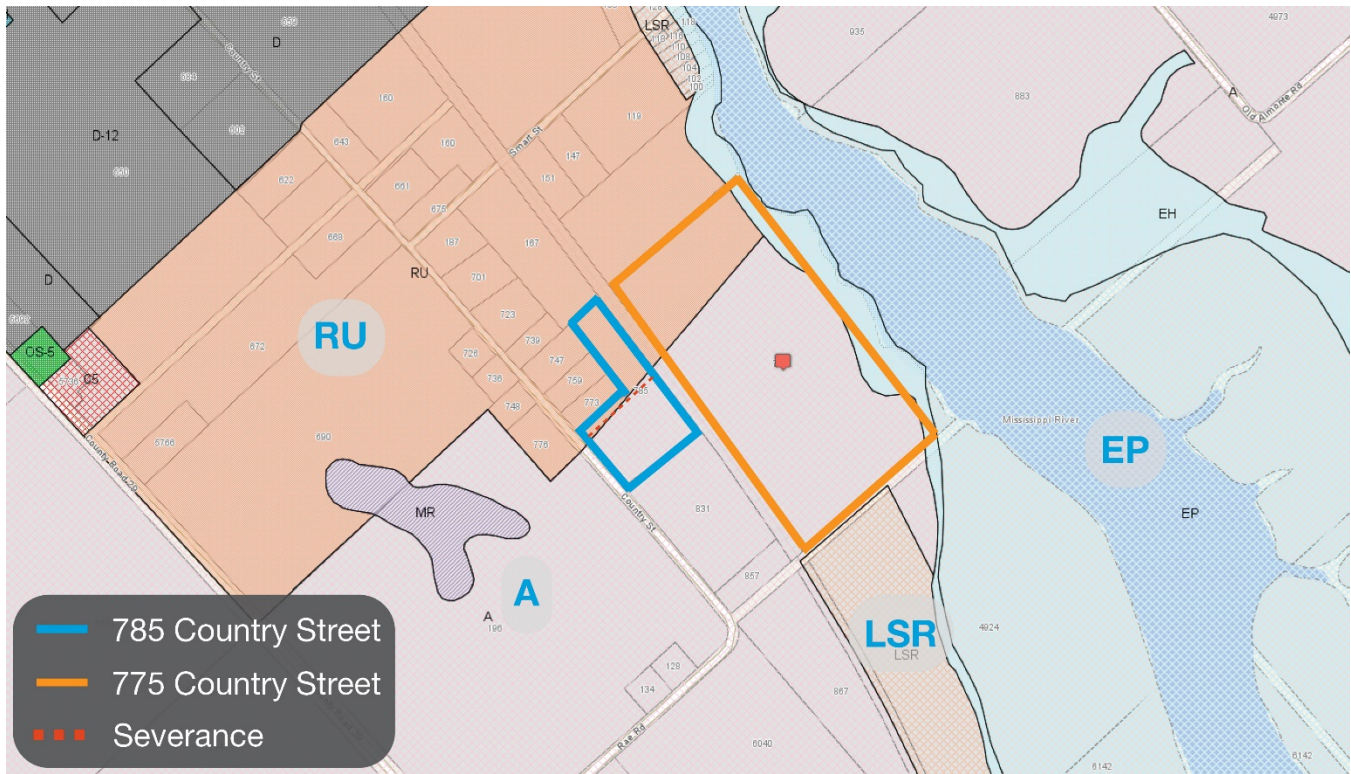


Figure 7. Excerpt of Zoning Map

The A and RU zones both permit a variety of uses, ranging from residential uses to non-residential uses, including agricultural uses.

5.4.1 Zone Provisions and Analysis

The proposed Zoning By-law Amendment for the severed lands is to rezone it entirely to Agricultural (A), with site-specific provisions including a minimum lot frontage of 20.16 metres to address the proposed surplus farm dwelling severance.

Table 2 provides a summary of the Agricultural and Rural zoning provisions. The table demonstrates how the development meets the provisions. The proposal's compliance with the current zoning is noted with a **YES** and areas of non-compliance are noted with a **NO**. Please note that as the severed lands are split-zoned, the table above considers the most restrictive of the RU or A zones, being the A zone.

Table 2. Agricultural and Rural Zoning Summary

Provisions	RU Zone (Rural Use)	A Zone (Agricultural Use)	Proposed Development (Severed Lot added to 775 Country St.)	Compliance with Agriculture Zone
Minimum Lot Area	10 ha	40 ha	28.3 ha	NO
Minimum Lot Frontage	150 m	150 m	20.16 m	NO
Minimum Side Yard	15 m	20 m	>20 m	YES

Minimum Rear Yard	15 m	20 m	>20 m	YES
Minimum Front Yard	15 m	20 m	>20 m	YES
Minimum Exterior Side Yard	15 m	20 m	>20 m	YES
Maximum Height of detached dwelling	11 m	11 m	N/A	No dwelling is proposed
Maximum Lot Coverage	5%	5%	N/A	No new buildings are proposed
Minimum Separation from an accessory detached dwelling to any structure where animals are housed	30 m	30 m	>30 m	YES
Minimum separation between non-farm buildings and structures on lands adjacent to the Agricultural designation	150 m	N/A	N/A	No new non-farm buildings / structures are proposed.
Parking	N/A	Agriculture Use – 2 spaces per farm plus 3 per 100 m ² of floor area of farm produce outlet	No change to parking spaces	YES

The proposal meets the general intent of the provisions of the Agricultural zone, however, relief will be required from the zoning provisions as detailed below.

5.4.2 Proposed Zoning By-law Amendment

The Zoning By-law amendment proposes site-specific provisions to address minimum lot size and lot frontage, in addition to restricting a new residential dwelling on the site, as outlined below:

- / **Minimum Lot Size:** As shown on the site sketch and in the zoning table above, lands zoned as Agricultural (A) require a minimum lot size of 40 hectares. The site at 775 Country Street is approximately 26.8 hectares in size and will be approximately 28.3 hectares in size once the severed parcel is added. The proposed 28.3 hectare size lot still meets the intent of the Agricultural zone and brings the lot size further into compliance from its original size. The lands will still be able to be used for agricultural purposes without any impact to the surrounding area.
- / **Minimum Lot Frontage:** As shown on the site sketch and in the zoning table above, lands zones as Agricultural (A) require a minimum lot frontage of 150 metres for agricultural uses. The proposed development requires relief to permit a lot-frontage of 20.16 metres. This lot frontage brings the site further into compliance with the Agricultural zone by providing actual street frontage through the portion of the lands that are currently an easement for access - 775 Country Street as it exists today does not have any street frontage and is “landlocked”. The existing easement acts as a natural separation between the proposed severed and retained lands at 785 Country Street.

- / **Restriction of new residential:** As outlined in the policy above, the vacant land that is rendered as a result of the surplus farm dwelling severance is required to be rezoned to restrict any new residential dwelling units from being constructed. The proposed use of the severed lands is not residential in nature and is a permitted use (agricultural use), and as such restricting new residential dwelling units on the site will not impact the future uses intended for the property. This ensures that the policies restricting new residential development through consent applications are respected.

5.5 Consent Application

It is our professional planning opinion that the application meets the criteria for lot division as described in Sections 53(1), 53(12) and 51 of the *Planning Act*. As the proposal does not include an internal road network, major servicing or other elements of a subdivision, the following criteria are generally those which apply to applications for consent:

a) The effect of development of the proposed subdivision on matters of provincial interest

Lot creation for a residence surplus to a farming operation is aligned with the agricultural policies of the Provincial Policy Statement (PPS, 2020). The PPS provides direction on the wise use and management of resources, recognizing that Ontario's long term prosperity, environmental health, and social well-being depend in part on protecting natural heritage, water, agricultural, mineral and cultural heritage and archaeological resources for their economic, environmental and social benefits. The proposed application conforms to the objectives and intent of the PPS and support several policies, including:

- / 2.3.1 – Prime agricultural areas shall be protected for long-term use for agriculture.
- / 2.3.3.1 – In prime agricultural areas, permitted uses and activities are: agricultural uses, agriculture-related uses and on-farm diversified uses.
- / 2.3.3.2 – In prime agricultural areas, all types, sizes and intensities of agricultural uses and normal farm practices shall be promoted and protected in accordance with provincial standards.
- / 2.3.4.1 – Lot creation in prime agricultural areas is discouraged and may only be permitted for:
 - a) Agricultural uses, provided that the lots are of a size appropriate for the type of agricultural uses(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;
 - b) Agriculture-related uses, provided that any new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services;
 - c) A residence surplus to a farming operation as a result of farm consolidation, provided that:
 1. The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water service; and
 2. The planning authority ensures that new residential dwellings are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new residential dwellings are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches which achieve the same objective; and
 - d) Infrastructure, where the facility or corridor cannot be accommodated through the use of easements or rights-of-way.
- / 2.3.4.2 – Lot adjustment in prime agricultural areas may be permitted for legal or technical reasons.

The proposed consent application represents an opportunity for the protection of prime agricultural land within the Province. Additionally, the concurrent Zoning By-law amendment will prohibit any new residential dwellings on the severed parcel of the land, aligning with the PPS and provincial interests.

b) Whether the proposed subdivision is premature or in the public interest

The proposed severance will result in underutilized farmland being added to an active farming operation with the intent of being an agritourism destination for visitors and residents within Mississippi Mills.

The proposed severance is not premature and is technical in nature to convey underutilized land to an active farming operation. The proposal represents the protection of prime agricultural land within the Municipality, with no new development in terms of buildings or structures being proposed on any lands involved.

c) Whether the plan conforms to the official plan and adjacent plans of subdivision, if any

The subject properties are both split-designated as Rural Lands and Agricultural Lands in the Lanark County Sustainable Communities Official Plan and in the Municipality of Mississippi Mills' Community Official Plan. Both designations permit a range of agricultural uses in addition to permitting severances for surplus farm dwellings. The lands are not located within or adjacent to a plan of subdivision.

The proposed consent and Zoning By-law amendment conform to the Lanark County Sustainable Communities Official Plan and the Municipality of Mississippi Mills Community Official Plan.

d) The suitability of the land for the purposes for which it is to be subdivided

The application proposes to create one (1) vacant lot that will be added to an active farming operation at 775 Country Street, with the retained parcel being unchanged aside from lot size and frontage. The consolidation of farmland is supported in the County and Municipality's Official Plans.

The proposed lots are in keeping with the overall intent of the PPS and Official Plans where prime agricultural land shall be protected for the long-term. Additionally, the severed land is suitable for the proposed agricultural uses, and through the Zoning By-law Amendment, will not permit new residential development on severed lands.

f) The dimensions and shapes of the proposed lots

The severed lands have been maximized based on the existing established boundary across the access easement to 775 Country Street. The additional 1.5 hectares of land to be severed and added to 775 Country Street increases the available land for agricultural uses, which is supported and encouraged. The severed lands are also L-shaped, which fits easily into the existing lot fabric along Country Street, while also providing frontage for 775 Country Street, an otherwise landlocked parcel. The retained lands, although still quite large in lot size, cannot be reduced without creating odd-shaped lots not necessarily suitable for agricultural use.

The proposed lots are capable of being used for agricultural uses and will be similar in size and shape to other lots in the area. Through the Zoning By-law amendment application, the minimum lot size and lot frontage of the severed lands will be brought into compliance.

g) The restrictions or proposed restrictions, if any, on the land proposed to be subdivided or the buildings and structures proposed to be erected on it and the restrictions, if any, on adjoining land

The subject properties are currently split-zoned Agricultural (A) and Rural (RU) in the Municipality of Mississippi Mills Comprehensive Zoning By-law #11-83. The severed lands are subject to a concurrent Zoning By-law amendment to alter the minimum lot size and frontage for the lands. As a result of the Zoning By-law amendment, the Consent proposal will meet all of the applicable performance standards in the Agricultural (A) zone.

The proposed development does not impose any restrictions on adjacent lands and is generally compatible with the applicable performance standards in the zoning by-law. The only imposed restriction is proposed and related to the prohibition of new residential uses on the severed lands.

h) Conservation of natural resources and flood control

The subject property at 775 Country Street abuts the Mississippi River and as a result abuts lands that are designated as Provincially Significant Wetland and ANSI – CanLife and is also subject to a floodplain. The severed lands will be added to the subject property south of the Ottawa Valley River Trail, which is approximately 300 metres from the River, outside of the required area for an Environmental Impact Statement.

No negative impacts of the proposed severance and rezoning are anticipated on the adjacent natural resources and floodplain.

In our professional opinion, a full Plan of Subdivision is not required, and the consent application is appropriate for the site. The resulting lots will both front onto a municipal right-of-way, are capable of being used for agricultural uses, and are compatible with the surrounding lot fabric. The proposed consent application and concurrent Zoning By-law amendment brings an otherwise landlocked parcel into compliance with all guiding policy documents and contributes to the protection of prime agricultural land as laid out in the PPS and County and Municipal Official Plans.

Conclusions

It is our professional opinion that the proposed consent and Zoning By-law amendment applications to permit the proposed development on the subject property constitutes good planning and is in the public interest. The proposed consent application meets the criteria for lot division under the *Planning Act*, and will result in the creation of one (1) new vacant lot that will be added to the adjacent property at 775 Country Street to expand the existing agricultural operation. Additionally, the proposed Zoning By-law amendment will ensure that the severed lands are in compliance with the performance standards set out in Comprehensive Zoning By-law #11-83, with the requested amendments being appropriate for the lands. Further, the severance of the lands will not result in the creation of a new lot for residential purposes outside of the settlement area, as per the concurrent Zoning By-law Amendment.

Sincerely,



Jacob Bolduc, MCIP RPP
Senior Planner
Fotenn Planning + Design



Patricia Warren, M.Pl
Planner
Fotenn Planning + Design

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 40 (RU-40) for the lands identified in Schedule 'A', which are legally described as Part of Lot 11, Concession 9, former geographic Township of Almonte, 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:

"12.3.40 Notwithstanding the 'RU' zoning, on those lands delineated as 'RU-40' 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 frontage is 20 metres*
 - ii. *The minimum lot area is 1.5 ha.*
 - iii. *All residential uses are prohibited.*
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.**

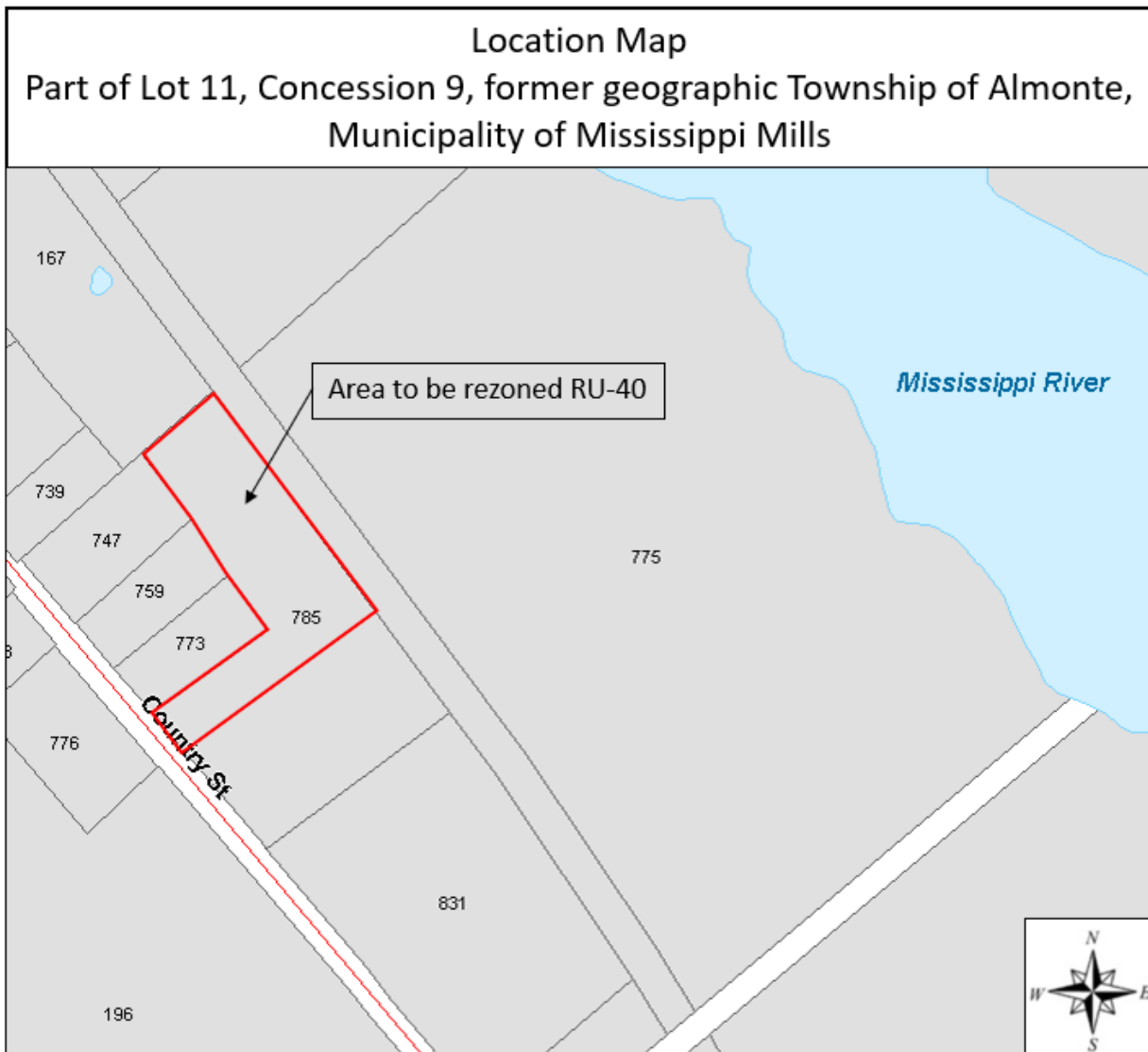
Christa Lowry, Mayor

Jeanne Harfield, Clerk

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

Lands Subject to the Amendment

Part of Lot 11, Concession 9, former geographic Township of Almonte, Municipality of Mississippi Mills.



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022

TO: Committee of the Whole

FROM: **Melanie Knight, Senior Planner**

SUBJECT: Site Plan Control By-Law and Fees And Charges By-Law Amendments
Municipality of Mississippi Mills

RECOMMENDATION

THAT Committee of the Whole recommend that Council approve the amendments to the Site Plan Control By-law as detailed in Attachment A to include Shooting Ranges and any uses approved as part of a Minister's Zoning Order in Schedule A of the Site Plan Control By-law and to modify the Fees and Charges By-law, to include a new fee for uses as part of a Minister's Zoning Order, as detailed in Attachment B.

BACKGROUND

New Site Plan By-law Control By-law

In June, Council adopted a new Site Plan Control By-law and Guidelines [Committee of the Whole - June 07, 2022](#)

There are two separate issues that have arisen in the past few months regarding the use of Site Plan Control, shooting ranges and uses that may be permitted through a Minister's Zoning Order (MZO).

With respect to shooting ranges, this issue was raised regarding a shooting range proposed for personal use by a property owner within Mississippi Mills. Staff have been working with the Municipality's solicitor regarding shooting ranges and details regarding the use of Site Plan Control for shooting ranges are included in this report.

With respect to MZOs, in June, the CAO provided a report to Committee and Council regarding the recent request by Mr. Princiotta regarding support for a development on Appleton Side Road [Committee of the Whole - June 21, 2022](#). After further consideration of the issue of MZOs and in light of the upcoming changes to the *Planning Act* (which come into effect January 1, 2023), requiring the issuance of refunds on Site Plan Control application fees if a decision is not rendered within 60 days, staff have provided details regarding the use of Site Plan Control to implement any MZOs in the future.

Shooting Ranges

As previously mentioned, in recent months the issue of the use of property for a shooting range has been raised. In early 2022, Planning Staff issued a Letter of Compliance requested by a landowner to confirm that a shooting range for personal use *only* was permitted on a Rural (RU) zoned property. Staff note that commercial shooting ranges are not currently permitted in the Zoning By-law or Official Plan. While both documents are silent (in that they do not explicitly prohibit shooting ranges) the municipality's legal counsel confirmed that in being silent commercial shooting ranges are considered prohibited until such time that an applicant were to bring forward the necessary amendment applications to explicitly permit a commercial shooting range. A private shooting range is considered a use accessory to a residential use and could be allowed, provided it remained accessory to the principal permitted use.

Site Plan Control

The municipality's legal counsel has confirmed that the Zoning Compliance Letter is factually accurate, in that a shooting range for personal use may be considered an accessory use to a rural property. This interpretation has raised a question of the use of Site Plan Control for shooting ranges, even ones that are permitted for personal use only. Currently the Site Plan Control By-law is silent on shooting ranges, whether for commercial use or personal use.

At the time of the request for the Zoning Compliance letter, the property owner indicated that the Zoning Compliance letter was requested because of an application to the Chief Firearm's Office to establish a formal shooting range for personal use only.

Chief Firearm's Office (CFO)

The CFO is the regulating authority of all formal shooting ranges within the Province of Ontario. The Shooting Clubs and Shooting Ranges Regulations defines shooting ranges as follows:

"a place that is designed or intended for the safe discharge, on a regular and structured basis, of firearms for the purpose of target practice or target shooting competitions."

Legal counsel has also advised municipal staff that the applicable legislation and requirements for approval of a shooting range does not distinguish between a shooting range for commercial or personal use, in that the minimum requirements contained in the regulation for both types of shooting ranges are the same. Shooting ranges must not only comply with Zoning By-laws but also with all other municipal by-laws, such as Noise By-laws, Discharge of Firearms By-law etc.

Site Plan Control for Shooting Ranges

The ability to impose supplemental municipal regulations, such as Site Plan Control, is supported by provisions in the Shooting Clubs and Shooting Ranges Regulations in that

ranges must comply with zoning by-laws and municipal operating licenses, as well as municipal environmental protection legislation.

Site Plan Control can only regulate matters listed in Section 41(4) of the *Planning Act*, namely the location of buildings, structures and works. Under this authority, the Municipality could dictate the location of a shooting range on a lot, require berms or other features to mitigate noise, visual impacts or other compatibility concerns. Other regulations such as hours of operation and the regulation of noise cannot be regulated through Site Plan Control. These regulations would need to be regulated under a different type of municipal by-law such as a Noise By-law, Discharge of Firearms By-law or in the case of a commercial operation, a business licensing by-law.

Site Plan Control can regulate uses that are permitted in the Zoning By-law, including a shooting range for personal use. Site Plan Control cannot be used to prohibit features, designs or operations required under a license issued by the CFO or otherwise required by the federal Firearms Act or the Shooting Clubs and Shooting Ranges Regulations. The Site Plan Control restrictions also should not frustrate the purpose of federal instruments, for example by imposing impossible Site Plan Control conditions that effectively prohibit a range despite being permitted under zoning and licensed by the CFO.

In light of the foregoing, staff are recommending that shooting ranges be added to Schedule 'A' of the Site Plan Control By-law as a use to be regulated under Site Plan Control under the category of a Major Site Plan Control application. Acknowledging that some residents may use their property for informal 'target practice' and not a formal shooting range, staff are recommending that any shooting ranges that are licensed by the CFO and meet the definition of a shooting range as contained in the Shooting Clubs and Shooting Ranges Regulations be used as the definition of shooting range within the Site Plan Control by-law. If the amendment is approved, the changes to the Site Plan Control by-law come into effect immediately upon passing. This proposed amendment would capture all shooting ranges (commercial or personal use) that meet the CFO's definition of shooting range. Any property owner seeking to establish a shooting range for personal use only (as currently permitted in the Zoning By-law as an accessory use) would be required to first obtain Site Plan Control approval from the municipality prior to the municipality providing a Zoning Compliance Letter.

Minister's Zoning Order (MZO)

As noted in the staff report on June 21, 2022, the Provincial Office of the Auditor General issued a report on the use of MZOs under the current (and recently re-elected) provincial government, which highlighted a number of issues with MZOs with respect to the municipal planning process.

MZOs are not required to be consistent with the Provincial Policy Statement (PPS), which is the guiding document that all municipalities must have regard for in their land use planning decisions. MZOs are also not required to adhere to municipal Official Plan policies or other master planning documents such as Infrastructure Master Plans or

Transportation Master Plans, which can significantly cause municipal issues with respect to water and wastewater systems and infrastructure capacity as well as transportation networks. As a result, a substantial amount of the planning 'work' related to MZO's is deferred to the Site Plan Control stage.

As part of Bill 109 which made recent changes to the *Planning Act*, the Province has also introduced a different type of provincial order that could be issued called the Community Infrastructure Housing Accelerator (CIHA), which based on the description, would be a municipally requested type of MZO. At the time of writing this report, there have been few updates from the Province on the CIHA; however, considering there may very well be an additional type of provincial order related to planning approvals in the future, staff have suggested wording to capture this potential in the proposed amendments as "uses permitted under a Minister's Zoning Order or other provincial order."

Typical Planning Process and Fees

Outside of the MZO process, developments that are not contemplated by the Official Plan or Zoning By-law, would normally require an Official Plan Amendment and Zoning By-law Amendment process to be completed before the Site Plan Control process would begin. These amendments would require the applicant to submit a comprehensive application with plans and studies, such as servicing and stormwater management reports, a planning rationale, a transportation study and in some cases other specific studies such as noise or environmental study to justify and rationalize an amendment to the municipality's Official Plan and Zoning By-law. These plans and studies are also reviewed in consideration of the municipality's own guiding policy framework outlined in the Official Plan, Transportation Master Plan, Active Transportation Plan and Infrastructure Master Plan.

Through this normal planning process, staff would undertake a thorough review of the amendment applications, often using peer reviewers to assist, to ensure that the proposed development can be appropriately accommodated within the municipality's infrastructure system, transportation network, meets the PPS and constitutes good planning. The Site Plan Control stage would typically implement any approvals that were granted at the amendment stages focusing on reviewing detailed grading and drainage, site servicing, landscaping and site design as well as the implementation of any recommendations arising from the required studies such as noise mitigation measures or environmental buffers.

The planning fees related to Official Plan Amendments and Zoning By-law Amendments are reflective of the level of effort required by municipal staff to review, analyze and make recommendations to Council regarding these types of applications. Currently the municipality's 2022 Planning Fees for an Official Plan Amendment is: \$3500.00 and for a Major Zoning By-law Amendment: \$3640.00. There is a joint fee of \$5355.00 if an applicant were to apply for a joint Official Plan Amendment and Zoning By-law Amendment application. The current Fees and Charges by-law also includes a

requirement for additional peer review requirements (and related expenses) that are to be covered by the applicant.

MZO, Site Plan Control and Fees

The MZO process essentially downloads the amendment processes to the Site Plan Control stage. In other examples from other municipalities, and in the one presented to Council this year, the justification was that the MZO process does not exempt the requirement for plans and studies but rather these would be required, reviewed and implemented as part of the Site Plan Control stage. As a result, a Site Plan Control application that was a result of an MZO still requires the same level of effort, staff time and resources that would be required through the Official Plan Amendment and Zoning By-law Amendment processes; however, at a reduced cost of only \$2704.00 for a Site Plan Control application (based on 2022 Major Site Plan Control fee), a reduction of \$5355.00 in planning fees.

In light of the foregoing, staff are recommending that Schedule A of the 2022 Site Plan Control By-law be amended to include 'uses permitted through a Minister's Zoning Order or other provincial order' to ensure that any MZO is captured in the Site Plan Control process. Staff are also recommending an amendment to the 2022 Fees and Charges By-law to ensure that the Site Plan Control fee for a use permitted through an MZO (or other provincial order) is reflective of the level of effort and staff time required to evaluate the application. Staff are recommending a fee of \$8059.00 be required for Site Plan Control applications arising from an MZO. This fee accounts for the Major Site Plan Control fee and the joint Official Plan and Zoning By-law Amendment (\$2704.00 + \$5355.00).

SUMMARY

Staff have recently identified two specific land use issues that are recommended to be included in the Site Plan Control by-law. As contained in this report, staff are of the opinion that amending the Site Plan Control by-law to include a shooting range and any uses permitted as a result of a MZO (or other provincial order) warrant the regulatory use of Site Plan Control. In addition, staff are recommending an amendment to the Fees and Charges By-law to add a specific Site Plan Control application fee for uses permitted through provincial order which is reflective the level of effort, staff time and work required to fully evaluate such proposed developments.

All of which is respectfully submitted by,

Approved by,



Melanie Knight
Senior Planner



Ken Kelly
CAO

ATTACHMENTS:

Attachment A – Site Plan Control By-law

Attachment B – Fees and Charges By-law amendment

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

BEING a by-law to amend Site Plan Control By-law 22-041.

