



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, August 23, 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 August 9, 2022 be approved.	7 - 15
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and committee minutes be received.	
E.1. Accessibility Advisory Committee Minutes - May 18 2022	16 - 19
F. STAFF REPORTS	
<u>Roads and Public Works</u>	
F.1. Stop Sign By-Law – Riverfront Estates and Mill Run Recommended Motion: THAT Committee of the Whole receive the Installing Stop Signs in Riverfront Estates and Mill Run report, as prepared by the Acting Director of Roads & Public Works, dated August 23, 2022; AND THAT Committee of the Whole recommend Council direct staff to install the stop signs as outlined in the attached bylaws.	20 - 22

- | | | |
|------|---|---------|
| F.2. | Award of Engineering Services Union St. North
Recommended Motion:
THAT Committee of the Whole recommend that Council direct staff to award the contract for the Engineering, Detailed Design and Tender Preparation to Parsons Inc. in the amount of \$194,551.22 plus HST

<u>Building and Planning</u> | 23 - 24 |
| F.3. | Zoning By-law Amendment - Z-08-22 Concession 5, Part Lot 10; Parts 7, 8, 10 and 11 on Plan 27R-5214, Ramsay Ward, Municipality of Mississippi Mills Municipally known as 1267-1281 Rae Road
Recommended Motion:
THAT the 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 1267-1281 Rae Road from "Rural" Zone (RU) to "Rural Special Exception 41" Zone (RU-41) 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. | 25 - 36 |
| F.4. | Zoning By-law Amendment - Z-09-22 Concession 4, Part Lot 1 Ramsay Ward, Municipality of Mississippi Mills Municipally known as 125 Montgomery Park Road
Recommended Motion:
THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as 125 Montgomery Park Road from "Environmental Hazard, Special Exception 'a'" Zone (EH-a) to "Environmental Hazard, Special Exception 4" Zone (EH-4) in order to permit a single-storey addition to an existing dwelling with a reduced front yard setback of 6.9 metres, as detailed in Attachment B. | 37 - 51 |
| F.5. | Zoning By-law Amendment - Z-10-22 Concession 4, Part Lot 1 Ramsay Ward, Municipality of Mississippi Mills Municipally known as 121 Montgomery Park Road
Recommended Motion:
THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as 121 Montgomery Park Road from "Environmental Hazard, Special Exception 'a'" Zone (EH-a) to "Environmental Hazard, Special Exception 5" Zone (EH-5) in order to permit the removal of the existing dwelling and the rebuilding of a detached dwelling with modifications to the applicable performance standards, as detailed in Attachment B. | 52 - 68 |

Finance and Administration

F.6. Amendment to Flag Policy 69 - 87

Recommended Motion:

THAT Committee of the Whole recommend that Council approve identifying the flagpole in front of the John Levi Community Centre as the Municipality's Community Flagpole;

AND THAT Committee of the Whole recommend that Council adopt the Response Protocol for Death Announcements;

AND THAT Committee of the Whole recommend that Council approve the proposed amendments to the Flag Policy to incorporate a section regarding the Community Flagpole and amendments to be consistent with the Response Protocol for Death Announcements.

F.7. Development Charge Interest Policy 88 - 96

Recommended Motion:

THAT Committee of the Whole recommend that the report entitled "Development Charge Interest Policy" be received;

AND THAT Committee of the Whole recommend that the "Development Charge Interest Policy" be adopted by Council;

AND THAT Committee of the Whole recommend that Council authorize staff to do all things necessary to give effect to this resolution.

F.8. Create Director of Public Works Position 97 - 124

Recommended Motion:

Motion #1:

THAT Committee of the Whole recommend to Council that it create the position of Director of Public Works based on the attached job description with funding for the remainder of 2022 from vacant positions across the organization (Option 1 in the report).

Recommended Motion:

Motion #2

THAT Committee of the Whole recommend to Council to approve the creation of a third building inspection position to be filled until such time as an internal competition can be completed amongst the building inspectors for the successful candidate to be promoted to the position of Deputy Chief Building Official at which time third building inspector position will be vacated.

G. NOTICE OF MOTION

G.1. Councillor Holmes - Speed Limits in Construction Areas

Recommended Motion:

WHEREAS The municipality has been in receipt of correspondence from residents of White Tail Ridge identifying concerns of speeding traffic on roads affected by construction;

AND WHEREAS Subsections (2) and (3) of Section 128 of the Highway Traffic Act permits the Council of a municipality to prescribe the rate of speed for motor vehicles driven on a highway or portion of a highway under its jurisdiction, different from the rate set out in Subsection (1) of Section 128 of the Highway Traffic Act, R.S.O. 1990, Chapter H.8, as amended;

AND WHEREAS other areas of Mississippi Mills may also experience speeding concerns on roads affected by construction;

THEREFORE BE IT RESOLVED THAT the speed limit on roads in White Tail Ridge be temporarily reduced to 30km/hr;

AND BE IT FURTHER RESOLVED THAT the Council of the Municipality of Mississippi Mills amend the Delegation of Authority By-law to delegate authority to the Director of Roads and Public Works to temporarily reduce the speed limit by a maximum of 20k/hr on roads affected by construction;

AND THAT staff be directed to notify the public of any temporary reduction in speed limits.

G.2. Mayor Lowry - Affordable Residential Units (ARUs)

Recommended Motion:

WHEREAS the national housing crisis is having a significant impact in Mississippi Mills;

AND WHEREAS diverse housing stock is a key factor in the provision of affordable housing;

AND WHEREAS Official Plan Amendment 22 brought 64 hectares of new development lands within the settlement area of the ward of Almonte;

AND WHEREAS, given the population projections provided by Lanark County to Mississippi Mills, additional growth is expected through to 2038 and beyond;

AND WHEREAS provincial legislation and now our local zoning bylaw allows for Additional Residential Units (ARU);

AND WHEREAS building Additional Residential Units can make homeownership more viable while also increasing local attainable rental stock;

THEREFORE BE IT RESOLVED THAT Council direct staff to undertake a municipally-initiated Official Plan Amendment to the Community Official Plan to formalize the requirement that a certain percentage of new residential construction includes Additional Residential Units for those lands that were subject to Official Plan Amendment 22;

AND BE IT FURTHER RESOLVED THAT staff report back to Council with a project timeline for the Official Plan Amendment at the September 23 Council meeting.

H. INFORMATION ITEMS

H.1. Mayor's Report

H.2. County Councillor's Report

H.3. Mississippi Valley Conservation Authority Report

H.4. Library Board Report

H.5. Information List #14-22

Recommended Motion:

THAT the information list #14-22 be received for information.

- | | | |
|----|---|-----------|
| a. | July 29, 2022 - City of Brantford Resolution re: Seeking Prosperity and Partnership with Indigenous Nations | 125 - 128 |
| b. | August 9, 2022 - Environment and Climate Change Canada re: Recovery Planning Documents on Species at Risk | 129 |

c.	August 9, 2022 - Ontario Energy Board re: Enbridge Gas Inc. natural gas rate increase	130
d.	August 10, 2022 - Ministry of Municipal Affairs and Housing re: Strong Mayors Building Homes Act	131
H.6.	Meeting Calendar August and September 2022	132 - 133

I. OTHER/NEW BUSINESS

J. PENDING LIST

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**

**August 9, 2022
Hybrid
3131 Old Perth Road.**

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

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

A. CALL TO ORDER (immediately following Council)

Councillor Maydan called the meeting to order at 7:21 p.m.

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

None were declared.

C. APPROVAL OF AGENDA

Resolution No CW203-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW204-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the minutes dated June 21, 2022 be approved.

CARRIED

E. CONSENT REPORTS

Resolution No CW205-22

THAT the following consent reports and committee minutes be received:

1. DWQMS Q2 Report
2. Building Permit Activity Report to June 30, 2022
3. Committee of Adjustment Minutes: March 23, June 6, and June 29, 2022
4. Heritage Committee Minutes: April 27 and June 22, 2022

F. STAFF REPORTS

F.1 Award of Tender 22-10 Small Quantity Asphalt Paving

Resolution No CW206-22

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

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.

CARRIED

F.2 Extension of Recycling Contract

Resolution No CW207-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

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.

CARRIED

**F.3 Development Agreement – Extension of Marshall Lake Road (Currie)
Consent Applications B22-030 and B22-031**

Resolution No CW208-22

Moved by Councillor Dalgity

Seconded by Councillor Holmes

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.

CARRIED

F.4 Zoning By-law Amendment Z-03-22 (Walker) 775 Country Street (785 Country Street), Municipality of Mississippi Mills

Resolution No CW209-22

Moved by Mayor Lowry

Seconded by Councillor Dalgity

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.

CARRIED

F.5 Site Plan Control By-Law and Fees and Charges By-Law Amendments – Municipality of Mississippi Mills

Resolution No CW210-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

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.

CARRIED

**F.6 Mill Valley Retirement Living – 09-T-21005 - Subdivision Agreement
Part East Half, Lot 14, Concession 10, Ramsay Ward
Municipality of Mississippi Mills**

Resolution No CW211-22

Moved by Councillor Dalgity

Seconded by Deputy Mayor Minnille

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.

CARRIED

F.7 Award of Contract AOTH Exterior Repairs and Painting - Tender 22-04

Resolution No CW212-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

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.

CARRIED

F.8 Bicentennial Working Groups

Resolution No CW213-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

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.

CARRIED

F.9 Core Infrastructure

Resolution No CW214-22

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

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

CARRIED

Resolution No CW215-22

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT the meeting be extended until 9:30 pm

CARRIED

F.10 Sale of Surplus Lands Adelaide/Menzie

Resolution No CW216-22

Moved by Councillor Dalgity

Seconded by Deputy Mayor Minnille

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.

CARRIED

F.11 Enter into MOU with MVCA Part 8 Septic System Review Services

Resolution No CW217-22

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

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.

CARRIED

G. NOTICE OF MOTION

G.1 Councillor Holmes - Shooting Ranges

Resolution No CW218-22

Moved by Councillor Holmes

Seconded by Mayor Lowry

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.

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report

Mayor Lowry provided an update on the AMO delegation request.

H.2 County Councillor's Report

Deputy Mayor Minnille provided a brief update regarding a special County Planning meeting regarding aggregate mapping

H.3 Mississippi Valley Conservation Authority Report

Councillor Holmes provided highlights from recent MVCA meetings highlights include: committee restructuring, and a capital needs plan.

H.4 Library Board Report

Councillor Maydan provided an overview of the annual library report.

H.5 Information List #13-22

Resolution No CW219-22

Moved by Mayor Lowry

Seconded by Councillor Dalgity

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

AND THAT the following items be pulled for further consideration:

- B - Municipality of Shuniah Resolution re: Release of all federal and Provincial Documents re: Mohawk Institute Residential School;
- C - Tay Valley Township Resolution re: Annual Emergency Exercise Exemption;
- E -Leeds, Grenville and Lanark District Health Unit Media Release re: New Medical Officer of Health;
- F - Municipality of Huron Shores, Resolution re: Ontario Wildlife Damage Compensation Program;
- G - Ontario Sheep Farmers re: Livestock Guardian Dogs; and
- H - Ministry of Infrastructure re: Bringing High Speed Internet Access to More Communities.

CARRIED

H.6 Meeting Calendar

Members reviewed the calendars

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW220-22

Moved by Mayor Lowry

Seconded by Councillor Dalgity

THAT the meeting be adjourned at 9:22 p.m.

CARRIED

Jeanne Harfield, Clerk



The Corporation of the Municipality of Mississippi Mills

Accessibility Advisory Committee Meeting

MINUTES

May 18, 2022

3:00 p.m.

Pakenham Arena

Committee Present: Councillor Guerard
Betty Preston
Claire Marson
Kristen Ray
Myrna Blair

Committee Absent: Araina Clark
Jim Lowry

Staff Present: Casey Munro, Deputy Clerk

A. CALL TO ORDER

After a walkaround tour of the Pakenham Washrooms Chair B. Preston called the meeting to order at 3:46pm.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Moved by Councillor Guerard

Seconded by Claire Marson

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Claire Marson

Seconded by Kristen Ray

THAT the minutes dated April 19th 2022 be approved.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

E.1 Walkaround Pakenham Washrooms by the baseball diamond

Recreation Manager C. Murphy provided the group with walkaround tour of the washrooms at the Pakenham baseball diamond/beach area.

The group discussed ways of retrofitting the washroom to make them accessible. ie. Moving a wall, creating an entrance way with a ramp, moving a stall to make one large washroom and two smaller washrooms.

The group wanted to further research and discuss the requirements under the AODA for retrofitting existing facilities and have it as a discussion item on the June agenda.

One idea brought forward was to bring in an accessible portable washroom and have it available for the same term that the current washrooms are available. (i.e when the water is turned on.)

F. REPORTS

None.

G. BUSINESS ARISING OUT OF MINUTES

Veteran Memorial Walkway

Councillor Guerard advised the group that the walkway in Veterans Memorial Park has been completed. They still need to add the flowers and such but the space has been completed if anyone wanted to go have a look.

H. ROUND TABLE

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

K. Ray previously circulated the draft communication for comment. This will be provided to the local newspapers during Accessibility week. The group provided suggestions and K. Ray will provide everyone with the final draft after it has been completed.

Staff Direction: Provide K. Ray with the hands logo

We will also be putting up Accessibility week mentions on the Digital Sign at the Almonte Arena, the sign located in Pakenham as well on Social Media.

H.2 Age Friendly Walking Trail

A report was brought to the May 17th Committee of the Whole meeting at the Municipality asking for approval of a concept of an age-friendly trail in Mississippi Mills. This is a collaborative effort brought forward by a group of community partners (Carebridge, All my Relations, and St. Paul's Anglican Church) to create a path through Kirkland Park with 4-5 stations that could be used along the way. Some of these stations could be a group of benches for reflection while others could include low-impact equipment.

The committee thought it was a great concept and is still available for comment it requested.

H.3 Additional Signage to available washrooms downtown while under construction

Councillor Guerard commented on the need for increased signage for the locations of the washrooms located downtown, especially during construction.

I. INFORMATION AND CORRESPONDENCE

None.

J. OTHER / NEW BUSINESS

None.

K. MEETING ANNOUNCEMENTS

The next meeting is scheduled for June 15th @3:00pm.

This will be a hybrid meeting. Members can join either electronically or attend the Municipal Council Chambers in person.

L. ADJOURNMENT

Moved by Kristen Ray

Seconded by Claire Marson

THAT the committee be adjourned at 4:10pm.

CARRIED

Casey Munro, Deputy Clerk,
Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 23, 2022
TO: Committee of the Whole
FROM: Cory Smith, A/Director of Roads and Public Works
SUBJECT: Stop Sign By-Law – Riverfront Estates and Mill Run

RECOMMENDATION:

THAT Committee of the Whole receive the Installing Stop Signs in Riverfront Estates and Mill Run report, as prepared by the Acting Director of Roads & Public Works, dated August 23, 2022;

AND THAT Committee of the Whole recommend Council direct staff to install the stop signs as outlined in the attached bylaws.

BACKGROUND:

As part of the subdivision agreements with both the Riverfront Estates and Mill Run developments, the Municipality stipulates that the owners install stop signs as per the related schedule of each respective agreement. As the developments progress, the Municipality installs the appropriate stop signs and street name signs as indicated.

DISCUSSION:

Mill Run requires the installation of stop signs at the following intersections:

- Leishman Drive at SE approach to Ramsay Concession 11A
- Bracewell Street at NE approach to Leishman Drive
- Bracewell Street at NE approach to Reaume Street
- Bracewell Street at SW approach to Reaume Street
- Bracewell Street at SE approach to Ramsay Concession 11A

Alongside the installation of stop signs, the Municipality will also install street name signs as follows:

- Leishman Drive and Ramsay Concession 11A
- Bracewell Street and Leishman Drive
- Bracewell Street and Reaume Street
- Bracewell Street and Ramsay Concession 11A

Riverfront Estates requires the installation of stop signs at the following locations:

- Johanna Street at NE approach to Jack Dalgity Street
- Jack Dalgity Street at SW approach to Spring Street
- Maurice Stead Street at SW approach to Spring Street
- Maurice Stead Street at NW approach to Jack Dalgity Street
- Spring Street at SW approach to Jack Dalgity
- Spring Street at NE approach to Jack Dalgity

Alongside the installation of stop signs, the Municipality will also install street name signs as follows:

- Maurice Stead Street and Spring Street
- Maurice Stead Street and Jack Dalgity Street

FINANCIAL IMPLICATIONS:

The costs to procure the signs and posts and have them installed by Municipal staff are covered by the Owners of the respective developments.

SUMMARY:

Staff has prepared this report in conjunction with the applicable subdivision agreements.

Respectfully submitted by,

Reviewed by:

Cory Smith
A/Director of Roads and Public Works

Ken Kelly
CAO

ATTACHMENTS:

1. Draft By-Law 22-xxx

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-xx

BEING a by-law to provide for the erection of a stop sign at an intersection.

WHEREAS section 11 of the *Municipal Act*, 2001 authorizes municipalities to enact by-laws respecting matters within the sphere of jurisdiction of “highways, including parking and traffic on highways”, in conjunction with the provisions of the *Highway Traffic Act*,

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

1. The intersections on highways set out in Column 1 are designated as an intersection where a stop sign shall be erected at the locations show in Column 2.