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

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

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

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

AND WHEREAS By-law 22-041 being a By-law to Designate a Site Plan Control Area was adopted by Council on July 1, 2022;

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

1. That Section 1 be amended to include the following definition:

“Shooting Range” means a shooting range as defined by the Shooting Range and Shooting Ranges Regulations, SOR/98-212, as amended.

2. That Schedule “A” be amended as follows:

SITE PLAN APPROVAL PROCESS FOR CLASSES OF DEVELOPMENT	MAJOR	MINOR	LITE	EXEMPT	EXPLANATION/ RELATED POLICY
OTHER					

SITE PLAN APPROVAL PROCESS FOR CLASSES OF DEVELOPMENT	MAJOR	MINOR	LITE	EXEMPT	EXPLANATION/ RELATED POLICY
Shooting Range – for personal or commercial use	✕				Refer to Section 1 Definitions
Any uses permitted through a Minister's Zoning Order or other provincial order	✕				Additional fees required. Refer to Fees and Charges By-law for specific fees.

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

3. **THAT** By-law 22-041 shall be and is hereby amended.

BY-LAW READ, passed, signed and sealed in open Council this 9th day of August, 2022.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

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

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

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

AND WHEREAS Council approved a revised Site Plan Control By-law 22-041, which introduces a new class of Site Plan Control application and finds it desirable to amend the application fees;

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

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

PLANNING	
Site Plan Control	
Uses permitted under MZO or similar Provincial Order	•..... \$8,059.00

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

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

BY-LAW READ, passed, signed and sealed in open Council this 9th day of August, 2022.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: July 22, 2022

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner

SUBJECT: Mill Valley Retirement Living – 09-T-21005 - Subdivision Agreement
Part East Half, Lot 14, Concession 10, Ramsay Ward
Municipality of Mississippi Mills

OWNER/APPLICANT: Houchaimi Holdings Inc.

RECOMMENDATION

THAT the Committee of the Whole authorize the Mayor and Clerk to enter into a Subdivision Agreement for Mill Valley Retirement Living, subject to final review of the Acting Director of Public Works; and THAT the Committee of the Whole recommend that Council approve the Lifting of the Holding Zone on the subject property as detailed in Attachment C.

BACKGROUND

In March 2022 Council authorized staff to provide the County of Lanark with conditions for Draft Approval of the above noted subdivision. A link to this report can be found here: [Committee of the Whole - March 01, 2022](#) The applicant received Draft Plan approval from the County of Lanark for the above noted subdivision on May 18, 2022. The Draft Plan is attached as Attachment A.

For Committee's information, there is also a related Site Plan Control application related to the development and there is a sequence of applications required in order for the development to proceed.

COMMUNITY OFFICIAL PLAN (COP)

The subject lands were part of an Official Plan Amendment (0931-OP-21001, OPA 27) and associated Zoning By-law Amendment (Z-18-20) which were approved in spring of 2021 to facilitate the proposed development.

The Official Plan Amendment re-designated the lands from Industrial to Residential – Community Facility. The subdivision complies with the policies of the Official Plan.

ZONING BY-LAW #11-83

The Zoning By-law Amendment rezoned the lands from Development (D) to Community Facility, Subzone 6 with a holding provision (I-6h) to permit an aging-in-place development consisting of an apartment dwelling, townhouse and semi-detached dwelling units and addressing site-specific zone exceptions.

The holding provision is in place until such time that the property has frontage on an open municipal road. This requirement will be achieved through the Plan of Subdivision application as it includes the creation of Gerry Emon Road.

Holding zones are used as a 'hold' on an approved zoning until such time that an outstanding issue or condition has been satisfied. Staff had originally suggested that the lifting of the holding can be completed after the Site Plan approval stage; however, as soon as the registration of the subdivision has taken place, the property will technically have frontage on an open, municipal road because the subdivision process creates the municipal road (Gerry Emon Road). As a result, staff are of the opinion that the lifting of the holding can occur during the registration phase rather than waiting for the Site Plan Control agreement registration stage.

EVALUATION

The conditions of Draft Plan Approval issued by the County of Lanark have been satisfied. A draft Agreement has been prepared and is being reviewed by the developer, their consultants and their solicitor.

All plans associated with the development have been reviewed and approved by staff and all relevant external agencies. Furthermore, the applicant is proceeding through the Ministry of Environment process for the required Certificate of Approval regarding the required infrastructure.

Upon execution of the Agreement, the developer will be required to provide all required securities for the development to the municipality to cover administration costs and registration fees.

SUMMARY

The proposed Draft Plan of Subdivision and Site Plan satisfies the provisions of the Zoning By-law and is consistent with relevant planning policies of the Community Official Plan. The applicant has completed the Draft Plan process by satisfying the required conditions of draft approval. Staff recommend that this application can proceed to the registration phase.

Respectfully submitted by,



Melanie Knight
Senior Planner

Reviewed by:



Ken Kelly
CAO

ATTACHMENTS:

ATTACHMENT A – DRAFT PLAN

ATTACHMENT B – LIST OF DRAFT CONDITIONS

ATTACHMENT C – DRAFT BY-LAW LIFTING OF HOLDING ZONE

[illegible]

ATTACHMENT B – CONDITIONS OF DRAFT APPROVAL

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
1	That this approval applies to the Draft Plan, prepared by Annis, O’Sullivan, Vollebekk Ltd., dated December 23, 2021 and certified by T. Hartwick, Ontario Land Surveyor, detailing: <ul style="list-style-type: none"> • Block 1 – Residential Block, 24867 m² • Block 2 – Residential Block, 1534 m² • Block 3 – Residential Block, 1190 m² • Block 4 – Residential Block, 1171 m² • Block 5 – Residential Block, 1152 m² • Block 6 – Residential Block, 819 m² • Block 7 – Stormwater Management Block, 2670 m² • Street – Gerry Emon Road, 3740 m² 	Schedule A of Agreement
2	That if final approvals are not given to this plan within three (3) years of the draft approval date, and no extensions have been granted, the draft approval shall lapse.	Lapsing date has been met
3	The Owner, shall provide the County of Lanark with a final plan intended for registration in pdf format.	Cleared upon execution of Agreement.
4	That proposed roads be named to the satisfaction of the Municipality.	Standard condition included in the agreement.
5	The Owner shall enter into a subdivision agreement, to satisfy all requirements, financial and otherwise, of the Municipality of Mississippi Mills, including but not limited to, the provision of roads, pathways, installation of services and utilities and drainage and other relevant features.	Cleared upon execution of Agreement.
6	That such easements as may be required for utility or drainage purposes shall be granted to the appropriate authority.	Standard condition included in the agreement.
7	That the Owner shall be responsible for any municipal costs associated with establishing any of the required easements to service the proposed development.	Standard condition included in the agreement.
8	That prior to registration the Municipality is provided with draft easements as may be required for drainage purposes together with an undertaking from the applicant’s lawyer agreeing to register the easement immediately following registration of the plan of subdivision.	Standard condition included in the agreement.

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
9	That the subdivision agreement contains a detailed schedule of works to be completed by the developer, complete with the estimated cost of the work and a tentative construction schedule	Standard condition included in the agreement.
10	The Owner shall have a full-time construction inspector in attendance during the construction of site services, with qualifications satisfactory to the Municipality of Mississippi Mills.	Standard condition included in the agreement.
11	The Owner shall submit a Reference Plan illustrating all easements to the satisfaction of the Municipality of Mississippi Mills.	Standard condition included in the agreement.
12	The Owner shall provide the Final Plan intended for registration in a digital form (AutoCAD and PDF) that is compatible with the Municipality of Mississippi Mills computerized system.	Standard condition included in the agreement.
13	At any time prior to final approval of this plan for registration, the Municipality of Mississippi Mills may, in accordance with the Planning Act, R.S.O. 1990, request that Lanark County amend, delete or add to the conditions including the need for amended or new studies.	Standard condition.
14	Prior to registration of the plan of subdivision, the Municipality shall be satisfied that the processing fee and security requirements have been paid in full.	Standard condition included in the agreement.
15	In the event that easement(s) are required to service this development, and any future adjacent developments, the applicant will provide the easement(s) to Enbridge Gas Inc. at no cost.	Standard condition included in the agreement.
16	That the subdivision agreement between the Owner and the Municipality be registered against the lands to which it applies once the plan of subdivision has been registered and shall be binding upon all heirs, assigns and successors.	Cleared upon execution and registration of Agreement.
17	The Owner shall submit detailed design road plans, prepared by a Civil Engineer licensed in the Province of Ontario, to the Director of Public Works for approval. The Owner shall provide a 20-metre right-of-way for Gerry Emon Road, unless justification is provided to the satisfaction of the Municipality of Mississippi Mills. All public and private roads shall be constructed to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills.	Included in the agreement.
18	The Owner agrees to design and construct, at their own cost, the extension of the unopened road	Included in the agreement.

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
	allowance to be known as Gerry Emon connecting from Industrial Drive to and forming part of the proposed development. The Owner further agrees construct a cul-de-sac at the termination of the roadway to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills.	
19	The Owner shall provide for the installation of sidewalks 1.5 metres in width on one side of Gerry Emon Road within the subdivision and on the extension of the road in the unopened road allowance between Industrial Drive and the proposed development. The design and scheduling of the sidewalk construction shall be to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills.	Included in agreement.
20	That all public road allowances be shown and dedicated as public highways on the final plan.	Standard condition included in the agreement.
21	That day lighting triangles be shown on the Final Plan at all intersections with other public highways and dedicated as public highways, as appropriate.	Standard condition included in the agreement.
22	That such easements and rights-of-ways as may be required for the extension of Gerry Emon Road, servicing, landscaping, utilities or otherwise deemed required by the Municipality of Mississippi Mills, shall be granted to the appropriate authority/body.	Included in agreement
23	The Owner agrees in writing to satisfy the Municipality of Mississippi Mills' requirements, financial and otherwise, concerning the provision of roads, sidewalks, installation of services and drainage on the site.	Standard condition included in the agreement.
24	The Owner shall develop and construct a sidewalk along Gerry Emon Road which includes illumination to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills.	Included in agreement.
25	The Owner shall submit an illumination plan for streetlighting incorporating full cut-off LED luminaires with lighting levels, to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills. Further, that the Owner shall be responsible for any and all fees required to provide the Municipality with a fully functional network of street lights, including Electronic Layout activation and Electrical Safety Authority (ESA) fees.	Standard condition included in the agreement.

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
26	That the Owner agrees to pay cash in lieu of parkland as a condition of Site Plan approval, in accordance with Mississippi Mills By-law 15-78, prior to the issuance of any building permits.	Included in agreement.
27	All necessary fire access routes have been constructed to the satisfaction of the Director of Emergency and Fire Services.	Standard condition included in the agreement.
28	If the Owner constructs a model home prior to the day on which watermains and fire hydrants are fully serviced and operational, the construction and use of the model home is entirely at the risk of the Owner.	Standard condition included in the agreement.
29	The Owner shall not permit any open air burning on the lands.	Standard condition included in the agreement.
30	The Owner shall maintain all roads within and adjoining the subdivision in a condition of cleanliness (i.e.: free of dust, mud and other construction debris), and shall provide a Road Maintenance Plan for the subdivision in a manner that is acceptable to the Director of Public Works, Municipality of Mississippi Mills, and which allows access for residents as well as for municipal services (i.e.: garbage collection and firefighting) at such time of preliminary acceptance. Should the Owner in any manner, in the opinion of the Municipality be in default, the Owner shall be notified orally (written confirmation to follow), of such default, failure, delay or neglect, and if action to correct the failure, delay or neglect has not been taken within twenty-four (24) hours after such notice, the Municipality shall have full authority and power to carry out the necessary Works at the cost and expense of the Owner.	Standard condition included in the agreement.
31	Road Maintenance Plan for the subdivision in a manner that is acceptable to the Director of Public Works, Municipality of Mississippi Mills, and which allows access for residents as well as for municipal services (i.e.: garbage collection and firefighting) at such time of preliminary acceptance. Should the Owner in any manner, in the opinion of the Municipality be in default, the Owner shall be notified orally (written confirmation to follow), of such default, failure, delay or neglect, and if action to correct the failure, delay or neglect has not been taken within twenty-four (24) hours after such notice, the	Standard condition included in the agreement.

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
	Municipality shall have full authority and power to carry out the necessary Works at the cost and expense of the Owner.	
32	That prior to final approval, the owner shall prepare a detailed stormwater design/site grading/drainage plan to the satisfaction of the Mississippi Valley Conservation Authority and the Municipality of Mississippi Mills. The stormwater design plan shall: demonstrate how stormwater drainage from the subdivision will be accommodated; address both water quantity and quality; and address erosion and sedimentation as described in the Servicing and Stormwater Management Report prepared by McIntosh Perry Consulting Engineers Ltd. and revised March 7, 2022, and any addendums.	Satisfied. MVCA to provide confirmation of satisfaction directly to the County.
33	That the Owner design and construct at its own cost a stormwater system in accordance with the approved plans and studies (Servicing and Stormwater Management Report, Lot Grading, Drainage, Sediment and Erosion Control Plan, General Plan of Services and Lot Grading and Drainage Plan) which includes, but not limited to the following: a. A pipe network that will collect storm flows and direct it to a temporary storage area that will collect storm flows and direct runoff to a private temporary storage area which will be constructed off-site. b. The collection system shall include a new pipe network under the extension of Gerry Emon to be conveyed to the Municipality and a private pipe network to service the remainder of the site to be owned and maintained by the developer. c. That the Owner also design and construct as part of the system an oil/grit separator. The Owner also agrees to provide specifications of the manhole-type stormwater quality treatment units, including the expected performance and maintenance requirements during construction and operation. The OGS shall outlet to the temporary storage area until a permanent outlet is constructed. The maintenance and operation of the OGS shall be the responsibility of the Owner until such time as a permanent outlet acceptable to the Municipality is approved and in place.	Included in agreement.

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
34	The Owner acknowledges and agrees that stormwater management facility is private and that the operation and maintenance of the facility is at the sole cost of the Owner.	Standard condition included in the agreement.
35	That the subdivision agreement contain a clause with wording to the satisfaction of the Mississippi Valley Conservation Authority and the Municipality of Mississippi Mills whereby the Owner acknowledges and agrees to implement all of the recommendations in the approved final detailed stormwater management plan.	Included in agreement.
36	The Owner shall provide acknowledgment in writing that the adjacent property, also owned by the Owner legally described as Ramsay Concession 10, Part of Lot 14 and RP 27R-10427 Parts 2 and 3, that necessary stormwater management facilities and connections as well as site alteration and grading is proposed as part of the overall development and that the Owner agrees in writing to advise the Municipality, prior the conveyance of any such adjacent lands and agrees to amend this agreement and subsequent plans and studies to reflect the change in ownership of adjacent lands.	Satisfied.
37	A geotechnical study shall be completed by a qualified Engineer licensed to practice in the Province of Ontario. The recommendations of the geotechnical study shall be incorporated in all related design including but not limited to the design of the roadway, all trenching, backfilling and areas where placement of fill is required to achieve final grading.	Standard condition included in the agreement.
38	That the subdivision agreement between the Owner and the Municipality of Mississippi Mills contain arrangements and allocation of sanitary sewer and water services to the satisfaction of the municipality.	Standard condition included in the agreement.
39	The Owner shall design and construct all necessary watermains, sanitary, storm sewers and access within the subject lands for Gerry Emon Road to the satisfaction of the Municipality of Mississippi Mills. The services will be designed to allow for a future connection by nearby unserved properties, specifically including the lands to the South.	Included in agreement.
40	That the Owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Municipality of Mississippi Mills, the County of Lanark,	Standard condition included in the agreement.

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
	Conservation Authority, various Provincial Ministries or any other external agencies concerning the construction, ownership and maintenance of the final sanitary sewer, water and stormwater management designs.	
41	Upon completion of the installation of works, the Owner shall provide the Municipality of Mississippi Mills with “as-built” plans in hard copy and a digital form that is compatible with the Municipality of Mississippi Mills computerized system (including AutoCAD and PDF), certified under seal by a Professional Engineer.	Standard condition included in the agreement.
42	The Owner shall prepare, at their sole cost, a hydraulic network analysis for the proposed water plant as part of each phase of development within the Plan of Subdivision. This report shall address domestic flows, fire flow demands, as well as looping requirements to the satisfaction of the Director of Public Works Municipality of Mississippi Mills.	Standard condition included in the agreement.
43	The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.	Bell Canada to confirm directly with the County that condition is satisfied.
44	The Owner agrees that it is the Owner’s responsibility to provide entrance/service duct(s) from Bell Canada’s existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure. If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.	Bell Canada to confirm directly with the County that condition is satisfied.
45	The Owner shall provide certification by a qualified Professional Engineer of final grading for the overall subdivision for conformance with the approved grading and drainage plans and including to minimize grade differentials between development parcels, shall be submitted with supporting documentation to the satisfaction of the Director of Public Works, Municipality of Mississippi Mills.	Standard condition included in the agreement.

MILL VALLEY RETIREMENT LIVING – CLEARANCE OF CONDITIONS		
No	Condition	Cleared
46	The developer shall comply with all requirements for developing within a wellhead protection area, in consultation and to the satisfaction with the Director of Public Works.	Standard condition included in the agreement.
47	That prior to registration of the final plan, the County of Lanark is to be advised by the Municipality of Mississippi Mills that Conditions 1 to 39, inclusive, have been satisfied.	Standard condition included in the agreement.
48	That prior to registration of the final plan, the County of Lanark is to be advised by the Mississippi Valley Conservation Authority that Conditions 32 to 36, inclusive, have been satisfied.	MVCA to confirm directly to the County.
49	That prior to registration of the final plan, the County of Lanark is to be advised by Bell Canada that Conditions 43 and 44 have been satisfied.	Bell Canada to confirm directly to the County.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-xxx

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by removing the holding (h) symbol from the "Community Facility – Special Exception Zone (I-6h)" Zone for the lands identified on the attached Schedule 'A', which are legally known as Part of the East ¼, Lot 14, Concession 10, Almonte Ward, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **9th day of August, 2022.**

Christa Lowry, Mayor

Jeanne Harfield Clerk

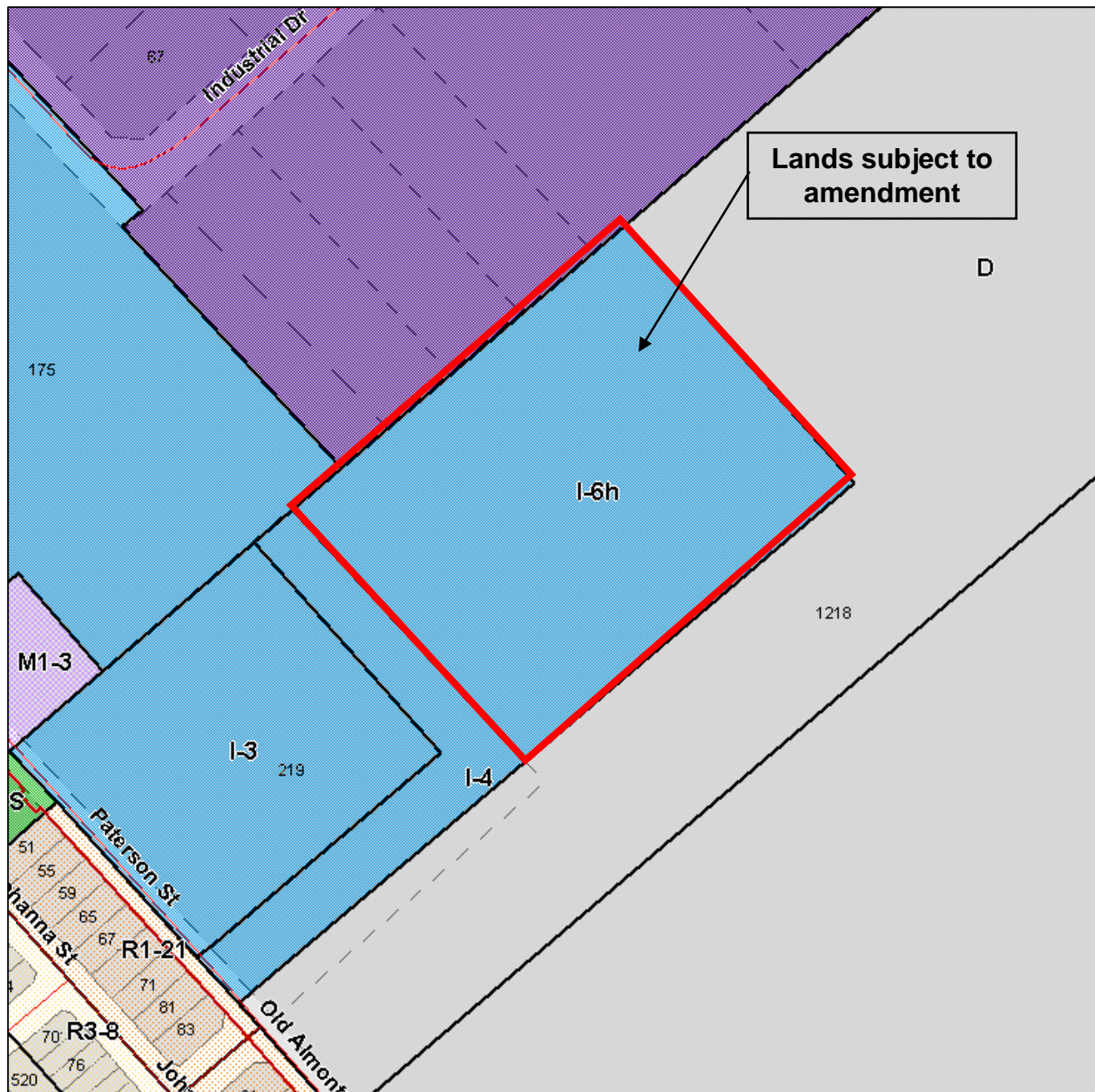
By-law 22-XXX

Schedule 'A'

Lands Subject to the Amendment



Zoning Amendment Application Z-01-22
Part of the East ½, Lot 14 on Concession 10
Almonte Ward, Municipality of Mississippi Mills



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022

TO: Committee of the Whole

FROM: Dan Cousineau, P.Eng.
Facilities & Project Manager

SUBJECT: Award of Contract AOTH Exterior Repairs and Painting – Tender 22-04

RECOMMENDATION:

THAT Committee of the Whole recommend that Council award the contract for Tender # 20-04, AOTH Exterior Repairs and Painting to Roofing & Building Services Intl., in the amount of \$117,808.00 plus HST.

DISCUSSION:

The tender package for AOTH Exterior Repairs and Painting was released by the Municipality for public tender (#22-04), on March 29, 2022, and subsequently closed on May 5th, 2022 at 2pm. The advertisements were posted in the Canadian Gazette and on our website. A total of 2 tender submissions were received at the time of closing. Results were as follows:

COMPANY	Total Price
Heritage Grade	\$180,333 + HST
Roof & Building Service Intl	\$117,808 + HST

The above tender submission was reviewed for accuracy and completeness. Based on the review, staff are presently recommending that Roof & Building Service Intl Inc. be awarded the contract. Roof & Building Service Intl. are located in Perth, Ontario and have successfully completed similar projects in the Kingston, Ottawa and Brockville Areas. Although the submitted tender is slightly over budget, staff are of the opinion that the work should be completed to prevent further damage the windows and doors at the Almonte Old Town Hall.

FINANCIAL IMPLICATIONS

The Tender price submitted by Roof & Building Service Intl. of \$117,808.00 plus HST is \$7,808.00 over the 2022 Capital Budget. It is recommended that the additional funds

be reallocated from accounts 1-111-0133-5260 (Other S&R) and 1-111-0133-5390 (Rentals & Maintenance) in order to complete the scope of work to prevent further weathering and damage to the window and doors at the old town hall.

Respectfully submitted by,

Reviewed by:

Dan Cousineau, P.Eng.
Facilities & Project Manager

Ken Kelly,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk
SUBJECT: Bicentennial Working Groups

RECOMMENDATION:

THAT Committee of the Whole recommend that Council amend By-law 13-18 Delegation of Authority to delegate authority to the Clerk to approve new members to the Bicentennial Working Groups.

BACKGROUND:

In the spring of 2022, Council appointed members to seven different Bicentennial working groups. Since then, these groups have met on numerous occasions and are in the early planning stages for 2023.

DISCUSSION:

The Bicentennial Working groups are responsible for developing event, project and program ideas for 2023 and carrying out the approved options. Since the original working groups were appointed, individuals from the community who were previously unaware of the working groups have expressed interest in joining. In order to reduce the delay in appointing new members staff is proposing that the Clerk be delegated authority to approve appointments to the bicentennial working groups. Proposed new members would be required to complete the required paperwork which will then be reviewed by the Clerk before being considered for a working group appointment. To keep Council informed, the Clerk will draft memos to Council identifying the new working groups members.

As of the drafting of this report, there are four new individuals who have reached out to the municipality to be appointed to a specific working group. Additionally, members of working groups have inquired about recruiting additional members that would be an asset. The bicentennial will require significant work and the more members of working groups and volunteers that the municipality can attract the easier it will be to have a successful bicentennial.

The proposed amendment to By-law 13-18 Delegation of the Authority is as follows:

Schedule A**C. Specified Staff Authorities**

16. The Clerk to approve new appointments to the Bicentennial Working Groups

OPTIONS:

Option 1: Delegate authority to the Clerk to appoint new members to Bicentennial Working Groups. A memo would be drafted to Council with any changes to members of the Bicentennial Working Groups.

Option 2: Require Council approval for any new appointments to working groups. This would require in-camera staff reports and appointments made in open session.

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

SUMMARY:

2023 marks the bicentennial celebrations for Mississippi Mills, as part of the planning process Council has appointed members to 7 different working groups. Since the initial appointing of members, 4 new individuals have requested to join these working groups. Members of working groups have also inquired about recruiting additional members. Staff is recommending that Council delegate authority to the Clerk to appoint new members. Any new member applications will be reviewed by the Clerk and a memo to Council will be drafted.

Respectfully submitted by,

Reviewed by:

Jeanne Harfield,
Clerk

Ken Kelly,
CAO

ATTACHMENT

1. Draft By-law to amend By-law 13-18 Delegation of Authority

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: **Core Infrastructure Asset Management Plan**

RECOMMENDATION:

THAT the Committee of the Whole recommend Council Approve the Asset Management Plan for Core Infrastructure as prepared by Watson and Associates

BACKGROUND:

In December 2017, the Ontario Government passed Ontario regulation 588/17 Asset Management Planning for Municipal Infrastructure. The regulation set out milestones for development and implementation of Asset management Plans for Municipalities in Ontario. The most recent milestones as set out by the Province are as follows;

July 1, 2022 (previously July 1, 2021): Date for municipalities to have an approved asset management plan for core assets (roads, bridges and culverts, water, wastewater and stormwater management systems) that identifies current levels of service and the cost of maintaining those levels of service.

July 1, 2024 (previously July 1, 2023): Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service.

July 1, 2025 (previously July 1, 2024): Date for municipalities to have an approved asset management plan for all municipal infrastructure assets that builds upon the requirements set out in 2024. This includes an identification of proposed levels of service, what activities will be required to meet proposed levels of service, and a strategy to fund these activities.

Ontario requires any municipality seeking provincial capital funding to prepare a detailed asset management plan and show how its proposed projects fits within its plan.

DISCUSSION:

An asset management plan for core Municipal Infrastructure has been in place since 2012. The existing plan while robust did not meet all the requirements as set out for the July 1, 2022 deadline. Municipal Staff have been working with Watson & Associates Economists Ltd. (Watson) to meet the milestones as set out by the Province.

A detailed inventory of our Core Municipal Assets including Roads, Bridges, Culverts, Water and Wastewater and Stormwater Infrastructure was already in place. Updates of the inventory are completed annually. As part of the works completed for the July 1, 2022 milestone, condition ratings and levels of service needed to be assessed. While much of this work was already being completed, there were still some gaps that needed to be resolved. As such staff met with Watson and generated a robust document outlining our Core Infrastructure that includes our asset inventory, Valuations of the asset, levels of service and strategy to maintain and improve our current levels of service. While this Asset Management Plan is a robust document it should not be considered as a stand alone document, but rather one that is to be integrated into our long term strategy for growth and operations of the Municipality. It should be linked to our Official Plan, Long Term Financial Plan, Water and Wastewater Master Plan, Development Charges Studies, Water and Waste Water Rate Studies to name a few. It should also be noted that the recommendations and strategies as presented in the Asset Management Plan will require updating and actual work plans may deviate from the recommendations of the plan based on the changing needs of our Infrastructure as identified by condition reviews and as required by changing regulator requirements and preferences for desired levels of service. This document should be used as a basis to guide our strategy to meet our desired levels of service, however, it should be recognized that updates will be required from time to time.