Column 1
Intersection

Column 2
Facing Traffic

Johanna Street and Jack Dalgity Street	NE approach to Johanna Street
Jack Dalgity Street and Spring Street	SW approach to Spring Street
Maurice Stead Street and Spring Street	SW approach to Spring Street
Maurice Stead Street and Jack Dalgity Street	NW approach to Jack Dalgity Street
Spring Street and Jack Dalgity Street	SW approach to Jack Dalgity Street
Spring Street and Jack Dalgity Street	NE approach to Jack Dalgity Street
Leishman Drive and Ramsay Concession 11A	SE approach to Ramsay Concession 11A
Bracewell Street and Leishman Drive	NE approach to Leishman Drive
Bracewell Street and Reaume Street	NE approach to Reaume Street
Bracewell Street and Reaume Street	SW approach to Reaume Street
Bracewell Street and Ramsay Concession 11A	SE approach to Ramsay Concession 11A

2. This By-law shall come into effect on the day of its passing.
3. The penalties provided in Section 214 of The Highway Traffic Act shall apply to offences against this By-law.
4. All By-laws or parts of By-laws inconsistent with this By-law are hereby repealed.

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

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 23, 2022
TO: Committee of the Whole
FROM: Cory Smith, A/Director of Roads and Public Works
SUBJECT: Award of Engineering Services Union St. North

RECOMMENDATION:

THAT Committee of the Whole recommend that Council direct staff to award the contract for the Engineering, Detailed Design and Tender Preparation to Parsons Inc. in the amount of \$194,551.22 plus HST

BACKGROUND:

During deliberations for the 2022 Budget, Council approved \$181,000.00 for the engineering, design and tender preparation for upgrades and extension of water, sanitary and storm services on Union St. North. This project is identified in the Water and Wastewater master plan as a key requirement for development to be possible along Union St., Carss St. and to support a third River Crossing at the Bottom of Carss St., required for redundancy in the water supply and to support development on the other side of the Mississippi River. The works on Union St. North were scheduled for the 2023 to 2027 time horizon for construction. New development pressures in the area to be serviced by the upgrades and extension have also precipitated the need for these works to be completed.

It should also be noted that the Municipality was successful in obtaining approximately \$1,600,000.00 in federal and provincial funding, for the design and installation of these works, with a condition that these works be completed no later than October 31, 2026.

DISCUSSION:

Using our standing offer for engineering agreements, Municipal Staff reached out to Parsons Inc. to provide a work plan for the Engineering, Design and Tender Preparation for these works. Parson provided a work plan to ensure the Engineering, Design and Tender Preparation would be completed in time for a 2025 construction date allowing the works to be completed for the October 31, 2026 completion date required by the funding.

Staff have reviewed the work plan and the proposed approach and support the proposal submitted by Parson Inc.

OPTIONS:

1. Award the works to Parson Inc. in accordance with our standing offer agreement for engineering services.
2. Defer the works

FINANCIAL IMPLICATIONS:

The 2022 Budget carried \$181,000.00 to complete this phase of the works for Union St. North. Parsons' work plan had a total value of \$194,550 plus HST. This was reviewed with the finance department and it is felt that with the amounts covered by development charges and the ICIP funding that the additional funds should be sufficient to cover the additional costs. Any additional funds not accounted for could be covered by any surplus at the end of the year or from reserves.

SUMMARY:

Parsons submitted a work plan as per our standing offer agreement for engineering services. The work plan will keep the project on track to meet the ICIP funding requirements. Parsons is a qualified firm that has done similar work for Mississippi Mills in the past. It is recommended that the works be awarded to Parsons Inc.

Respectfully submitted by,

Reviewed by:

Cory Smith,
A/Director of Public Works

Ken Kelly,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 23, 2022

TO: Committee of the Whole

FROM: Jeffrey Ren, Planner

SUBJECT: **Zoning By-law Amendment - Z -08-22
Concession 5, Part Lot 10; Parts 7, 8, 10 and 11 on Plan 27R-
5214, Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 1267-1281 Rae Road**

OWNER: Diane Sheets

APPLICANT: Ruth Ferguson Aulhouse, RFA Planning Consultants Inc.

RECOMMENDATION:

THAT the 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 1267-1281 Rae Road from “Rural” Zone (RU) to “Rural Special Exception 41” Zone (RU-41) in order to implement a 30-metre setback from lands which are being utilized as part of an active agricultural operation as required by the Community Official Plan Rural-Agriculture Overlay policies, as detailed in Attachment A.

BACKGROUND:

The properties subject to the Zoning By-law Amendment are two severed lots that received conditional approval from the Lanark County Land Division Committee on May 10, 2022 (B21/212 & B21/213).

The following lots were conditionally created as a result of the consent applications:

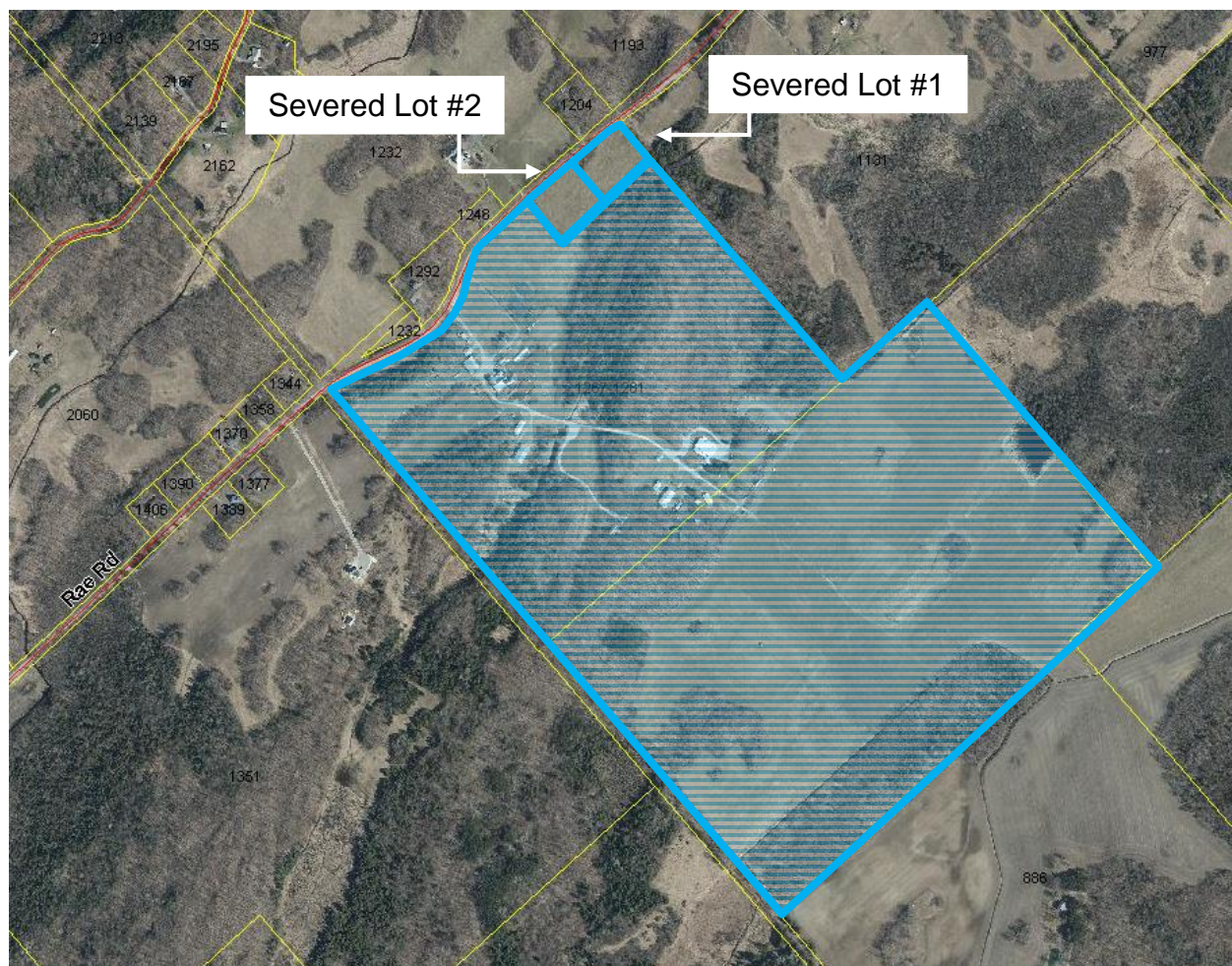
- **Severed Lot #1 (B21/212):** The severed lot measures 1.02 hectare (2.52 acres) in area with 115.27 m of frontage along Rae Road. The lot is currently vacant, and the intent is to create a non-farm residential dwelling on the lot. No plans for a rural residential building have been submitted.
- **Severed Lot #2 (B21/213):** The severed lot measures 1.05 hectare (2.59 acres) in area with 113.27 m of frontage along Rae Road. The lot is currently vacant,



and the intent is to create a non-farm residential dwelling on the lot. No plans for a rural residential building have been submitted.

- **Retained Lot:** The property at 1267-1281 Rae Road will retain 92.5 hectares (228.57 acres) with 475.32 m of frontage on Rae Road. The retained lands contain farmland, existing dwellings and a number of accessory structures. The existing agricultural operation on the retained lot is active and is considered a 'Locally Significant Agricultural Operation'.

Figure 1 below shows both the severed and retained properties. As noted earlier, the severed lots are the subject property for this Zoning By-law Amendment.

Figure 1: Severed Lots and Retained Lot



-  Severed Lots - Area to be rezoned from *Rural Zone* (RU) to *Rural Special Exception 41 Zone* (RU-41)
-  Retained Lot

Both the subject and retained lots are subject to the policies contained in Section 3.3.4 of the Community Official Plan (COP); these policies require that any new non-farm residential buildings maintain a setback of 30 metres from any active agricultural operations, which is a policy unique to Mississippi Mills Community Official Plan. The setbacks are intended to be applied on both lands affected directly by the Rural-Agriculture Overlay and on lands where the surrounding lands support active agricultural activities. In order to implement the policies of the COP on the newly created rural residential lots, a Zoning By-law Amendment to apply the 30-metre setback to the severed lot was included as a condition of approval for the aforementioned consent application (B21/212 & B21/213). It is noted that the creation of these lots meets Minimum Distance Separation (MDS) requirements as well as all the lot creation policies.

PURPOSE AND EFFECT:

The purpose and effect of the Zoning By-law Amendment is to implement the Rural-Agriculture Overlay policy by rezoning the subject properties from Rural Zone (RU) to Rural Special Exception Zone (RU-41) to implement the required 30 metre setback from adjacent agricultural operations as required in the Community Official Plan policies of the Rural-Agricultural Overlay.

DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:

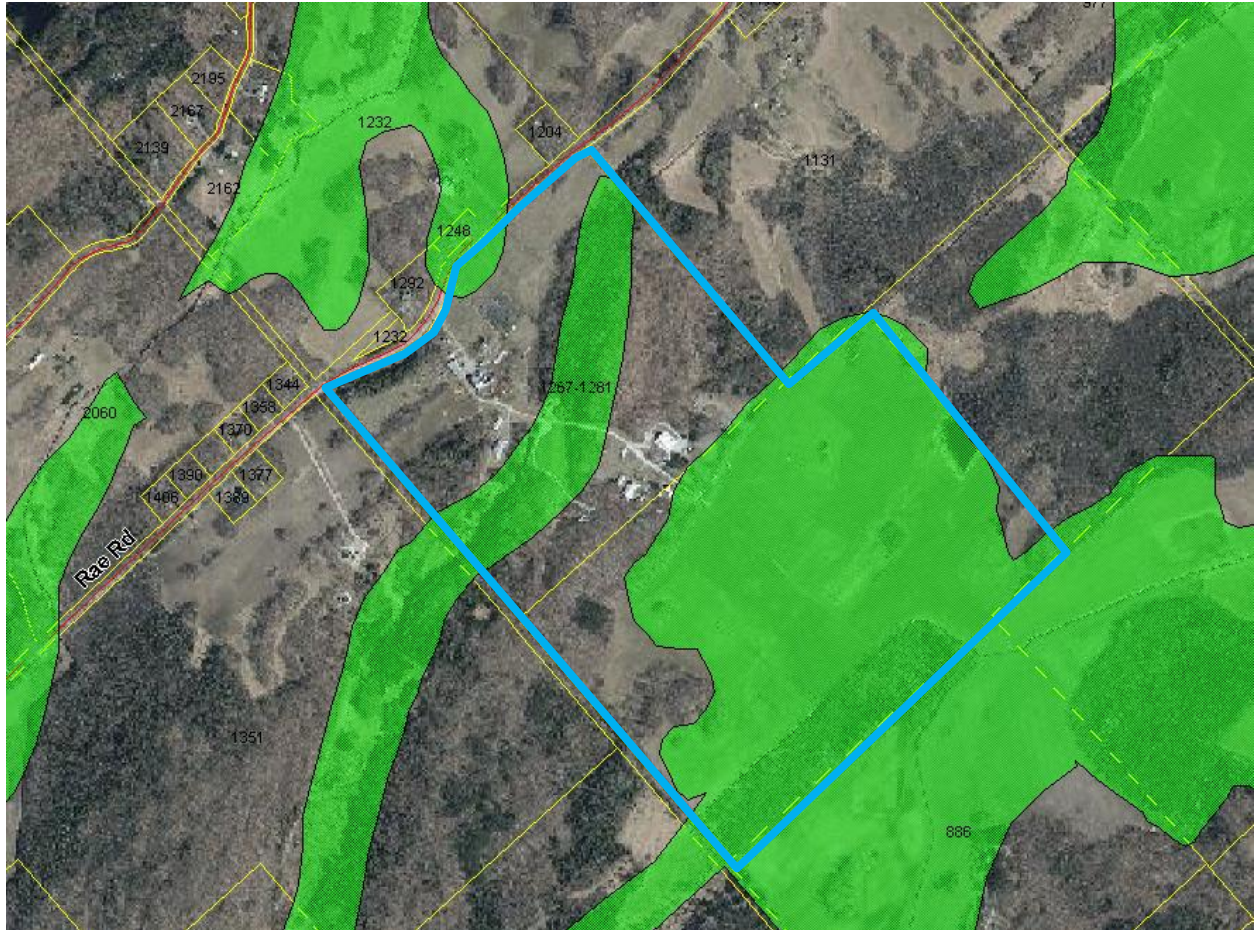
The subject property, locally known as 1267-1281 Rae Road, is located in the Ramsay Ward. The overall property at 1267-1281 Rae Road is split zoned Rural (RU) and Rural, Special Exception 31 (RU-31); and contains farmland, existing dwellings, and a number of accessory structures. A seasonal Place of Assembly is an additional permitted use on the lands zoned RU-31.

The lands subject to Zoning By-law Amendment are the two conditionally severed lots; both are currently vacant and located at the northern corner of the property in an area zoned Rural. The conditionally severed lots are intended to be used for non-farm residential uses; both severed lots meet the minimum lot area and frontage requirements of the RU Zone and both lots front onto Rae Road, a municipally owned and maintained road.

The immediate surrounding character is predominantly rural, with larger rural lots, active agricultural operations, along with some smaller rural residential lots on lands zoned *Rural* (RU). The location of the subject lands within the Municipality is depicted in the figure above.

Portions of both the subject lands and the retained lands are affected by a Rural-Agriculture Overlay in the Community Official Plan (COP) (Figure 3). The existing agricultural operation on the retained lot is active and is considered a 'Locally Significant Agricultural Operation'.

Figure 2: Local Context





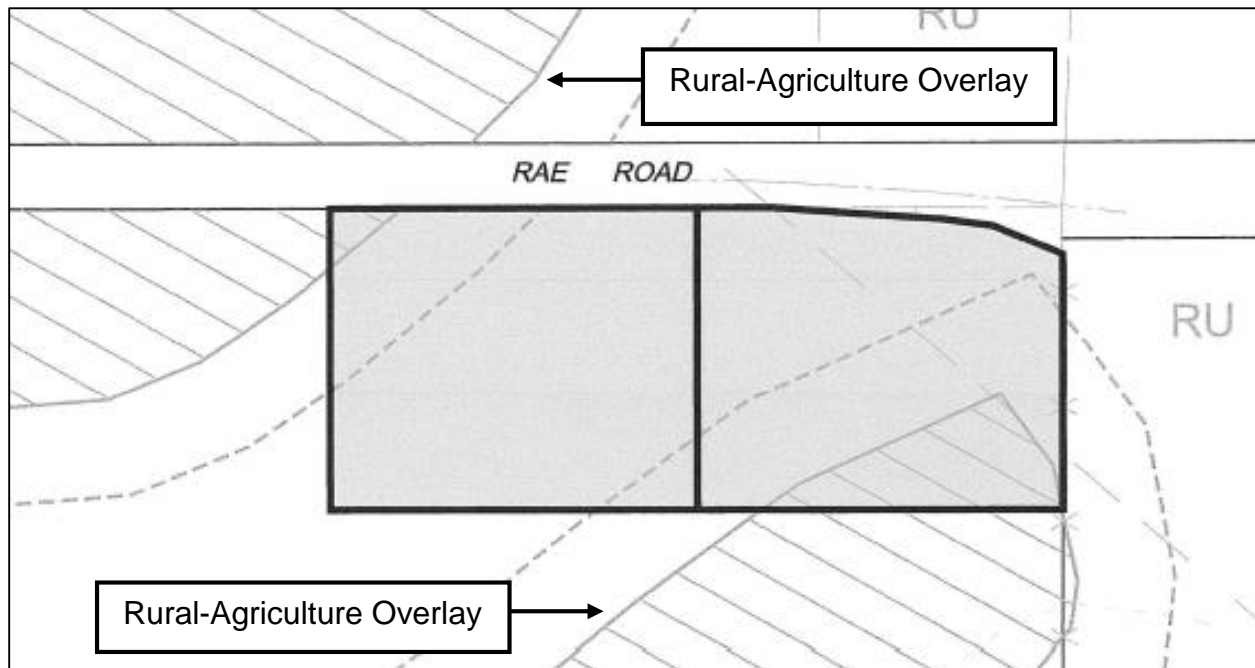
-  Overall Property - 1267-1281 Rae Road
-  Rural Agriculture Overlay

Figure 3: Extract from Applicant's Sketch Showing the Subject Lands and the 'Rural Agriculture' Overlay



SERVICING & INFRASTRUCTURE:

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

Staff do not foresee any servicing or infrastructure concerns resulting from the proposed Zoning By-law Amendment.