OPTIONS:

1. Approve the Core Infrastructure Asset Management Plan as presented.
2. Provide direction to Staff to provide additional information or changes to the plan and defer approval to a future date.

FINANCIAL IMPLICATIONS:

The direct costs of the development of this plan are minimal and already covered under the existing budget. The implementation of the recommendations of this plan should be considered while developing the 2023 and all future budgets and while updating other Reports, Studies and Plans as discussed earlier in the report.

SUMMARY:

Staff Recommend approval of the Core Infrastructure Asset Management Plan as presented.

Respectfully submitted by,

Approved by:

Cory Smtih,
A/Director of Public Works

Ken Kelly,
CAO

Reviewed by,

Jeff Letourneau,
Director of Corporate Services and Treasurer

ATTACHMENTS:

1. Core Infrastructure Asset Management Plan
2. Presentation by Watson & Associates Economists Ltd.



Asset Management Plan – Core Assets

Municipality of Mississippi Mills

August 4, 2022

Page 121 of 245

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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List of Acronyms and Abbreviations

B.C.I.	Bridge Condition Index
E.C.A.	Environmental Compliance Approvals
I.J.P.A.	Infrastructure for Jobs and Prosperity Act
O. Reg. 588/17	Ontario Regulation 588/17
O.S.I.M.	Ontario Structure Inspection Manual
P.C.I.	Pavement Condition Index
P.R.V.	Pressure Reducing Valve
P.S.A.B.	Public Sector Accounting Board
U.L.C.%	Useful Life Consumed Percentage



Report



Chapter 1

Introduction



1. Introduction

1.1 Overview

The main objective of an asset management plan is to use a municipality's best available information to develop a comprehensive long-term plan for capital assets. In addition, the plan should provide a sufficiently documented framework that will enable continual improvement and updates of the plan, to ensure its relevancy over the long term.

The Municipality of Mississippi Mills (Municipality) retained Watson & Associates Economists Ltd. (Watson) to update the Municipality's 2016 Asset Management Plan. With this update, the intent is to bring the Municipality's asset management plan into compliance with the July 1, 2022 requirements of Ontario Regulation 588/17 (O. Reg. 588/17).

The assets included in this iteration of the asset management plan are the core municipal assets which fall into the following asset classes:

- Roads;
- Bridges and culverts (structures);
- Water;
- Wastewater; and
- Stormwater.

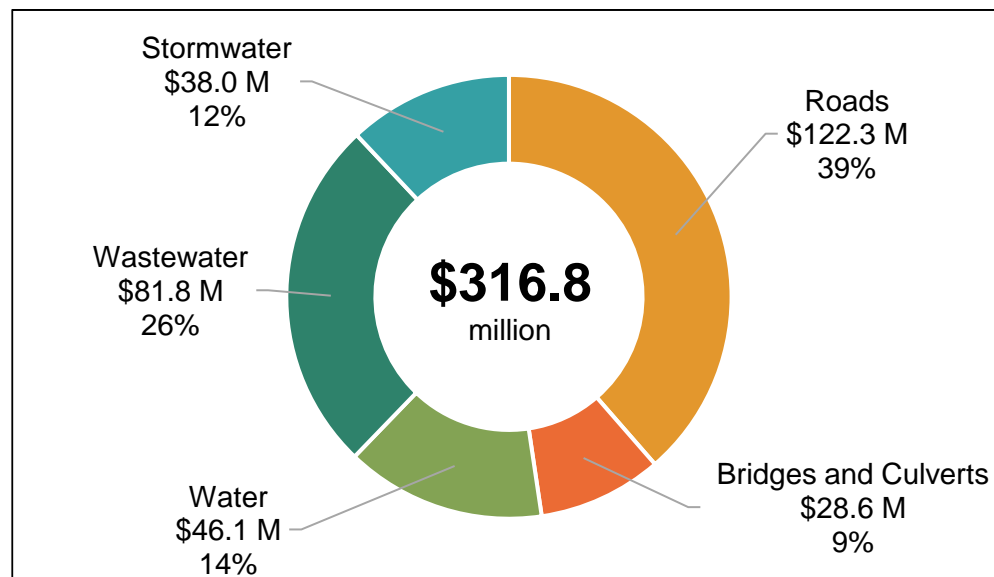
The total replacement cost of the Municipality's core infrastructure assets has been estimated at \$316.8 million. A breakdown of the total replacement cost by asset class is provided in Table 1-1 and illustrated in Figure 1-1. The most significant asset class by replacement cost is roads, accounting for approximately 39% of the total, followed by wastewater (26%), water (14%), stormwater (12%), and bridges and culverts (9%).



Table 1-1: Asset Classes and Replacement Cost

Asset Class	Replacement Cost (2022\$)
Roads	\$122,318,341
Structures	28,630,000
Water	\$46,112,000
Wastewater	\$81,761,000
Stormwater	\$37,993,554
Total	\$316,814,895

Figure 1-1: Distribution of Assets by Asset Class



The Municipality's goals and objectives with respect to asset management are identified in its Strategic Asset Management Policy. A major theme within that policy is employing sound asset management practices to ensure that all municipal infrastructure assets maintained at condition levels that are aligned with the expected service levels and the Municipality's strategic intent. Furthermore, the Municipality is committed to providing services and maintaining assets in a financially sustainable manner. The asset management plan and the progress with respect to its implementation will be evaluated based on the Municipality's ability to meet these goals and objectives.



1.2 Legislative Context for the Asset Management Plan

Asset management planning in Ontario has evolved significantly over the past decade.

Before 2009, capital assets were recorded by municipalities as expenditures in the year of acquisition or construction. The long-term issue with this approach was the lack of a capital asset inventory, both in the municipality's accounting system and financial statements. As a result of revisions to section 3150 of the Public Sector Accounting Board (P.S.A.B.) handbook, effective for the 2009 fiscal year, municipalities were required to capitalize tangible capital assets, thus creating an inventory of assets.

In 2012, the Province launched the municipal Infrastructure Strategy. As part of that initiative, municipalities and local service boards seeking provincial funding were required to demonstrate how any proposed project fits within a detailed asset management plan. In addition, asset management plans encompassing all municipal assets needed to be prepared by the end of 2016 to meet Federal Gas Tax (now the Canada Community-Building Fund) agreement requirements. To help define the components of an asset management plan, the Province produced a document entitled *Building Together: Guide for Municipal Asset Management Plans*. This guide documented the components, information, and analysis that were required to be included in municipal asset management plans under this initiative.

The Province's *Infrastructure for Jobs and Prosperity Act, 2015* (I.J.P.A.) was proclaimed on May 1, 2016. This legislation detailed principles for evidence-based and sustainable long-term infrastructure planning. The I.J.P.A. also gave the Province the authority to guide municipal asset management planning by way of regulation. In late 2017, the Province introduced O. Reg. 588/17 under the I.J.P.A. The intent of O. Reg. 588/17 is to establish standard content for municipal asset management plans. Specifically, the regulation requires that asset management plans be developed that define the current levels of service, identify the lifecycle activities that will be undertaken to achieve these levels of service, and provide a financial strategy to support the levels of service and lifecycle activities.

This plan has been developed to address the July 1, 2022 requirements of O. Reg. 588/17. It utilizes the best information available to the Municipality at this time.



1.3 Asset Management Plan Development

This asset management plan was developed using an approach that leverages the Municipality's asset management principles as identified within its strategic asset management policy, capital asset database information, and staff input.

The development of the Municipality's asset management plan is based on the steps summarized below:

1. Compile available information pertaining to the Municipality's capital assets to be included in the plan, including attributes such as size, material type, useful life, age, and current replacement cost valuation. Update the current replacement cost valuation, where required, using benchmark costing data or applicable inflationary indices.
2. Define and assess current asset conditions, based on a combination of input from the Municipality's staff, existing background reports and studies (e.g., 2022 Bridge Management Study), and an asset age-based condition analysis.
3. Define and document current levels of service based on analysis of available data and consideration of various background reports.
4. Develop lifecycle management strategies that identify the activities required to sustain the levels of service discussed above. The outputs of these strategies are summarized in the forecast of annual capital and operating expenditures required to achieve these levels of service outcomes.
5. Document the asset management plan in a formal report to inform future decision-making and to communicate planning to municipal stakeholders.



Chapter 2

State of Local Infrastructure and Levels of Service



2. State of Local Infrastructure and Levels of Service

2.1 Introduction

This chapter provides an analysis of the Municipality's assets and the current service levels provided by those assets.

O. Reg. 588/17 requires that for each asset class included in the asset management plan, the following information must be identified:

- Summary of the assets;
- Replacement cost of the assets;
- Average age of the assets (it is noted that the regulation specifically requires average age to be determined by assessing the age of asset components);
- Information available on condition of assets; and
- Approach to condition assessments (based on recognized and generally accepted good engineering practices where appropriate).

Asset management plans must identify the current levels of service being provided for each asset class. For core municipal infrastructure assets, both the qualitative descriptions pertaining to community levels of service and metrics pertaining to technical levels of service are prescribed by O. Reg. 588/17.

The rest of this chapter addresses the requirements identified above, with each section focusing on an individual asset class.

2.2 Transportation

2.2.1 *State of Local Infrastructure*

The Municipality owns and manages a variety of assets that support the provision of transportation services and that contribute to the overall level of service provided by the Municipality. The focus for the time being has been placed on the Municipality's roads and structures as these are considered core assets under O. Reg. 588/17 and must be included in the Municipality's asset management plan by July 1, 2022. The analysis for



transportation services will be expanded in the future to include all transportation assets that contribute in various ways to the overall level of service (e.g., sidewalks, streetlights, traffic control equipment, and signs).

The road network consists of roads with various surface types, including pavement, surface treatment, and gravel. The estimated replacement cost of roads is \$122 million. Table 2-1 provides a breakdown of the road network by surface type, showing centreline length, average age, and replacement cost. A visual rendering of the data presented in Table 2-1 is provided in Figure 2-1. A spatial illustration of the Municipality's road network and its extent is provided in Map 2-1.

Table 2-1: Road Network – Length, Age, and Replacement Cost by Surface Type

Surface Type	Quantity	Average Age	Replacement Cost (2022\$)
Pavement	95.3 km	20 years	\$78,643,689
Surface Treatment	91.4 km	12 years	\$22,234,237
Gravel	172.2 km	16 years	\$21,440,415
Total	358.9 km		\$122,318,341

The Municipality has 15 bridges and 11 culverts with an estimated combined replacement cost of \$28.6 million. Table 2-2 provides a breakdown of the counts, average ages, and replacement costs by structure type. A visual rendering of the data presented in Table 2-2 is provided in Figure 2-2.

Table 2-2: Summary of Quantity, Age, and Replacement Cost by Structure Type – Structures

Structure Type	Quantity	Average Age	Replacement Cost (2022\$)
Bridges	15	61 years	\$23,280,000
Structural Culverts	11	59 years	\$5,350,000
Total	26		\$28,630,000



Figure 2-1: Summary Information – Road Network

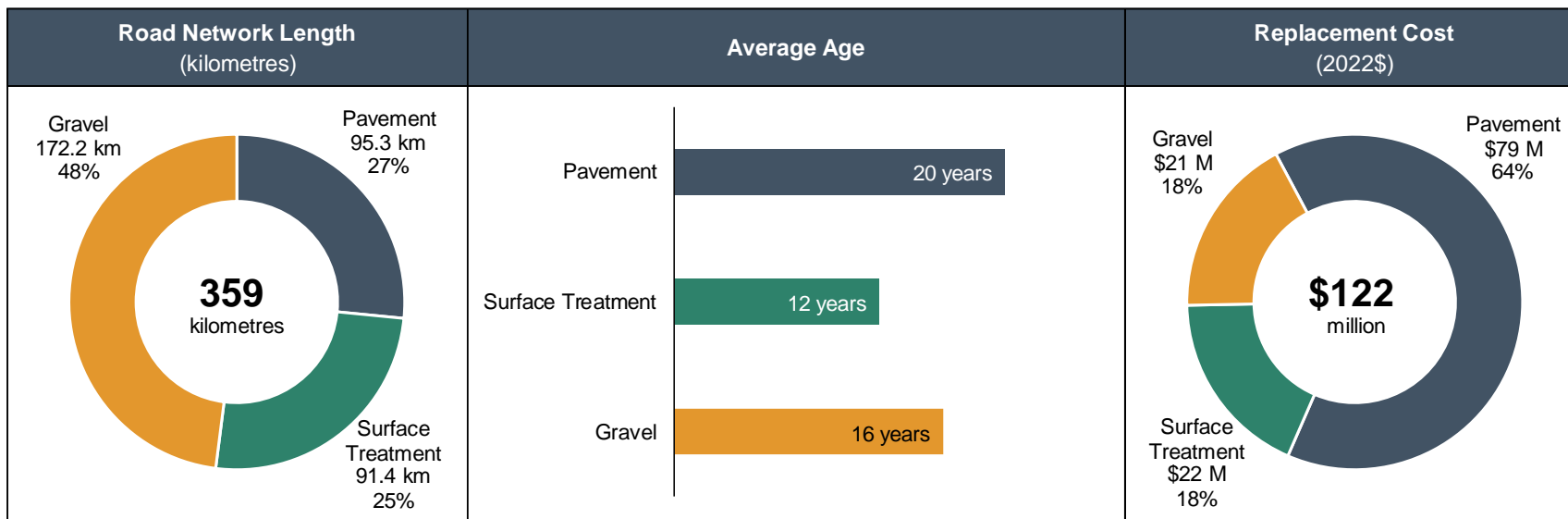
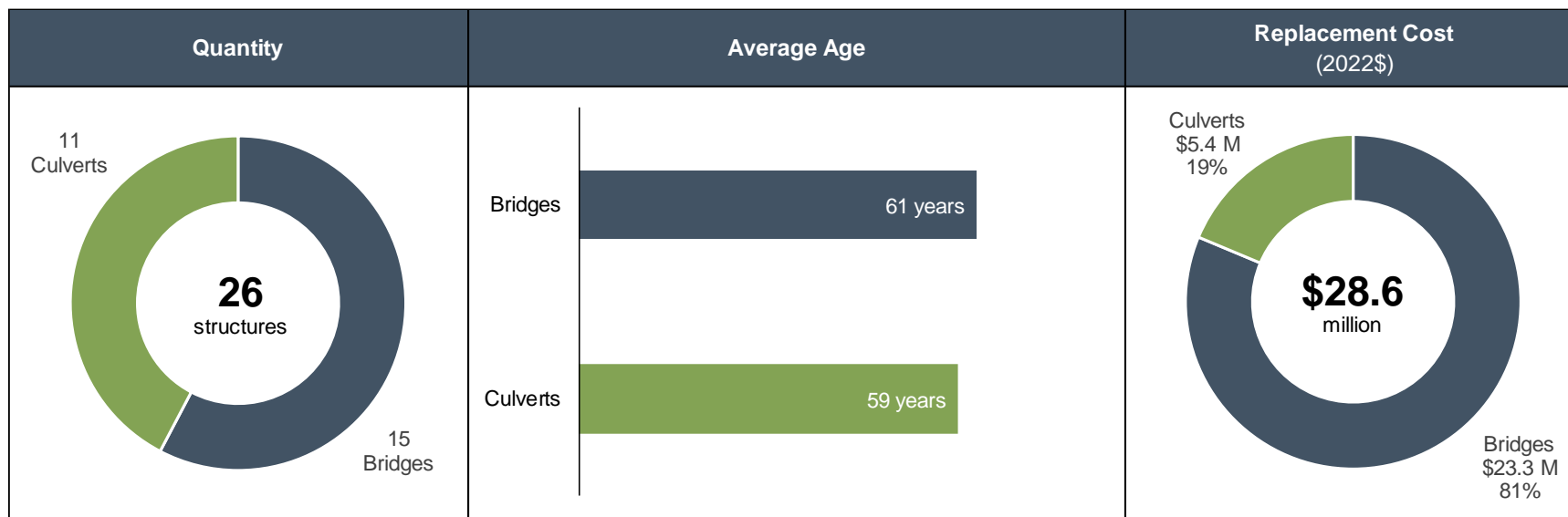


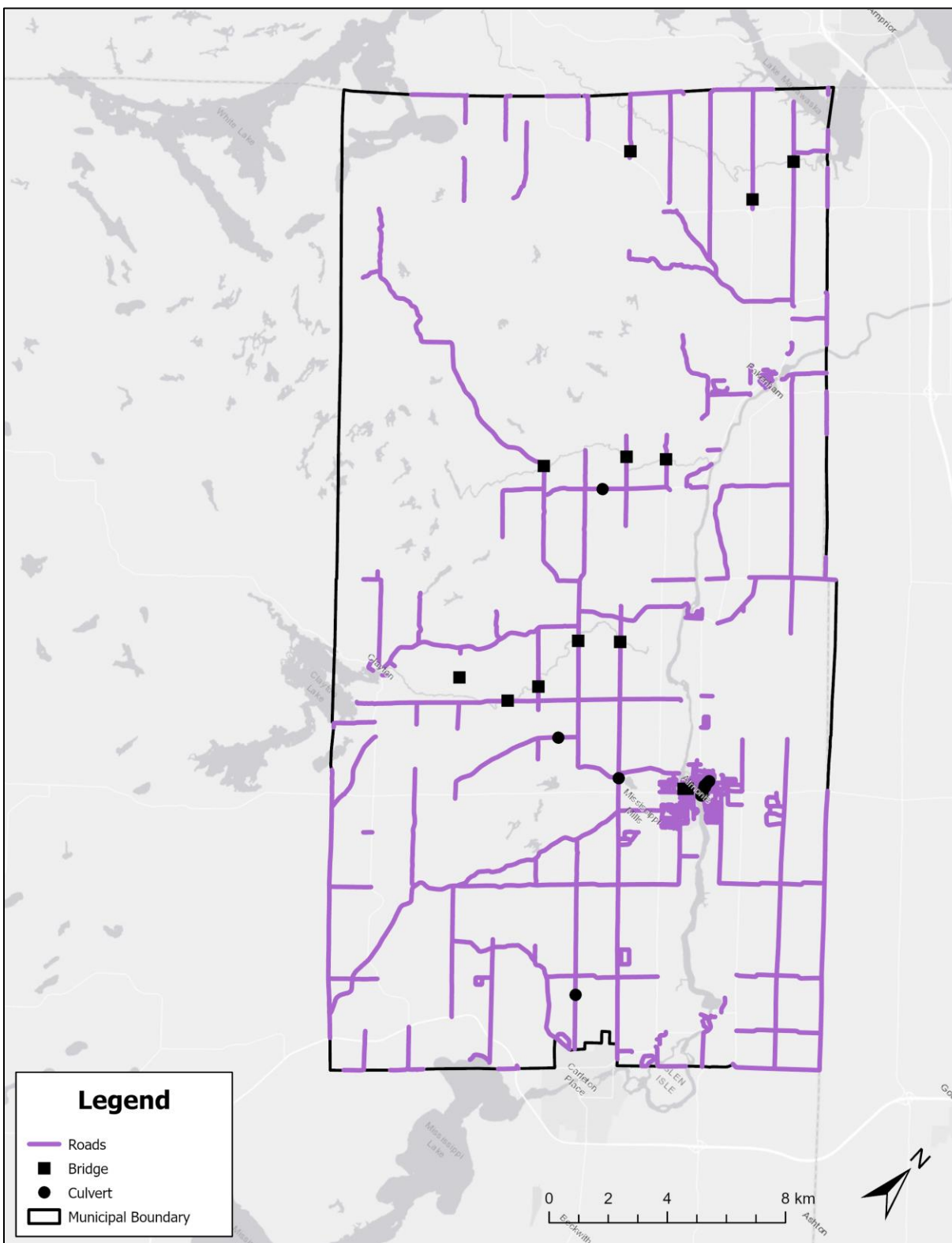


Figure 2-2: Summary Information – Structures





Map 2-1: Roads and Structures







2.2.2 Condition

The Municipality completes regular condition assessments of the road network. Roads are assessed using the Pavement Condition Index (P.C.I.). The P.C.I. is measured on a scale from 0 to 10, with 10 being an asset in as-new condition and 0 being a failed asset.

To better communicate the condition of the paved road network, the numeric condition ratings for paved roads have been segmented into qualitative condition states as shown in Table 2-3. Moreover, descriptions and photos of roads in these condition states are provided to better communicate the condition to the reader.

Table 2-3: Road Condition States Defined with Respect to Pavement Condition Index

Condition State	Example Photos	Description
Very Good (P.C.I. = 9-10)		Pavement is in excellent condition with few cracks. The ride is smooth and pleasant.
Good (P.C.I. = 7-8)		The pavement is in good condition with frequent very slight or slight cracking. The ride is comfortable with a few slightly rough or uneven sections.



Condition State	Example Photos	Description
Fair (P.C.I. = 5-6)		The pavement is in fair condition with intermittent slight to moderate cracking, distortion, and alligating. The ride is somewhat uncomfortable with intermittent rough and uneven sections.
Poor (P.C.I. = 3-4)	Example currently not available.	The pavement is in poor condition with frequent moderate cracking and distortion, and intermittent moderate alligating. The ride is uncomfortable and the surface is moderately rough and uneven.
Very Poor (P.C.I. = 0-2)		The pavement is in very poor condition with extensive severe cracking, alligating and distortion. The ride is very uncomfortable and the surface is very rough and uneven.

The condition of the Municipality's gravel roads has not been formally assessed, however, based on current maintenance practices it is estimated that gravel roads are on average in Fair to Good condition.

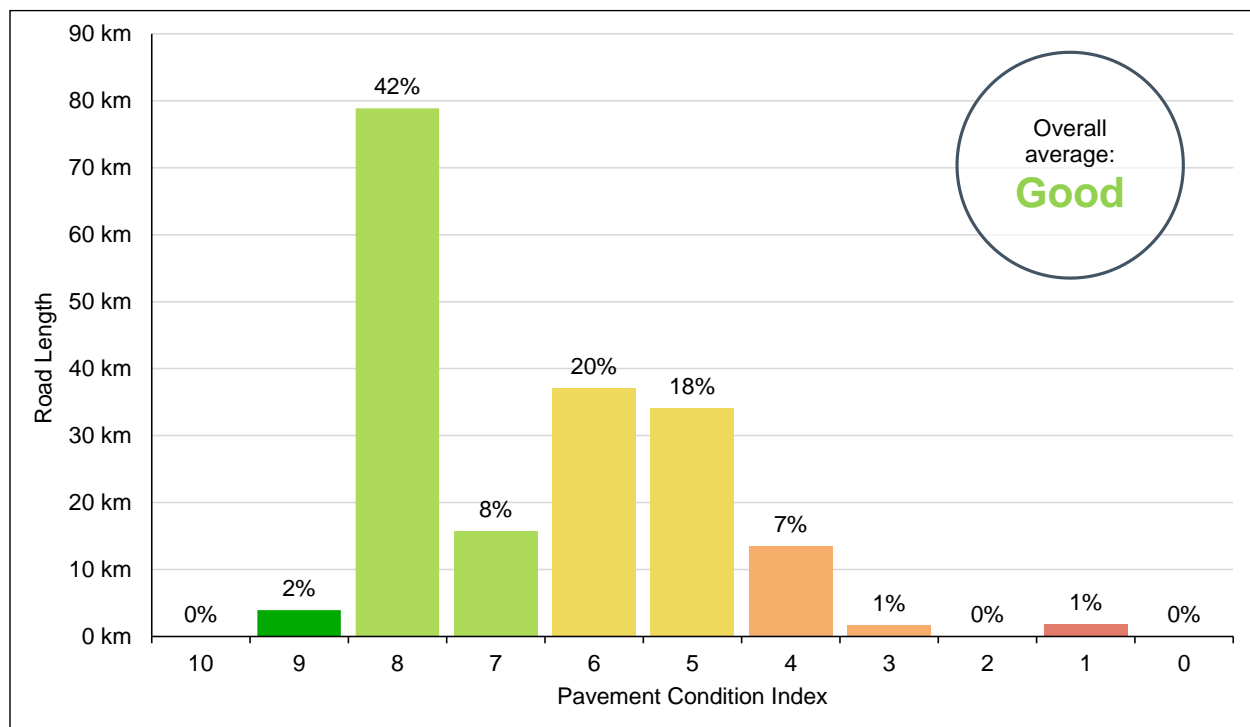
Table 2-4 shows the average condition of paved roads by surface type. On average, both pavement and surface treatment are in the Good condition state. The distribution of paved roads by condition (as measured by P.C.I.) is presented in Figure 2-3.



Table 2-4: Road Condition Summary

Surface Type	Centreline-kilometres	Condition (Weighted Average P.C.I.)	Average Condition State
Pavement	95.3	7	Good
Surface Treatment	91.4	7	Good
Total	186.7	7	Good







Figure 2-3: Distribution of Paved Roads (Pavement and Surface Treatment) by P.C.I.



In accordance with O. Reg. 104/97, the Municipality completes biennial inspections of its bridges and structural culverts following the O.S.I.M. The most recent inspections were completed by HP Engineering Inc. in 2022. Each structure was assigned a Bridge Condition Index (B.C.I.). The B.C.I. is on a scale of 0 to 100, with 100 being an asset in as-new condition and 0 being a failed asset. Similar to the analysis for roads described above, the numeric condition ratings for structures have been segmented into qualitative condition states. Photographs and descriptions of these condition states are provided in Table 2-5 to better communicate the condition to the reader.



Table 2-5: Examples and Descriptions of Structure Condition States

Condition State	Bridge Photos ^[1]	Structural Culvert Photos ^[1]	Description
Very Good 90 < B.C.I. ≤ 100			Repair/maintenance work is not usually required within the next five years.
Good 70 < B.C.I. ≤ 90			
Fair 60 < B.C.I. ≤ 70			Repair/maintenance work is usually scheduled within the next five years. This may represent an ideal time to schedule major rehabilitation, from an economic perspective.
Poor 30 < B.C.I. ≤ 60			
Very Poor B.C.I. ≤ 30			Repair/maintenance work is usually scheduled within approximately one year.

^[1] Photos are reproduced from the Municipality's Bridge Management Study Report (HP Engineering Inc., Jul. 2019)

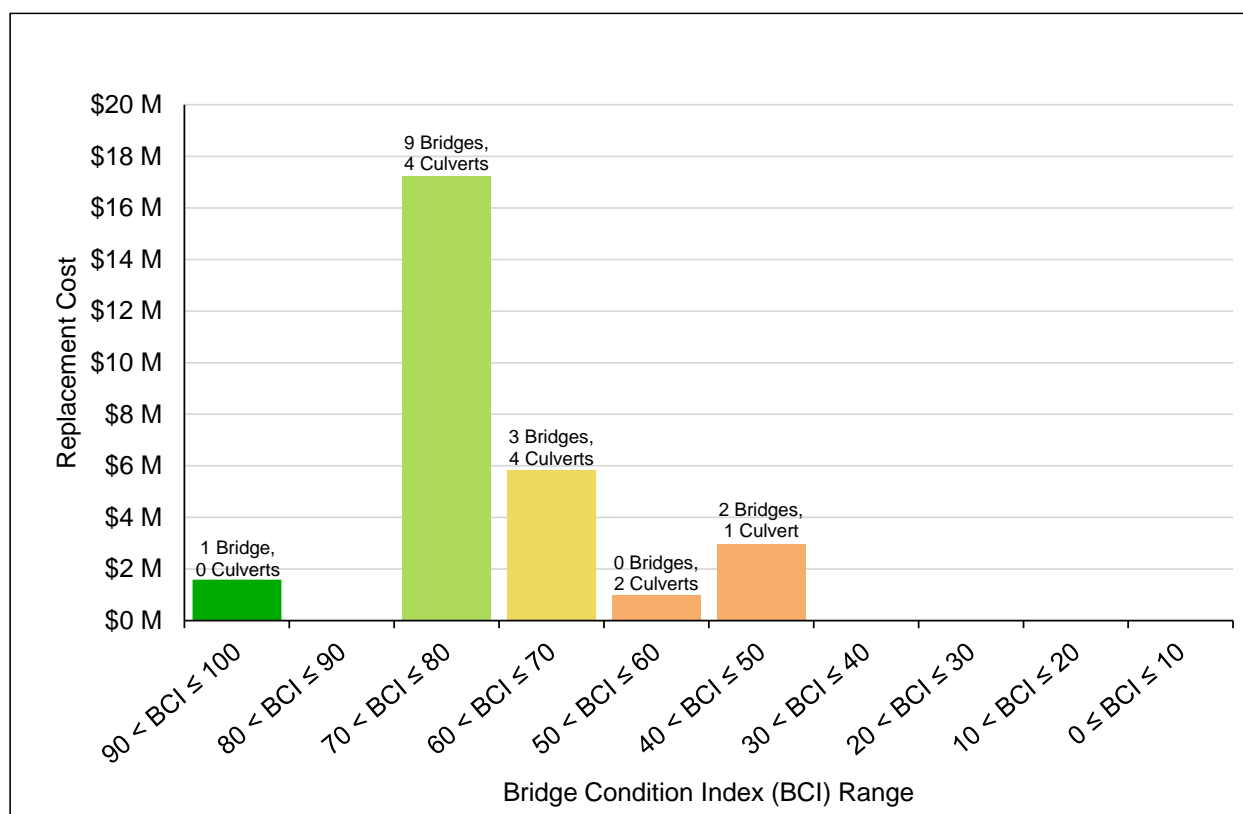


The average B.C.I. ratings and corresponding condition states for structures are summarized in Table 2-6 below. On average (weighted by replacement cost), bridges are in a Good condition state and structural culverts are in a Fair condition state. The distribution of structures by condition range (as measured by B.C.I.) is presented in Figure 2-4.

Table 2-6: Structure Condition Analysis

Structure Type	Quantity	Condition (Weighted Average B.C.I.)	Average Condition State
Bridges	15	71.9	Good
Culverts	11	65.8	Fair

Figure 2-4: Distribution of Structures by B.C.I.





2.2.3 Current Levels of Service

The levels of service currently provided by the Municipality's transportation system are, in part, a result of the state of local infrastructure identified above. The levels of service framework defines the current levels of service that will be tracked over time. There are prescribed levels of service reporting requirements under O. Reg. 588/17 for core transportation assets (i.e., roads and structures).



Table 2-7 and Table 2-8 include the prescribed community and technical levels of service. In future iterations of the asset management plan, additional performance measures may be added to more comprehensively capture the level of service provided by transportation assets. Targets will also need to be set for all performance measures by July 1, 2025.

The tables are structured as follows:

- The Service Attribute columns indicate the high-level attribute being addressed;

The Community Levels of Service column in



- Table 2-7 explains the Municipality's intent in plain language and provides additional information about the service being provided;
- The Performance Measure column in Table 2-8 describes the performance measure(s) connected to the identified service attribute; and
- The 2021 Performance column in Table 2-8 reports current performance for the performance measure.



Table 2-7: Community Levels of Service – Roads and Structures

Service Attribute	Community Levels of Service
Scope	The Municipality's transportation assets enable the movement of people and goods within the Municipality and provide connectivity to regional roads. The Municipality's transportation assets are used by pedestrians, cyclists, passenger vehicles, commercial vehicles, and emergency vehicles.
	The scope of the Municipality's transportation network, including roads and structures, is illustrated by Map 2-1. This map shows the geographical distribution of the Municipality's roads and locations of structures.
Quality	The Municipality's main objective with respect to transportation assets is to enable the safe, comfortable, and efficient movement of vehicular and pedestrian traffic within the Municipality. The Municipality strives to meet these objectives while minimizing overall lifecycle costs by performing asset maintenance and renewal activities at optimal intervals, as guided by best practices and current knowledge.
	To aid in interpreting condition states, photos of roads, bridges, and structural culverts in different condition states are provided in Table 2-3 and Table 2-5. A general description of how each condition state may affect the use of these assets is also provided in these tables.



Table 2-8: Technical Levels of Service – Roads and Structures

Service Attribute	Performance Measure	2021 Performance
Scope	Number of lane-kilometres of arterial roads as a proportion of square kilometres of land area of the Municipality.	0 km/km ²
	Number of lane-kilometres of collector roads as a proportion of square kilometres of land area of the Municipality.	0.4140 km/km ²
	Number of lane-kilometres of local roads as a proportion of square kilometres of land area of the Municipality.	0.9674 km/km ²
	Percentage of bridges in the Municipality with loading or dimensional restrictions.	26.7%
Quality	For paved roads in the Municipality, the average pavement condition index value.	65.9 ^[1]
	For unpaved roads in the Municipality, the average surface condition.	Fair to Good
	For bridges in the Municipality, the average bridge condition index value.	71.9
	For structural culverts in the Municipality, the average bridge condition index value.	65.8

2.3 Water

2.3.1 State of Local Infrastructure

The Municipality's drinking water system supplies water to the Almonte Ward. A spatial illustration of the extent of the Municipality's water distribution system is provided in Map 2-2. The Municipality's water infrastructure comprises approximately 48.6 kilometres of water mains (including appurtenances such as valves, service connections, and fire hydrants), five pressure reducing valve (P.R.V.) access points, five wells, one water

^[1] As noted in subsection 2.2.2, the Municipality assigns P.C.I. ratings on a scale of 0 to 10, with 10 corresponding to a road segment in as-new condition and 0 corresponding to a failed road segment. In order to report the level of service consistently with other municipalities, the average P.C.I. presented in Table 2-8 has been converted to a 100-point scale.



storage facility, one water tower, and approximately 3,500 water meters. The combined replacement cost of this infrastructure is estimated at \$46.1 million. Table 2-9 provides summary information for the Municipality's water infrastructure, including quantities, average ages, and replacement costs by asset category. A visual rendering of the data presented in Table 2-9 is provided in Figure 2-5.

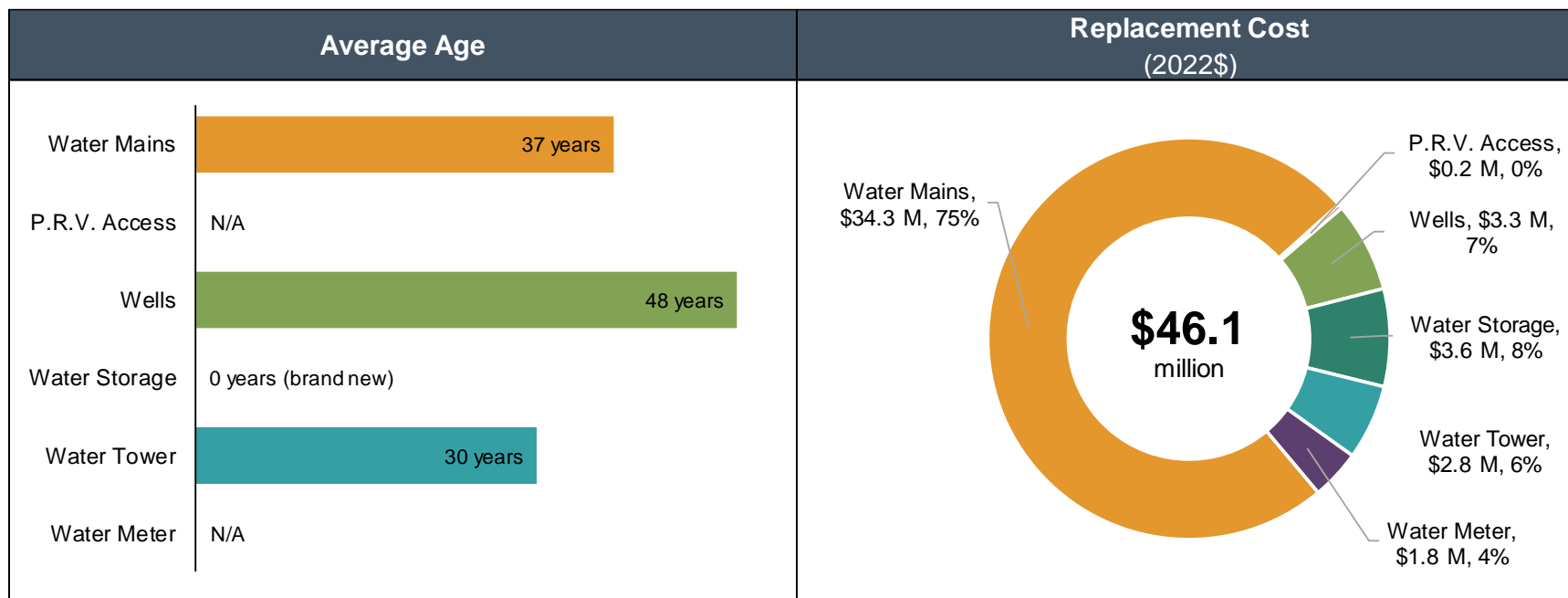
Table 2-9: Water Infrastructure – Quantity, Age, and Replacement Cost by Asset Category

Asset Category	Quantity	Average Age	Replacement Cost (2022\$)
Water Mains	48.6 km	37 years	\$34,344,000
P.R.V. Access	5	N/A	\$167,000
Wells	5	48 years	\$3,346,000
Water Storage	1	0 years ^[1]	\$3,625,000
Water Tower	1	30 years	\$2,789,000
Water Meters	3,474	N/A	\$1,841,000
Total			\$46,112,000

^[1] The new water storage facility was completed in 2022.

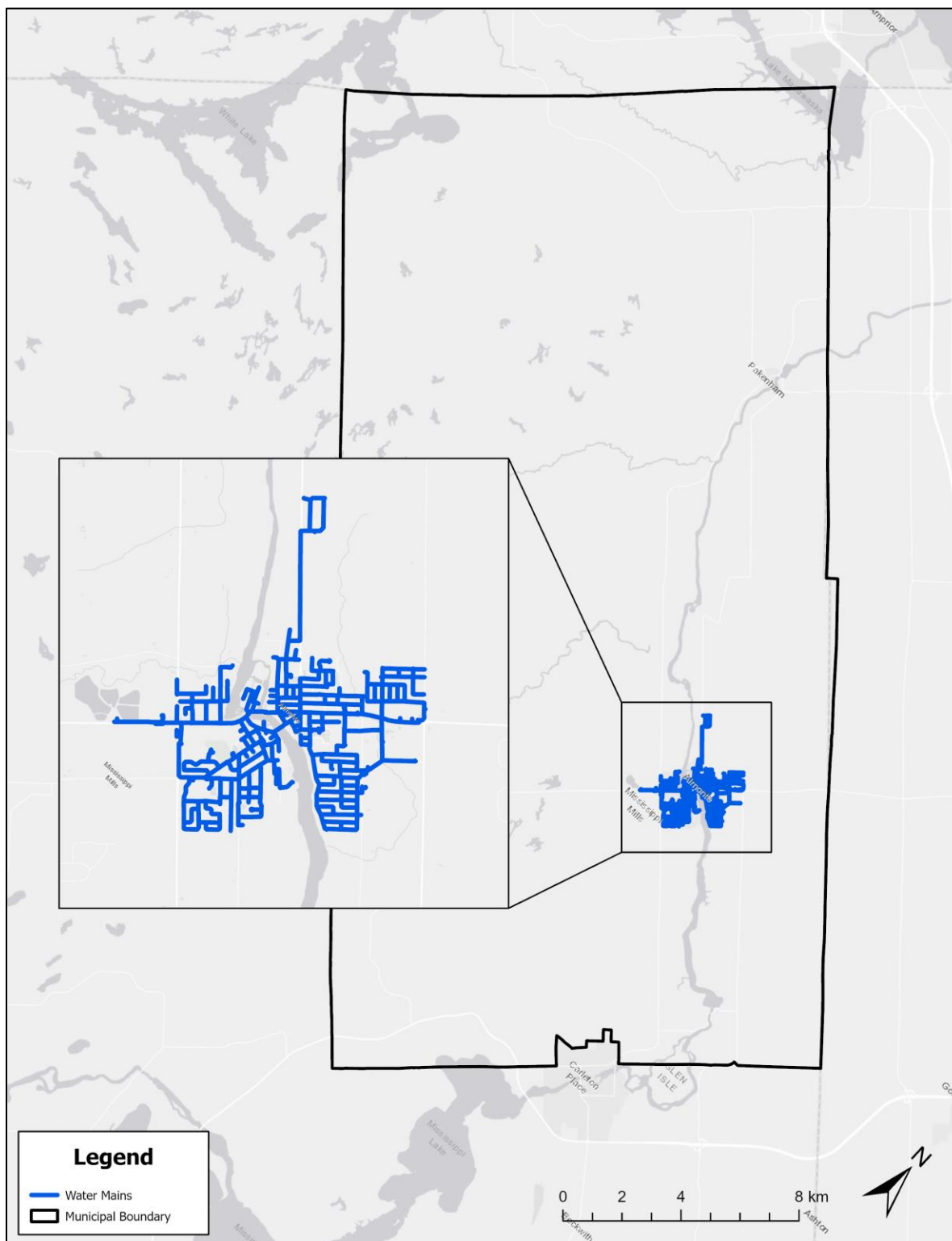


Figure 2-5: Summary Information – Water Infrastructure





Map 2-2: Water Distribution System





2.3.2 Condition

The condition of the Municipality's water infrastructure was comprehensively assessed and documented in the Condition Assessment Report that was prepared for the Municipality's 2012 Water and Wastewater Infrastructure Master Plan (2012 Master Plan). Results from the condition assessment have not been formally incorporated into the Municipality's asset inventory by way of condition scores assigned to assets. However, the 2012 Master Plan identified recommendations and an opinion of probable costs arising from the condition assessment. These recommendations were later updated in 2018 through the Water and Wastewater Infrastructure Master Plan Update Report and form the basis for the Municipality's lifecycle management strategy. It is noted that the Municipality will be updating the Water and Wastewater Infrastructure Master Plan again in the near future, including condition assessments.

The condition of the Municipality's water mains has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the water mains is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (U.L.C.%)). A useful life of 80 years has been assumed for the Municipality's water mains. A brand-new asset would have a U.L.C.% of 0%, indicating that zero percent of the asset's life expectancy has been utilized. Conversely, an asset that has reached its life expectancy would have a U.L.C.% of 100%. It is possible for assets to have a U.L.C.% greater than 100%, which occurs if an asset has exceeded its typical life expectancy but continues to be in service. This is not necessarily a cause for concern; however, it must be recognized that assets that are near or beyond their typical life expectancy are likely to require replacement or rehabilitation in the near term.

To better communicate the condition of water and other assets where U.L.C.% will be used, the U.L.C.% ratings have been segmented into qualitative condition states as summarized in Table 2-10. The scale is set to show that if assets are replaced around the expected useful life, they would be in the Fair condition state. The Fair condition state extends to 100% of expected useful life. Beyond 100% of useful life, the probability of failure is assumed to have increased to a point where performance would be characterized as Poor or Very Poor.



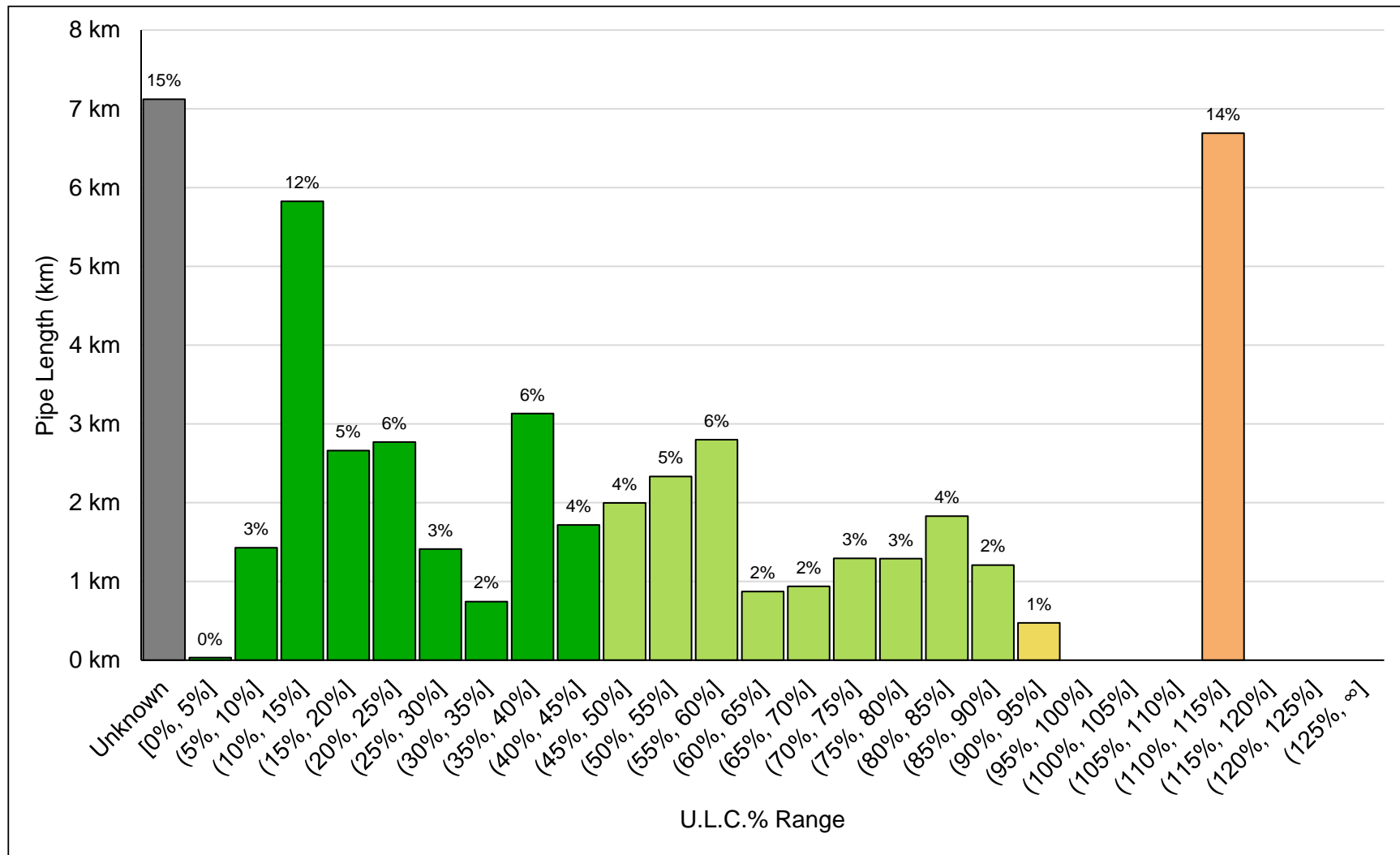
Table 2-10: Condition States Defined with Respect to U.L.C.% – Water Assets

Condition State	U.L.C.%
Very Good	$0\% \leq \text{U.L.C.\%} \leq 45\%$
Good	$45\% < \text{U.L.C.\%} \leq 90\%$
Fair	$90\% < \text{U.L.C.\%} \leq 100\%$
Poor	$100\% < \text{U.L.C.\%} \leq 125\%$
Very Poor	$125\% < \text{U.L.C.\%}$

Figure 2-6 shows the distribution of water main length by condition (as measured by U.L.C.%). On average, Municipality's water mains are in the Good condition state.



Figure 2-6: Distribution of Water Mains by U.L.C. %





2.3.3 Current Levels of Service

This section provides an overview of the Municipality's level of service framework for water services.

Table 2-11: Community Levels of Service – Water

Service Attribute	Community Levels of Service
Scope	Water service is provided to customers in the Almonte Ward, as illustrated in Map 2-2. All areas that are connected to the water system have fire flow available.
Reliability	<p>The Municipality has developed and implements a Drinking Water Quality Management System (DWQMS) to enhance the management and operation of its drinking water system, ensuring a continual supply of safe drinking water to all consumers.</p> <p>Boil water advisories can be caused by adverse water quality test results or problems in the water treatment and distribution system. Service interruptions can occur as a result of routine water system maintenance or asset failure. Both boil water advisories and service interruptions are handled in accordance with the Municipality's DWQMS.</p>



Table 2-12: Technical Levels of Service – Water

Service Attribute	Performance Measure	2021 Performance
Scope	Percentage of properties ^[1] connected to the Municipality's water system.	48%
	Percentage of properties ^[4] where fire flow is available.	48%
Reliability	The number of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the Municipality's water system.	0 connection days / connection
	The number of connection-days per year lost due to water main breaks compared to the total number of properties connected to the Municipality's water system.	0.0031 connection days / connection

2.4 Wastewater

2.4.1 State of Local Infrastructure

The Municipality owns a wastewater system servicing customers in the Almonte Ward. Furthermore, the wastewater treatment plant also provides environmentally responsible treatment alternatives for septage materials which are pumped and hauled from private septic systems in the rural areas of Pakenham and Ramsay. A spatial illustration of the extent of the Municipality's wastewater collection system is provided in Map 2-3. The Municipality's wastewater infrastructure comprises approximately 41.2 kilometres of wastewater mains, 5.7 kilometres of force mains, a 1.1-kilometre lagoon outfall, wastewater treatment plant, and 8 pumping stations. The combined replacement cost of this infrastructure is estimated at \$81.8 million. Table 2-13 provides summary information for the Municipality's wastewater infrastructure, including quantities, average ages, and replacement costs by asset category. A visual rendering of the data presented in Table 2-13 is provided in Figure 2-7.

^[1] Percentage of all properties in the Municipality (i.e., not just those in the Almonte ward).

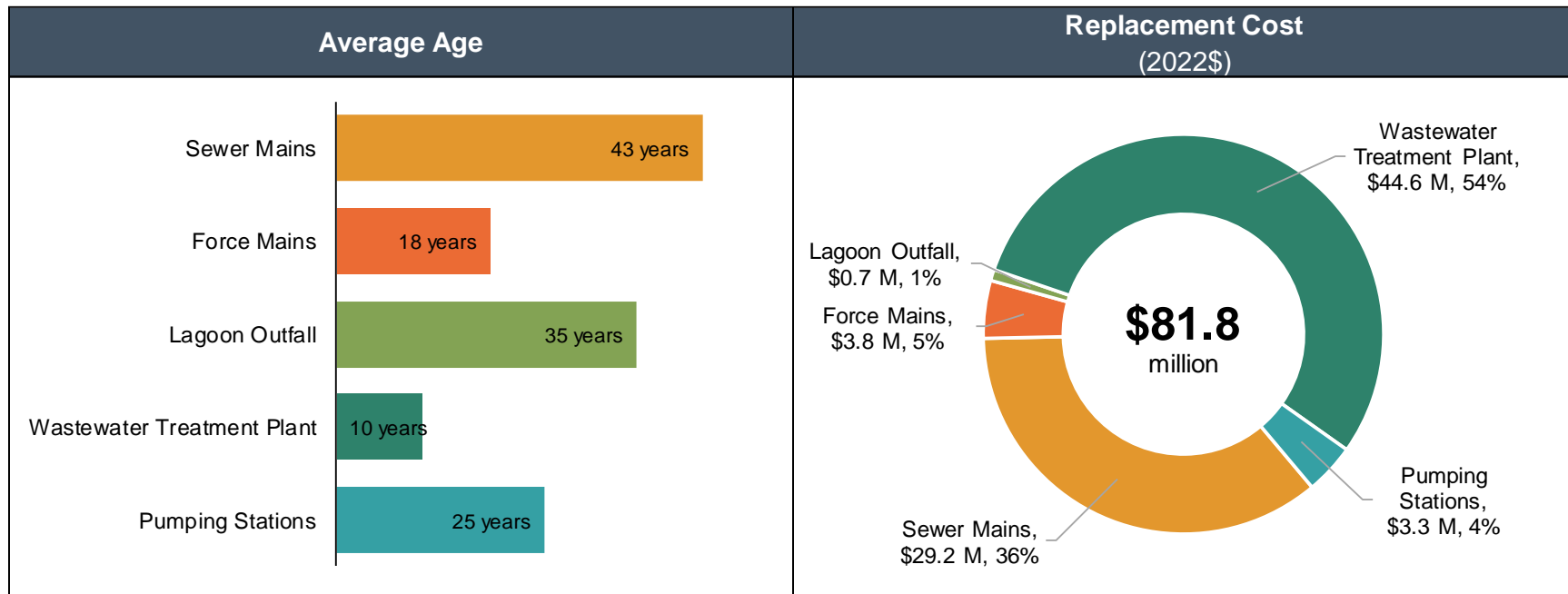


Table 2-13: Wastewater Infrastructure – Summary of Quantity, Age, and Replacement Cost by Asset Category

Asset Category	Quantity	Average Age	Replacement Cost (2022\$)
Wastewater Mains	41.2 km	43 years	\$29,249,000
Force Mains	5.7 km	18 years	\$3,823,000
Lagoon Outfall	1.1 km	35 years	\$739,000
Wastewater Treatment Plant	1	10 years	\$44,618,000
Pumping Stations	8	25 years	\$3,332,000
Total			\$81,761,000

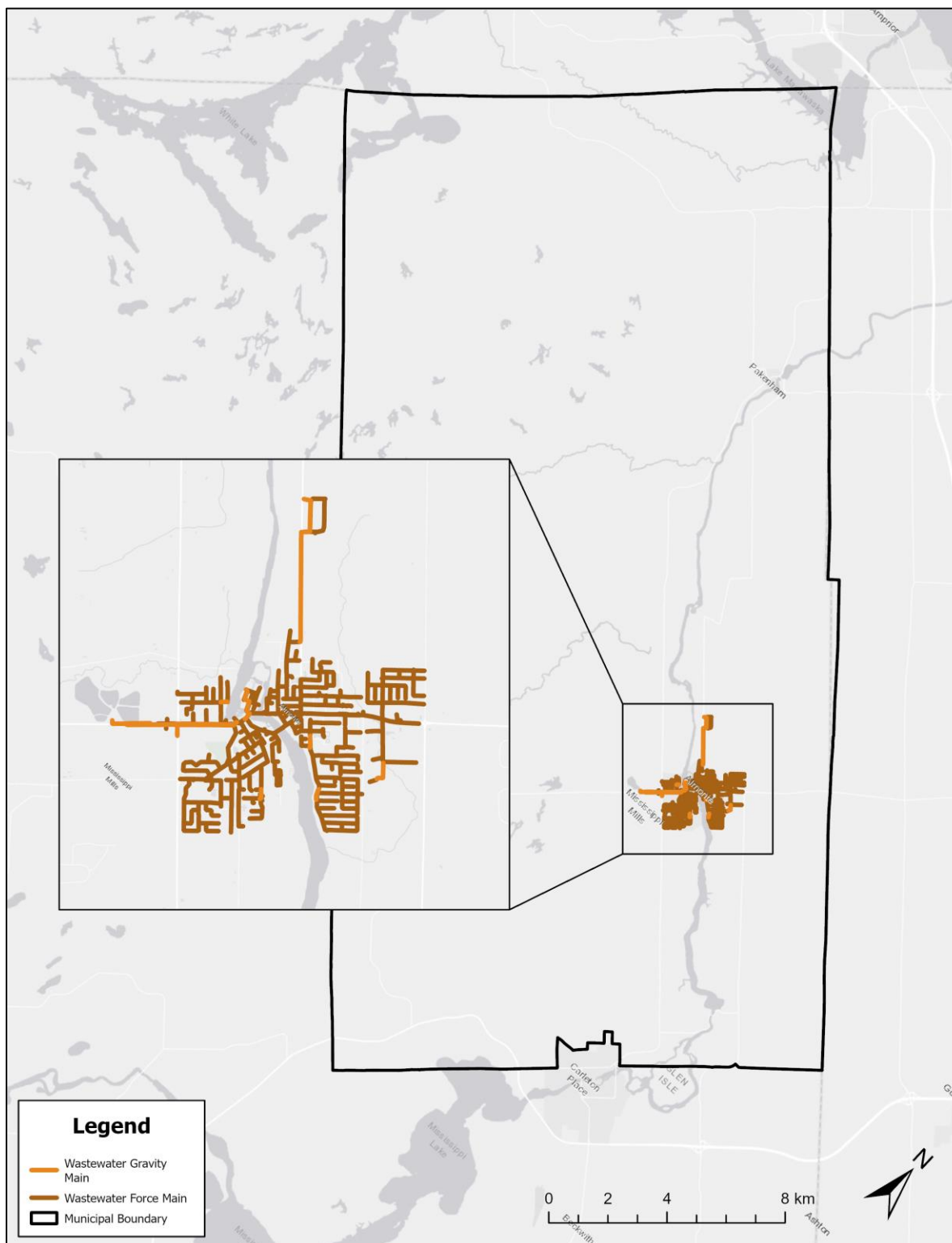


Figure 2-7: Summary Information – Wastewater





Map 2-3: Wastewater Service Area





2.4.2 Condition

The condition of the Municipality's wastewater infrastructure was comprehensively assessed and documented in the Condition Assessment Report that was prepared for the Municipality's 2012 Water and Wastewater Infrastructure Master Plan (2012 Master Plan). Results from the condition assessment have not been formally incorporated into the Municipality's asset inventory by way of condition scores assigned to assets. However, the 2012 Master Plan identified recommendations and an opinion of probable costs arising from the condition assessment. These recommendations were later updated in 2018 through the Water and Wastewater Infrastructure Master Plan Update Report and form the basis for the Municipality's lifecycle management strategy. It is noted that the Municipality will be updating the Water and Wastewater Infrastructure Master Plan again in the near future, including condition assessments.

For wastewater mains, the Municipality uses condition ratings obtained through closed-circuit television (CCTV) inspections. Table 2-14 provides information on how the overall condition rating (zero to four) correlates with qualitative condition states (from Very Good to Very Poor).