COMMUNITY OFFICIAL PLAN (COP):

As previously mentioned, the subject lands are designated "Rural" in the Community Official Plan (COP). The Rural designation permits non-farm residential dwellings and related accessory uses.

As shown in Figures 2 and 3, portions of the lands are subject to a Rural-Agriculture Overlay in the COP. The lands affected by the Rural-Agriculture Overlay, which represent and identifies Class 1 to 3 soils as per the Canada Land Inventory outside of a Prime Agricultural Area, are subject to the policies of Section 3.3.4 of the COP. The existing agricultural operation on the retained lot at 1267-1281 Rae Road is active and is considered a 'Locally Significant Agricultural Operation'. Section 3.3.4 of the COP requires that any new non-farm residential buildings maintain a setback of 30 metres from any active agricultural operations. The setbacks are intended to be applied on both

lands affected directly by the overlay and on lands where the surrounding lands support active agricultural activities.

As previously mentioned, the subject lands are designated “Rural” in the Community Official Plan (COP). The Rural designation permits non-farm residential dwellings and related accessory uses.

As shown in Figures 2 and 3, portions of the lands are subject to a Rural-Agriculture Overlay in the COP. The lands affected by the Rural-Agriculture Overlay, which represent and identifies Class 1 to 3 soils as per the Canada Land Inventory outside of a Prime Agricultural Area, are subject to the policies of Section 3.3.4 of the COP. The existing agricultural operation on the retained lot at 1267-1281 Rae Road is active and is considered a ‘Locally Significant Agricultural Operation’. Section 3.3.4 of the COP requires that any new non-farm residential buildings maintain a setback of 30 metres from any active agricultural operations. The setbacks are intended to be applied on both lands affected directly by the overlay and on lands where the surrounding lands support active agricultural activities.

ZONING BY-LAW #11-83:

The subject lands are presently zoned Rural (RU) as per the Comprehensive Zoning By-law #11-83. The Rural Zone permits a variety of uses rural and agricultural uses, including residential uses. At the time of this Zoning By-law Amendment application, no plans for a dwelling were submitted. The subject Zoning By-law Amendment is simply for the purpose of implementing the required 30-metre setback as required by the Official Plan policies. Any dwelling constructed on the lot would be required to conform to the performance standards of the RU Zone.

As shown on the table below, the conditionally severed vacant lot meets the minimum lot frontage and minimum lot area requirements of a non-farm residential use in the Rural Zone.

Lot Frontage, Minimum (m)		Lot Area, Minimum (ha)	
Required	Proposed	Required	Proposed
45	115.27 (Severed Lot #1) 113.27 (Severed Lot #2)	1	1.02 (Severed Lot #1) 1.05 (Severed Lot #2)

As required by the conditions imposed on the associated consent files (B21/212 & B21/213), the proposed lots need to be rezoned from Rural Zone (RU) to Rural Special Exception 41 (RU-41) to facilitate residential development. The special exception is required to implement the 30-metre setback from active agricultural operations to residential lots.

PUBLIC AND AGENCY COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, no questions or comments were received.

EVALUATION:

Community Official Plan (COP)

As noted above, the subject property is designated “Rural” in the COP and is subject to a Rural-Agriculture Overlay. The creation of a lot intended for non-farm residential use requires a Zoning By-law Amendment to implement the COP’s Rural-Agriculture Overlay policies. The need for the Zoning By-law Amendment was identified as part of the severance process. The general objectives of the “Rural” designation are to provide an appropriate range of rural land uses while protecting rural resources, traditional land uses, and environmental features. By implementing a 30-metre setback from an active agricultural use, the Zoning By-law amendment will work to ensure that the new lot does not sanitize any active nearby agricultural operations.

Staff are of the opinion that the proposed Zoning By-law Amendment to implement the COP’s Rural-Agriculture Overlay policies is entirely in conformity with the intent of the COP.

Zoning By-law #11-83

As previously mentioned, the subject property is zoned “Rural” (RU Zone). The Rural Zone permits a variety of uses rural and agricultural uses, including residential uses. Through the materials submitted for the severance application, Staff are satisfied that the subject Zoning By-law Amendment would allow for the creation of a viable non-farm residential lot that conforms to the applicable minimum lot frontage and lot area requirements. MDS calculations and other such agriculture related considerations were also submitted during the severance stage to demonstrate the lack of adverse impacts on the retained agricultural operation. The implementation of the 30-metre setback does not preclude the development of a non-farm residential dwelling as intended. Any dwelling constructed on the lot would be required to conform to the performance standards of the RU Zone.

Staff are satisfied that the proposed Zoning By-law Amendment is in conformity with the intent of the Zoning By-law.

SUMMARY:

Having reviewed and assessed the proposed Zoning By-law Amendment application, Staff are satisfied that the proposal is consistent with the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and conforms to the intent

of Zoning Bylaw #11-83. As the proposed Zoning By-law Amendment complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed Zoning By-law Amendment.

It is the professional opinion of the Planning Department that the proposed Zoning By-law Amendment is appropriate, desirable and represents good planning.

Respectfully submitted by,

Reviewed by,



Jeffrey Ren
Planner



Melanie Knight, MCIP, RPP
Senior Planner

ATTACHMENTS:

1. Attachment A – Proposed Zoning By-law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

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

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

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Rural" (RU) Zone to "Rural Special Exception 41" (RU-41) for the lands identified in Schedule 'A', which are legally described as Concession 5, Part Lot 10; Parts 7, 8, 10 and 11 on Plan 27R-5214, Ramsay Ward, Municipality of Mississippi Mills.
2. That Section 12 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:

"12.3.41 Notwithstanding their 'RU' zoning, on those lands delineated as 'RU-41' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however, the 30 metre setbacks set out by Schedule 'B' of this by-law."

3. That Section 42 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection:

"Section 42.2"

4. That Section 42.2 to By-law No. 11-83, as amended, is hereby further amended by adding Schedule 'B' of this By-law to Section 42.2.
5. 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 **6th day of September, 2022.**

Christa Lowry, Mayor

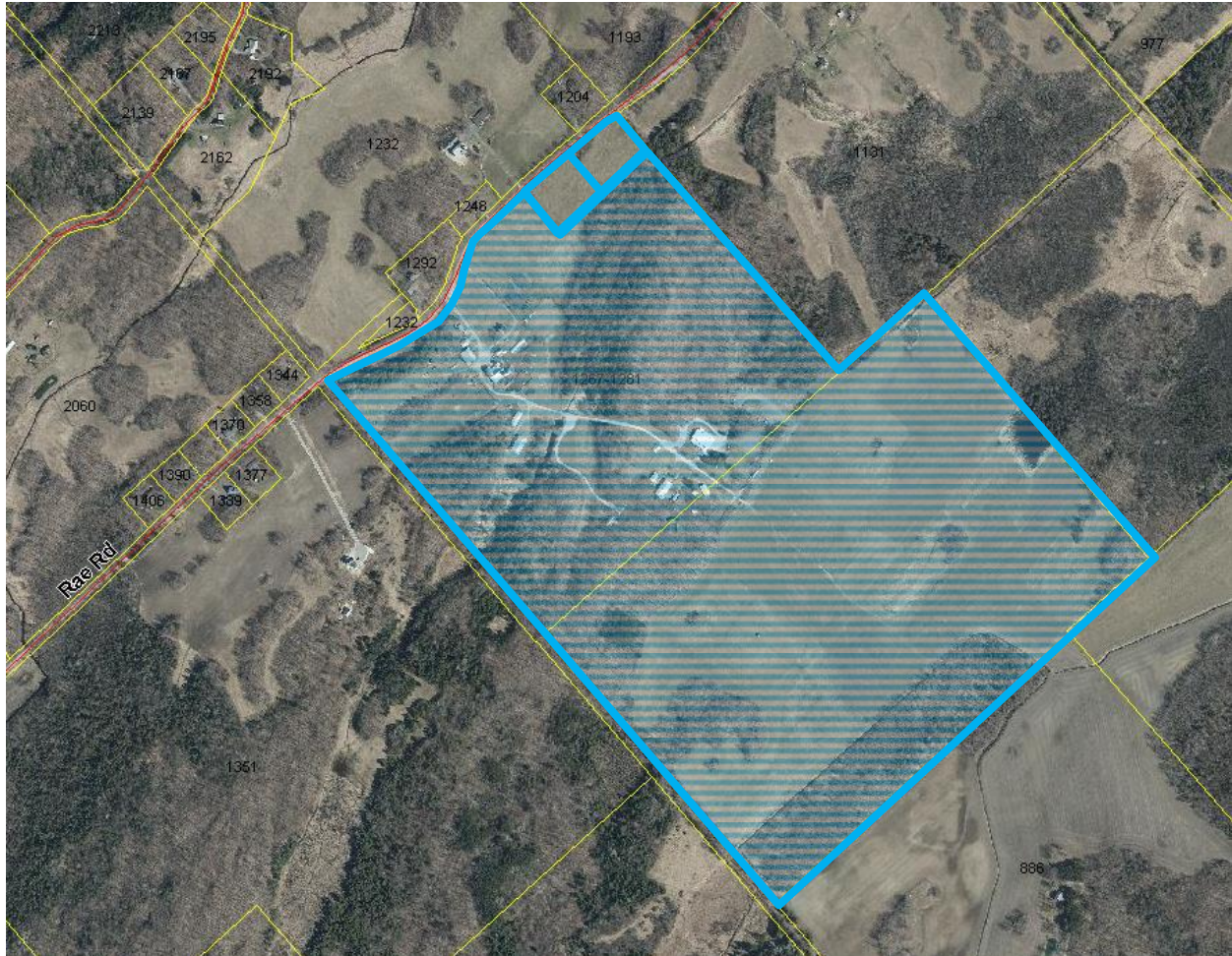
Jeanne Harfield, Clerk


BY-LAW NO. 22-XXX

Schedule “A”

Lands Subject to the Amendment

Concession 5, Part Lot 10; Parts 7, 8, 10 and 11 on Plan 27R-5214, Ramsay Ward,
Municipality of Mississippi Mills



 Area to be rezoned from *Rural Zone (RU)* to *Rural Special Exception 41 Zone (RU-41)*

Zoning Schedule



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: August 23, 2022

TO: Committee of the Whole

FROM: Jeffrey Ren, Planner

SUBJECT: **Zoning By-law Amendment - Z-09-22**
Concession 4, Part Lot 1
Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 125 Montgomery Park Road

OWNER/APPLICANT: Yves Leroux & Yvette Leroux

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as 125 Montgomery Park Road from “Environmental Hazard, Special Exception ‘a’” Zone (EH-a) to “Environmental Hazard, Special Exception 4” Zone (EH-4) in order to permit a single-storey addition to an existing dwelling with a reduced front yard setback of 6.9 metres, as detailed in Attachment B.

BACKGROUND:

The Community Official Plan (COP) includes specific and restrictive policies regarding development in areas designated as Floodplain or Two Zone Flood Plain; these policies are implemented through the Environmental Hazard Zone (EH Zone) and Environmental Hazard Zone, Subzone ‘a’ (EH-a Zone).

Development in such areas is generally limited to minor alterations and additions or redevelopment in some circumstances. All development in the Floodplain and Two Zone Flood Plain is subject to Site Plan Control. In addition, any deviations from the performance standards contained in the Municipality’s Zoning By-law should be reviewed as part of a Zoning By-law Amendment application.

PURPOSE AND EFFECT:

The purpose and effect of the Zoning By-law Amendment is to rezone the subject properties from *Environmental Hazard Special Exception ‘a’* (EH-a) to *Environmental Hazard Special Exception 4* (EH-4) to permit a single-storey addition to existing dwelling. The proposed addition would expand an existing non-complying setback as

the existing single-storey dwelling has a deficient front yard setback of 6.9 metres whereas the Zoning By-law requires 7.5 metres.

The subject Zoning By-law Amendment application would provide the applicants with relief from the applicable Zoning By-law provisions. Prior to the issuance of a Building Permit for the proposed development, the applicants would be required to go through the Site Plan Control process and obtain a permit from the Mississippi Valley Conservation Authority (MVCA).


DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:

The subject property is located along the southwest side of the intersection of Montgomery Park Road and Ramsay Concession 5A. The subject property has an approximate area of 455.8 m², approximately 19.35 metres of frontage along Montgomery Park Road and backs onto Mississippi Lake.

The subject property is currently zoned *Environmental Hazard Special Exception 'a'* (EH-a) and is located within a floodplain. The subject property is currently occupied by a single storey detached dwelling and an accessory building. Surrounding land uses include Mississippi Lake to the south and residential land uses to the north, west and east on lands zoned *Environmental Hazard Special Exception 'a'* (EH-a). Figure 1 below shows an aerial image of the subject property.

Figure 1: Subject Properties



 Area to be rezoned from *Environmental Hazard Special Exception 'a'* (EH-a) to *Environmental Hazard Special Exception 4* (EH-4)

The properties along Montgomery Park Road have historically been used for seasonal dwellings (cottages) and the area is characterized by a single-loaded municipal right-of-way with a variety of dwellings. The properties on Montgomery Park Road are all within the Floodplain designation in the Community Official Plan (COP) as well as some that are 'split designated' Floodplain and Rural. Regardless of the split designation, every lot along the road is, at least partially, designated Floodplain.

PROPOSED DEVELOPMENT:

The applicant is proposing to construct a single storey addition to the existing single storey detached dwelling. The proposed addition will be located to the west of the existing dwelling and measure 15.7 m² in size. The existing detached dwelling has an existing non-complying front yard setback of 6.9 metres and the addition is proposed to maintain the existing deficient setback. The subject property backs onto Mississippi Lake and the existing dwelling is located 7.6 metres from rear lot line and the addition is proposed to be located 11.7 metres from the rear lot line. No changes are proposed to the existing accessory building.

As noted above, should Council approve the requested relief, the applicants would be required to go through the Site Plan Control process and obtain a permit from the Mississippi Valley Conservation Authority (MVCA) before the issuance of a Building Permit for the proposed addition.

SERVICING & INFRASTRUCTURE:

The subject properties are currently serviced by a private well and septic system. No servicing changes have been proposed.

Staff do not foresee any servicing or infrastructure concerns resulting from the proposed Zoning By-law Amendment. If approved, the specific servicing and infrastructure impacts associated with the proposed addition will also be further assessed in greater detail at the Site Plan Control stage.

COMMUNITY OFFICIAL PLAN (COP):

The subject lands are designated as Flood Plain in the Community Official Plan (COP). As per Section 3.1.6.1.2 of the COP, no new development is permitted within the Flood Plain except for flood or erosion control structures, shoreline stabilization, water intake facilities and marine facilities, such as docks.

Policies for existing development in the Flood Plain in Section 3.1.6.1.4 of the COP state that minor expansions or additions are permitted so long as no new dwelling units are created, and the applicants adequately demonstrate that their proposed development has no adverse effects on the hydraulic characteristics of the flood plain(s). Such proposed developments are also subject to Site Plan Control and MVCA permitting.

The subject property is located along the shores of Mississippi Lake and are subject to the Mississippi Lake Two Zone Flood Plain Policies of Section 3.1.6.1.5 of the COP. The policies of Section 3.1.6.1.5 differentiate between a Floodway area and a Flood Fringe area. The areas identified as Flood Fringe represent areas where flood depth and velocity are generally less severe. The majority of subject property is located in the Flood Fringe as shown in Figure 2. Development in the Flood Fringe is restricted to development on existing lots of records, redevelopment, replacement and additions or alterations of existing buildings and structures. Again, development in the Flood Fringe is subject to Site Plan Control and MVCA permitting.

The subject property is also affected by a Source Water Protection overlay in the COP.

Figure 2: Floodway Limits



 Subject Property

ZONING BY-LAW #11-83:

The subject lands are presently zoned *Environmental Hazard Special Exception 'a'* (EH-a) as per Comprehensive Zoning By-law #11-83. The EH-a Zone permits detached dwellings in accordance with the Residential Second Density (R2) Zone provisions in addition to the following provisions:

- the minimum first floor elevation for a dwelling shall be 136.1 m (446 ft) geodetic;
- no openings, electrical service, or living space shall be permitted below 136.1 m (446 ft) geodetic;
- the final surface elevation of a crawlspace for a dwelling shall be no lower than 135.0 m (442 ft) geodetic; and,
- in addition to the normal permit process, the location of dwellings, wells and septic systems shall require the approval of the Mississippi Valley Conservation Authority through their approval process.

The first three policies above pertain to the minimum elevations that are required for the proposed addition. If the Zoning By-law Amendment is approved, the Site Plan Control process will require detailed floor plans and building elevations along with the usual Site Plan and Grading Plan for the proposed development. In addition, the Site Plan Control agreement will include clauses pertaining to the above noted requirements as well as acknowledgement that the development is occurring in the Flood Fringe.

Detached dwellings in the R2 Zone follow the performance standards for detached dwellings in the Residential First Density (R1) Zone. The R1 Zone requires a front yard setback of 7.5 metres for a detached dwelling with no municipal water and sewer. The existing detached dwelling has a legal non-complying front yard setback of 6.9 metres. The addition is proposing to maintain a front yard setback of 6.9 metres, thereby requiring relief from the front yard setback provisions of the Zoning By-law. All other provisions of the Zoning By-law are being complied with or are unchanged.