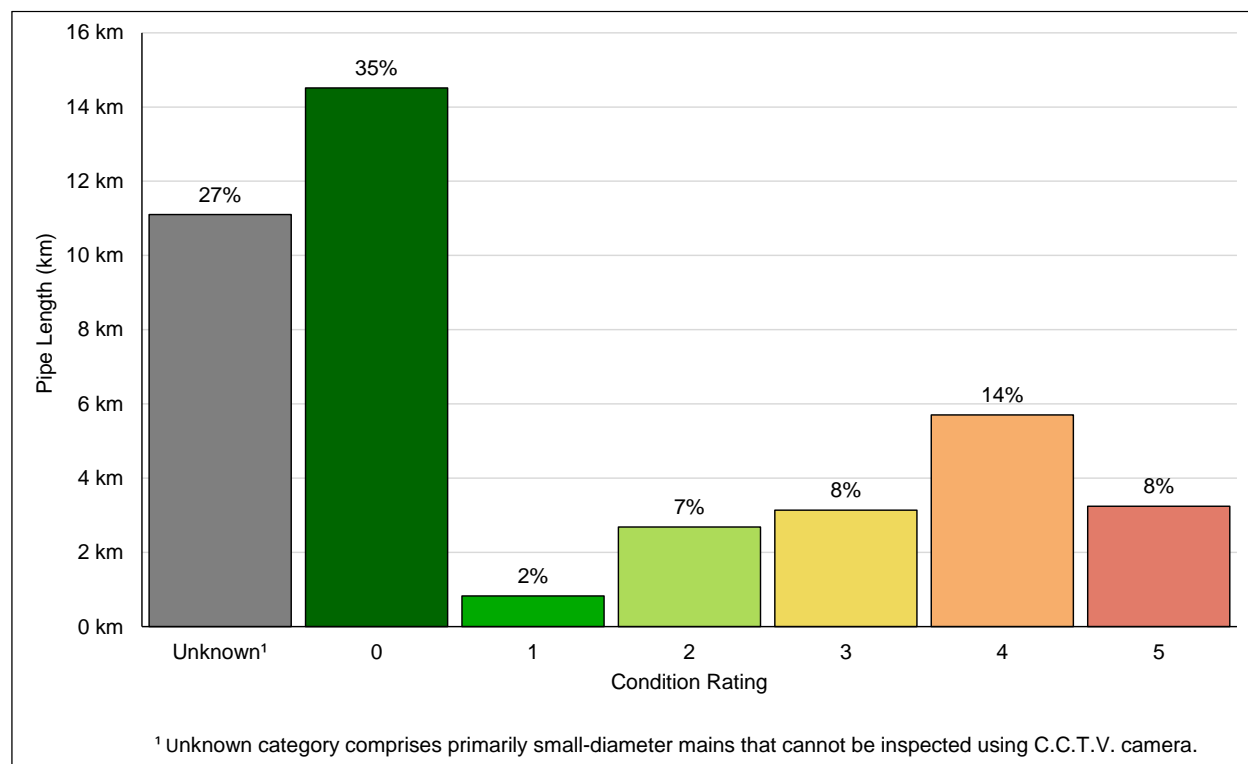
Table 2-14: Wastewater Mains Overall Condition Ratings and Corresponding Condition States

Overall Condition Rating	Condition State
0	Excellent
1	Very Good
2	Good
3	Fair
4	Poor
5	Very Poor

Figure 2-8 shows the distribution of wastewater main length by condition rating. On average, the Municipality's wastewater mains are in the Very Good condition state



Figure 2-8: Distribution of Wastewater Mains by Condition Rating





Current Levels of Service

This section provides an overview of the Municipality's level of service framework for wastewater services.

Table 2-15: Community Levels of Service – Wastewater

Service Attribute	Community Levels of Service
Scope	Wastewater service is provided to customers in in the Almonte Ward, as illustrated in Map 2-3. Furthermore, disposal of septage materials from private septic systems is available to residents of Pakenham and Ramsay.
Reliability	The Municipality does not have combined sewers (sewers designed to carry both sanitary and storm water in a single pipe). Despite this, stormwater can enter the wastewater system through numerous sources (e.g., openings on maintenance hole covers, cracks, holes, failed joints, and incorrect or faulty connections). As part of its asset management efforts, the Municipality has budgeted for sewer lining to reduce inflow and infiltration.
	The Municipality's facilities are operated in accordance with Environmental Compliance Approvals (E.C.A.) as issued by the Ministry of Environment, Conservation and Parks. A description of the effluent that is discharged from the wastewater treatment facility is provided in the E.C.A. No. 1637-AC8NT7, dated August 8, 2016.



Table 2-16: Technical Levels of Service – Wastewater

Service Attribute	Performance Measure	2021 Performance
Scope	Percentage of properties connected to the Municipality's wastewater system.	54%
Reliability	The number of connection-days per year lost due to wastewater backups compared to the total number of properties connected to the Municipality's wastewater system.	0.0203 connection days / connection
	The number of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the Municipality's wastewater system.	0 violations / connection
	Number of Bypass/Overflow events	1
	Percentage of wastewater mains that have been inspected at least once in past 5 years (measured by length)	100%
	Percentage of wastewater mains that are in condition state Good or better (measured by length)	44%
	Number of Community Complaints	0

2.5 Stormwater

2.5.1 State of Local Infrastructure

The stormwater management system provides for the collection of stormwater in order to protect properties and roads from flooding, and to manage the volume and quality of stormwater discharged back to the environment. A spatial illustration of the extent of the Municipality's stormwater system is provided in Map 2-4. The Municipality's stormwater infrastructure comprises approximately 42 kilometres of stormwater mains, several hundred appurtenances directly related to the mains (such as maintenance holes, catch basins, and stormceptors), and 4 stormwater ponds. The combined replacement cost of this infrastructure is estimated at \$38 million. Table 2-17 shows summary information for the Municipality's stormwater system, including quantities, average ages and replacement costs by asset category. A visual rendering of the data presented in Table 2-17 is provided in Figure 2-9.



Table 2-17: Stormwater Infrastructure – Quantity, Age, and Replacement Cost by Asset Category

Asset Category	Quantity	Average Age	Replacement Cost (2022\$)
Stormwater Mains	42.0 km	22 years	\$28,133,354
Maintenance Holes	268	N/A	\$1,795,600
Catch Basins	834	N/A	\$5,587,800
Stormceptors (oil/grit separators)	2	N/A	\$236,800
Stormwater Ponds	4	~ 10 years	\$2,240,000
Total			\$37,993,554

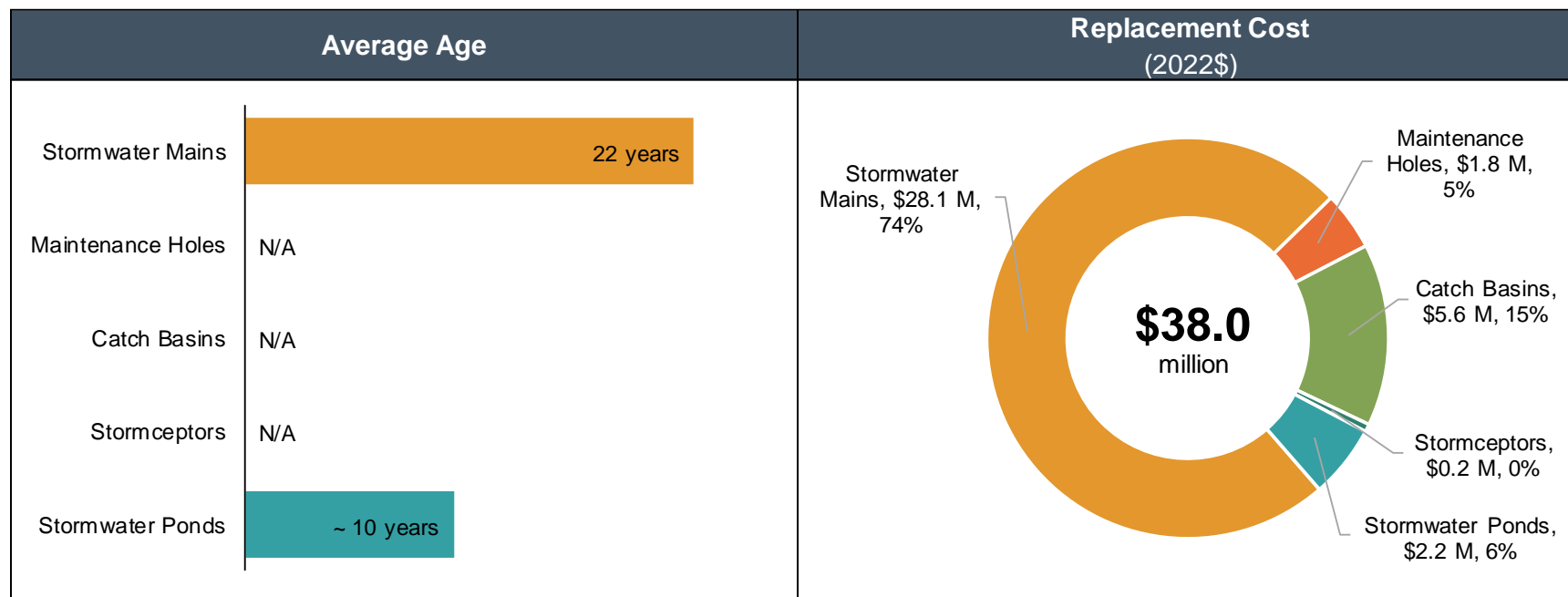
2.5.2 Condition

The condition of the Municipality's stormwater assets has not been directly assessed through a physical condition assessment. In this asset management plan, the condition of the stormwater mains is evaluated based on age relative to the expected useful life (i.e., based on the percentage of useful life consumed (ULC%)) as described for water mains in subsection 2.3.2.

Figure 2-10 shows the distribution of stormwater main length by condition (U.L.C.) range. On average, Municipality's stormwater mains are in the Very Good condition state.



Figure 2-9: Summary Information – Stormwater





Map 2-4: Stormwater System

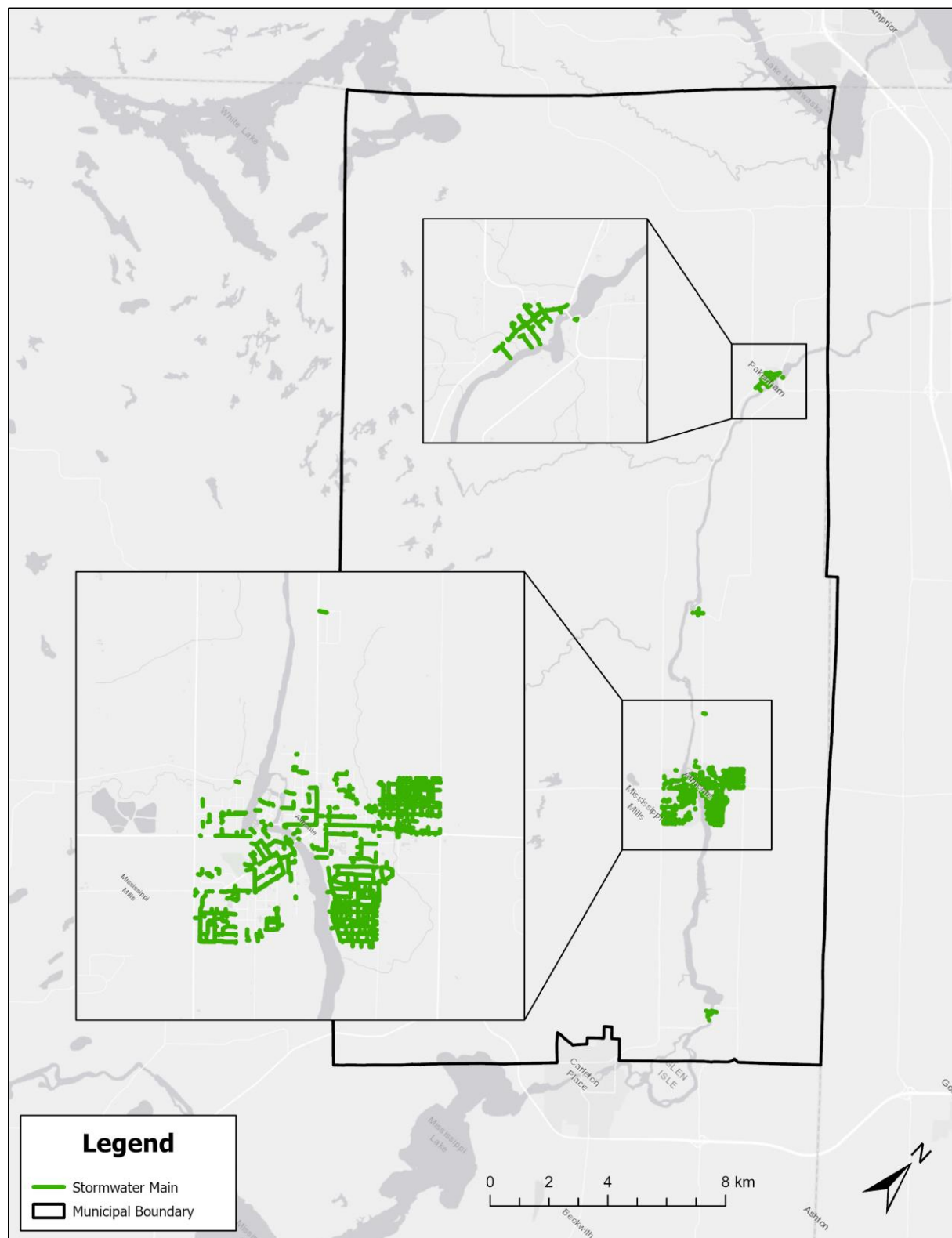
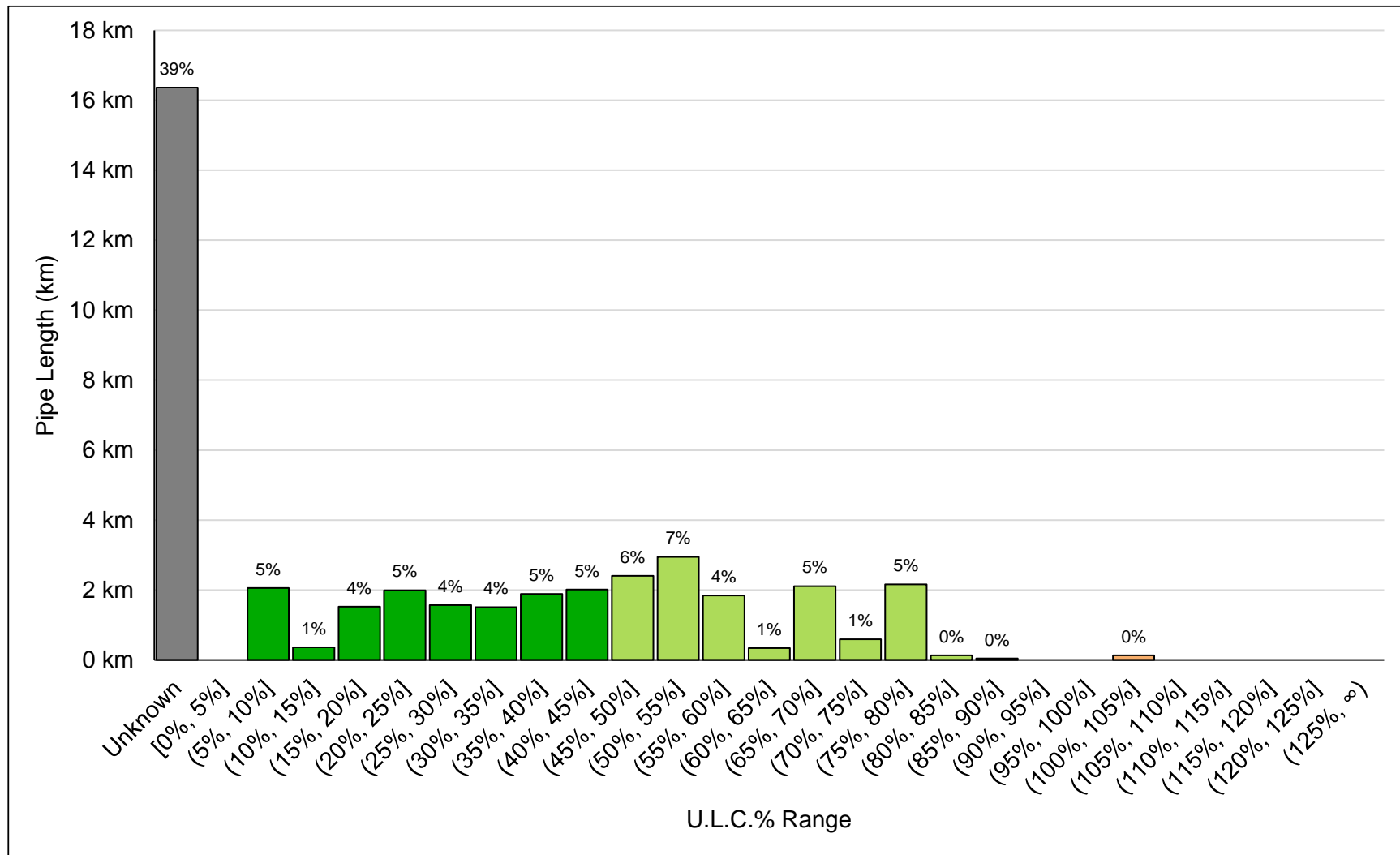




Figure 2-10: Distribution of Stormwater Mains by Condition (U.L.C.%) Range





2.5.3 Current Levels of Service

This section provides an overview of the Municipality's level of service framework for wastewater service.

Table 2-18: Community Levels of Service – Stormwater

Service Attribute	Community Levels of Service
Scope	The Municipality's stormwater system helps protect several areas of the municipality from flooding. The extent of the Municipality's stormwater management system is illustrated in Map 2-4.

Table 2-19: Technical Levels of Service – Stormwater

Service Attribute	Performance Measure	2021 Performance
Scope	Percentage of properties in the municipality resilient to a 100-year storm.	This information is currently not available. The Municipality will seek to collect information on this performance measure for inclusion in future updates of this asset management plan.
	Percentage of the municipal stormwater management system resilient to a 5-year storm.	This information is currently not available. The Municipality will seek to collect information on this performance measure for inclusion in future updates of this asset management plan.

2.6 Population Growth

According to the 2021 census, the Municipality's 2021 population was 14,740. Based on the growth forecast contained in the Municipality's 2018 Development Charges Background Study, the Municipality's population is anticipated to reach 16,304 by 2031.

Future growth in population is expected to result in incremental service demands that may impact the current level of service. These growth-related needs are summarized in the Municipality's 2018 Development Charges Background Study and are funded



through development charges imposed on new development. Utilizing development charges helps reduce the effects that future population and employment growth have on the cost of maintaining levels of service for existing tax and rate payers.

The estimated capital expenditures related to the lifecycle activities required to maintain the current levels of service considering the projected increases in demand caused by growth are included in the 10-year lifecycle expenditure forecast for water and wastewater infrastructure presented in the next chapter of this report. Growth-related improvements to the road network are summarized in the Municipality's 2018 Development Charges Background Study and will be incorporated into the asset management plan following the next update of the Transportation Master Plan.



Chapter 3

Lifecycle Management Strategies



3. Lifecycle Management Strategy

3.1 Introduction

The lifecycle management strategy in this asset management plan identifies the lifecycle activities that would need to be undertaken to maintain the current levels of service presented in Chapter 2. Within the context of this asset management plan, lifecycle activities are the specified actions that can be performed on an asset in order to ensure it is performing at an appropriate level, and/or to extend its service life.^[1] These actions can be carried out on a planned schedule in a prescriptive manner, or through a dynamic approach where the lifecycle activities are only carried out when specified conditions are met.

O. Reg. 588/17 requires that all potential lifecycle activity options be assessed, with the aim of identifying the set of lifecycle activities that can be undertaken at the lowest cost to maintain current levels of service. Asset management plans must include a ten-year capital forecast, identifying the lifecycle activities resulting from the lifecycle management strategy.

The following sections detail the ten-year forecasts of lifecycle activities and associated costs that would be required for the Municipality to maintain current levels of service.

^[1] The full lifecycle of an asset includes activities such as initial planning and maintenance which are typically addressed through master planning studies and maintenance management, respectively.



3.2 Transportation

This section presents a preliminary estimate of the costs associated with maintaining the Municipality's roads and structures at the current level of service. For roads, the estimate is based on a combination of deterioration models and asset treatment strategies, developed in consultation with the Municipality's staff. For bridges and structural culverts, the estimate is based on the maintenance, repair, and replacement recommendations identified in the 2022 Bridge Management Study report.

The ten-year lifecycle expenditure forecast for roads and structures is summarized in Figure 3-1 and provided in tabular form in Table 3-1. Average annual expenditures over the forecast period have been estimated at approximately \$3.50 million.

Figure 3-1: Lifecycle Expenditure Forecast for Roads and Structures (2022\$)

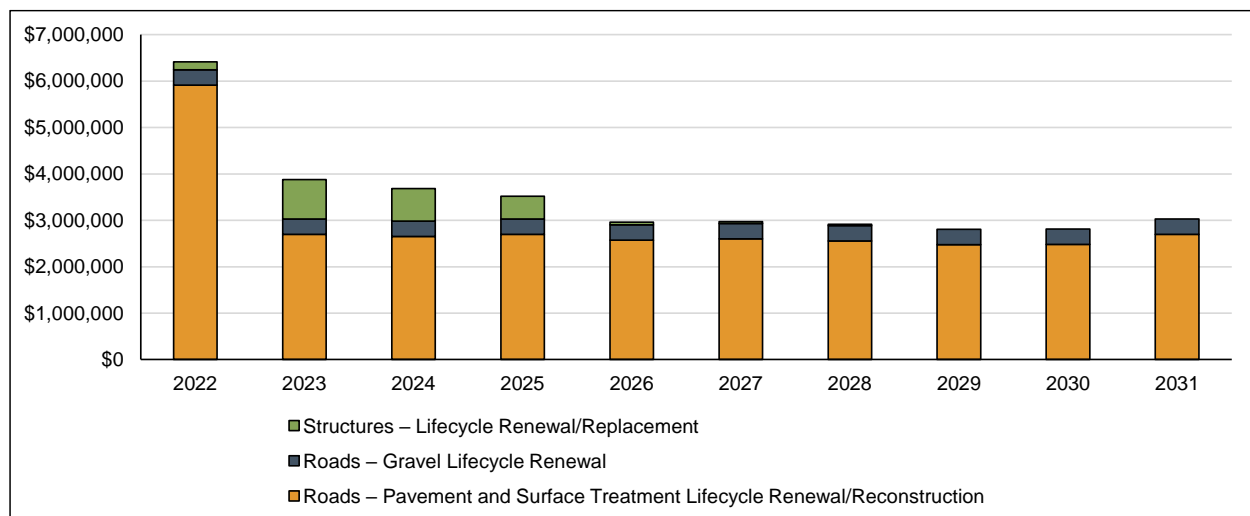




Table 3-1: Lifecycle Expenditure Forecast for Roads and Structures (2022\$)

Lifecycle Activity	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Roads – Pavement and Surface Treatment Lifecycle Renewal/Reconstruction	\$5,914,900	\$2,699,724	\$2,652,990	\$2,698,360	\$2,574,776	\$2,603,579	\$2,555,445	\$2,478,695	\$2,482,239	\$2,700,507
Roads – Gravel Lifecycle Renewal	\$328,600	\$328,600	\$328,600	\$328,600	\$328,600	\$328,600	\$328,600	\$328,600	\$328,600	\$328,600
Structures – Lifecycle Renewal/Replacement	\$170,000	\$848,000	\$703,000	\$491,000	\$56,000	\$42,000	\$28,000	\$0	\$0	\$0
Total	\$6,413,500	\$3,876,324	\$3,684,590	\$3,517,960	\$2,959,376	\$2,974,179	\$2,912,045	\$2,807,295	\$2,810,839	\$3,029,107



3.3 Water

This section presents a preliminary estimate of the costs associated with maintaining current level of service for water. A detailed capital forecast for the Municipality's water system was developed as part of the Municipality's 2021 Water and Wastewater Rate Study. For the purposes of this asset management plan, the forecast was adjusted to current dollar values.

The ten-year lifecycle expenditure forecast for water infrastructure is summarized in Figure 3-2 and provided in tabular form in Table 3-2. Average annual expenditures over the forecast period have been estimated at approximately \$1.8 million, of which approximately 52% is related to growth-related infrastructure expansion and upgrades which will be funded through development charges.

Figure 3-2: Lifecycle Expenditure Forecast for Water Infrastructure (2022\$)

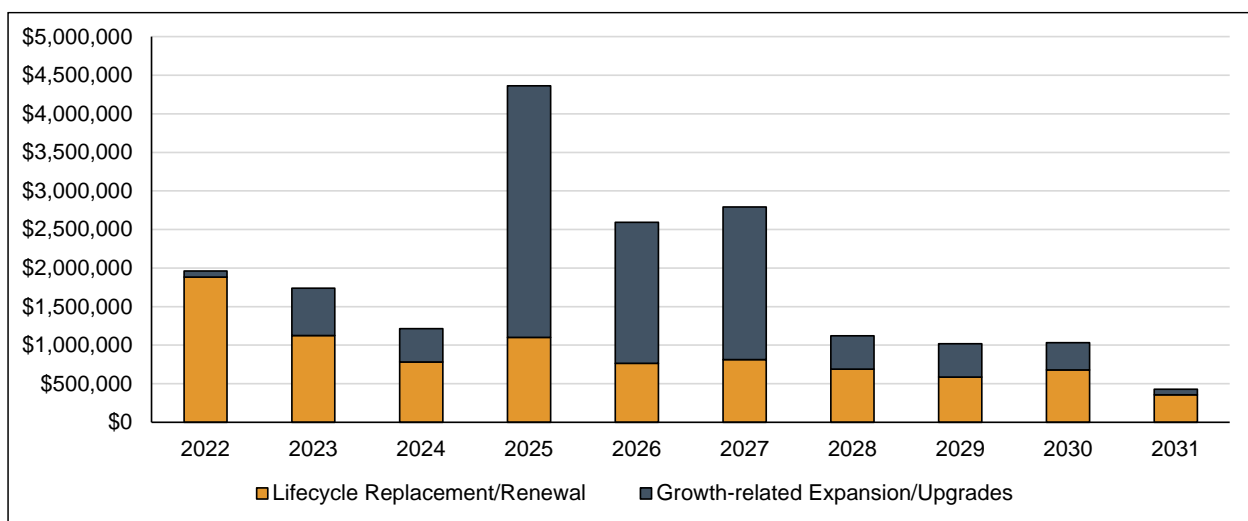




Table 3-2: Lifecycle Expenditure Forecast for Water Infrastructure (2022\$)

Asset Activity	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Lifecycle Replacement/Renewal	\$1,882,864	\$1,124,781	\$780,862	\$1,101,241	\$765,080	\$813,768	\$690,207	\$587,586	\$679,667	\$355,819
Growth-related Expansion/Upgrades	\$78,114	\$615,312	\$434,414	\$3,262,375	\$1,828,327	\$1,978,746	\$431,930	\$431,930	\$353,234	\$72,511
Total	\$1,960,978	\$1,740,093	\$1,215,276	\$4,363,617	\$2,593,407	\$2,792,514	\$1,122,137	\$1,019,516	\$1,032,901	\$428,330



3.4 Wastewater

This section presents a preliminary estimate of the costs associated with maintaining current level of service for water. A detailed capital forecast for the Municipality's water system was developed as part of the Municipality's 2021 Water and Wastewater Rate Study. For the purposes of this asset management plan, the forecast was adjusted to current dollar values.

The ten-year lifecycle expenditure forecast for water infrastructure is summarized in Figure 3-3 and provided in tabular form in Table 3-3. Average annual expenditures over the forecast period have been estimated at approximately \$1.3 million, of which approximately 14% is related to growth-related infrastructure expansion and upgrades which will be funded through development charges.

Figure 3-3: Lifecycle Expenditure Forecast for Wastewater Infrastructure (2022\$)

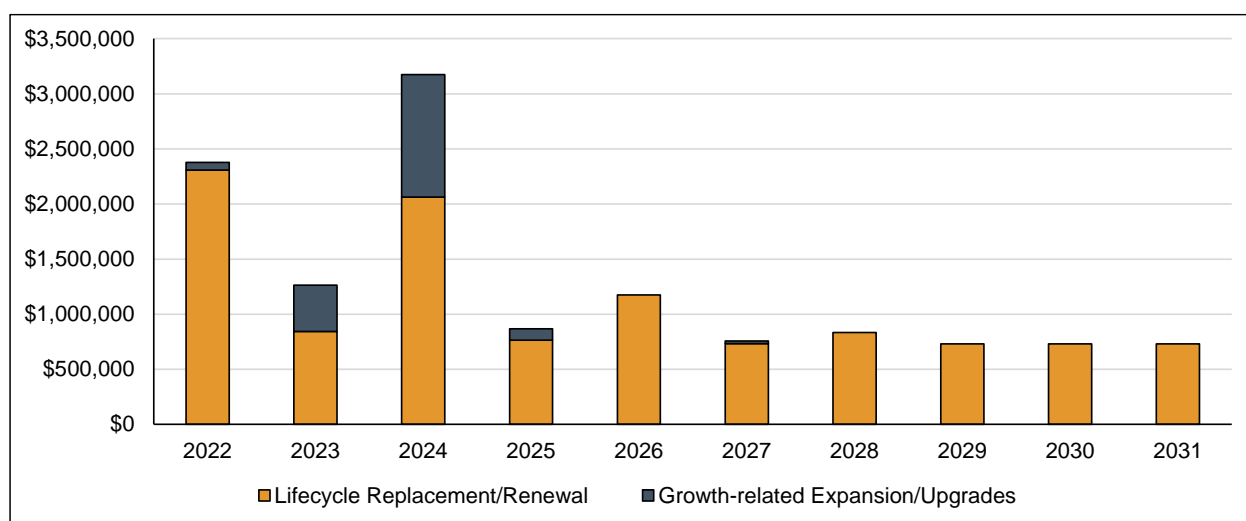




Table 3-3: Lifecycle Expenditure Forecast for Wastewater Infrastructure (2022\$)

Asset Activity	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Lifecycle Replacement/Renewal	\$2,307,304	\$842,601	\$2,063,275	\$763,641	\$1,175,678	\$733,823	\$834,352	\$730,616	\$730,616	\$730,616
Growth-related Expansion/Upgrades	\$69,986	\$421,197	\$1,110,720	\$103,059	\$0	\$23,006	\$0	\$0	\$0	\$0
Total	\$2,377,290	\$1,263,798	\$3,173,996	\$866,700	\$1,175,678	\$756,829	\$834,352	\$730,616	\$730,616	\$730,616



3.5 Stormwater

Given the limited records currently available (i.e., only partial age-based information), the costs associated with maintaining all the Municipality's stormwater infrastructure at the current level of service have not been estimated.

It should be noted, however, that the Municipality does take a proactive approach to managing stormwater infrastructure through ongoing operations and maintenance programs which include:

- Cleaning of sewers, catch basins and ponds;
- Removal of obstructions in creeks and watercourses (creek rehabilitation);
- Street sweeping;
- Leaf collection; and
- Site investigations (based on customer complaints or calls).

In terms of capital, stormwater infrastructure is replaced/rehabilitated through road reconstruction projects on an as-needed basis.

In the coming years the Municipality may wish to consider including stormwater infrastructure in Master Service Plans/Assessments and developing Operational Maintenance Plans for stormwater ponds (including condition/sedimentation surveys). These plans would form the basis for developing a long-term capital lifecycle investment plan.



Chapter 4

Financial Strategy



4. Financial Summary

4.1 Introduction

This chapter presents a preliminary estimate of the funding that would be required to sustainably finance the Municipality's core infrastructure assets over their full lifecycle. It also examines the relationship between these funding needs and the Municipality's current lifecycle funding capacity.

An annual lifecycle funding target represents the amount of funding that would be required annually to fully finance a lifecycle management strategy over the long-term. By planning to achieve this annual funding level, the Municipality would theoretically be able to fully fund capital works as they arise. In practice, capital needs are often “lumpy” in nature due to the value of works being undertaken changing year-to-year. By planning to achieve this level of funding over the long-term, the periods of relatively low capital needs would allow for the building up of lifecycle reserve funds that could be drawn upon in times of relatively high capital needs.

Once a comprehensive capital needs forecast has been developed for all of the Municipality's assets and level of service targets have been established, a full financing strategy can be developed. This financing strategy should examine how to fund capital needs in the short-term while ensuring long-term sustainability.

4.2 Annual Contribution and Lifecycle Funding Target

Table 4-1 presents the Municipality's current annual contributions towards capital-related needs of core infrastructure assets—as detailed in the Municipality's 2022 Budget—as well as a preliminary estimate of the funding that would be required to sustainably finance the Municipality's core infrastructure assets over their full lifecycle.

In total, the Municipality has budgeted to contribute approximately \$5.52 million towards capital-related needs in 2022. Included in this are budgeted contributions to capital projects and capital-related reserve funds, reliable and long-term Federal and Provincial grants, and the repayment of non-growth-related debentures. The sum of these components comprises the amount of funding the Municipality has budgeted to contribute in 2022 to the provision of capital-related needs.



The annual lifecycle funding target for the Municipality's core assets has been estimated at approximately \$7.52 million^[1]. The difference between the annual lifecycle funding target and the current contribution towards capital-related needs, referred to as the lifecycle funding gap, indicates that the Municipality is currently underfunding its core infrastructure by approximately \$2 million annually. While the differences between current contributions and annual targets is relatively small for water and wastewater assets, a majority of the lifecycle funding gap is a result of underfunding transportation (i.e., roads, bridges, and major culverts) and stormwater assets.

Table 4-1: Annual Lifecycle Funding Targets and Current Annual Contribution Towards Capital-related Needs (2022\$)

Asset Class	Annual Lifecycle Funding Target	Current Annual Contribution
Tax-supported		
Roads	\$ 4,425,726	
Bridges and Culverts	\$ 539,973	
Stormwater (excl. ponds)	\$ 446,919	
Sub-total: Tax-supported Assets	\$ 5,412,619	\$ 3,602,028
Rate-supported		
Water	\$ 729,817	
Wastewater	\$ 1,381,478	
Sub-total: Rate-supported Assets	\$ 2,111,295	\$ 1,920,998
Total	\$ 7,523,914	\$ 5,523,026

The lifecycle funding gap could be mitigated by increasing contributions to capital reserve funds over time or potentially reducing levels of service. A detailed examination of funding sources and a strategy for addressing the current lifecycle funding gap will be addressed in the next iteration of the Municipality's asset management plan.

^[1] It is noted that the extent of infrastructure that will be emplaced by developers within subdivisions, and that will eventually be assumed by the Municipality, has not been estimated. The lifecycle activities and costs of these assets will be included in future updates of this asset management plan as the infrastructure is constructed.



Chapter 5

Summary



5. Summary

This asset management plan has been developed to address the July 1, 2022 requirements of O. Reg. 588/17. The plan provides summary information for the Municipality's core infrastructure assets (including replacement cost valuation and condition), identifies current levels of service, and includes a 10-year forecast of lifecycle activities and associated costs that would be required for the Municipality to maintain current levels of service. The plan is based on the best information available to the Municipality at this time. In the coming years, the Municipality will need to further expand the asset management plan to include all Municipality assets, to have targets set for levels of service performance measures, and to include a detailed financial strategy. The future expansion of this asset management plan will need to be undertaken to ensure the Municipality's compliance with the July 1, 2024, and July 1, 2025 requirements of O. Reg. 588/17.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022
TO: Committee of the Whole
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Completed sale of Adelaide / Menzie surplus lands

RECOMMENDATION:

THAT Committee of the Whole recommend Council accept the following report for information.

AND THAT Committee of the Whole recommend Council direct staff to market and sell lands that have been added to Schedule A of the Land Sale Bylaw as surplus to the needs of the Municipality and grant staff delegated authority to complete these transactions.

BACKGROUND:

On June 21, 2022 Council approved the following motion to provide staff with direction on the allocation of funds from the sale of surplus assets.

Moved: Deputy Mayor Minnille

Seconded: Councillor Ferguson

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.

STAFF DIRECTION: \$50,000 allocated to Clerk's department to be allocated as follows: \$10,000 for short term storage solutions and \$40,000 for long term storage solutions.

Result: CARRIED

Funds will 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 by Council as part of the plan.

DISCUSSION:

The sale of surplus municipal lands located in the general area of Menzie Street and Adelaide Street has been completed. The sale price of the lands was \$1,200,000.00 and the net proceeds after commissions, legal fees and disbursements is estimated to be \$1,145,630.44.

FINANCIAL IMPLICATIONS:

There are no financial implications of this report. It is providing information for Council and the public with regards to the outcome of a Council approved action.

SUMMARY:

Information for Council and the Public that the sale has been completed and that the funds will be placed in reserve for future decision by Council.

Respectfully submitted by,

A handwritten signature in black ink, appearing to read 'K. Kelly', enclosed within a large, loopy oval shape.

Ken T. Kelly,
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 9, 2022

TO: Committee of the Whole

FROM: Mark Jeffrey, Chief Building Officer

SUBJECT: Enter into MOU with MVCA Part 8 Sewage System Review Services

RECOMMENDATION:

THAT Committee of the Whole recommend to Council that the Municipality enter into a Memorandum of Understanding with the Mississippi Valley Conservation Authority to purchase services to review Part 8 Sewage Systems as part of building permit review and approvals process.

BACKGROUND:

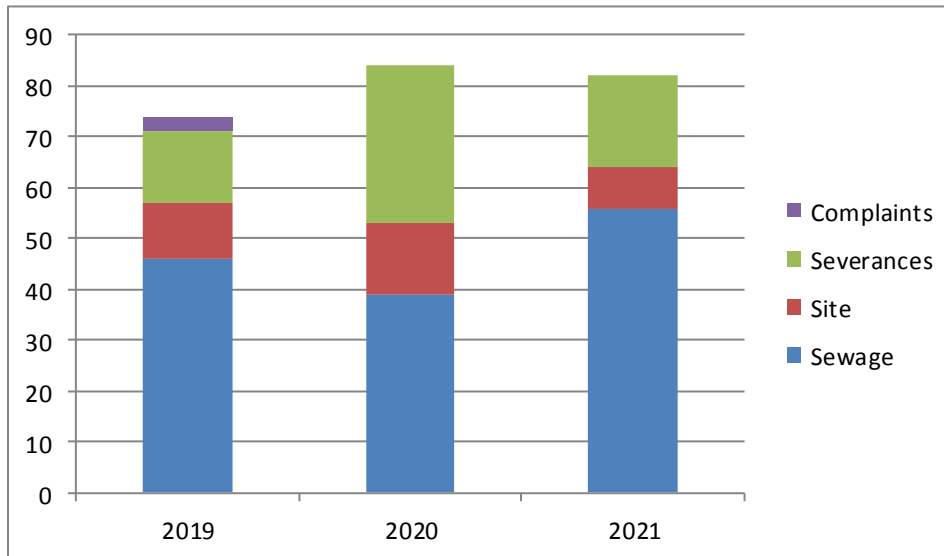
In December of 2021 the Leeds Grenville and Lanark Health Unit initiated meetings with 19 municipalities to which it provided services for the review of septic systems. This was a service provided to municipalities and paid for by the applicants. These services include: review and approval of applications for septic system permits, installation inspections, file searches, sewage system maintenance inspections, review of subdivision plans and severances. This agreement for services has been in place since 1998.

Further to this the Health Unit informed us formally on February 24, 2022 that it will be stop accepting new applications as of October 1, 2022. The Health Unit will be focusing on its core mandate of which reviewing septic systems is not a core function. See attached letter.

The following graphic provides information on the number of permits received for properties in Mississippi Mills in the last three years.

Municipality of Mississippi Mills

	Sewage	Site	Severances	Complaints
2019	46	11	14	3
2020	39	14	31	0
2021	56	8	18	0



DISCUSSION:

The Mississippi Valley Conservation Authority and the Rideau Valley Conservation Authority have formed a new unit to provide septic System review services. Many municipalities have decided to enter into an agreement with MVCA to purchase these services.

Given the volume of permits that require a septic system approval the development of this review capacity internally was not seen as viable at this time with current staffing levels. The review of septic systems would require additional certification. Entering into an agreement with the MVCA was seen as the preferred option.

FINANCIAL IMPLICATIONS:

It is anticipated that the fees will recover the cost of the service.

SUMMARY:

The LG Health Unit is discontinuing its service of reviewing septic systems for the Municipality. The MVCA has offered to provide this service. Staff believe that entering

into an agreement with the MVCA for provision of these services is the most viable option at this time.

Respectfully submitted by,

Reviewed by:

Mark Jeffrey,
Chief Building Official

A handwritten signature in dark ink, appearing to read 'Ken T. Kelly', enclosed within a large, loopy oval shape.

Ken T. Kelly,
Chief Administrative Officer

ATTACHMENTS:

1. LGL Health Unit Letter of February 24, 2022
2. Proposed MOU with MVCA

February 24, 2022

Ken Kelly, CAO
Municipality of Mississippi Mills
3131 Old Perth Rd, Box 400
Almonte ON K0A 1A0

Dear Mr. Kelly:

Since 1998, the Leeds, Grenville and Lanark District Health Unit have had legal contractual agreements with 19 municipalities for providing services under Part 8 of the Ontario Building Code. These services include: review and approval of applications for septic system permits, installation inspections, file searches, sewage system maintenance inspections, review of subdivision plans and severances. This program is self-funded by fees and legislative oversight, and enforcement falls under the Ontario Building Code Act. Services under Part 8 are not a mandated requirement of the Ministry of Health.

The Board of Health is providing formal notification in accordance with its contractual agreement (a copy of which is attached) that, as of October 1, 2022, the Leeds, Grenville and Lanark District Health Unit will no longer provide the Part 8 Program on behalf of the municipalities. The Board's decision will enable the Health Unit to focus on its primary public health mandate, guided by the Ontario Public Health Standards, to promote and protect the health of Leeds, Grenville and Lanark residents, as we move towards the recovery phase of the COVID-19 Pandemic.

In order to support our municipal partners and work towards a seamless transition, the Health Unit agrees to provide the following:

- The Health Unit Chief Building Official and the Part 8 transition team will continue to work with municipalities on the transition until the end of 2023.
- Health Unit Part 8 staff will carry out all of the inspections for permits received up to September 30, 2022. Permits are valid for 1 year from the date they are issued and will be completed by end of 2023.
- The Health Unit will provide access to records from 1998 related to the delivery of the Part 8 program.

Municipality of Mississippi Mills
Ken Kelly, CAO
Page 2
February 24, 2022

The Leeds, Grenville and Lanark District Health Unit and the Board of Health value the partnership that has been established with all of the municipalities and their staff through the Part 8 Program. We will continue to work with municipalities in all matters of protecting and promoting public health.

If you have any questions, please contact our office or email your inquiry to contact@healthunit.org.

Your Partner in Health,

A handwritten signature in black ink, appearing to read "Paula Stewart". The signature is fluid and cursive, with the first name "Paula" and last name "Stewart" clearly distinguishable.

Paula Stewart, MD, FRCPC
Medical Officer of Health and Chief Executive Officer

Encl.

c.c. Mark Jeffrey, CBO

c.c. Mayor Christa Lowry



SEWAGE SYSTEM MANAGEMENT AGREEMENT

This Agreement dated _____ in the month of _____, 2022

BETWEEN:

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

(a conservation authority under the *Conservation Authorities Act*, R.S.O. 1990 c. C-27)
(hereinafter called the “Conservation Authority”)

-AND-

THE MUNICIPALITY

(a municipal corporation under the *Municipal Act, 2001*, S.O. 2001 c. 25)
(hereinafter called the “Municipality”)

RECITALS:

1. Pursuant to the **Section 6.2(2) Building Code Act, 1992**, S.O. 1992 c.23 as amended (the “Act”), a Municipality may enter into agreement with a Conservation Authority having jurisdiction in the Municipality to enforce provisions of the Act and the Building Code, O. Reg. 332/12 (“the Building Code”), related to Sewage Systems.
2. This Agreement is entered into pursuant to the Act, delegating to the Conservation Authority certain responsibilities under the Act and Building Code, as amended from time to time, for Sewage Systems as defined herein.

IN CONSIDERATION of the mutual covenants herein contained, the Parties agree as follows:

ARTICLE ONE

GENERAL

Section 1.01 Application: This Agreement applies to all Properties in the Municipality serviced by Sewage Systems (“the Service Area”).

Section 1.02 Duties: The Conservation Authority shall carry out its duties in accordance with the Act and the Building Code in force from time to time, this Agreement, and any other legislation contemplated hereunder.

ARTICLE TWO

DEFINITIONS

Section 2.01 Definitions:

In this Agreement:

“Act” means the *Building Code Act, 1992*, S.O. 1992, c.23 including amendments thereto.

“Building Code” means regulations made under Section 34 of the Act.

“Conservation Authority” means the Mississippi Valley Conservation Authority.

“Permit” means written permission or written authorization to perform work regulated under the provisions of the Building Code and Act.

“Sewage System” means:

- (a) a chemical toilet, an incinerating toilet, a re-circulating toilet, a self-contained portable toilet and all forms of privy including a portable privy, an earth pit privy, a pail privy, a privy vault and a composting toilet system.
- (b) a grey water system,
- (c) a cesspool,
- (d) a leaching bed system, or
- (e) a system that requires or uses a holding tank for the retention of hauled sewage at the site where it is produced before its collection by a hauled sewage system, where these
- (f) have a design capacity of 10 000 litres per day or less,

- (g) have, in total, a design capacity of 10 000 litres per day or less, where more than one of these are located on a lot or parcel of land, and
- (h) are located wholly within the boundaries of the lot or parcel of land on which is located the building or buildings they serve.

“Sewage System Inspector” means an employee of the Conservation Authority designated for the purpose of implementing Part 8 of the Ontario Building Code.

“The Service Area” means this Agreement applies to all Properties in the Municipality serviced by Sewage Systems.

ARTICLE THREE

SERVICES OF THE CONSERVATION AUTHORITY

Section 3.01 Services: The Conservation Authority shall provide the following services in the Service Area (the “Services”):

- (i) Inspection of Properties prior to the issuance of a Permit for the construction, installation, establishment, enlargement, extension or alteration of a Sewage System.
- (ii) Issue Permits under the Act and the Building Code relating to Sewage Systems (a “Permit”).
- (iii) Issue Certificates of Completion upon successful inspection (and repeat inspection when necessary) of Sewage Systems for compliance of the Permit and other requirements under the Act or Building Code.
- (iv) Inspection of Properties, not serviced by municipal sewage services, which are planned to be divided by severance, to ensure that each lot will be suitable for the installation of a Sewage System.
- (v) Inspection of Properties to determine the acceptability of Planning Act applications, concerning existing and proposed Sewage Systems and review of planning documents including, but not limited to, draft official plans and zoning by-laws and amendments, to ensure compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (vi) Provide reports and comments on Planning Act applications and planning documents directly to the appropriate planning authority related to Sewage Systems.

- (vii) Receive and process applications and requests related to activities listed in paragraphs (i) through (vi) of this section.
- (viii) Maintain adequate records of all documents and other materials used in performing the duties required under this Agreement.
- (ix) Consult with various groups regarding compliance with provisions of the Act and Building Code relating to Sewage Systems.
- (x) Investigate complaints and malfunctioning Sewage Systems, undertake compliance counseling and preparation of reports for abatement action as it relates to existing and proposed Sewage Systems.
- (xi) Issue orders under the Act relating to Sewage Systems.
- (xii) Prepare documentation necessary for prosecutions including prosecuting violations relating to Sewage Systems under the Building Code. Perform all duties related to prosecutions relating to Sewage Systems pursuant to the *Provincial Offences Act*, R.S.O. 1990, c.P.33 and the Act.
- (xiii) Respond to inquiries made by any person under the *Municipal Freedom of Information and Protection of Privacy Act* and related Regulations, as amended from time to time, or through other legal channels.
- (xiv) Provide all forms and clerical services necessary for the administration of this Agreement.
- (xv) Any other matters related to the administration or enforcement of the Act or Building Code relating to Sewage Systems.
- (xvi) Provide promptly to the Municipality, as may be required from time to time, copies of documents used by the Conservation Authority staff in the performance of their duties under this Agreement.
- (xvii) Maintain an appropriate number of adequately trained staff to carry out the services in a timely fashion.
- (xviii) Attend meetings of Municipal Council and their committees, as requested, to discuss matters relating to any provisions of the Act or Building Code relating to Sewage Systems.

Section 3.02 Performance of Duties: Dialogue is encouraged between the Conservation Authority's Inspector and the Senior Administration Officer or Chief Building Official of the Municipality; however, the Conservation Authority shall, acting reasonably, and in accordance with their Code of Conduct and applicable legislation, have discretion in determining the manner in which to perform the Services.

Section 3.03 Right of Access: The Conservation Authority shall have the right to access properties within the Municipality for the purpose of completing the Services set out above. The Conservation Authority shall have no right of access for any other purpose under the *Act*.

ARTICLE FOUR

FEES

Section 4.01 Collection of Fees: The Conservation Authority shall collect and retain all fees, as set out in Appendix A, payable by any person for work performed by the Conservation Authority hereunder as compensation for its services provided hereunder and all persons required to pay any such fee shall pay the fee to the Conservation Authority.

Section 4.02 Amendment of Fee Schedule: The Conservation Authority may amend annually, the fees as set out in Appendix A subject to the provisions of Article 1.9.1.2, "Change of Fees" Division C of the Code.

ARTICLE FIVE

INSPECTORS

Section 5.01 Qualifications: Inspectors shall be qualified in accordance with the provisions of the Building Code and shall be appointed by the Conservation Authority's Board of Directors as per section 6.2 (3) (4) of the *Building Code Act*.

ARTICLE SIX

LIABILITY, INSURANCE AND INDEMNITY

Section 6.01 Insurance: The Conservation Authority shall at their own expense within ten (10) days of notification of acceptance and prior to the commencement of work, obtain and maintain until the termination of the contract or otherwise stated, provide the Municipality with evidence of:



Commercial General Liability Insurance issued on an occurrence basis for an amount of not less than \$5,000,000 per occurrence / \$5,000,000 annual aggregate for any negligent acts or omissions by the Conservation Authority relating to its obligations under this Agreement. Such insurance shall include, but is not limited to bodily injury and property damage including loss of use; personal injury; contractual liability; premises, property and operations; non-owned automobile; broad form property damage, broad form completed operations; owners and contractors protective; occurrence property damage; products; employees as Additional Insured(s); contingent employer's liability; tenants legal liability, cross liability and severability of interest clause.

Error and Omissions Insurance for a limit of not less than \$2,000,000 per incident on a claims basis. Such coverage shall contain an extended reporting period of twenty-four (24) months or be maintained for a period of two years subsequent to conclusion of service provided under this Agreement.

Automotive Liability Insurance with respect to owned or leased vehicles used directly or indirectly in the performance of the services covering liability for bodily injury, death and damage to property with a limit of not less than \$5,000,000 inclusive for each and every loss.

The Municipality shall be added as Additional Insured to the above noted policies with respect to the operation of the Conservation Authority. This insurance shall be non-contributing with and apply as primary and not as excess of any insurance available to the Municipality.

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

The Conservation Authority shall provide confirmation of Workers Safety Insurance Board (WSIB) coverage to the Municipality.

All deductibles related to the operations of the Conservation Authority shall be the sole responsibility of the Conservation Authority and the Municipality shall bear no cost towards such deductibles. The Conservation Authority shall be responsible for insuring their property and the Municipality shall bear no cost towards such insurance. Should the Conservation Authority fail to insure their property, the Municipality will not be liable for such property in the event of a loss.

Section 6.02 Liability of the Conservation Authority: The Conservation Authority shall indemnify and save harmless the Municipality, their elected officials, officers, employees and volunteers from and against any and all claims, actions, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to

bodily injury or damage to or destruction of tangible property including loss of revenue arising out of or allegedly attributable to the negligence, acts, errors, omissions, whether willful or otherwise by the Conservation Authority, their officers, employees, or others who the Conservation Authority is legally responsible. This indemnity shall be in addition to and not in lieu of any insurance to be provided by the Municipality in accordance with this agreement and shall survive this agreement.

Section 6.03 Liability of the Municipality: The Municipality shall indemnify and save harmless the Conservation Authority from and against all claims, demands, losses, costs, damage, actions, suits, or proceedings by whosoever made, brought, or prosecuted in any manner based upon, arising out of, related to, occasioned by or attributed to the negligence of the Municipality in executing its obligations under this Agreement. For the sake of clarity, the Conservation Authority has no responsibility for or liability for any sewage system services provided prior to the effective date of this Memorandum of Understanding. If a claim is commenced against the Conservation Authority relating to sewage system services (including but not limited to the Services set out in section 3.01) that were provided prior to the effective date of this Memorandum of Understanding, the Municipality agrees to defend and indemnify the Conservation Authority from any such claim.

ARTICLE SEVEN

TERM, REVIEW AND TERMINATION OF AGREEMENT

Section 7.01 Term: This Agreement shall continue in force commencing the date set out at the top of page 1 for a term of five (5) years.

Section 7.02 Deemed Renewal: This Agreement shall automatically continue following the expiry of the term set out above until it is:

- a) Superseded or replaced by a subsequent agreement; or
- b) Terminated in its entirety by either party by giving one (1) year written notice; or
- c) Terminated in its entirety by mutual agreement of both parties.

Section 7.03 Renewal: This Agreement shall be reviewed by both parties at least once every five (5) years if the Agreement is renewed beyond the initial term of five (5) years.

Section 7.04 Early Termination: This Agreement may be terminated in its entirety by either party prior to the end of the term set out in Section 7.01 by giving one (1) year written notice or by mutual agreement of both parties.

Section 7.05 Termination: Upon termination of this Agreement, the Conservation Authority shall provide the Municipality complete copies of all files and records of the Conservation Authority relating to the exercise of the delegated authority pursuant to this Agreement. The obligation of



the Conservation Authority to indemnify the Municipality pursuant to Section 6.02 of this Agreement shall continue in full force and effect after the termination of this Agreement with respect to all actions or omissions of the Conservation Authority in executing the work under this Agreement prior to the date of termination.

ARTICLE EIGHT

RELATIONSHIP OF THE PARTIES

8.01 It is expressly agreed that this Agreement shall not be construed as a partnership or joint venture between the Rideau Valley Conservation Authority or any subcontractor and the Municipality. The Rideau Valley Conservation Authority shall have no authority to bind the Municipality for the performance of any contract or otherwise obligate the Municipality.

ARTICLE NINE

MISCELLANEOUS

Section 9.01 Preamble: The preamble hereto shall be deemed to form an integral part hereof.

Section 9.02 Amendments: This Agreement shall not be changed, modified, terminated or discharged in whole or in part except by instrument in writing signed by the parties hereto, or their respective successors or permitted assigns, or otherwise as provided herein.

Section 9.03 Assignment: This Agreement shall not be assignable by either party hereto without the written consent of the other party being first obtained.

Section 9.04 Force Majeure: Any delay or failure of either party to perform its obligations under this Agreement shall be excused and this Agreement is suspended if, and to the extent, that the delay or failure is caused by an event occurrence beyond the reasonable control of the party and without its fault or negligence, such as, by way of example and not by way of limitation, acts of God, fires, floods, wind storms, riots, labor problems (including lock-outs, strikes and slow-downs) or court injunction or order.

Section 9.05 By-Laws: Any by-laws passed under Section 7 of the *Building Code Act* and all forms, applications, etc. related to Sewage Systems shall be provided to the Municipality by the Conservation Authority upon request at no charge.

Section 9.06 Posting: The Conservation Authority shall within ten (10) days of notification of acceptance and prior to the commencement of work, post this Agreement on its website.

Section 9.07 Notices: Any notice, report or other communication required or permitted to be



given hereunder shall be in writing unless some other method of giving such notice, report or other communication is expressly accepted by the party to whom it is given by being delivered to an officer of such party during normal working hours or mailed to the following addresses of the parties respectively:

To the Conservation Authority:

Mississippi Valley Conservation Authority
10970 Highway 7
Carleton Place, ON K7C 3P1
Attention: General Manager/Secretary Treasurer

To the Municipality:

The Municipality
123 Street,
Municipality, ON K4Z 1T3
Attention: Chief Administrative Officer

Any notice, report or other written communication, if delivered, shall be deemed to have been given or made on the date on which it was delivered to any employee of such party, or if mailed, postage prepaid, shall be deemed to have been given or made on the third business day following the day on which it was mailed (unless at the time of mailing or within forty-eight hours thereof there shall be a strike, interruption or lock-out in the Canadian postal service in which case service shall be by way of delivery only). Either party may at any time give notice in writing to the other party of the change of its address for the purpose of this Section.

Section 9.08 Headings: The section headings hereof have been inserted for the convenience of reference only and shall not be construed to affect the meaning, construction or effect of this Agreement.

Section 9.09 Governing Law: The provisions of this Agreement shall be construed and interpreted in accordance with the laws of the Province of Ontario as at the time in effect.

[Signature page follows]



IN WITNESS WHEREOF the parties hereto have executed this Agreement as of the day and year set out below.