The EH-a Zone also specifies that Section 6.24 of the Zoning By-law does not apply. Section 6.24 of the Zoning By-law specifies that a 30-metre setback is required from any development to a waterbody.

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.

It is noted that for these types of applications, staff will work closely with the MVCA with respect to the permissions requested as part of this Zoning By-law Amendment. The MVCA submitted the comments and the complete submission from the MVCA is attached to this report. As noted in the MVCA's comments, a Regulation Permit is required for the proposed development subject to a number of conditions.

Based on the attached comments, the MVCA noted no objection to the subject application provided the following mitigation measures are implemented:

1. The shoreline area should be naturalized to the greatest extent possible with a vegetated buffer of native plant species. This should take the form of a 3 m wide vegetated strip (measured landward from the lake and/or retaining wall) along the shoreline area.
2. Sediment control measures shall be implemented throughout the construction process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake). The sediment barrier should remain in place until all disturbed areas have been stabilized and re-vegetated.
3. Excavated material shall be disposed of well away from the water.
4. Regular pick-up of construction debris is also encouraged to prevent construction debris from blowing into the lake.
5. Natural drainage patterns on the site shall not be substantially altered such that additional run-off is directed into the lake or onto neighboring properties. In order to achieve this, eaves troughing shall be installed. The eaves troughing shall be outlet away from the lake to a leach pit or well-vegetated area to allow for maximum infiltration.
6. Pursuant to Ontario Regulation 153/06 – “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”, a permit is required from MVCA for the proposed works.

In addition to the MVCA implementing conditions by way of the Regulation Permit, the Municipality can implement these conditions through the Site Plan Control agreement. At the time of preparation of this report, no other questions or comments were received.

EVALUATION:

Provincial Policy Statement, 2020 (PPS, 2020)

The Provincial Policy Statement, 2020 represents the Provincial Government’s policies on land use planning. Provincial priorities and key policy directives from the Province are laid out in the PPS, 2020. Policies regarding natural hazards and the protection of public health and safety are contained in the PPS, 2020. Specifically, with regards to natural hazards such as floodplains, the PPS directs planning authorities to prepare for the impacts of a changing climate that may increase the risk associated with natural hazards in Policy 3.1.3. Under Policy 3.1.6, the PPS, 2020 also specifies that where a two-zone concept for flood plains is applied, development and site alteration may be permitted in the flood fringe, subject to appropriate floodproofing to the flooding hazard elevation or another flooding hazard standard approved by the Minister of Natural Resources and Forestry.

The Municipality has taken the appropriate steps to consider the impacts of a changing climate and the risks associated with natural hazards by seeking Council direction for requests relating to reliefs to Zoning By-law provisions affecting lands in the EH Zone. As noted above, the subject property is located within a two-zone floodplain. The Municipality has the appropriate mechanisms, via Site Plan Control, MVCA permitting and Building Permits requirements, to ensure that all permitted development in the floodplain meets floodproofing standards and considers adequate mitigation measures.

Staff are of the opinion that the proposed Zoning By-law Amendment conforms to the applicable policies of the PPS, 2020.

Community Official Plan (COP)

As noted above, the subject property is designated Flood Plain in the Community Official Plan (COP). As per Section 3.1.6.1.2 of the COP, no new development is permitted within the Flood Plain except for flood or erosion control structures, shoreline stabilization, water intake facilities and marine facilities, such as docks. The proposed addition does not represent new development in the Flood Plain designation and are instead covered by the policies for existing development in the Flood Plain in Section 3.1.6.1.4 of the COP. Section 3.1.6.1.4 state that minor expansions or additions are permitted so long as no new dwelling units are created, and the applicants adequately demonstrate that their proposed development has no adverse effects on the hydraulic characteristics of the flood plain(s). Such proposed developments are also subject to Site Plan Control and MVCA permitting.

As the subject property is located along the shores of Mississippi Lake, it is further subject to the Mississippi Lake Two Zone Flood Plain Policies of Section 3.1.6.1.5 of the COP. The policies of Section 3.1.6.1.5 differentiate between a Floodway area and a Flood Fringe area. The areas identified as Flood Fringe represent areas where flood depth and velocity are generally less severe. As shown previously, the majority of the subject property is located in the Flood Fringe. The policies for development in the Flood Fringe area are less severe than those of the general Flood Plain designation and allows development on existing lots of records, redevelopment, replacement and additions or alterations of existing buildings and structures. Again, development in the Flood Fringe is subject to Site Plan Control and MVCA permitting. The subject proposal is for an addition to an existing building in the Flood Fringe area; this represents a form of development that has been contemplated by the COP and is considered permissible.

Staff are of the opinion that the proposed Zoning By-law Amendment to permit a single-storey addition to an existing dwelling located in a Flood Fringe area with a modestly reduced front yard setback is in conformity with the intent of the COP.

Zoning By-law #11-83

As previously mentioned, the subject property is zoned *Environmental Hazard Special Exception 'a'* (EH-a) as per Comprehensive Zoning By-law #11-83. The EH-a Zone permits detached dwellings in accordance with the Residential Second Density (R2) Zone provisions in addition to a number of provisions pertaining to the minimum elevations that are required for the proposed addition and to an exemption from the minimum 30 metre setback from a waterbody.

Detached dwellings in the R2 Zone follow the performance standards for detached dwellings in the Residential First Density (R1) Zone. The R1 Zone requires a front yard setback of 7.5 metres for a detached dwelling with no municipal water and sewer. The existing detached dwelling has a legal non-complying front yard setback of 6.9 metres. The addition is proposing to maintain a front yard setback of 6.9 metres, thereby requiring relief from the front yard setback provisions of the Zoning By-law. All other provisions of the Zoning By-law are being complied with or are unchanged. Staff are of the opinion that the proposed reduction to the minimum front yard setback is a modest reduction that allows for the addition to be no closer to the water than the currently existing dwelling.

Staff are satisfied that the proposed Zoning By-law Amendment is generally in conformity with the intent of the Zoning By-law.

Environmental Considerations & Further Review

As noted in the MVCA comments listed above, the Conservation Authority has no objections to the proposed Zoning By-law Amendment application. In keeping with the policies regarding additions in the Floodplain and Flood Fringe area, the applicants will be required to apply for Site Plan Control approval and MVCA permitting prior to receiving a Building Permit. At the Site Plan Control stage, aspects of the proposed addition relating to floodproofing and elevations will be examined and required to be adhered to through the conditions of the Site Plan Control agreement. The Site Plan Control agreement can also include conditions whereby the applicant has acknowledged and agreed that the property is located in a floodplain and that Montgomery Park Road is subject to flooding greater than 0.3 m and does not have safe access in the event of a flooding event as well as the required mitigation measures. The applicants will also be required to address and implement the recommendations of the MVCA.

Staff are of the opinion that the proposed addition will receive ample review prior to final approval to ensure that any environmental and safety concerns are properly mitigated.

SUMMARY:

Having reviewed and assessed the proposed Zoning By-law Amendment application, Staff are satisfied that the proposal is consistent with the Provincial Policy Statement

2020, conforms to the intent of the Community Official Plan and conforms to the intent of Zoning Bylaw #11-83. As the proposed Zoning By-law Amendment complies and conforms to all applicable policies based on the analysis included herein, staff have no concerns regarding the proposed Zoning By-law Amendment.

It is the professional opinion of the Planning Department that the proposed Zoning By-law Amendment is appropriate, desirable and represents good planning.

All of which is respectfully submitted by, Approved by,



Jeffrey Ren
Planner



Melanie Knight, MCIP, RPP
Senior Planner

ATTACHMENTS:

1. Attachment A – MVCA comments
2. Attachment B – Proposed Zoning By-law

22-MM-ZA; PMMZA-142

August 4, 2022

Jeffrey Ren, Planner
Town of Mississippi Mills
14 Bridge Street
Almonte, ON K0A 1A0

Dear Mr. Ren,

**Re: Zoning By-Law Amendment – Z-09-22
Pt. Lot 1, Con 4, Town of Mississippi Mills (Ramsay)
125 Montgomery Park Road
LEROUX**

Mississippi Valley Conservation Authority (MVCA) has been circulated the above noted application to conduct a review in terms of MVCA Regulations and Provincial Planning Policy for Natural Heritage and Natural Hazard issues. Specifically, the purpose of this review is to assess potential impacts of the proposed development on known natural heritage features on and adjacent to the subject property. These features could include wetlands, wildlife habitat and areas of natural and scientific interest. This review also includes an evaluation of the subject property for natural hazards such as unstable slopes and areas prone to flooding and erosion.

PROPOSAL

As per the notice, the purpose of the subject application is to rezone the property from Environmental Hazard Special Exception 'a' (EH-a) to Environmental Hazard Special Exception 'XX' (EH-XX) to allow a one storey addition onto an existing single storey detached dwelling. The addition is 15.7m² and the existing dwelling is 63.5m², equating to an increase of 24.7% in ground floor area.

The property is zoned EH because it is within the floodplain of Mississippi Lake. The special exception zoning pertains to the implementation of a "two-zone" floodplain policy for this area as described further on.

Note regarding waterbody setback:

We note that under Section 37.4.1 of the Zoning By-law, the usual provision requiring a 30m setback from the high-water mark of a waterbody does not apply within the EH-a zone. MVCA generally recommends that a 30m setback apply for all waterfront, regardless of the underlying zoning. We therefore take this opportunity to recommend that the Town consider removing provisions 37.4.1.(5) and 37.4.2 (5) when the Comprehensive Zoning By-law is next updated.

We also note that both the EH-a and EH-b zones, are subject to the provisions set out under R2 zoning, which provides for lot coverage of 30%. This is much higher the standard for other waterfront properties that are on private services, where the maximum lot coverage is generally 15%. We therefore recommend that the Town also consider amending the by-law to apply Limited Services Residential type provisions for lot coverage and yard setbacks within the EH zones.

PROPERTY CHARACTERISTICS

The subject property is a small 455.8m² (0.11 ac) parcel with frontage on the Mississippi Lake.

Floodplain mapping shows that the entire property is within the 1:100 year flood plain. The existing structure and proposed addition are located entirely within the flood fringe part of the floodplain.

Leading into the property, parts of Montgomery Park Road do not meet with provincial and MVCA “safe access” standards, meaning that they may be rendered inaccessible to local traffic and emergency vehicles (fire, ambulance) during an extreme flood event. Access is deemed unsafe where the road would have greater than 0.3m depth of flooding during a 1:100 year flood event.

MVCA mapping also identifies a non-evaluated wetland that is located to the north of the property on the other side of Montgomery Park Road. The proposed development is outside of the wetland feature but within the regulated adjacent lands.

The entire property is also located within 30 metres of Mississippi Lake.

REVIEW

Natural Heritage Features

Waterbody

While we recognize that the 30m waterbody setback does not apply at this location, the Provincial Policy Statement (PPS) and supporting guidelines recommend that development is not permitted within 30 m of fish habitat unless it has been determined that there will be no negative impacts. The 30m setback is intended to protect the waterbody from the effects of increased nutrients from overland runoff and allow room for a natural vegetation buffer. The natural vegetation buffer prevents shoreline erosion, excess warming of shallow waters and provides wildlife and aquatic habitat.

In order to limit the potential cumulative impact of development and pervious (hard) surfaces within the nearshore area, for redevelopment and/or expansions within 30m of a waterbody, MVCA generally recommends that:

- the setback is maximized to the greatest extent possible;
- there is no further encroachment towards the water body; and
- any increase in footprint is limited in size.

We note that these objectives are generally addressed, as the proposed development is located towards the back (road side) rather than the front half (water side) of the dwelling. The addition will increase the overall coverage from 25.9 to 29.7% which represents a relatively modest increase that meets with the lot coverage provisions.

Non-evaluated Regulated Wetland

As noted, MVCA mapping identifies a non-evaluated wetland that is located to the north of the property. The proposed development is outside of the wetland feature but is partly within the regulated adjacent lands that extend 30m from the wetland boundary. Under MVCA regulations policies, a minor addition (less than 50 m²) to an existing structure within 30m of a non-evaluated wetland is permitted provided it encroaches no closer to the wetland than the existing development. The proposed development meets with the applicable policy requirements.

No other natural heritage features or associated setbacks are identified within the property.

Natural Hazards

The floodplain in this area is regulated by MVCA under Ontario Regulation 153/06. At this location, the MVCA Regulation Limit extends 15m landward of the 1:100 year flood line. As described in Section 3.1.6.1.5 of the Mississippi Mills Official Plan, and in accordance with Section 3.1.6 of the Provincial Policy Statement (PPS 2020), the Mississippi Lake floodplain is managed under a “Two-Zone” (floodway/flood fringe) flood plain policy.

The existing structure and proposed addition are located entirely within the flood fringe where flood depths and velocities are less severe than in the floodway. The PPS, municipal planning documents (Official Plan and Zoning By-law) and MVCA’s regulation policies allow for development and site alteration within the flood fringe of the two-zone area, subject to certain restrictions and requirements aimed at protecting people and property from flood hazards. Also, in accordance with MVCA floodplain policies, where there is no safe access, a minor addition (less than 50 m²) to an existing structure may be permitted subject to appropriate floodproofing.

RECOMMENDATIONS AND CONCLUSION

The following is a summary of the key considerations that have factored into our recommendations:

- The structure and proposed addition are located within the flood fringe part of the Mississippi Lake Two-Zone area, where the applicable policies allow for some development subject to floodproofing requirements.
- The property does not have safe access due to parts of Montgomery Park Road being subject to greater than 0.3 m depth of flooding during a 1:100 yr flood event. Where there is no safe access, MVCA policies allow only for minor additions (max. 50 sq.m.). The addition must be floodproofed.
- The proposed addition is located within the 30m Regulation Limit of the wetland. Under MVCA Regulation Policies, the addition is permitted based on its size and because it is no closer to the wetland than the existing development. It is also separated from the wetland by a road.
- The proposed addition is no closer to the lake than the existing dwelling. It will result in a modest increase in overall lot coverage that meets with zoning lot coverage requirements.
- Under Ontario Regulation 153/06, a permit is required from MVCA for the development that is proposed. Through the MVCA permit process the replacement dwelling will be required to meet with all current floodproofing standards.

Based on the above, MVCA has no objection to the subject application provided the following mitigation measures are implemented:

1. The shoreline area should be naturalized to the greatest extent possible with a vegetated buffer of native plant species. This should take the form of a 3 m wide vegetated strip (measured landward from the lake and/or retaining wall) along the shoreline area.
2. Sediment control measures shall be implemented throughout the construction process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake). The sediment barrier should remain in place until all disturbed areas have been stabilized and re-vegetated.
3. Excavated material shall be disposed of well away from the water.
4. Regular pick-up of construction debris is also encouraged to prevent construction debris from blowing into the lake.
5. Natural drainage patterns on the site shall not be substantially altered such that additional run-off is directed into the lake or onto neighboring properties. In order to achieve this, eaves troughing shall be installed. The eaves troughing shall be outlet away from the lake to a leach pit or well-vegetated area to allow for maximum infiltration.
6. Pursuant to Ontario Regulation 153/06 – “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”, a permit is required from MVCA for the proposed works.

NOTES


A review for Species at Risk was not conducted. We suggest contacting the Ministry of the Environment, Conservation and Parks should you require a review in this regard.

Pursuant to Ontario Regulation 153/06 - “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”, written permission is required from MVCA prior to any development, both construction and lot grading, within the Regulation Limit of the floodplain and wetland; or for any alterations to the shoreline of the lake.

In addition, we advise consultation with Fisheries and Oceans Canada (DFO) fisheriesprotection@dfo-mpo.gc.ca prior to conducting any work within the lake, in order to assess potential impacts to fish habitat. Authorization from DFO may be required for such work.

Should questions arise please do not hesitate to call. Please advise us of the Committee’s decision in this matter.

Yours truly,



Alyson Symon
Environmental Planner

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

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 "Environmental Hazard Special Exception a" (EH-a) Zone to "Environmental Hazard Special Exception 4" (EH-4) for the lands identified in Schedule 'A', which are legally described as Concession 4, Part Lot 1, Ramsay Ward, Municipality of Mississippi Mills.
2. That Section 37 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 37.4:

"37.4.6 Notwithstanding their 'EH' zoning, on those lands delineated as 'EH-4' on Schedule 'A' to this By-law, may be used in compliance with the EH-a zone provisions contained in this by-law, excepting however, that:

 - i. The minimum front yard setback is 6.9 metres
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

BY-LAW read, passed, signed and sealed in open Council this **6th day of September, 2022.**

Christa Lowry, Mayor

Jeanne Harfield, Clerk

BY-LAW NO. 22-XXX

Schedule "A"

Lands Subject to the Amendment

Concession 4, Part Lot 1
Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 125 Montgomery Park Road



Area to be rezoned from *Environmental Hazard Special Exception 'a' (EH-a)* to *Environmental Hazard Special Exception 4 (EH-4)*

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING DATE: August 23, 2022

TO: Committee of the Whole

FROM: Jeffrey Ren, Planner

SUBJECT: **Zoning By-law Amendment - Z-10-22**
Concession 4, Part Lot 1
Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 121 Montgomery Park Road

OWNERS: Richard Sulpher & Heather Sulpher

APPLICANT: Tracy Zander, ZanderPlan Inc.