MISSISSIPPI VALLEY CONSERVATION AUTHORITY

Chair Date:

General Manager Date:

[THE MUNICIPALITY]

Mayor Date:

Clerk Date:

APPENDIX A

2022 FEE SCHEDULE SEWAGE SYSTEM INSPECTIONS

Attached

Updated Annually

Sewage System New Construction Replacement	Class 4 (Leaching Bed System) & Class 5 (Holding Tank)	
	Residential	\$885.00
	Commercial or Other Occupancies	\$1,050.00
	Class 2 & 3 Systems	\$435.00
	Class 4 Septic Tank Only	\$370.00
	Inspections (Subgrade, Partial Install, Squirt Height)	\$195.00
Revisions To Existing Permit	Major (e.g. Different Type of System, Different Location > 10 Metres)	50% of Fee
	Minor (e.g. Change Design Flow, Type of Treatment Unit)	\$195.00
	Administrative (e.g. Change of Documentation only)	\$130.00
Alteration To Existing Sewage System	Major (e.g. Addition of Treatment Unit, Mantle)	\$370.00
	Minor (e.g. Level Header, Filter & Riser)	\$195.00
Renovation Change of Use Permits	Renovation/Change of Use (OBC Part 10 & 11)	\$310.00
	Renovation/Change of Use (OBC Part 10 & 11) with Part 8 Application	\$160.00
	Property Clearance	\$160.00
	File Search for Septic Records	\$160.00
	Lawyer's Letters	\$160.00
Renewals & Cancellations *	Renewal & Review Fee	\$160.00
	Cancellation Within 12 Months of Issuance (refund)	50% of Fee
Permit to Demolish	Permit to Demolish / Decommission a Septic System	\$160.00
Clerical Surcharges*	Operation & Maintenance Document Management Fee (Section 8.9. OBC)	\$11.00
Planning	Planning	\$220
	Consent Application	\$330
	Additional Consent applications (same retained parcel)	\$150

- **NOTE 1:** If construction begins before a permit is issued a 50 percent (%) surcharge applies to all permits.
- **NOTE 2:** A permit is valid for 12 months from the original date of issuance noted in permit. If lapsed, it may be renewed only once for a period of 12 months from the original date of expiry.
- **NOTE 3:** * Clerical surcharges are subject to HST

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the May 18, 2022 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the April 20, 2022 Board meeting.

New Agricultural Representative

Steven Lewis of Ashton was welcomed and took his seat as the provincially appointed agricultural representative to the Board. Mr. Lewis is former Director of the Ontario Federation of Agriculture (OFA), was a councillor in the former Township of Goulbourn, and is an active member of the City of Ottawa's Committee of Adjustment.

MVCA Administrative By-law Amendments

The Board approved modifications to the Authority's by-laws to implement changes in Board committee structures, to address redundant and dated information, and to reflect MVCA's updated mission and vision.

Action Plan for Reducing & Mitigating Workplace Stress

The Board approved the action plan and directed that the General Manager provide an update in October and include minutes of JH&SC meetings in future board packages.

Disconnect from Work Policy

The Board approved amendments to the Authority's Employee Manual to add policies guiding and governing work expectations and contacting employees outside of normal working hours.

Per Diems and Honorarium

Following review of practices in other jurisdictions, the Board determined to maintain current Member per diems and the honorarium for the Board Chair.

Appointment of new Regulations Official

Tatyana Vukovic was appointed to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 under the *Conservation Authorities Act*.

ATTACHMENTS

- Approved Minutes for April 20, 2022

Municipal Clerks/Chief Administrative Officers,

Re: FOR DISTRIBUTION TO COUNCIL

As a member of the Authority, please find below highlights from the May 18, 2022 Board of Directors meeting for distribution. Complete minutes for the meeting will be circulated at a later date following their approval by the Board. Attached are approved minutes of the April 20, 2022 Board meeting.

New Agricultural Representative

Steven Lewis of Ashton was welcomed and took his seat as the provincially appointed agricultural representative to the Board. Mr. Lewis is former Director of the Ontario Federation of Agriculture (OFA), was a councillor in the former Township of Goulbourn, and is an active member of the City of Ottawa's Committee of Adjustment.

MVCA Administrative By-law Amendments

The Board approved modifications to the Authority's by-laws to implement changes in Board committee structures, to address redundant and dated information, and to reflect MVCA's updated mission and vision.

Action Plan for Reducing & Mitigating Workplace Stress

The Board approved the action plan and directed that the General Manager provide an update in October and include minutes of JH&SC meetings in future board packages.

Disconnect from Work Policy

The Board approved amendments to the Authority's Employee Manual to add policies guiding and governing work expectations and contacting employees outside of normal working hours.

Per Diems and Honorarium

Following review of practices in other jurisdictions, the Board determined to maintain current Member per diems and the honorarium for the Board Chair.

Appointment of new Regulations Official

Tatyana Vukovic was appointed to enforce Ontario Regulation 153/06 and Ontario Regulation 120/90 under the *Conservation Authorities Act*.

ATTACHMENTS

- Approved Minutes for April 20, 2022



MINUTES

Via Zoom

Board of Directors

April 20, 2022

MEMBERS PRESENT

J. Atkinson, Chair
J. Mason, Vice-Chair
F. Campbell
G. Gower
J. Karau
P. Kehoe
C. Lowry
P. Sweetnam
A. Tennant
R. Darling
J. Inglis

MEMBERS ABSENT

E. El-Chantiry
B. Holmes
C. Kelsey
B. King
C. Rigelhof
K. Thompson

STAFF PRESENT

S. McIntyre, General Manager
E. Levi, Recording Secretary
M. Craig, Manager of Planning and Regulations
J. Cunderlik, Director of Water Resources Engineering
R. Fergusson, Operations Supervisor
A. Millar, Treasurer
D. Reid, Environmental Planner
E. Ogden, Environmental Planner
J. North, Water Resources Technologist

J. Atkinson called the meeting to order at 1:00 pm

B04/20/22-16

MOVED BY: J. Karau

SECONDED BY: R. Darling

Resolved, That the agenda for the April 20, 2022 Board of Directors Meeting be adopted as presented.

“CARRIED”

BUSINESS ARISING

1. Amendment to Finance & Administration Advisory Committee Minutes dated February 8, 2022

S. McIntyre explained that following the last meeting, members asked for clarification regarding the mileage rate proposed by the Finance & Administration Advisory Committee—specifically, whether the change was intended for the Board and Committee members only, or would also apply to MVCA employees.

B04/20/22-17

MOVED BY: P. Sweetnam

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors:

- a) **Approve maintenance of current (2020/2021) per diem and honorarium rates for 2022.**
- b) **Approve an increase in the corporate mileage rate for staff to \$0.57/km effective January 1, 2022.**
- c) **Direct that mileage rates set out in the provincial “Travel, Meal and Hospitality Expenses Directive” be used for Board member mileage effective January 1, 2022.**
- d) **Direct staff to conduct a review of per diems and honorariums and to table results for consideration before municipalities commence recruitment of Board members for the 2022-2026 term of council.**

“CARRIED”

MAIN BUSINESS

2. Approval of Minutes – Board of Directors

B04/20/22-18

MOVED BY: F. Campbell

SECONDED BY: P. Kehoe

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

“CARRIED”

3. Receipt of Draft Minutes (for information purposes only):
 - a. Executive Committee – November 12, 2021
 - b. Policy & Priorities Advisory Committee – February 17, 2022
 - c. Finance & Administration Advisory Committee – April 11, 2022

4. Watershed Conditions Report, Report 3216/22

J. North spoke to current water level conditions in the watershed outlined in Staff Report 3216/22. There is currently no snow left on the ground over much of the eastern part of the watershed and the snow pack in the upper part of the watershed is diminishing quickly. There are no specific indicators at this time for flooding, however rainfall will be closely monitored.

5. Offer to Purchase K&P, Report 3212/22

B04/20/22-19

MOVED BY: J. Atkinson

SECONDED BY: F. Campbell

Resolved, That Board of Directors move to in-camera discussion to address a proposed or pending acquisition or disposition of land by the Authority; and further Resolved, That staff remain in the room.

“CARRIED”

B04/20/22-20

MOVED BY: J. Inglis

SECONDED BY: G. Gower

Resolved, That the Board of Directors move out of in-camera discussion.

“CARRIED”

B04/20/22-21

MOVED BY: J. Karau

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors decline the Bucci offer.

“CARRIED”

6. Deferred item - Review of Committee Structure, Report 3204/22

S. McIntyre outlined the concerns and comments received regarding Report 3204/22 that was deferred by the Board on March 16th, 2022. Concerns were brought forward regarding having the legislative agenda terminology used for the executive function. Staff was directed to change the first recommended role to indicate that the Executive Committee would hold meetings “as needed” and that a Mississippi River Public Advisory

Committee be formed with a MVCA Board Member serving as the Chair. The Public Advisory Committee would be formed to provide advice and support only.

Staff was directed to return to the Board with draft language for amendments to the Administrative By-law.

J. Karau expressed concern for the workload of the Policies and Priorities Advisory Committee (PPAC) were not equally distributed with the Finance and Administration Advisory Committee (FAAC). He suggested that the administration and employee manual matters be directed to the Policies and Priorities Committee when restructuring to even the workload between the two committees.

S. McIntyre expressed that the Policy and Priorities Committee will have an increased amount of work due to the new regulations being released. As well, often there are financial impacts that coincide with employment matters therefore, it may be appropriate to leave personnel and employee matters to the FAAC.

C. Lowry appreciated the intent of the proposed amendment but felt that the workload of the FAAC the past year was an anomaly and that adjustments in the assignments were not necessary.

P. Kehoe agreed that the workload of the FAAC over the past year was heavier than normal and was an anomaly and not requiring the responsibilities to be changed. He felt the PPAC responsibilities are more external policy related and the FAAC is responsible for more internal policies.

P. Sweetnam appreciated the proposed amendment but felt that the workload has been assigned appropriately in the staff report.

A. Tennant asked if the assignments can be changed at a later time if deemed necessary.

S. McIntyre stated that the Board can approve any changes to the Administrative By-law.

B04/20/22-22

MOVED BY: J. Karau

SECONDED BY: R. Darling

Resolved, That the Board of Directors direct staff to amend Table 2, as presented, to transfer the personnel administration and employee manual responsibilities to the Policy & Priorities Committee from the Finance and Administration Advisory Committee.

“DEFEATED”

B04/20/22-23

MOVED BY: A. Tennent

SECONDED BY: F. Campbell

Resolved, That the Board of Directors direct staff to draft and table amendments to MVCA's *Administrative By-law* to address the recommendations contained in Report 3204/22.

"CARRIED"

J. Karau thanked everyone for their input on the matter and was reassured that the workloads of each committee are deemed manageable by the members.

7. Lower Mississippi Flood Plain Mapping Update, Report 3217/22

J. Cunderlik described the process used to update the Lower Mississippi Flood Plain Mapping, which included a third-party review of the 2019 study in accordance with current standards (Technical Guide River & Stream Systems: Flooding Hazard Limit (MNDMNR, 2002).) Work carried out included: topo-bathymetric data gap analysis to improve model accuracy; field survey of areas of concern; model update with additional data, calculations, and assumptions; model validation against observed flooding information; and updated the flood plain maps and regulation limit. The resulting Regulatory (1:100 year) flood plain and Regulation Limit delineation is suitable for use in MVCA's Regulation mapping as well as for municipal land use planning purposes.

After the adoption by the MVCA Board of Directors the report, maps and Regulation Limit will be used in the implementation of Ontario Regulation 153/06 and forwarded to the local municipalities for inclusion in their Zoning By-law document.

J. Mason enquired if there are other areas of concern that a similar review should be completed in the future. J. Cunderlik explained that flood plain mapping should receive a cursory review every 10 years to ensure that elevation and other information reflects current conditions and suggested that Mississippi Lake would likely be the next, most suitable area to be reviewed.

B04/20/22-24

MOVED BY: J. Inglis

SECONDED BY: P. Sweetnam

Resolved, That the Board of Directors:

- a) adopt Report 3217/22 and the associated GIS-based flood hazard limits and flood plain maps as the delineation of areas along the Lower Mississippi River that are susceptible to flooding during the Regional flood standard as defined in Schedule 1 of Ontario Regulation 153/06, and**

- b) **direct that the report, maps and Regulation Limit be used in the implementation of Ontario Regulation 153/06.**

“CARRIED”

8. Management of Reserves, Report 3213/22

S. McIntyre reviewed the current state and historical trends of MVCA reserves, the policies of other jurisdictions, and identified risks to revenues and expenditures to identify an appropriate target operating reserve balance of approximately \$700,000. Staff will prepare draft policies to guide management of the Operating Reserve and restricted Reserve Funds and report on the state of the reserves as compared to the benchmark / targets each fall concurrent to seeking annual levy / budget direction. The 5-year Capital Needs Assessment and 10-year Capital Plan are to be updated to include future impact on reserves, explaining that completion of Dam Safety Reviews at Kashwakamak and Shabomeka dams will enable staff to reassess and prioritize capital works.

E. El-Chantiry spoke in favour of the approach and asked how quickly staff could return with detailed policy recommendations. S. McIntyre responded that it would be in July.

J. Inglis sought clarification between Capital Needs and the Capital Plan. S. McIntyre explained that the needs assessment is largely based upon the condition of assets, whereas the plan prioritizes recommended works to meet the affordability limits of the Authority based upon risk variables.

B04/20/22-25

MOVED BY: C. Lowry

SECONDED BY: G. Gower

Resolved, That the Board of Directors direct staff to:

- 1. Prepare and table draft policies governing the Operating Reserve and restricted Reserve Funds.**
- 2. Report to the Board each Fall on the state of the Operating Reserve and Reserve Funds concurrent to seeking budget/levy direction.**
- 3. Update the 5-year Capital Needs Assessment and assess the health of Reserve Funds.**
- 4. Update the 10-year Capital Plan including a schedule of projected capital levies and reserve contributions.**

“CARRIED”

9. Managing Stress in the Workplace, Report 3218/22

J. Atkinson explained Report 3218/22 was provided for information purposes as staff wanted the Board to have this information to review prior to tabling of an Action Plan at the May meeting.

B04/20/22-26

MOVED BY: J. Karau

SECONDED BY: A. Tennant

Resolved, That Board of Directors move to in-camera discussion to address personal matters about an identifiable individual, including employees of the Authority; and further Resolved, That Sally McIntyre remain in the room.

“CARRIED”

B04/20/22-27

MOVED BY: J. Karau

SECONDED BY: R. Darling

Resolved, That the Board of Directors move out of in-camera discussion.

“CARRIED”

No decisions were taken in-camera.

10. Staff Presentation – Planning Department

D. Reid and E. Ogden outlined the advisory role that MVCA plays in reviewing planning applications submitted to municipalities for approval. The Authority assists municipalities in meeting their obligations under the *Provincial Policy Statement, 2020* by advising on how a proposal impacts fish habitat, Areas of Natural and Scientific Interest (ANSI), water quality and quantity, and drainage and stormwater. This aligns with the Authority’s regulatory role to review and issue permits in a manner that mitigates risks from Natural Hazards, and to Provincially Significant Wetlands, adjacent lands, and other wetlands.

Some of the challenges outlined included the following: development pressure on marginal lands that are constrained and more complex to assess; resistance to minimum standards; limited review timelines; submissions lacking required or sufficient detail or diagrams; lack of understanding our advisory versus our regulatory role; and a record number of inquires, permits, applications and violations.

G. Gower asked about timelines and deadlines and the ability to meet those deadlines. E. Ogden responded that communication with municipalities is important to ensure deadlines are met and that required information is received in a timely manner.

J. Karau asked if the Mississippi Watershed Plan has assisted the Environmental Planners when reviewing applications. M. Craig responded that the documents have been useful and referenced on certain applications. S. McIntyre added that the Watershed Plan has been a great resource when commenting on Official Plan updates and other municipal policy and planning documents.

11. General Manager Update, Report 3219/22

J. Inglis expressed concerns on the pending Water Resources Engineer vacancy. S. McIntyre shared that the position has been advertised and that the Operations Supervisor will also be retiring this spring.

Several members indicated that they were unaware of the establishment of a new Drinking Water Committee and raised concerns regarding the Authority participating in a committee that may be a duplication of the MRSPC. S. McIntyre indicated that it was her understanding the new committee was designed to address matters not covered by the *Clean Water Act* and committed to sharing further information with members following the meeting.

ADJOURNMENT

The meeting was adjourned at 3:03p.m.

B04/20/22-27

MOVED BY: R. Darling

SECONDED BY: P. Kehoe

Resolved, That the Board of Directors meeting be adjourned.

“CARRIED”

“E. Levi, Recording Secretary

J. Atkinson, Chair”



Mississippi Mills
Public Library

MISSISSIPPI MILLS PUBLIC LIBRARY

MESSAGE FROM
THE CHAIR

In a year marked by closings, partial services, partial openings and re-openings, the Mississippi Mills Public Library and its staff and Board were able to accomplish a remarkable amount. Flexibility and creativity were key requirements in providing library service in 2021 and the results demonstrate the value and necessity of libraries, especially in difficult times.

Our focus has been improving open and equitable access to information and library service. 2021 saw the elimination of non-resident library user fees, new reciprocal borrowing agreements, increased digital presence and resources and innovative program delivery. Library staff found ways to provide story hours, book clubs, tech tutoring and STEM programming online. Books, craft kits and other materials were selected and delivered for curbside pick-up.

A Space Needs Assessment report for the Almonte Branch was completed at the end of 2020 by Big Thinking. Thanks to all the local citizens and library staff who contributed their thoughts and ideas to the compilation of this report. Once approved by Council, it is the Board's expectation that we will be able to begin a dedicated fundraising drive for an expansion project in the near future.

Our amazing Friends of the Mississippi Mills Public Library group carried out several fundraising initiatives that continue to support the library and its programs. Thanks must also be given to the Men's Shed for its ongoing contributions of wonderful handcrafted items. Other library volunteers work to deliver books with the Visiting Library Service. We are so fortunate and thankful to have such keen supporters.

The support of Council has been paramount in allowing the library to survive and thrive through a trying year. The Library Board recognizes that Council has had to make some difficult decisions on the Library's behalf and we appreciate all their efforts in the goal to meet the needs of all residents. The Board aims to continue building a strong relationship with Council in that quest.

Cathy Peacock, Chair

Mississippi Mills Public Library Board

MISSISSIPPI MILLS PUBLIC LIBRARY

MESSAGE FROM
THE CEO

Working on this annual report offers time to reflect on the past year and I am amazed at what has been accomplished. Though we are still working through the pandemic, we have experienced so many proud moments. Our success is thanks to the efforts of our creative, dedicated and inspired staff and Board members. It is an honour to be surrounded by such determination to serve the community in innovative ways.

Innovation is apparent in our excellent service levels and new ventures. While in-person visits to the library were limited, we continued to serve residents through online programs, curbside pick-up and expanded online resources. Throughout the pandemic there was never a period when we weren't serving patrons in some fashion. Our new ventures included free loanable Wi-Fi hotspots, radon detector kits, an expanded book club set collection and online French collection, to name a few. In addition to maintaining strong community partnerships with the Elizabeth Kelly Library Foundation, Almonte Horticultural Society, Mississippi Mills Youth Centre, Carebride Community Support, Learning in Almonte and Early ON, we also formed new ties with Home Hospice North Lanark, SchoolBox North and Puppets-Up.

This report highlights evidence supporting the library's mission to inspire lifelong learning, provide equitable access to information, advance knowledge and strengthen our community.

It feels like spring in more ways than just the date on the calendar. We feel hopeful that the dark, cold days are truly in the past and there is renewed excitement for the future.

Christine Row, CEO / Chief Librarian

Mississippi Mills Public Library



MMPL **MISSION & VISION**

Mission

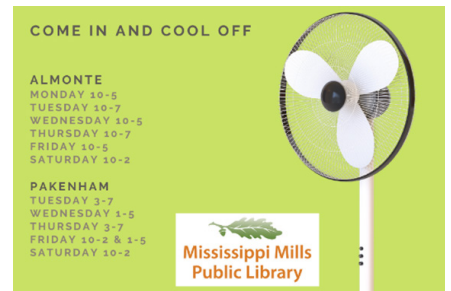
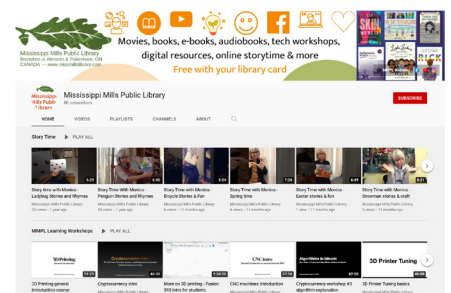
To inspire lifelong learning, provide equitable access to information, advance knowledge and strengthen our community.

Vision

An informed, engaged, creative & connected community.

2021 HIGHLIGHTS

- **Eliminated non-resident fees** for Lanark County library patrons
- Created a **YouTube channel**
- Installed **new mobile and accessible shelving** in the children's area
- Partnership with **SchoolBox North** – helping to raise funds for the Kiizhik School and Library Project in Kenora Ontario/Treaty 3 Canada
- Free vaccine receipt printing
- Hosted **Cooling Centres**
- Free loanable **Wi-Fi Hotspots** (added to our Library of Things)
- **Ontario by Bike partner** – both branches
- **Home Hospice North Lanark** partnership
- **Radon Detection** Program
- New **drop-off and pick-up location in Appleton**
- **Karen Kiddey** retired but is fortunately still a member of the Mississippi Mills Public Library family



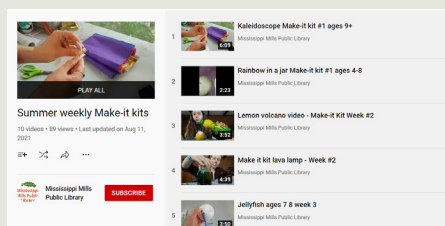
2021 PROGRAMS

CREATED AND DISTRIBUTED
OVER 3000 ACTIVITY KITS
FOR ALL AGES



CRAFT KITS

Kids & Teens = 1835
Seniors = 875
Pre-school = 480



Videos:

MMPL Learning Workshops

Teens:

Revitalized the Teen Advisory Group

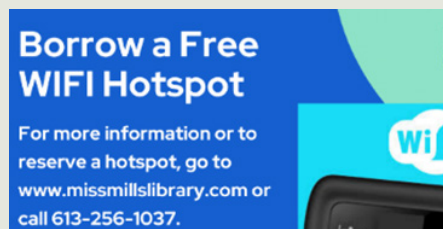
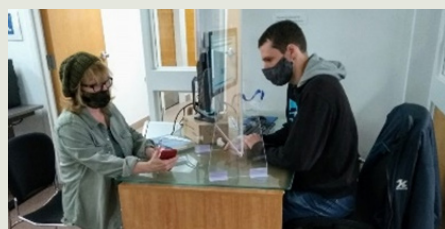


Storytime:

Hosted online Storytime and Babytime outside

STEM:

Hosted 83 STEM programs with 389 participants



Technology:

Hosted 8736 internet connections

Helped 540 people (one-on-one) with technology

VISITING LIBRARY SERVICE

Made 155 visits

***Delivering 924 items
to residents at home***



2021 STATISTICS

- Circulation of physical library material = 71, 196 (69,315 in 2020)
- Streaming and downloading of eBooks, downloadable audiobooks & videos = 24,543 (21,830 in 2020)
- TOTAL CIRCULATION = 95,739 (91,145 in 2020)
- 1325 followers on Facebook
- 6 active Facebook groups

Quantity of Use	Library Services	Value of Service
71,196	Print / DVDs / audiobooks / magazines / library of things	\$1,779,900
24,543	eTitles – eBooks / audio / video	\$613,575
8,736	Internet Access	\$43,680
3,544	Program attendance – includes STEM, summer, literacy, activity kits, etc.	\$88,600
540	Technology tutoring	\$16,200
TOTAL		\$2,541,955

PATRON FEEDBACK



“

Thank you so much for hosting the baby group!
It really made me feel part of a community when I felt isolated as
a new mom. You are so great at it, and it is an invaluable group
for so many, I'm sure.

“

Thank you so very much for offering this service. I don't know if I'll ever be able to relay to you how
amazing it has been to still be able to borrow reading material, when the rest of the world seems to be
falling apart this last year. We appreciate you all so much!

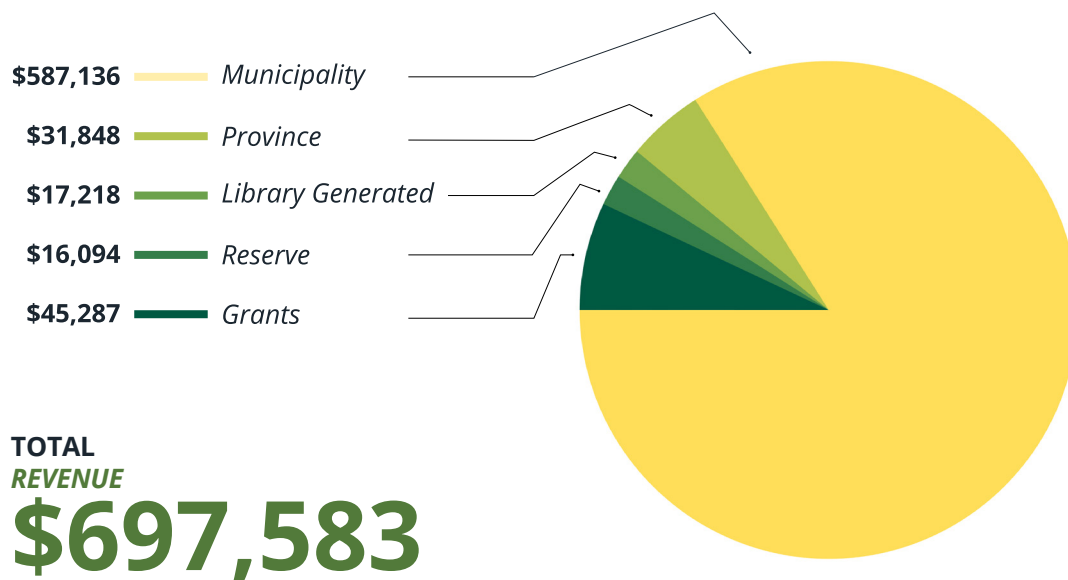
“

I watched the entire "LEARN TO 3D PRINT"
stream on June 8 and I want to provide you
some feedback (as a retired IT professional).
What a brilliant idea for the library to
purchase a 3D printer. And what's next? a talk
on Cryptocurrency!! As an active investor, I
feel I know a lot about crypto. I can't wait for
Austin's talk on crypto where he teaches me
stuff I thought I knew. I am just so impressed
by this young man.

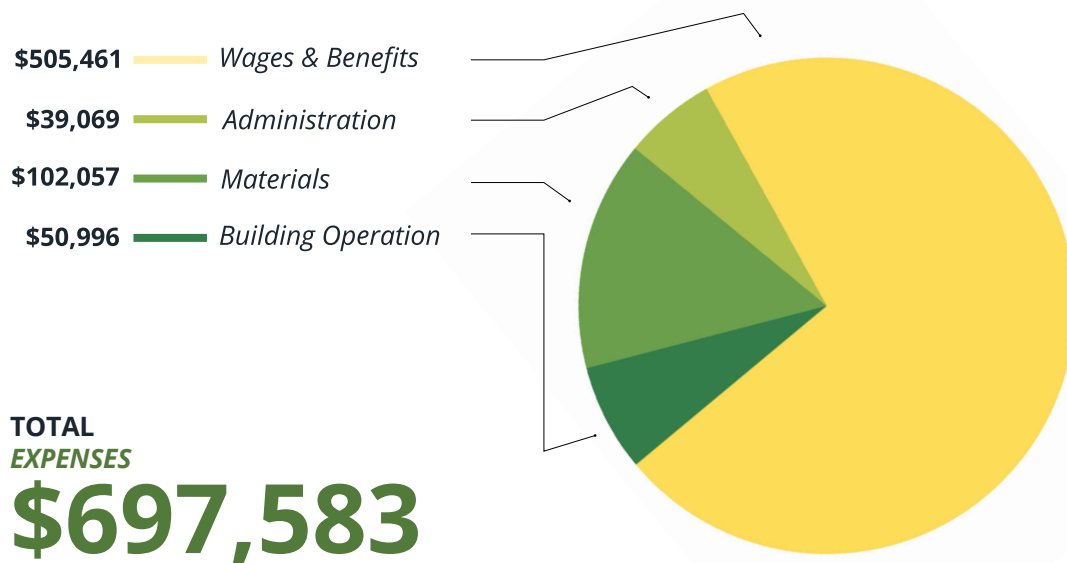
“

I love the Almonte library it's fantastic. I
rented one of your Knit Kits to learn knitting
and now I'm on my way to making a little
blanket! I also was able to pick up some
gardening seeds a few weeks ago as well
and am waiting to plant them. Your team
seems very innovative and creative during
these weird times - you're helping keep me
active and engaged and try new things :) Your
children & youth offerings are so incredible!