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as 121 Montgomery Park Road from “Environmental Hazard, Special Exception ‘a’” Zone (EH-a) to “Environmental Hazard, Special Exception 5” Zone (EH-5) in order to permit the removal of the existing dwelling and the rebuilding of a detached dwelling with modifications to the applicable performance standards, as detailed in Attachment B.

BACKGROUND:

The Community Official Plan (COP) includes specific and restrictive policies regarding development in areas designated as Floodplain or Two Zone Flood Plain; these policies are implemented through the Environmental Hazard Zone (EH Zone) and Environmental Hazard Zone, Subzone ‘a’ (EH-a Zone).

Development in such areas is generally limited to minor alterations and additions or redevelopment in some circumstances. All development in the Floodplain and Two Zone Flood Plain is subject to Site Plan Control. In addition, any deviations from the performance standards contained in the Municipality’s Zoning By-law should be reviewed as part of a Zoning By-law Amendment application.

PURPOSE AND EFFECT:

The purpose and effect of the Zoning By-law Amendment is to rezone the subject properties from *Environmental Hazard Special Exception 'a' Zone* (EH-a) to *Environmental Hazard Special Exception 5 Zone* (EH-5) to permit the demolition of the existing dwelling and the rebuilding of a new detached dwelling.

A number of amendments to the performance standards in the EH-a zone are also being sought; the new dwelling is proposed to have:

- a reduced rear yard setback of 6.94 metres from the required 7.5 metres;
- a reduced front yard setback of 5.20 metres from the required 6 metres;
- a reduced side yard setback of 1.07 metres from the required 1.2 metres;
- a reduced projection of a deck of 3.03 metres from the required maximum projection of 2 metres; and,
- an increase to lot coverage of 31% from 30%.

Prior to the issuance of a Building Permit for the proposed development, the applicants would be required to also go through the Site Plan Control process and obtain a permit from the Mississippi Valley Conservation Authority (MVCA).


DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:

The subject property is located along the southwest side of the intersection of Montgomery Park Road and Ramsay Concession 5A. The subject property is approximately 466.1 m², with approximately 19.3 metres of frontage along Montgomery Park Road and backs onto Mississippi Lake. The property is zoned *Environmental Hazard Special Exception 'a'* (EH-a) and is located within a floodplain.

The property is currently occupied by a single storey detached dwelling and a detached garage. Surrounding land uses include Mississippi Lake to the south and residential land uses to the north, west and east on lands zoned *Environmental Hazard Special Exception 'a'* (EH-a). Figure 1 below shows an aerial image of the subject property.

Figure 1: Subject Properties



 Area to be rezoned from *Environmental Hazard Special Exception 'a'* (EH-a) to *Environmental Hazard Special Exception 5* (EH-5)

The properties along Montgomery Park Road have historically been used for seasonal dwellings (cottages) and the area is characterized by a single-loaded municipal right-of-way with a variety of dwellings. The properties on Montgomery Park Road are all within the Floodplain designation in the Community Official Plan (COP) as well as some that are 'split designated' Floodplain and Rural. Regardless of the split designation, every lot along the road is, at least partially, designated Floodplain.

PROPOSED DEVELOPMENT:

The applicant is proposing to remove the existing dwelling and rebuild a new detached dwelling. The existing dwelling measures approximately 119.49 m² and exhibits a number of existing non-complying performance standards, including a lot coverage of 37% whereas the Zoning By-law states that the maximum lot coverage is 30%.

The applicants are proposing to demolish the existing dwelling and detached garage. The proposed new dwelling would have a reduced building footprint with a reduced lot coverage of 31%, which remains slightly over the maximum 30% lot coverage required in the Zoning By-law. As previously listed, a number of amendments to the EH-a performance standards remain necessary despite the reduced overall footprint.

As noted above, should Council approve the requested amendments, the applicants would be required to go through the Site Plan Control process and obtain a permit from

the Mississippi Valley Conservation Authority (MVCA) before the issuance of a Building Permit for the proposed addition.

SERVICING & INFRASTRUCTURE:

The subject properties are currently serviced by a private well and septic system. No servicing changes have been proposed.

Staff do not foresee any servicing or infrastructure concerns resulting from the proposed Zoning By-law Amendment. If approved, the specific servicing and infrastructure impacts associated with the proposed addition will also be further assessed in greater detail at the Site Plan Control stage.

COMMUNITY OFFICIAL PLAN (COP):

The subject lands are designated as Flood Plain in the Community Official Plan (COP). As per Section 3.1.6.1.2 of the COP, no new development is permitted within the Flood Plain except for flood or erosion control structures, shoreline stabilization, water intake facilities and marine facilities, such as docks.

Policies for existing development in the Flood Plain in Section 3.1.6.1.4 of the COP state that minor expansions or additions are permitted so long as no new dwelling units are created, and the applicants adequately demonstrate that their proposed development has no adverse effects on the hydraulic characteristics of the flood plain(s). Such proposed developments are also subject to Site Plan Control and MVCA permitting.

The subject property is located along the shores of Mississippi Lake and are subject to the Mississippi Lake Two Zone Flood Plain Policies of Section 3.1.6.1.5 of the COP. The policies of Section 3.1.6.1.5 differentiate between a Floodway area and a Flood Fringe area. The areas identified as Flood Fringe represent areas where flood depth and velocity are generally less severe.

The majority of subject property is located in the Flood Fringe as shown in Figure 2. Development in the Flood Fringe is restricted to development on existing lots of records, redevelopment, replacement and additions or alterations of existing buildings and structures. Again, development in the Flood Fringe is subject to Site Plan Control and MVCA permitting. The subject property is also affected by a Source Water Protection overlay in the COP.

Figure 2: Floodway Limits



 Subject Property

ZONING BY-LAW #11-83:

The subject lands are presently zoned *Environmental Hazard Special Exception 'a'* (EH-a) as per Comprehensive Zoning By-law #11-83. The EH-a Zone permits detached dwellings in accordance with the Residential Second Density (R2) Zone provisions in addition to the following provisions:

- the minimum first floor elevation for a dwelling shall be 136.1 m (446 ft) geodetic;
- no openings, electrical service, or living space shall be permitted below 136.1 m (446 ft) geodetic;
- the final surface elevation of a crawlspace for a dwelling shall be no lower than 135.0 m (442 ft) geodetic; and,
- in addition to the normal permit process, the location of dwellings, wells and septic systems shall require the approval of the Mississippi Valley Conservation Authority through their approval process.

The first three policies above pertain to the minimum elevations that are required for the proposed replacement of the dwelling. If the Zoning By-law Amendment is approved, the Site Plan Control process will require detailed floor plans and building elevations

along with the usual Site Plan and Grading Plan for the proposed development. In addition, the Site Plan Control agreement will include clauses pertaining to the above noted requirements as well as acknowledgement that the development is occurring in the Flood Fringe.

Detached dwellings in the R2 Zone follow the performance standards for detached dwellings in the Residential First Density (R1) Zone. The R1 Zone requires:

- a minimum front yard setback of 7.5 metres,
- a minimum rear yard setback of 10 metres,
- a minimum side yard setback of 3 metres, and
- a maximum lot coverage of 30% for a detached dwelling with no municipal water and sewer.

As noted previously, the existing dwelling does not comply with the above noted applicable performance standards.

The proposed new dwelling is proposing a reduced building footprint with a reduced lot coverage of 31%, however, the footprint of the proposed rebuilt dwelling remains over the maximum 30% lot coverage outlined in the Zoning By-law. Several amendments to the zone performance standards remain necessary despite the reduced overall footprint; the rebuilt dwelling is proposed to have a rear yard setback of 6.94 metres, a front yard setback of 5.20 metres, a side yard setback of 1.07 metres, and a 3.03 metres front yard deck projection.

The EH-a Zone also specifies that Section 6.24 of the Zoning By-law does not apply. Section 6.24 of the Zoning By-law specifies that a 30-metre setback is required from any development to a waterbody.

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.

It is noted that for these types of applications, staff will work closely with the MVCA with respect to the permissions requested as part of this Zoning By-law Amendment. The MVCA submitted the comments and the complete submission from the MVCA is attached to this report. As noted in the MVCA's comments, a Regulation Permit is required for the proposed development subject to a number of conditions.

Based on the attached comments, the MVCA noted no objection to the subject application provided the following mitigation measures are implemented:

1. The shoreline area should be naturalized to the greatest extent possible with a vegetated buffer of native plant species. This should take the form of a 3 m wide vegetated strip (measured landward from the lake and/or retaining wall) along the shoreline area.

2. Sediment control measures shall be implemented throughout the construction process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake). The sediment barrier should remain in place until all disturbed areas have been stabilized and re-vegetated.
3. Excavated material shall be disposed of well away from the water.
4. Regular pick-up of construction debris is also encouraged to prevent construction debris from blowing into the lake.
5. Natural drainage patterns on the site shall not be substantially altered such that additional run-off is directed into the lake or onto neighboring properties. In order to achieve this, eaves troughing shall be installed. The eaves troughing shall be outlet away from the lake to a leach pit or well-vegetated area to allow for maximum infiltration.
6. Pursuant to Ontario Regulation 153/06 – “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”, a permit is required from MVCA for the proposed works.

In addition to the MVCA implementing conditions by way of the Regulation Permit, the Municipality can implement these conditions through the Site Plan Control agreement. At the time of preparation of this report, no other questions or comments were received.

EVALUATION:

Provincial Policy Statement, 2020 (PPS, 2020)

The Provincial Policy Statement, 2020 represents the Provincial Government's policies on land use planning. Provincial priorities and key policy directives from the Province are laid out in the PPS, 2020. Policies regarding natural hazards and the protection of public health and safety are contained in the PPS, 2020. Specifically, with regards to natural hazards such as floodplains, the PPS directs planning authorities to prepare for the impacts of a changing climate that may increase the risk associated with natural hazards in Policy 3.1.3. Under Policy 3.1.6, the PPS, 2020 also specifies that where a two-zone concept for flood plains is applied, development and site alteration may be permitted in the flood fringe, subject to appropriate floodproofing to the flooding hazard elevation or another flooding hazard standard approved by the Minister of Natural Resources and Forestry.

The Municipality has taken the appropriate steps to consider the impacts of a changing climate and the risks associated with natural hazards by seeking Council direction for requests relating to reliefs to Zoning By-law provisions affecting lands in the EH Zone. As noted above, the subject property is located within a two-zone floodplain. The Municipality has the appropriate mechanisms, via Site Plan Control, MVCA permitting

and Building Permits requirements, to ensure that all permitted development in the floodplain meets floodproofing standards and considers adequate mitigation measures.

Staff are of the opinion that the proposed Zoning By-law Amendment conforms to the applicable policies of the PPS, 2020.

Community Official Plan (COP)

As noted above, the subject property is designated Flood Plain in the Community Official Plan (COP). As per Section 3.1.6.1.2 of the COP, no new development is permitted within the Flood Plain except for flood or erosion control structures, shoreline stabilization, water intake facilities and marine facilities, such as docks. However, as the subject property is located along the shores of Mississippi Lake, it is further subject to the Mississippi Lake Two Zone Flood Plain Policies of Section 3.1.6.1.5 of the COP. The policies of Section 3.1.6.1.5 differentiate between a Floodway area and a Flood Fringe area. The areas identified as Flood Fringe represent areas where flood depth and velocity are generally less severe. As shown previously, the majority of the subject property is located in the Flood Fringe. The policies for development in the Flood Fringe area are less severe than those of the general Flood Plain designation and allows development on existing lots of records, redevelopment, replacement and additions or alterations of existing buildings and structures. Again, development in the Flood Fringe is subject to Site Plan Control and MVCA permitting. The subject proposal is for the replacement of an existing dwelling in the Flood Fringe area; this represents a form of development that has been contemplated by the COP and is considered permissible.

Staff are of the opinion that the proposed Zoning By-law Amendment to replace an existing dwelling with a new dwelling located in a Flood Fringe area is in conformity with the intent of the COP.

Zoning By-law #11-83

As previously mentioned, the subject property is zoned *Environmental Hazard Special Exception 'a'* (EH-a) as per Comprehensive Zoning By-law #11-83. The EH-a Zone permits detached dwellings in accordance with the Residential Second Density (R2) Zone provisions in addition to a number of provisions pertaining to the minimum elevations that are required for the proposed addition and to an exemption from the minimum 30 metre setback from a waterbody.

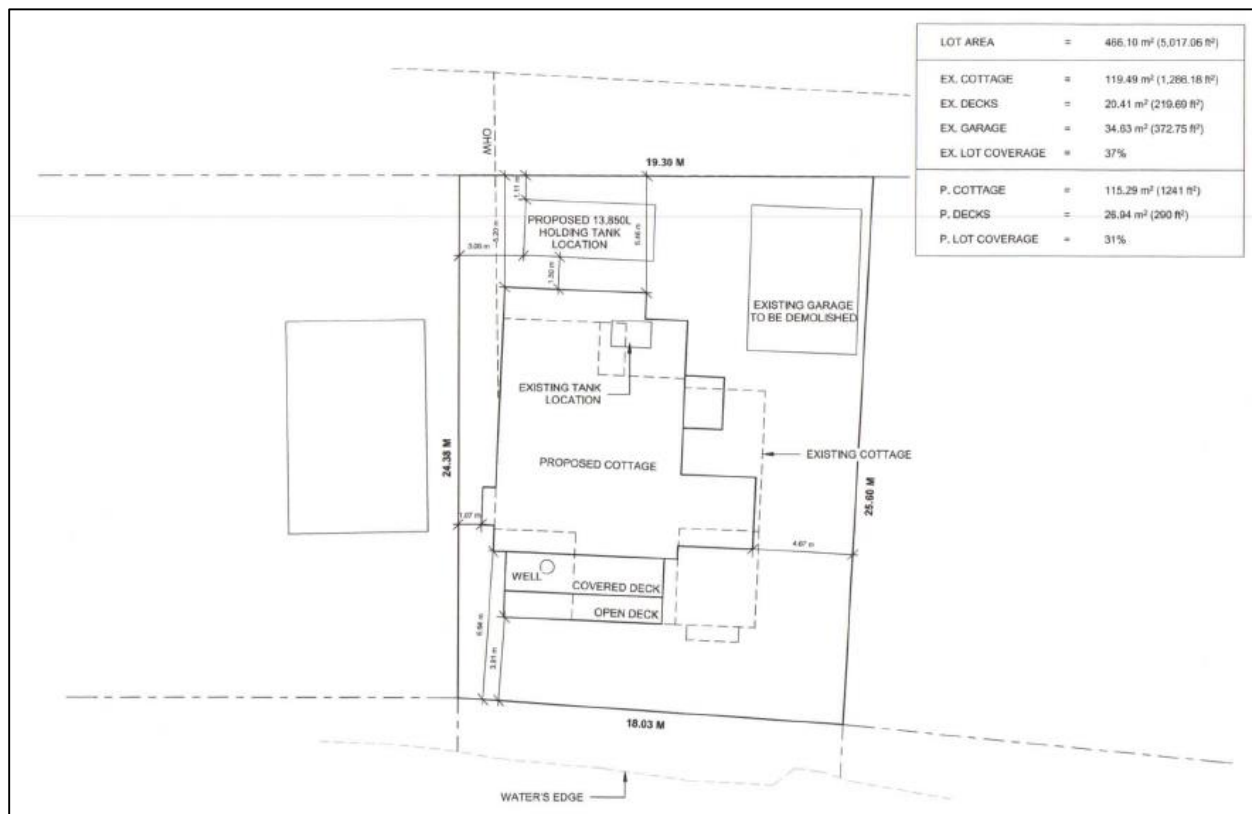
Detached dwellings in the R2 Zone follow the performance standards for detached dwellings in the Residential First Density (R1) Zone. The performance standards that are proposed to be changed are listed below:

Provision	Required	Proposed
Minimum Rear Yard Setback	7.5 metres	6.94 metres
Minimum Front Yard Setback	6 metres	5.20 metres

Minimum Side Yard Setback	1.2 metres	1.07 metres
Permitted Projection into Required Yard	2 metres	3.03 metres
Maximum Lot Coverage	30%	31%

Staff note that the rebuilt dwelling represents a reduction in overall lot coverage compared to the existing dwelling which has an existing lot coverage of approximately 37%. The reduced overall lot coverage is now 31% and Staff are generally of the opinion that the reduced overall lot coverage is an improvement to the existing conditions. Staff note that while the proposed rebuilt dwelling requires a number of reliefs, the existing dwelling features a number of non-complying setbacks. The rebuilt dwelling is largely in keeping with the general intent of a replacement dwelling when compared to the existing dwelling.

Figure 3: Existing Footprint and Proposed Footprint



Staff are satisfied that the proposed Zoning By-law Amendment is generally in conformity with the intent of the Zoning By-law.

Environmental Considerations & Further Review

As noted in the MVCA comments listed above, the Conservation Authority has no objections to the proposed Zoning By-law Amendment application. In keeping with the

policies regarding additions in the Floodplain and Flood Fringe area, the applicants will be required to apply for Site Plan Control approval and MVCA permitting prior to receiving a Building Permit. At the Site Plan Control stage, aspects of the proposed addition relating to floodproofing and elevations will be examined and required to be adhered to through the conditions of the Site Plan Control agreement. The Site Plan Control agreement can also include conditions whereby the applicant has acknowledged and agreed that the property is located in a floodplain and that Montgomery Park Road is subject to flooding greater than 0.3 m and does not have safe access in the event of a flooding event as well as the required mitigation measures. The applicants will also be required to address and implement the recommendations of the MVCA.

Staff are of the opinion that the proposed addition will receive ample review prior to final approval to ensure that any environmental and safety concerns are properly mitigated.