2021 REVENUE



2021 EXPENSES





2021 **PARTNERSHIPS**

- Elizabeth Kelly Library Foundation
- Learning in Almonte
- Mill Street Books
- Carebridge Community Support
- Mississippi Mills Youth Centre
- Early ON
- The Neighbourhood Tomato
- The Almonte & District Horticultural Society
- Mississippi Mills Township
- MMPL Volunteers
- The Corridor Gallery - Carell Farmer & Ingrid Kadoke



2021 ADMINISTRATION

STAFF

CEO/Chief Librarian: Christine Row

Deputy Librarian: Monica Blackburn

Circulation staff:

Margo Hay-Goodings

Berta Madrigal Abaroa

Jill McCubbin

Brenda Woodhall

Sheila Robertson

Brenda Donnelly

Melanie Girdwood-Brunton

Judi Bowe

Cleaner:

Bev Guay, Almonte

Courier:

Rick Waddell

Tech Assistant:

Greg Young

Student Assistants:

Kali Latham, Alyson Murray & Claire Smith

2019-2022 BOARD MEMBERS

Cathy Peacock, **Chair**

Leanne Czerwinski, **Vice Chair**

Micheline Boucher

Barbara Button

Jeff Fraser

Jan Maydan, Council Representative

Warren Thorngate

Marie Traversy





Moved By

Suzanne Séguin

Resolution No.:

Last Name Printed

Séguin

227-22

Seconded By

Nicole Beatty

Council Date:

Last Name Printed

Beatty

June 27, 2022

THAT Council receive the correspondence for information purposes;
and

FURTHER THAT Council recognize the recent tragic death of 11-year-old Draven Graham with deepest sympathies to their family; and

FURTHER THAT Cobourg Council acknowledge that at the time this motion was written, there have been over 80,000 citizens who had signed a petition on Change.Org requesting that a Draven Alert be created; and

FURTHER THAT Cobourg Council endorse a recent resolution as passed by the Municipality of Brighton and its council as follows:

That the Minister of the Solicitor General and the Commissioner of the Ontario Provincial Police, as well as the Premier's Office, be requested to make the necessary changes to the AMBER alert system and create a new alert called the Draven Alert, which will protect vulnerable children who have not been abducted but are at high risk of danger, injury or death and alert the public that they are missing.

That this motion be sent to all municipalities across Ontario and the Association of Municipalities Ontario (AMO) for endorsement.

June 30th, 2022

Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)

Via Email

To Whom it may concern,

RE: Letter of Support – The Corporation of the City of Brantford - 5.1 Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School

Please be advised that, at its meeting on June 28th, 2022, the Council of the Municipality of Shuniah resolved to support the resolution adopted May 17, 2022 by The Corporation of the City of Brantford.

A copy of the above noted resolution is enclosed for your reference and consideration.

We kindly request your support and endorsement for the release of all Federal and Provincial document related to the Former Mohawk Institute Residential School.

Yours truly,



Kerry Bellamy
Clerk
KB/jk

Cc:

Right Hon. Justin Trudeau, Prime Minister of Canada
Hon. Doug Ford, Premier of Ontario
Hon. Marc Miller, Minister of Crown-Indigenous Relations
Hon. Patty Hajdu, Minister of Indigenous Services and MP
Hon. Greg Rickford, Minister of Indigenous Affairs
The Most Rev. Linda Nicholls, Primate of the Anglican Church of Canada
Hon. Kevin Holland, MPP Thunder Bay-Atikokan
Hon. Lise Vaugeois, MPP Thunder Bay Superior North
The Survivors Secretariat
All municipalities in Ontario



Municipality of
SHUNIAH

COUNCIL RESOLUTION

Resolution No.: 231-22

Date: Jun 28, 2022

Moved By: Donna Blunt

Seconded By: Wendy Landry

THAT Council hereby supports the resolution from the City of Brandtford regarding the Release of all Federal and Provincial Documents Related to the Former Mohawk Institute Residential School; and

BE IT RESOLVED:

THAT the Clerk be directed to forward a copy of this resolution to: Prime Minister Justin Trudeau; Premier Doug Ford; Minister of Crown-Indigenous Relations Marc Miller; Minister of Indigenous Services and MP Patty Hajdu; Minister of Indigenous Affairs Greg Rickford; Primate of the Anglican Church of Canada Linda Nicholls; MPP Kevin Holland, MPP Lise Vaugeois; the Survivors' Secretariat; the Federation of Canadian Municipalities (FCM); the Association of Municipalities of Ontario (AMO) and to all municipalities in Ontario with an invitation to adopt a similar resolution.

☒ Carried

☐ Defeated

☐ Amended

☐ Deferred

Wendy Landry

Signature

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



July 4, 2022

The Honourable Doug Ford
Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
Sent via email: premier@ontario.ca

Dear Premier:

RE: RESOLUTION – Annual Emergency Exercise Exemption

The Council of the Corporation of Tay Valley Township at its Council meeting on June 21st, 2022 adopted the following resolution:

RESOLUTION #C-2022-06-16

“THAT, the Council of the Corporation of Tay Valley Township supports the resolution from the District Municipality of Muskoka requesting the province to amend Ontario Regulation 380/04 under the Emergency Management and Civic Protection Act to provide an exemption to the annual exercise requirement for municipalities that have activated their Emergency Control Group and/or Emergency Response Plan in response to an actual emergency that year.”

ADOPTED

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or clerk@tayvalleytwp.ca.

Sincerely,

Amanda Mabo, Acting CAO/Clerk

/Enclosure

cc: Hon. Steve Clark, Minister of Municipal Affairs and Housing
Hon. Michael Kerzner, Solicitor General
John Jordan, MPP Lanark-Frontenac-Kingston
All Municipalities of Ontario



Office of the District Chair

SENT VIA EMAIL (premier@ontario.ca)

June 1, 2022

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

Dear Premier Ford,

RE: Annual Emergency Exercise Exemption

On behalf of The District Municipality of Muskoka, I am writing to express key concerns regarding the requirement for Ontario municipalities to conduct an annual practice exercise for a simulated emergency incident as prescribed by Regulation 380/04. The simulations aim to validate response plans and procedures, train staff and identify areas of improvement to ensure emergency response is delivered at optimal levels. Exemptions are not currently permitted under this legislation. While the District of Muskoka acknowledges and supports the need for emergency exercises, Muskoka District Council strongly encourages the amendment of Regulation 380/04 to permit exemptions for municipalities who have responded to an actual emergency during the respective calendar year. A copy of the District's Health Services Committee resolution, as adopted by Muskoka District Council, is attached as Appendix I.

In 2021, The District's Emergency Control Group (ECG) convened twenty-four (24) times amounting to approximately 435 hours spent on emergency related activities. One of these incidents involved a watermain break in the Town of Bracebridge. Murray Advisory Services performed a critical analysis of the event and confirmed that the goals of an emergency exercise were achieved. The firm's final report included twelve (12) recommendations that helped improve the outcomes of a second water disruption event in the Town of Gravenhurst a few weeks later.

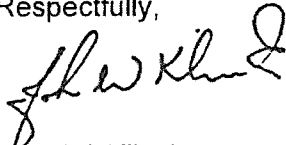
Despite the volume of actual emergencies managed by the ECG, the District of Muskoka must still conduct an annual exercise to remain compliant with the Regulation. This is not an efficient use of municipal resources and does not serve as a useful training mechanism for staff who have been over-extended by the emergency situations they have managed over the past year.

THE DISTRICT MUNICIPALITY OF MUSKOKA
70 Pine Street, Bracebridge, Ontario P1L 1N3
Phone: 705-645-2231 Toll-Free: 1-800-461-4210 (within 705) Fax: 705-645-5319
Email: info@muskoka.on.ca Website: www.muskoka.on.ca

The Solicitor General granted a one-time exemption to municipalities in 2020 recognizing that municipalities were actively engaged in and managing various COVID-19 related initiatives. If pandemic management warrants an exemption to the annual simulation, surely there must be grounds to grant an exemption for the management of other emergency situations.

On behalf of Muskoka District Council, your consideration of this matter is appreciated.

Respectfully,

A handwritten signature in black ink, appearing to read 'John W. Klinck', written in a cursive style.

John W. Klinck

District Chair

THE DISTRICT MUNICIPALITY OF MUSKOKA

Cc: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Honourable Sylvia Jones, Solicitor General
Norm Miller, MPP Parry Sound-Muskoka
All Municipalities in Ontario



2069 Battersea Rd.
Glenburnie, ON K0H 1S0

F: 613.548.8460

The Honourable Doug Ford
Premier of Ontario
Minister of Intergovernmental Affairs
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1

Dear Premier Ford:

Please be advised that the Council of the County of Frontenac, at its regular meeting held June 15, 2022, passed the following resolution, being Motions, Notice of Which has Been Given, clause a):

a) Community Schools Alliance Action Plan and Social and Economic Impact for Small Communities in Ontario

Whereas all students should have the opportunity to attend elementary and secondary school in their home community;

And Further That the province increase the Rural and Northern Education Fund (RNEF) to \$50 million;

And Further That should the current moratorium on accommodation reviews and school closures be lifted, we ask that the moratorium remain in place for schools that qualify for the RNEF until a thorough review of the education funding formula is completed;

And Further That before templates required by the 2018 Pupil Accommodation Review Guide (PARG) are developed, there be consultation with school boards and community groups including the Community Schools Alliance.

And Further That a copy of this resolution be forwarded to Ontario municipalities, Community Schools Alliance, local MP's and MPP's and the Premier of Ontario.

Carried

I trust you will find this in order; however should you have any questions or concerns, please do not hesitate to contact me at 613-548-9400, ext. 302 or via email at jamini@frontenacounty.ca.

Yours Truly,



Jannette Amini, Dipl.M.M., M.A. CMO
Manager of Legislative Services/Clerk

Copy: Community Schools Alliance
Mark Gerretsen, MP, Kingston and the Islands: mark.gerretsen@parl.gc.ca
Scott Reid, MP, Lanark-Frontenac-Kingston: scott.reid@parl.gc.ca
Ted Hsu, MPP, Kingston and the Islands: tedhsu.mpp.co@ola.org
John Jordan, MPP, Lanark-Frontenac-Kingston: info@johnjordanlfk.com
Ontario Municipalities

2069 Battersea Road, Glenburnie, ON K0H 1S0

T: 613.548.9400 | F: 613.548.8460 | frontenacounty.ca

From: Healey, Susan <Susan.Healey@healthunit.org>

Sent: July 19, 2022 2:40 PM

To: Media <Media@healthunit.org>

Subject: MEDIA RELEASE: Leeds, Grenville and Lanark District Health Unit Welcomes New Medical Officer of Health

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MEDIA RELEASE:

Leeds, Grenville and Lanark District Health Unit

July 19, 2022

Leeds, Grenville and Lanark District Health Unit Welcomes New Medical Officer of Health

Today, at a special meeting of the Board of Health for the Leeds, Grenville and Lanark District Health Unit, it was announced that Dr. Linna Li has been selected as the successful candidate for the position of Medical Officer of Health and Chief Executive Officer. Dr. Li will be filling the vacancy created when Dr. Paula Stewart announced her retirement earlier this year (effective August 31, 2022). Dr. Li will be the Acting Medical Officer of Health until approval is received from the Minister of Health, as outlined in the Health Protection and Promotion Act.

Dr. Li holds a medical degree from the University of Western Ontario (Windsor campus) and a Masters of Public Health from Johns Hopkins University in Baltimore, Maryland. During her residency in Public Health and Preventive Medicine at Queen's University in Kingston, Ontario, Dr. Li completed a rotation with Leeds, Grenville and Lanark District Health Unit which exposed her to both the organizational culture and the diverse communities throughout the region.

Dr. Li comes with experience from both Toronto Public Health and the Grey Bruce Health Unit; the latter serves a primarily rural area similar to Leeds, Grenville and Lanark. With both her educational background and experience, we see her as a great fit with the existing LGLDHU team.

"We are very pleased to have Dr. Li take a leadership role with our local public health unit", states Mayor Doug Malanka, chair of the Health Unit's Board of Health. "I believe she brings many strengths that will serve the LGL region well. We look forward to Dr. Li's introductory

visits to all of the local municipalities and a successful future working together to build even stronger partnerships between the Health Unit and municipalities.”

Dr. Li will begin her role on September 1, 2022.

-30-

Media Contact: Susan Healey, Communications Co-ordinator at media@healthunit.org.

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*The Corporation of the
Municipality of Huron Shores*

July 19, 2022

Ministry of Agriculture, Food and Rural Affairs
1 Stone Road West
Guelph, ON N1G 4Y2

Dear Minister:

**Re: Res. #22-18-22 – Support The Municipality of Tweed – Request for Support re:
Ontario Wildlife Damage Compensation Program**

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #22-18-22 at the Regular Meeting held Wednesday, July 13th, 2022, as follows:

“WHEREAS the Ontario Ministry of Agriculture, Food and Rural Affairs administers the Ontario Wildlife Damage Compensation Program to provide compensation to farm producers for livestock killed by wildlife;

AND WHEREAS Ontario Municipalities administer the Program on behalf of OMAFRA by appointing a Livestock Investigator and staff to work on wildlife damage claims;

AND WHEREAS the costs associated with wildlife damage claims typically exceed the administration fee of \$50.00 per claim as provided to the Municipality by OMAFRA;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores request the Ministry of Agriculture, Food and Rural Affairs to review the administration fee provided to Municipalities for the administration of the Ontario Wildlife Damage Compensation Program;

AND THAT a copy of this resolution be circulated to the Association of Municipality of Ontario (AMO) and all Ontario Municipalities for their consideration and support.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned.

Yours truly,



Natashia Roberts
Chief Administrative Officer (CAO)/Clerk
NR/KN

Cc: Association of Municipality of Ontario (AMO) and Ontario Municipalities



On behalf of Ontario's 2700 sheep farmers, I am reaching out to begin a dialogue with your municipality on the increasing challenge livestock farmers face in dealing with problem predators, and the role that Livestock Guardian Dogs (LGD) and your municipal dog control bylaws play in helping our farmers protect their sheep.

Problem predators are an increasing challenge and cost for Ontario livestock farmers requiring considerable effort and resources on the part of farmers and the Ontario Sheep Farmers (OSF). The financial cost of predation not only costs farmers, in terms of preventative measures, such as fencing and LGD; it also costs Ontario taxpayers, with the Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) paying farmers over \$717,000 in the 2021 FY for losses of livestock caused by wildlife. This cost does not include the cost borne by municipalities and OMAFRA in sending investigators out to farms and administering the program. Nor does this cover the costs of veterinarians to help those maimed by predators to recover, the production losses of animals who are stressed from predation and the mental health toll predation takes on the farmer. Without being able to properly protect livestock from predation, taxpayers should expect to see an increased incidence of predation and increased costs.

Livestock guardian animals are one of the most common forms of predation prevention control used by Ontario sheep producers. These include Livestock Guardian Dogs (LGDs), donkeys, and llamas, with LGD being the most popular choice. However, there are instances when municipal by-laws hinder the efficient use of LGDs on farming operations as the by-laws are intended primarily for dogs kept for companionship, breeding, or non-working purposes. We have reviewed work done by several Ontario municipalities where LGDs have been specifically addressed when creating or revising existing by-laws. Below are some of the primary areas of concern and suggested options for consideration by your municipality.

Add Definition of Livestock Guardian Dogs (LGDs) and Herding Dogs to by-laws

We propose that:

"Livestock Guardian Dog" (LGD) be defined as a dog that works and/or lives with domestic farm animals (e.g. cattle, sheep, poultry) to protect them while repelling predators and is used exclusively for that purpose.

"Herding Dog" means a dog that has been trained and is actively being used in a bona fide farming operation for the purposes of controlling livestock on the farm.

There are different breeds of LGDs of which the most popular breeds in Ontario include Great Pyrenees, Akbash, Kuvasz, Maremma and Anatolian Shepherd and crosses between these breeds. Although not an exhaustive list, dogs generally used for herding include Border Collies, Australian Shepherds, Blue & Red Heelers and Huntaways.



OntarioSheep.org

130 Malcolm Road, Guelph, Ontario N1K 1B1 T 519.836.0043 E admin@ontariosheep.org

Dog Registration/Licensing Requirements

Paying annual dog registration/license fees for numerous working farm dogs can become a significant cost for sheep producers. We would encourage municipalities to exempt LGDs and herding dogs from annual license fees as is done in many jurisdictions for assistance/service dogs and working police dogs. The definition of

Requirement for Dogs to Wear a Collar and Tag

LGDs' instincts are to guard and follow the flock, sleeping and working outdoors in all kinds of weather. Collars can become snagged on branches or fences and become a skin irritant in hot or wet weather. We suggest that municipal by-laws allow owners to remove the collar and license tag (if applicable) from a guardian or herding dog while the dog is being actively used in farming practices provided that the owner uses an alternative means of identification linking the animal to the name and address of the owner, e.g. either a tattoo or microchip containing the required information.

Requirements for Kennel Licensing and/or Limitation on Number of Dogs Kept

In some areas bylaw requires a person with more than three dogs at the same premises to secure a kennel license. Coyotes are very smart and will lure the dogs away while the remaining coyotes kill the sheep or lambs from behind or will attack the dogs directly. It is not uncommon for farmers to have more than two LGDs, especially when they are training younger dogs. This is especially true in areas where there is heavy predation. As well, larger sheep flocks in Ontario (several over 1500 animals), require numerous dogs to provide adequate protection especially where higher numbers of predators are present.

We would propose for your consideration that a person may keep more than three dogs at a premise without obtaining a kennel license provided:

- the person is keeping sheep (or other livestock) upon the same premises.
- the premises is on land that is zoned rural and agricultural.
- the person provides proof of producer registration issued in the name recorded by the Ontario Sheep Farmers, Beef Farmers of Ontario, Ontario Goat,
- the dogs are registered/licensed annually in accordance with relevant municipal by-laws (if required)
- and that the dogs are LGDs and or herding dogs.

Running At Large

A dog shall not be running at large if it is a LGD and is on their leased or owned property.

Barking Restrictions

LGD are exempt from barking restrictions if actively engaged in guarding livestock against predators. Under the Farming and Food Production Protection Act farmers are protected from nuisance complaints made by neighbours provided they are following normal farming practices. The use of LGD on sheep farms is a widely used practice in Ontario and other sheep producing jurisdictions.



Aggressive/ Dangerous Dog designation

LGD act aggressively and show aggression towards things they view as a threat to the livestock they are protecting. As such, an exemption, like that for police dogs should be considered.

OSF wishes to work cooperatively with you to ensure that municipal bylaws take into consideration the use of LGD when developing their bylaws. We would be pleased to communicate with the appropriate municipal officials to review with you Ontario sheep producers' needs and concerns in this area.

Thank you for your attention to this matter and we look forward to working with you.

Sincerely,

A handwritten signature in blue ink, appearing to read "John Hemsted", with a stylized flourish at the end.

John Hemsted,
Chair



Livestock Guardian Dog use in Ontario

Predation is a significant cost and ongoing threat to sheep flocks in Ontario. Preventative measures are the first line of defense for producers. Livestock Guardian Dogs are one of the most effective preventative measures available because they are actively protecting the flock 24 hours a day, 7 days a week.

Livestock Guardian Dogs have been used in Ontario since the 1960's. Their use has increased in the past 40 years as the province's coyote population has increased and expanded throughout the entire province. Livestock Guardian Dog are now used by a great majority of sheep producers in Ontario to protect their flocks from predation by (primarily) coyotes, but also wolves, bears and other wildlife.

Livestock Guardian Dogs live with the sheep flock.

They provide protection to the flock by patrolling pastures, marking the perimeter of their territory. They also bark, run at, and try to intimidate any threats to the livestock they are protecting, which in this case is sheep.

Barking is one of the primary means by which livestock guardian dogs provide protection to the sheep flock. It is their way of communicating with other canines, and the guarding bark warns predators to avoid the area. Because dogs' sense of smell and hearing are many times more acute than that of humans, they often appear to be "barking" at nothing, when in fact, they hear, or smell something that humans are not able to.

Except perhaps for sheep flocks totally confined to barns with no access to outdoors, very few sheep flocks would survive predation attacks if it weren't for the effectiveness of livestock guardian dogs.

Ontario Sheep Farmers (OSF) considers the use of livestock guardian dogs to provide protection to livestock against predation as a normal farm practice.

The Farm and Food Production Protection Act (administered by Ontario Ministry of Agriculture, Food and Rural Affairs) defines normal farm practice as a farming practice which:

- is consistent with proper, acceptable customs and standards of similar operations; or
- uses innovative technology according to proper, advanced farm management practices.

The Farm and Food Production Protection Act was established to promote and protect agricultural uses and normal farm practices in agricultural areas, in a way that balances the needs of the agricultural community with provincial health, safety and environmental concerns.



From: [Christa Lowry](#)
To: [Casey Munro](#); [Jeanne Harfield](#)
Subject: FW: Ontario Bringing High-Speed Internet Access to More Communities - L'Ontario offre l'accès à l'Internet haute vitesse à plus de communautés
Date: August 4, 2022 10:35:14 AM

From: Minister of Infrastructure <Minister.MOI@ontario.ca>
Sent: August 4, 2022 10:18 AM
To: Minister of Infrastructure <Minister.MOI@ontario.ca>
Cc: Alexander, Carlene (MOI) <Carlene.Alexander@ontario.ca>; Vienneau, Jill (MOI) <Jill.Vienneau@ontario.ca>
Subject: Ontario Bringing High-Speed Internet Access to More Communities - L'Ontario offre l'accès à l'Internet haute vitesse à plus de communautés

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Good morning,

The Government of Ontario is committed to ensuring that communities across the province have access to high-speed internet. We have made a historic investment of nearly \$4 billion in funding-based opportunities for unserved and underserved communities with the goal of connecting all regions in Ontario by the end of 2025.

Our Accelerated High-Speed Internet Program (AHSIP) was announced in March 2021 to support our commitment to bring access to all communities in Ontario as fast as possible. Led by Infrastructure Ontario, this innovative, competitive process enabled Internet Service Providers (ISPs) to bid for provincial support through a series of reverse auction events for defined geographic areas.

As I [recently announced](#), this competitive procurement process is now complete. The province has signed agreements with eight internet ISPs to bring faster internet to up to 266,000 unserved and underserved homes and businesses in as many as 339 municipalities across Ontario, including your municipality. As we implement this process, we are also undertaking work to ensure that no one is left behind and that every last home and business gets access to high-speed internet by the end of 2025.

As you well know, the government has also taken measures to reduce barriers to high-speed internet deployment, including putting in place several regulations and legislation to help support the end of 2025 timeline. In 2021, the Building Broadband Faster Act was enacted to speed up construction of broadband projects. To build upon this legislation, the government passed the Getting Ontario Connected Act, 2022, which further reduces barriers, duplication and delays, including setting new timelines for municipalities to respond to municipal rights-of-way permits, municipal consent requests, and data sharing requirements to support the deployment of designated broadband projects.

Infrastructure Ontario now has tools in place that will provide assistance to municipalities

and other partners related to the new requirements under the legislation and the overall implementation of these projects across the province. This includes the Technical Assistance Team (TAT) and the use of an online platform called Broadband One Window (BOW).

As you may recall from previous discussions, the TAT is something I committed to having in place as these projects get off the ground. The TAT is available to your municipal officials if they have questions around requirements, process, permitting applications and/or require technical and administrative assistance in meeting timelines and use of the BOW.

The BOW will help your officials work collaboratively with ISPs and other stakeholders to review and approve permitting applications, share data and information, and provide progress updates on project milestones. The BOW can also be used to request assistance, including from the TAT.

The Ministry of Infrastructure will be reaching out to your officials later today to provide them with further details on the TAT and BOW, as well as outlining the next steps Infrastructure Ontario will take to begin the onboarding process so we can get started on these projects and bring access to your communities as quickly as possible.

Thank you for your ongoing support to ensure that the people we serve have the access they need to participate in the digital world, and to help Ontario grow.

Should you have any questions, please do not hesitate to contact my office.

Yours sincerely,

The Honourable Kinga Surma
Minister of Infrastructure

Bonjour,

Le gouvernement de l'Ontario est déterminé à assurer que des communautés partout dans la province aient accès à l'Internet haute vitesse. Nous avons fait un investissement sans précédent de près de 4 milliards de dollars en occasions de financement pour des communautés non desservies ou mal desservies avec l'objectif de connecter toutes les régions en Ontario d'ici la fin de 2025.

Notre Programme accéléré d'Internet haute vitesse (PAIHV) a été annoncé en mars 2021 afin de soutenir notre engagement à offrir l'accès à toutes les communautés en Ontario le plus rapidement possible. Dirigé par Infrastructure Ontario, ce processus concurrentiel et innovant a permis aux fournisseurs de services Internet (FSI) de présenter une offre en vue d'obtenir le soutien provincial par l'entremise d'une série d'événements d'enchères inversées pour des zones géographiques définies.

Comme je [l'ai annoncé récemment](#), ce processus concurrentiel d'approvisionnement est maintenant terminé. La province a signé des accords avec huit fournisseurs de services

Internet afin d'offrir plus rapidement l'Internet à près de 266 000 foyers et entreprises non desservis ou mal desservis dans pas moins de 339 municipalités partout en Ontario, notamment la vôtre. À mesure que ce processus est mis en œuvre, nous entreprenons également du travail en vue d'assurer que personne ne soit laissé de côté et que tous les foyers et toutes les entreprises obtiennent l'accès à l'Internet haute vitesse d'ici la fin de 2025.

Comme vous le savez bien, le gouvernement a aussi pris des mesures visant à réduire les obstacles au déploiement de l'Internet haute vitesse, notamment en adoptant plusieurs règlements et lois afin de favoriser l'atteinte de l'échéance de la fin 2025. En 2021, la *Loi sur la réalisation accélérée de projets d'Internet à haut débit* a été promulguée afin d'accélérer la construction de projets à haut débit. Pour pousser plus avant cette législation, le gouvernement a adopté la *Loi de 2022 pour un Ontario connecté* qui réduit davantage les obstacles, la duplication et les retards, notamment en fixant de nouvelles échéances pour que les municipalités répondent aux demandes de permis d'emprises municipales et de partage de données pour appuyer le déploiement des projets à haut débit désignés.

Infrastructure Ontario a maintenant en place les outils qui fourniront de l'assistance aux municipalités et à d'autres partenaires relativement aux nouvelles exigences en vertu de la législation et de la mise en œuvre en général de ces projets partout dans la province. Ceci comprend l'Équipe d'assistance technique et l'utilisation de la plateforme en ligne appelée plateforme BOW pour les projets d'Internet à haut débit (plateforme BOW).

Vous vous souviendrez sans doute que lors de discussions précédentes, l'Équipe d'assistance technique est quelque chose que je me suis engagée à avoir en place lorsque ces projets verront le jour. L'Équipe d'assistance technique est à la disposition de vos fonctionnaires municipaux s'ils ont des questions concernant les exigences, le processus, les demandes de permis ou s'ils ont besoin d'assistance technique et administrative pour respecter les délais, ainsi que sur l'utilisation de la plateforme BOW.

La plateforme BOW aidera vos fonctionnaires à travailler en collaboration avec les fournisseurs de services Internet et d'autres intervenants pour réviser et approuver les demandes de permis, partager des données et des renseignements et fournir des mises à jour sur les progrès en vue d'atteindre des étapes importantes. La plateforme BOW peut également être utilisée pour demander de l'assistance, notamment de la part de l'Équipe d'assistance technique.

Le ministère de l'Infrastructure communiquera avec vos fonctionnaires plus tard aujourd'hui pour leur fournir plus de précisions au sujet de l'Équipe d'assistance technique et de la plateforme BOW, ainsi que pour leur indiquer les prochaines étapes qu'Infrastructure Ontario accomplira pour entamer le processus d'intégration afin que nous puissions amorcer ces projets et donner l'accès à vos communautés aussi vite que possible.

Merci pour votre soutien continu en vue d'assurer que les gens que nous servons aient l'accès dont ils ont besoin pour participer au monde numérique et pour aider l'Ontario à fructifier.

Si vous avez des questions, n'hésitez pas à communiquer avec mon bureau.

Cordialement,

L'honorable Kinga Surma
Ministre de l'Infrastructure

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



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

COUNCIL CALENDAR

September 2022

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



Municipality of Mississippi Mills
PENDING LIST
August 9, 2022

Title	Department	Comments/Status	Report to Council (Date)
LEAR review	LEAR Working Group	Working group made up of Councillors Holmes, Ferguson and Guerard 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