SUMMARY:

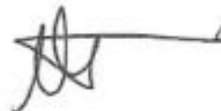
Having reviewed and assessed the proposed Zoning By-law Amendment application, Staff are satisfied that the proposal is consistent with the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and conforms to the intent of Zoning Bylaw #11-83. As the proposed Zoning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

It is the professional opinion of the Planning Department that the proposed Zoning By-law Amendment is appropriate, desirable and represents good planning.

All of which is respectfully submitted by, Approved by,



Jeffrey Ren
Planner



Melanie Knight, MCIP, RPP
Senior Planner

ATTACHMENTS:

1. Attachment A – MVCA comments
2. Attachment B – Proposed Zoning By-law

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

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

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

NOW THEREFORE the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 35.1 of the Planning Act, R.S.O. 1990, Chapter P.13, enacts as follows:

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Environmental Hazard Special Exception a" (EH-a) Zone to "Environmental Hazard Special Exception 5" (EH-5) for the lands identified in Schedule 'A', which are legally described as Concession 4, Part Lot 1, Ramsay Ward, Municipality of Mississippi Mills.
2. That Section 37 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 37.4:

"37.4.7 Notwithstanding their 'EH' zoning, on those lands delineated as 'EH-5' on Schedule 'A' to this By-law, may be used in compliance with the EH-a zone provisions contained in this by-law, excepting however, that:

 - i. The minimum rear yard setback is 6.94 metres;
 - ii. The minimum front yard setback is 5.20 metres;
 - iii. The minimum side yard setback is 1.07 metres;
 - iv. The maximum lot coverage is 31%; and,
 - v. The maximum permitted projection into a required yard is 3.03 metres for a deck in the rear yard.
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 **6th day of September, 2022.**

Christa Lowry, Mayor

Jeanne Harfield, Clerk

BY-LAW NO. 22-XXX

Schedule “A”

Lands Subject to the Amendment

Concession 4, Part Lot 1
Ramsay Ward, Municipality of Mississippi Mills
Municipally known as 121 Montgomery Park Road



Area to be rezoned from *Environmental Hazard Special Exception ‘a’* (EH-a) to *Environmental Hazard Special Exception 5* (EH-5)

22-MM-MV; PMMZA-140

August 4, 2022

Jeffrey Ren, Planner
Town of Mississippi Mills
14 Bridge Street
Almonte, ON K0A 1A0

Dear Mr. Ren,

Re: Zoning By-Law Amendment – Z-10-22
Pt. Lot 1, Con 4, Town of Mississippi Mills (Ramsay)
121 Montgomery Park Road
SULPHER

Mississippi Valley Conservation Authority (MVCA) has been circulated the above noted application to conduct a review in terms of MVCA Regulations and Provincial Planning Policy for Natural Heritage and Natural Hazard issues. Specifically, the purpose of this review is to assess potential impacts of the proposed development on known natural heritage features on and adjacent to the subject property. These features could include wetlands, wildlife habitat and areas of natural and scientific interest. This review also includes an evaluation of the subject property for natural hazards such as unstable slopes and areas prone to flooding and erosion.

PROPOSAL

As per the notice, the purpose of the subject application is to rezone the property from Environmental Hazard Special Exception 'a' (EH-a) to Environmental Hazard Special Exception 'XX' (EH-XX) to permit the replacement of an existing dwelling with a new detached dwelling. The property is zoned EH because it is within the floodplain of Mississippi Lake. The special exception zoning pertains to the implementation of a "two-zone" floodplain policy for this area as described further on. The proposal is also seeking relief from a number of setback provisions (rear yard, front yard, side yard and deck projection).

The existing dwelling (119.5m²), decks (20.4m²) and garage (34.6m²), will be replaced with a new dwelling (115.3m²) and decks (26.9m²). The existing combined lot coverage of 37% will be reduced to a combined lot coverage of 31%. The replacement dwelling and decks will be located no closer to Mississippi Lake than the existing structures. The proposed side yard setback and front yard (overall setback) will be the same as the existing. The rear yard setback (dwelling) will be further reduced and an existing garage within the rear yard setback area will be removed.

Note regarding waterbody setback:

We note that under Section 37.4.1 of the Zoning By-law, the usual provision requiring a 30m setback from the high-water mark of a waterbody does not apply within the EH-a zone. MVCA generally recommends that

a 30m setback apply for all waterfront, regardless of the underlying zoning. We therefore take this opportunity to recommend that the Town consider removing provisions 37.4.1.(5) and 37.4.2 (5) when the Comprehensive Zoning By-law is next updated.

We also note that both the EH-a and EH-b zones, are subject to the provisions set out under R2 zoning, which provides for lot coverage of 30%. This is much higher the standard for other waterfront properties that are on private services, where the maximum lot coverage is generally 15%. We therefore recommend that the Town also consider amending the by-law to apply Limited Services Residential type provisions for lot coverage and yard setbacks within the EH zones.

PROPERTY CHARACTERISTICS

The subject property is a small 466m² (0.12 ac) parcel with frontage on the Mississippi Lake. Floodplain mapping shows that the entire property is within the 1:100 year flood plain and both the existing and proposed structure are located entirely within the flood fringe.

Leading into the property, parts of Montgomery Park Road do not meet with provincial and MVCA “safe access” standards, meaning that they may be rendered inaccessible to local traffic and emergency vehicles (fire, ambulance) during an extreme flood event. Access is deemed unsafe where the road would have greater than 0.3m depth of flooding during a 1:100 year flood event.

MVCA mapping also identifies a non-evaluated wetland that is located to the north of the property on the other side of Montgomery Park Road. The proposed development is outside of the wetland features but within the regulated adjacent lands.

The entire property is also located within the 30 metres of Mississippi Lake.

REVIEW

Waterbody Setback

While we recognize that the 30m waterbody setback does not apply in this location, the Provincial Policy Statement (PPS) and supporting guidelines recommend that development is not permitted within 30 m of fish habitat unless it has been determined that there will be no negative impacts. The 30m setback is intended to protect the waterbody from the effects of increased nutrients from overland runoff and allow room for a natural vegetation buffer. The natural vegetation buffer prevents shoreline erosion, excess warming of shallow waters and provides wildlife and aquatic habitat.

In order to limit the potential cumulative impact of development and pervious (hard) surfaces within the nearshore area, for expansions redevelopment and/or expansions within 30m of a waterbody, MVCA generally recommends that:

- the setback is maximized to the greatest extent possible;
- there is no further encroachment towards the water body; and
- any increase in footprint is limited in size.

We note that these objectives are generally addressed here, as the proposed development is no closer to the shoreline than the existing and there is limited opportunity to improve upon the setback due to the limited lot depth and the location of the septic on the road side of the dwelling. The redevelopment will also reduce the overall lot coverage from 37% to 31%.

Non-evaluated Regulated Wetland

As noted, MVCA mapping identifies a non-evaluated wetland that is located to the north of the property. The proposed development is outside of the wetland feature but is partly within the regulated adjacent lands that extend 30m from the wetland boundary. Under MVCA regulations policies, replacement of an existing structure within 30m of a non-evaluated regulated wetland is permitted provided it encroaches no closer to the wetland than the existing development. The proposed development meets with the applicable policy requirements.

No other natural heritage features or associated setbacks are identified within the property.

Flood Hazard

The floodplain in this area is regulated by MVCA under Ontario Regulation 153/06. At this location, the MVCA Regulation Limit extends 15m landward of the 1:100 year flood line. As described in Section 3.1.6.1.5 of the Mississippi Mills Official Plan, the Mississippi Lake floodplain is managed under a “Two-Zone” (floodway/flood fringe) flood plain policy, in accordance with Section 3.1.6 of the Provincial Policy Statement (PPS 2020). The existing and proposed structure are located entirely within the flood fringe where flood depths and velocities are less severe than in the floodway. The PPS, municipal planning documents (Official Plan and Zoning By-law) and MVCA’s regulation policies allow for development and site alteration within the flood fringe of a two-zone area, subject to certain restrictions and requirements aimed at protecting people and property from flood hazards. Also, in accordance with MVCA floodplain policies, where there is not safe access, replacement of an existing structure may be permitted subject to appropriate floodproofing of the new structure.

RECOMMENDATIONS AND CONCLUSION

The following is a summary of the key considerations that have factored into our recommendations:

- The structure is located within the flood fringe part of the Mississippi Lake Two-Zone area, where the applicable policies allow for the proposed development subject to floodproofing requirements.
- The property does not have safe access due to parts of Montgomery Park Road being subject to greater than 0.3m depth of flooding during a 1:100 yr. flood event. Where there is not safe access, MVCA policies allow for the replacement of an existing dwelling subject to floodproofing.
- The proposed addition is located within the 30m Regulation Limit of the wetland. Under MVCA Regulation Policies, the replacement dwelling is permitted on the basis that it is located no closer to the wetland than the existing development. It is also separated from the wetland by a road.
- The development will result in an overall decrease in lot coverage from 37% to 31% which is viewed as a net gain within the floodplain and the 30m waterfront areas.
- Under Ontario Regulation 153/06, a permit is required from MVCA for the development that is proposed. Through the MVCA permit process the replacement dwelling will be required to meet with all current floodproofing standards

Based on the above, MVCA has no objection to the subject application provided the following mitigation measures are implemented:

1. The shoreline area should be naturalized to the greatest extent possible with a vegetated buffer of native plant species. This should take the form of a 3 m wide vegetated strip (measured landward from the lake and/or retaining wall) along the shoreline area.

2. Sediment control measures shall be implemented throughout the construction process (mainly the placement of a sediment barrier such as staked straw bales between exposed soil and the lake). The sediment barrier should remain in place until all disturbed areas have been stabilized and re-vegetated.
3. Excavated material shall be disposed of well away from the water.
4. Regular pick-up of construction debris is also encouraged to prevent construction debris from blowing into the lake.
5. Natural drainage patterns on the site shall not be substantially altered such that additional run-off is directed into the lake or onto neighboring properties. In order to achieve this, eaves troughing shall be installed. The eaves troughing shall be outlet away from the lake to a leach pit or well-vegetated area to allow for maximum infiltration.
6. Pursuant to Ontario Regulation 153/06 – “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”, a permit is required from MVCA for the proposed works.

NOTES

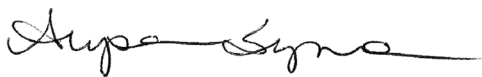
A review for Species at Risk was not conducted. We suggest contacting the Ministry of the Environment, Conservation and Parks should you require a review in this regard.

In addition, we advise consultation with Fisheries and Oceans Canada (DFO) fisheriesprotection@dfo-mpo.gc.ca prior to conducting any work within the lake, in order to assess potential impacts to fish habitat. Authorization from DFO may be required for such work.

Pursuant to Ontario Regulation 153/06 - “Development, Interference with Wetlands and Alterations to Shorelines and Watercourses”, written permission is required from MVCA prior to any development, both construction and lot grading, within the Regulation Limit of the floodplain and wetland; or for any alterations to the shoreline of the lake.

Should questions arise please do not hesitate to call. Please advise us of the Committee’s decision in this matter.

Yours truly,



Alyson Symon
Environmental Planner

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 23, 2022
TO: Committee of the Whole
FROM: Jeanne Harfield, Clerk
SUBJECT: Amendment to Flag Policy

RECOMMENDATION:

THAT Committee of the Whole recommend that Council approve identifying the flagpole in front of the John Levi Community Centre as the Municipality's Community Flagpole;

AND THAT Committee of the Whole recommend that Council adopt the Response Protocol for Death Announcements;

AND THAT Committee of the Whole recommend that Council approve the proposed amendments to the Flag Policy to incorporate a section regarding the Community Flagpole and amendments to be consistent with the Response Protocol for Death Announcements.

BACKGROUND:

Over the past few years there have been a number of requests from outside organizations to fly flags which currently the municipality does not have the ability to do under the existing Flag Policy. Additionally, the municipality does not have a Death Protocol policy that would clearly set standards of practice for honouring the passing of specific individuals.

DISCUSSION:

The current flag policy was reviewed in the fall of 2018 and does not include provisions for flying community flags. Additionally, there is some confusion with regards to the half-masting of flags for the passing of certain members of the community.

In relation to the community flagpole there are a number of options available for consideration. The first would be to install a new flagpole at a specific location and designate it as a community flagpole. A location would need to be selected for a

community flag pole, possible locations for a community flagpole will be addressed later in this report. A second option would be to designate an existing flagpole as a community flagpole and allow for the flying of outside organizations' flags. Both of the first two options would require the development of approval protocols and application process that would be included in the flag policy. The last option would be to forego the community flagpole and invest funds for a new lighting system to light up the Almonte Old Town Hall with specific colours or images.

Staff is also recommending that the municipality adopt a Response Protocol for Death Announcements with the intent to provide clear direction for staff, members of Council and the public on when and the duration of flags to be half-masted, what statements will be made, and who the flags will be lowered for. The draft policy is attached for consideration. Amendments to the existing flag policy will need to be made in order to be consistent with the proposed Response Protocol for Death Announcements. The main change is that flags will be lowered for 4 calendar days and if the last or first day falls outside of normal working hours then the flag will be raised or lowered on the next normal working day. This is to limit the amount of overtime hours used for lowering and raising flags.

OPTIONS:

Community Flagpole options:

Option 1 – New flagpole installed

Location options for a community flag as identified by staff include: Municipal Office – 3131 Old Perth Road. The quoted cost to purchase a flagpole and have it installed is: \$6,824.00.

Option 2 – Identify an existing flagpole as the community flagpole (Recommended Option)

The flagpole located in front of the John Levi Community Centre could be identified as the community flagpole. This means that when an organization applies to the municipality to fly their flag it would be raised on that specific flagpole. When there is no organization flag to fly, the Canadian flag would be flown on that flagpole. This is consistent with other municipalities' policies on community flagpoles. Additionally, when the flags need to be half-masted, the outside organization flag would be replaced with the Canadian flag.

Response Protocol for Death Announcements Options

Option 1 – Adopt the Response Protocol for Death Announcements and amend the existing Flag Policy. (Recommended Option)

Option 2 – Maintain the existing Flag Policy as is and do not adopt the proposed Response Protocol for Death Announcements.

FINANCIAL IMPLICATIONS:

The recommended options do not have any financial implications. However, should Council opt to purchase and install a new the costs would be approximately \$6,824.00 and. This cost is not budgeted as part of the 2022 budget.

SUMMARY:

As a result of requests from outside organizations to fly flags staff have brought forward a report recommending that Council amend the existing flag policy to allow for outside organizations' flags to be flown on municipal property. Staff is recommending that the flag in front of the John Levi Community Centre be designated as the municipality's community flagpole. Staff have also drafted proposed amendments to the flag policy and an application form and process for organizations to request their flags be flown.

Staff have also recommended that a Response Protocol for Death Announcements be approved to provide clarity and consistency when honoring municipally significant individuals who have passed away. This would also require changes to the existing Flag Policy to be consistent with the new Protocol.

Respectfully submitted by,

Reviewed by:

Jeanne Harfield,
Clerk

Ken Kelly,
CAO

ATTACHMENTS:

1. Draft Revised Flag Policy
2. Draft Community Flag Application
3. Draft Municipal Response Protocol for Death Announcements



FLAG POLICY

1. PURPOSE

The purpose of the policy is to ensure that all flags on Municipal property are displayed in a consistent and appropriate manner to ensure the dignity and respect for who the flags are flown. This policy sets out the procedures that determine the raising and half-masting of flags. Flag-raising encourages support from members of the public, and benefit and enrich the community. The act of half-masting is a strong visual statement that speaks to the sense of loss that is shared by all citizens.

2. SCOPE

This policy shall apply to external flags located at the Municipal Office and all municipally-owned sites equipped with a flag pole(s).

3. AUTHORIZED FLAGS

3.1. The National Flag of Canada

The national flag of Canada is a red flag of the proportions two by length and one by width containing in its center a white square of the width of the flag, with a single red maple leaf centered therein. The colours red and white are Canada's official colours and with the maple leaf, are the symbolic elements found in the Canadian flag. The official ceremony inaugurating the new Canadian Flag was held on Parliament Hill in Ottawa on February 15, 1965.

3.2. Province of Ontario Flag

The Province of Ontario flag is red and of the proportions two by length and one by width with the Union Jack occupying the upper quarter next to the staff and with the shield of the armorial bearings of the Province of Ontario centered in the half farthest from the staff. The flag was first raised in a ceremony in front of the Legislative Assembly building on May 21, 1965, the day it was proclaimed into force.

3.3. Municipal Flag

The Municipality of Mississippi Mills flag was designed in 2007. The bridge refers to the "Five Span Bridge" in Pakenham, one of the three municipalities that amalgamated to form Mississippi Mills. Green represents agriculture and blue represents the Mississippi River and the importance it has played in the region's development. The three wheels refer to the name Mississippi Mills which honours the woolen mills, lumber mills and grist mills located by the river.

3.4. Other Flags

There is nothing in this policy restricting the use of other flags as approved by Council and where flag poles can accommodate them.

3.5. Community Flagpole

The community flagpole is located outside the John Levi Community Centre. Community flag raisings honouring Mississippi Mills' diversity and important community events shall occur in a fair, inclusive and equitable manner.

4. POSITION AND PRIORITY OF FLAG

4.1. In compliance with flag policy, an observer facing the display would find these flags positioned in the following manner beginning at the extreme left:

One pole Canadian flag

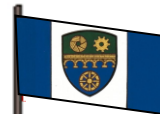


Two poles 1st Canadian flag, 2nd Municipal flag



Municipal Flag

Three poles 1st Provincial flag, 2nd Canadian flag, 3rd Municipal flag



Municipal flag

Four poles 1st Canadian flag, 2nd Provincial flag, 3rd Municipal flag, 4th other flag



Municipal flag



Other Flag

5. RESPONSIBILITIES

- 5.1. The Clerk is responsible for ensuring compliance with this policy and established procedures at all of the municipal facilities.
- 5.2. The Clerk is responsible for ensuring that flags are replaced when they become worn, noticeably faded or otherwise unfit for service.
- 5.3. The Clerk shall inform the appropriate staff of an event that requires the lowering or raising of the flag(s).

6. HALF-MASTING OF FLAGS

6.1. General Provisions

The flying of flags at half-mast denotes a period of official mourning or commemoration. It is an act of honour expressing a collective sense of sorrow shared by all citizens.

- 6.1.1. In consultation with the Mayor, the Clerk will provide instruction to lower the flags at the Municipal Office and all municipal locations where appropriate.
- 6.1.2. The position of the flag when flying at half-mast will depend on its size, the length of the mast and its location; but as a general rule, the centre of the flag should be exactly half-way down the mast.
- 6.1.3. Flags will be flown at half-mast until the fourth day of the individuals passing for an official period of mourning or on the next business day following the fourth day.
- 6.1.4. Flags will be flown at half-mast on an annual basis to commemorate Remembrance Day on November 11.
- 6.1.5. When the Canadian Flag is flown at half-mast, all other adjacent flags will also be flown at half-mast.
- 6.1.6. When the Municipal flag is flown at half-mast and where there is another flag on the same pole, the secondary flag shall be removed.

6.2. Half-masting Rules for the National Flag of Canada

The Municipality will abide by the most recent federal policy regarding rules for half-masting the National Flag of Canada see Attachment I.

6.3. Half-masting Rules for the Provincial Flag

The Municipality will abide by the most recent provincial protocol regarding rules for half-masting the Provincial Flag of Ontario see Attachment II.

6.4. Half-masting Rules for the Municipal Flag

The Municipal flag shall be flown at half-mast upon the death of the following persons or as deemed appropriate by the Mayor or Council:

- 6.4.1. Council (current and former)
- 6.4.2. Council's immediate family member (current)
- 6.4.3. Municipal staff (current)
- 6.4.4. Chief Administrative Officer (current and former)
- 6.4.5. Fire Fighter (current and former)
- 6.4.6. Lanark County Warden (current)

6.5. Discretionary Provisions

The flags shall be lowered in accordance with this policy, or in circumstances not identified herein, at the direction of the Mayor (or Deputy Mayor in the absence of the Mayor).

6.6. Half-masting rules for the Community Flagpole

Should the municipality lower the National Flag of Canada, the flag on the Community Flag pole shall be the National Flag of Canada. If there is an outside organization's flag being flown, it will be replaced with the National Flag for the duration that the flags are half-masted.

7. COMMUNITY FLAG RAISINGS

- 7.1. All community flag raisings shall take place on the Community Flagpole.
- 7.2. It is the responsibility of the requesting organization to submit an application for a community flag raising to the Clerk's Department.
- 7.3. Requests will be confirmed on a first come, first served basis.
- 7.4. Organizations with approved flag raising requests are required to provide a flag and other information pertaining to their flag raising program in advance of the flag raising in accordance with standard operating procedures.
- 7.5. The Clerk's Department will assess and approve community flag raising requests from charitable and non-profit organizations based on the following criteria:
 - 7.5.1. The Municipality may fly flags on the Community Flagpole of:
 - a) nations recognized by the Government of Canada to celebrate a country's national day or on the anniversary of a special occasion;
 - b) charitable or non-profit organizations to help increase public awareness of their programs and activities;
 - c) organizations that have achieved national or international distinction or made a significant contribution to the community; and
 - d) organizations that have a presence in the Carleton Place community, except those outlined in section 7.6.2
 - 7.5.2. The Municipality will not approve requests for flag raisings on the Community Flagpole requested by:
 - a) Organizations or groups that are political or partisan in nature, including political parties or political organizations;

- b) Organizations that promote hatred, violence, racism, or discrimination any kind;
- c) Religious organizations;
- d) Organizations that have already flown a flag on the Community Flagpole within the same calendar year; or
- e) Commercial entities.

7.5.3. The Municipality will not approve requests for use of the Community Flagpole for flags that:

- a) Belong to nations not recognized by the Government of Canada;
- b) Represent political causes;
- c) Celebrate religious events;
- d) Celebrate corporate events;
- e) Support of groups, organizations, or events that promote beliefs contrary to any other Municipal policy or pose a reputational risk to the Municipality; or;
- f) Belong to nations that have already flown on the Community Flagpole within the same calendar year.

7.6. The Mayor, in consultation with the CAO and Clerk, may apply discretion to approve or deny a request for a flag raising based on reputational risk to the Municipality.

7.7. When requests do not meet the criteria outlined in this Policy, the Manager of Recreation and Culture will advise Council.

7.8. The Municipality reserves the right to cancel a flag raising in the case of an unforeseen circumstance.

7.9. Flags may be flown for a maximum of two (2) weeks.

7.10. When more than one flag raising request occurs for the same day, staff will make best efforts with the applicants to accommodate all requests.

7.11. When the same flag raising is requested by more than one community organization, the Municipality will try to coordinate the requests and reserves the right to determine the lead organization.

8. DISPOSAL OF FLAGS

When a flag becomes worn, noticeably faded or otherwise unfit for service, it must be destroyed in a dignified way.

9. RESTRICTIONS

No other flag other than those cited in this policy shall be flown on municipally owned properties without the approval of Council.

APPENDIX I

RULES FOR HALF-MASTING THE NATIONAL FLAG OF CANADA

Objectives

The half-masting of national flags is a well-established procedure whereby countries bestow an honour and express a collective sense of sorrow. Given that such flags are recognized as paramount symbols of their nations, the act of half-masting is a dramatic visual statement that speaks to the sense of loss that is shared by all their citizens.

It is in this context that the Government of Canada wishes to further develop the principles that will determine the half-masting policy relative to the National Flag of Canada as well as the precise arrangements to be put in place and exercised in a consistent and appropriate manner. Therefore, the Government of Canada has adopted the rules hereto attached.

Definitions

Unless the context otherwise requires it, the following terms shall mean:

"Flag" the National Flag of Canada as approved by Parliament and proclaimed by Her Majesty Queen Elizabeth II, Queen of Canada, on February 15, 1965.

"Half-mast" the position of the Flag when flying at half-mast will depend on its size, the length of the mast and its location; but, as a general rule, the centre of the Flag should be exactly half-way down the mast. When hoisted to or lowered from half-mast position, a flag should be first raised to the masthead.

"Rules" the Rules for Half-masting the National Flag of Canada.

I. Mandatory Half-masting

1. The Sovereign, the Governor General and the Prime Minister

Upon the death of the Sovereign, the current Governor General or the current Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or the memorial service.

2. Sovereign's Family

Upon the death of the Sovereign's spouse, the Heir to the Throne or the Heir of the Heir to the Throne, the Flag is flown at Half-mast on all federal buildings and establishments in Canada and abroad, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

3. Former Governor General

Upon the death of a former Governor General, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to

be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

4. Former Prime Minister

Upon the death of a former Prime Minister, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

5. Chief Justice of Canada and Members of the Canadian Ministry

Upon the death of the current Chief Justice of Canada or a current member of the Canadian Ministry, the Flag is flown at Half-mast on all federal buildings and establishments in Canada, including the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

6. Lieutenant Governors

Upon the death of a current Lieutenant Governor, the Flag is flown at Half-mast on all federal buildings and establishments in the affected Province and on the Peace Tower, from the time of notification of death until sunset on the day of the funeral or, if there is to be a memorial service, the Half-masting should take place from the time of notification of death until sunset the following day and from sunrise to sunset on the day of the memorial service.

7. Privy Councillors and Senators

Upon the death of a Privy Councillor, who is not a current member of the Canadian Ministry, or a current Senator, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her place of residence, excluding the Peace Tower if the place of residence is Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

8. Members of the House of Commons

Upon the death of a current member of the House of Commons, the Flag is flown at Half-mast:

- on all federal buildings and establishments in his or her riding, excluding the Peace Tower if the riding is in Ottawa, from the time of notification of death until sunset on the day of the funeral or the memorial service;
- on the Peace Tower from sunrise to sunset on the day of the funeral or the memorial service, as the case may be.

9. Accredited Heads of Mission to Canada while in Canada

Upon the death of an accredited Head of Mission to Canada (High Commissioner or Ambassador) while in Canada, the Flag on the Peace Tower is to be half-masted on the day of the funeral/memorial service or, should there be no such service

scheduled, on the day that the remains depart Canada. (Should a service be scheduled on a date different from the one that will witness the departure, half-masting would take place on the day of the service and not on the day that the remains depart Canada).

10. Half-Masting Initiated by a Province or Territory

When a Province or Territory Half-masts its provincial or territorial flag for a reason other than one provided for in the Rules, the Flag will be Half-masted within that Province or Territory, except on the Peace Tower if the Province is Ontario, to the same geographical extent and for the same duration as the Province or Territory Half-masts its flag. The Flag will only be Half-masted in the said Province or Territory upon notification to the Manager responsible for the administration of the Rules within the Department of Canadian Heritage by the Chief of Protocol of that Province or Territory of the reason, geographical extent and duration of the said Half-masting.

11. Special Days

The Flag will be Half-masted on all federal buildings and establishments in Canada, including the Peace Tower, from sunrise to sunset on the following days:

- April 28, Day of Mourning for Persons Killed or Injured in the Workplace (Workers' Mourning Day);
- June 23, National Day of Remembrance for Victims of Terrorism;
- Second Sunday in September, Firefighters' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- Last Sunday in September, Police and Peace Officers' National Memorial Day, unless Half-masting occurs near the place where a memorial is being observed, then Half-masting can occur according to the prescribed order of service, until sunset;
- November 11, Remembrance Day, unless Half-masting occurs at the National War Memorial or a place where remembrance is being observed, then Half-masting can occur at 11:00 or according to the prescribed order of service, until sunset;
- December 6, National Day of Remembrance and Action on Violence Against Women.

In addition, the Flag will be Half-masted on the Peace Tower:

- from sunrise to sunset on April 9, Vimy Ridge Day; and
- for the duration of the annual Memorial Service on Parliament Hill to remember deceased Parliamentarians.

II. Discretionary Provisions

12. Foreign Heads of State or Heads of Government - Half-masting Abroad

Upon the death of a current foreign head of state or a foreign head of government, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country, consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager

responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

13. Special Circumstances in a Foreign Country

To commemorate prominent citizens of a host country, or a resident of that country who had made a significant contribution to Canada, or special events affecting the host country, the head of the local embassy, high commission or permanent mission may Half-mast the Flag in the host country consistent with the practice adopted by the government of the host country.

Foreign Affairs, Trade and Development Canada will inform the Manager responsible for the administration of the Rules within the Department of Canadian Heritage of the occurrence of the event and the Half-masting measures taken in the affected country. The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

14. Employees of the Federal Government

When an employee of a federal department, agency or Crown corporation dies in the line of duty or by reason of the position he or she occupies within that federal department, agency or Crown corporation, the Minister responsible for that organization may decide to Half-mast the Flag. Half-masting in such circumstances can only be carried out on those buildings and establishments affiliated to the organization. The Minister may decide on the geographical extent of the Half-masting and its duration. The decision must be shared immediately with the Manager responsible for the administration of the Rules within the Department of Canadian Heritage, and the Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will in turn inform the Privy Council Office.

The Department of National Defence's internal protocol on half-masting

In the event of the death of a member of the Canadian Forces who is deployed on operations to a special duty area, unless special instructions are received, flags will be half-masted as follows:

- All flags within the task force to which a member is assigned at the time of death will be half-masted from the day of death until sunset the day of the funeral;
- All flags at the home base/station of the member will be half-masted from the day of death until sunset the day of the funeral;
- All flags within the environment (sea, land or air) to which the member was assigned will be half-masted from sunrise to sunset on the day of the funeral, and;
- All flags at National Defence Headquarters and at the headquarters of the operational command to which a member is assigned at the time of death will be half-masted from the day of death until sunset the day of the funeral.

III. Discretionary Authority of the Prime Minister

15. Foreign Heads of State or Heads of Government - Half-masting in Canada

Upon the death of a current foreign head of state or a foreign head of government, and after consideration of his/her stature and the relation of that country with Canada, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower on the advice of Foreign Affairs, Trade and Development Canada and Canadian Heritage, and the recommendation of the Clerk of the Privy Council.

16. Exceptional Circumstances

In exceptional circumstances, and on the advice of the Department of Canadian Heritage and the recommendation of the Clerk of the Privy Council, the Prime Minister may approve the Half-masting of the Flag on the Peace Tower, and/or on all or some federal buildings and establishments in Canada or abroad, that is not provided for in the Rules.

17. Delegation of Authority

In the event that the Prime Minister is not available to consider the recommendations pursuant to Section 15 or 16 on an urgent basis, the Clerk of the Privy Council shall have the delegated authority to decide.

18. Information from the Department of Canadian Heritage

The Director General responsible for the implementation of the Rules within the Department of Canadian Heritage will provide information regarding past instances of Half-masting and recommendations as to the geographical extent and duration of any Half-masting under consideration pursuant to Sections 15 and 16.

IV. Procedures

19. Legal Holidays

If the Flag is Half-masted anywhere in Canada or abroad in accordance with the Rules, it must nonetheless be flown at full-mast on the following legal holidays created under the Holidays Act (R.S.C. c. H-5): Victoria Day and Canada Day.

20. Visiting Foreign Head of State or Head of Government

If the Flag is Half-masted on the Peace Tower in accordance with the Rules, it must nonetheless be raised to full-mast while a foreign head of state or foreign head of government is visiting Parliament.

21. Exceptions to Sections 19 and 20

Sections 19 and 20 do not apply if the Flag is Half-masted for the death of the Sovereign, but the Flag is flown at full-mast on the day on which the accession of the new monarch is proclaimed. Sections 19 and 20 also do not apply if the Flag is Half-masted for the death of the current Governor General or the current Prime Minister.

22. Half-Masting Notice

Upon the occurrence of an event provided for in Sections 1 to 11 or upon the approval of the Prime Minister pursuant to Section 15 or 16, the Department of Canadian Heritage will send a notice to all relevant authorities instructing them to Half-mast the Flag. The notice will stipulate the reason, geographical extent and duration of the Half-masting. A brief biography must also accompany the notice

when Half-masting is carried out upon the death of a person.

23. Coming into Effect

The Rules, as amended, are effective as of June 2, 2003, and replace any previously existing rules developed through practice or articulated in Sections 12 and 13 of the General Rules for Flying and Displaying the Canadian Flag and Other Flags in Canada (1966).

APPENDIX II

INTERNATIONAL RELATIONS AND PROTOCOL - PROVINCE OF ONTARIO

Section 4.0 Half-Masting

There is a standard practice for half-masting flags, established by the federal government and followed by all provinces. The practice is not mandatory for individuals or organizations, but is an adaptation of international usage and reflects a long-standing custom in Canada.

Flags at all provincial government buildings will be flown at half-mast upon the death of:

- the Sovereign
- a member of the Royal Family related in the first degree to the Sovereign (husband, wife, son, daughter, father, mother, brother or sister)
- the Governor General of Canada, a former Governor General
- the Lieutenant Governor of Ontario, a former Lieutenant Governor of Ontario
- the Premier of Ontario, a former Premier of Ontario
- the Prime Minister, a former Prime Minister
- any other person whom it is desired to honour
- and on commemorative anniversary dates legislated by the Provincial Government

Flags at all Ontario Government buildings within ridings or community of residence will be flown at half-mast upon the death of:

- a current Privy Councillor, Senator or a Member of the House of Commons from the Province of Ontario
- a current Member of the Provincial Parliament of Ontario

Flags are not normally half-masted for foreign or Commonwealth heads of state or government, as these fall under federal jurisdiction; nor for federal Ministers, Senators or Members of Parliament who are not from Ontario.

Flags at individual ministry or regional facilities may be half-masted in cases of lives lost while at work, or other tragic events. Flags at the Legislative Assembly are flown at half-mast at the discretion of the Speaker, not the Government.

Flags may be half-masted from sunrise to sunset on the day of the funeral in the region of the funeral for soldiers killed in the line of duty, who were originally from Ontario or recently posted to Ontario.

Annual Half-Mast Days

Ontario annually half-masts flags from sunrise to sunset on:

- April 28 – National Day of Mourning for Persons Killed or Injured in the Workplace
- June 23 – National Day of Remembrance for Victims of Terrorism
- The last Sunday in September- National Peace and Police Officers Memorial Day
- November 11 – Remembrance Day
- December 6 – National Day of Remembrance and Action on Violence Against Women



RESPONSE PROTOCOLS FOR DEATH ANNOUNCEMENTS

PURPOSE:

The purpose of this protocol is to set out the procedures to follow for the death of a municipally significant individual. The overriding factor shall be that of the family's wishes, and protocol will not dictate precedence or procedure in these circumstances.

DEFINITIONS:

Significant Individuals shall include:

- a) Council (current and former)
- b) Council's immediate family member (current)
- c) Municipal staff (current)
- d) Chief Administrative Officer (current and former)
- e) Fire Fighter (current and former)
- f) Lanark County Warden (current)

PROTOCOL NOTES:

1. When possible, the Mayor, Chief Administrative Officer, Clerk and Department Head (where appropriate) will be notified of the passing of a significant individual.
2. The Mayor will notify All Members of Council of the passing of a significant individual. Flags at all municipal facilities will be flown at Half-Mast as per Flag Policy.
3. The Clerk or designate will notify the appropriate staff with respect to half-masting and raising of flags. This will not occur until an announcement has been finalized and published on the website.
4. Flags shall be lowered on the day of passing (or the day after, should it be the preference of the family) for four days.
5. The flags shall be lowered in accordance with this protocol, or in circumstances not identified herein, at the direction of the Mayor (or Deputy Mayor in the absence of the Mayor).

ANNOUNCEMENTS:

6. Staff will write an announcement for the municipal website and municipal social media accounts advising citizens of the Half-Masting of Flags. The municipality



with the Family's permission will obtain a photograph of the individual and permission from the family to be published on the municipal website in conjunction with the announcement.

7. The official announcement will include the following information:
 - department
 - years of municipal service
 - position/title at municipality
 - information about funeral arrangements (if available)
 - condolences expressed on behalf of Council and staff to family members
8. The Clerks office will be responsible for publishing the announcement on the website and municipal social medial.
9. The official announcement will be circulated to Council Members.
10. Council Members who share the death announcement on their own social media account will use the official announcement as circulated to ensure the message is consistent.



Community Flag Application Form

Organization Name

Contact Information

Name

Address

E-mail

Website

Phone Number

Start Date of Flag Raising

Brief Description of Organization and purpose for request for flag raising

*Note the form will be created on the website and applicants will be able to submit requests online.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 23, 2022
TO: Committee of the Whole
FROM: Andrew Hodge, Deputy Treasurer
SUBJECT: Development Charge Interest Policy

RECOMMENDATION:

THAT Committee of the Whole recommend that the report entitled “Development Charge Interest Policy” be received;

AND THAT Committee of the Whole recommend that the “Development Charge Interest Policy”, be adopted by Council;

AND THAT Committee of the Whole recommend that Council authorize staff to do all things necessary to give effect to this resolution.

BACKGROUND:

This report is regarding the changes introduced by Bill 108, More Homes, More Choice Act, 2019 (“Bill 108”), and further amended by Bill 138, Plan to Build Ontario Together Act, 2019 (“Bill 138”), and to establish the rules and practices for charging interest for frozen DC rates and phased payments, as permitted under sections 26.1 and 26.2 of the Development Charges Act, 1997, as amended.

DISCUSSION:

Development Charges are an important source of revenue to fund growth-related infrastructure. Bill 108 amended the Development Charges Act, 1997, and the Planning Act, in ways that impact how municipalities determine and collect development charges. The sections of Bill 108 pertaining to the freezing of rates and phased payments for certain types of development came into effect on January 1, 2020. Prior to these changes, development charges were typically calculated and charged at prevailing rates at the time of building permit issuance. Bill 138 amended the Development Charges Act, 1997 to reverse some of the changes from Bill 108, through limiting the types of development that would be eligible to pay development charges in annual installments to rental housing, institutional and non-profit housing developments. Office and industrial development are not eligible to pay development charges in annual installments.

DC rates are now to be frozen at the site plan or zoning bylaw application date and allows municipalities to charge interest on frozen and phased development charges. Once an application is approved, building permit issuance must occur within two years to maintain the frozen rate. If the two-year period elapses, the prevailing development charge rates in effect at the time the permit is issued will be applied. The most transparent methodology to allow municipalities to communicate and apply the interest rate to be charged is to formally adopt a DC Interest Policy.

OPTIONS:

Option A. Adopt the Development Charge Interest Policy as attached and begin charging and collecting interest on Development Charges being collected through installments as applicable starting July 1st, 2022.

Option B. Have no Development Charge Interest Policy and have no interest amount applied to Development Charges being paid through installments to the municipality.

FINANCIAL IMPLICATIONS:

The Development Charge Interest Policy will allow the municipality to charge and collect interest on the Development Charges being paid to the municipality through installments. Interest not charged and collected on these installment amounts would need to be mitigated either with another form of revenue such as property taxes, or through a corresponding reduction in spending during future annual budgeting processes. Adopting an Interest Rate Policy is meant to ensure that the municipality remains revenue neutral regarding the changes to the Development Charges Act, 1997 and, is consistent with good fiscal policy.

SUMMARY:

The adoption of a Development Charge Interest Policy will ensure the municipality can charge and collect interest on Development Charges being paid through installment payments as of July 1st, 2022.

Respectfully submitted by,

Reviewed by:

Andrew Hodge,
Deputy Treasurer

Ken Kelly,
CAO

Jeff Letourneau,
Director Corporate Services & Treasurer

ATTACHMENTS:

1. Development Charge Interest Policy



Development Charge Interest Policy

Department: Corporate Services and Treasury

Effective Date: July 1, 2022

Council Approval:

1. Policy Statement

This Policy is to establish a financial risk management framework governing the charging of interest, as permitted under sections 26.1 and 26.2 of the Development Charges Act (DCA) that provides a transparent process while protecting the Municipality's financial interests.

2. Definitions

For the purpose of this Policy, the following definitions shall apply:

Complete Planning Application – a planning application submitted under the authority of the *Planning Act*, deemed complete by the Municipality.

- 02.01 Development - the construction, erection or placing of one or more buildings or structures on land. This includes the making of an addition or alteration to a building or structure that has the effect of:
 - i. increasing the size, or
 - ii. change the use from non-residential to residential or from residential to non-residential and includes redevelopment.
- 02.02 Development Charge (DC) - a charge imposed against land pursuant to any Municipal Development Charges By-law.
- 02.03 Development Charge Deferral - ability for qualifying developments to spread DC's over multiple annual installment payments as defined in Section 26.1 of the DCA.
- 02.04 Development Charge Freeze - locking in DC rates as defined in Section 26.2 of the DCA.

- 02.05 Development Charges Act (DCA) - the Development Charges Act, 1997, as amended and all regulations thereto.
- 02.06 Early Payment Agreement - a municipality may enter into an agreement with a person who is required to pay a DC providing for all or any part of the charge to be paid before it would otherwise be payable (as referred to in Section 27 of the DCA).
- 02.07 Eligible Developments - defined above under Sections 02.08, 02.10 and 02.14, as per Subsection 26.1(2) of the DCA.
- 02.08 Institutional Development for the purposes of this Policy only, is defined as per O.Reg 454/19 meaning development of a building or structure intended for the following uses:
- a long-term care home within the meaning of Subsection 2(1) of the Long-Term Care Homes Act, 2007;
 - a retirement home within the meaning of Subsection 2(1) of the Retirement Homes Act, 2010;
 - a university in Ontario that receives direct, regular and ongoing operating funding from the Government of Ontario;
 - a college or university affiliated with a university described above;
 - an Indigenous Institute prescribed for the purposes of Section 6 of the Indigenous Institutes Act, 2017;
 - a memorial home, clubhouse, or athletic grounds by an Ontario branch of the Royal Canadian Legion; or
 - a hospice to provide end of life care.
- 02.09 Interest Rate - Bank of Canada prime interest rate plus three (3) percent.
- 02.10 Non-Profit Housing Development for the purposes of this Policy only, is defined as per O.Reg 454/19 meaning development of a building or structure intended for use as residential premises by:
- a corporation to which the Not-for-Profit Corporations Act, 2010 applies, that is in good standing under that Act and whose primary object is to provide housing;
 - a corporation without share capital to which the Canada Not-for-profit Corporations Act applies, that is in good standing under that Act and whose primary object is to provide housing; or
 - a non-profit housing co-operative that is in good standing under the Co-operative Corporations Act.
- 02.11 Occupancy - the earliest of either (1) the date on which an Occupancy Permit or a Partial Occupancy Permit is issued by the

Municipality of Mississippi Mills, or (2) the earliest date on which the use or intended use of a building or part of a building for the shelter or support of persons, animals or property commences.

02.12 Planning Act - the Planning Act, R.S.O. 1990 c. P.13, as amended.

02.13 Prime - the prime lending rate, being the annual interest rate as indicated on the Bank of Canada website.

02.14 Rental Housing Development for the purposes of this Policy only, is defined as per O.Reg 454/19 meaning development of a building or structure with four or more dwelling units all of which are intended for use as rented residential purposes.

02.15 Total Accrued Amount- equal to the total of the development charges and the interest that has accrued.

3. Purpose/ Application

The purpose of this Policy is to establish the rules and procedures for charging interest, as permitted under sections 26.1 and 26.2 of the DCA.

This Policy will support the Municipality of Mississippi Mills ability to invest and build growth-related infrastructure for an expanding population and employment base in a way that is transparent and fiscally sustainable.

The fundamental principle of funding growth-related capital costs is that 'growth should pay for growth'. This Policy serves to ensure that there is compensating interest income to fund the lost DCs that will result from the DC rate freeze and deferred payment requirements.

This Policy will support the Municipality of Mississippi Mills ability to build growth-related infrastructure in a way that is fiscally sustainable and will help to achieve the following objectives:

- Reliable delivery of growth-related Municipality's programs and services.
- Continued delivery of complete communities in a financially sustainable way.
- Fair and equitable treatment of all stakeholders involved in delivering housing supply, including residents, businesses, and developers.

This Policy applies to development applications that are eligible for a DC deferral and/or DC freeze provided in Section 26.1 and Section 26.2 of the DCA, respectively.

- Subsection 26.1 (7) of the DCA permits a municipality to charge interest on the installments required by subsection (3) from the date the DC would

have been payable in accordance with section 26 to the date the installment is paid.

- Subsection 26.2 (3) of the DCA permits a municipality to charge interest from the date the DC is calculated to the date the DC is payable.

4. Legislative Framework

Municipalities are permitted to charge interest pursuant to section 26.1(7) of the DCA which states: "A municipality may charge interest on the installment required by subsection (3) from the date the development charge would have been payable in accordance with section 26 to the date the installment is paid, at a rate not exceeding the prescribed maximum interest rate".

In addition, section 26.2(3) of the DCA states: "Where clause 1(a) or (b) applies, the municipality may charge interest on the development charge, at a rate not exceeding the prescribed maximum interest rate, from the date of the application referred to in the applicable clause to the date the development charge is payable"

5. Development Charge Deferral

05.01 Installment Payments under Section 26.1 of the DCA and as defined in O.Reg 454/19.

Under Subsections 26.1(1), (2) and (3) of the DCA, DCs shall be paid in equal annual installments, beginning at the earlier of first occupancy or occupancy permit under the Building Code Act, 1992, for:

- Rental Housing Development that is not Non-Profit Housing Development;
- Institutional Development; and,
- Non-Profit Housing Development.

05.02 For Eligible Developments as prescribed under Subsection 26.1(2) of the DCA, the DC shall be paid in equal annual installments beginning on the earlier of the date of the issuance of a permit under the Building Code Act, 1992, authorizing occupation of the building and the date the building is first occupied, and continuing on:

- i. the following 5 anniversaries of that date, in the case of a DC in respect to Rental Housing Development that is not Non-Profit Housing Development, and Institutional Development; or

- ii. the following 20 anniversaries of that date, in the case of a DC in respect of Non-Profit Housing Development.
- 05.03 Subsection 26.1(7) of the DCA allows a municipality to charge interest on the installments from the date the DCs would have been payable, to the date the installment is paid, at a rate not to exceed the prescribed maximum rate.
- 05.04 The Interest Rate shall be an additional charge on the outstanding balance as at each anniversary date, until the DCs owing are paid in full. The interest will be calculated and charged as follows: the Interest Rate will be applied to the DC balance owing and will be payable on each anniversary date.
- 05.05 Early Payment Agreements will be offered if the owner of a development would prefer to pay the full DC owing at occupancy in accordance with Section 27 of the DCA.
- 05.06 Where there is a change in use of development during the course of the DC deferral period such that the property or properties no longer meet the definition of an Eligible Development, all outstanding DC payments, including any interest payable up to the date of the change in use, become payable immediately.
- 05.07 Where the party to a deferral arrangement fails to make payments in accordance with the agreed payment schedule, the account will be considered to be in default and all DCs become payable immediately.
- 05.08 If DCs or any outstanding part of DCs are not paid immediately as required in Section 05.06 or 05.07, all outstanding charges shall be added to the tax roll and collected in the same manner as taxes, in accordance with Section 32 of the DCA. Interest on late payments added to the tax roll shall be calculated by reference to the Municipality's tax arrears interest rate in effect at the date of default.

6. Development Charge Rate Freeze

- 06.01 Subsection 26.2(1) of the DCA provides that DCs are to be calculated on:
 - a) the day a complete application for an approval of development in a site plan control area under Subsection 41(4) of the Planning Act, was made in respect of development that is the subject of the DC.
 - b) if clause (a) above does not apply, the day a complete application for an amendment to a bylaw passed under Section 34 of the Planning

Act was made in respect of the development that is the subject of the DC;

- c) if neither clause (a) nor clause(b) applies, the date the DC would have been payable under Section 26 of the DCA, which is normally building permit issuance.

06.02 Interest Under Section 26.2 of the DCA

Under Subsection 26.2(3) of the DCA, a municipality may charge interest on the DC, at a rate not exceeding the prescribed maximum interest rate, from the date of the application referred to in clause 06.01 a) or b) to the date the DC is payable.

7. Interest Rate Used

07.01 Interest Rate means the Bank of Canada Prime interest rate plus three (3) percent as at June 30th or December 31st immediately prior to:

- a) the date the DC would have been payable under Section 26 of the DCA for the installment payments under Section 26.1 of the DCA; or,
- b) the date a complete application for an approval of the development is made under Subsection 41(4) or Subsection 34 of the Planning Act for DC freezing under Section 26.2 of the DCA

8. Compounding and Prorating

08.01 All interest shall be compounded annually and accrue from the applicable date identified in Section 7 of this Policy, until the date of the Total Accrued Amount is fully paid. A 365-day calendar year shall be used for prorating all interest calculations.

08.02 Subsequent Application(s) under Section 26.2 of the DC If

a subsequent application(s) is made for a development:

- the date the subsequent application is made will become the new date under which the total amount of the DC is determined;
- all interest that had accrued prior to the subsequent application shall be deemed zero (0); and,
- interest will be compounded annually and begin to accrue from the date the subsequent application is made.

9. Effective Date

- 9.01 Upon approval by Municipality of Mississippi Mills Council, this Policy shall take effect retroactively as at July 1, 2022, at 12 a.m. This Policy may be repealed or modified by Council at any time.

10. Early Payment Agreement

- 10.01 Under section 26.1 of the DCA, the DCs shall be paid in equal annual installments for Eligible Development. Under section 27 (1) of the DCA, an Early Payment Agreement will be required if the person required to pay DCs chooses to pay all or any part of a DC before it would otherwise be payable. If a person chooses to pay the full DCs plus accrued interest owing under Section 26.1 of the DCA earlier than required, the Director of Corporate Services & Treasurer has the authority to issue and execute all Early Payment Agreements.

11. Unpaid Development Charges

- 11.01 If any DCs (including interest) are unpaid, those DCs (including interest) shall be added to the tax roll and collected in the same manner as taxes, in accordance with section 32 of the DCA.

Interest on late payments added to the tax roll shall incur the applicable taxation interest rate.

12. Interest Rate Publication/ Policy Communication

- 12.01 The current Interest Rate shall be posted on the Municipality of Mississippi Mills website, and the website shall be updated after each reset date (i.e., January 1st and July 1st).
- 12.02 An interest rate notice shall also be published as part of the Municipality's annual DCs pamphlet publication.
- 12.03 Not publishing the current Interest Rate does not invalidate the authority of the municipality to charge and collect the interest as calculated and due.

13. Policy Administration

- 13.01 The Director of Corporate Services & Treasurer is the delegated authority to make administrative changes to this Policy as may be required from time to time due to legislative or other changes, if in the opinion of the Director of Corporate Services & Treasurer, the amendments do not change the objective of the Policy.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: August 23, 2022
TO: Committee of the Whole
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Create Director of Public Works Position

RECOMMENDATION:

THAT Committee of the Whole recommend to Council that it create the position of Director of Public Works based on the attached job description with funding for the remainder of 2022 from vacant positions across the organization (Option 1 in the report).

AND THAT Committee of the Whole recommend to Council to approve the creation of a third building inspection position to be filled until such time as an internal competition can be completed amongst the building inspectors for the successful candidate to be promoted to the position of Deputy Chief Building Official at which time third building inspector position will be vacated.

BACKGROUND:

At a Special meeting of Council on October 27, 2020 staff presented a response to the Service Delivery Review consultant report. In the response to the consultant report staff outlined actions that would be implemented and budget that would be allocated to certain initiatives and positions. Key to the implementation of the report and the staff response was the development of a Digital Strategy to guide the delivery of services in the future. This project is nearing completion and will be presented to Council for consideration.

A two-stage organizational realignment was also presented that included responsibility for certain functions in the 2021/2022 timeframe as well as a second realignment in 2023/2024 when a review of the Ontario Clean Water Agency contract was completed. Based on this review of the OCWA contract to manage the operations of the waste water treatment plant and the wells for water treatment a decision would be made by Council to continue with the contracted out model or build an internal capacity. If the internal capacity was to be created then a new Director of Public Works role was envisioned that would manage the new water and waste water staff as well as the current roads operations.

See attached report from October 2020.

DISCUSSION:

The Director of Development Services and Engineering position will be staffed based on the current process to select a candidate. Contingent on that process will be functional changes across the development and engineering service positions to implement the 2020 approved organizational structure.

The completion of a service delivery review of the roads operations has yet to be completed. The evaluation of the continued contracting out of the water and waste water management and operations needs to be completed. These are large projects that will require senior management leadership.

Staff are requesting that Council consider the creation of the Director of Public Works positions to complete these projects as well as manage the current roads operations in conjunction with the Operations Manager.

Given the current vacant positions and the number of months left in the 2020 fiscal year the budget impact of creating this position is not expected create a deficit. For 2023 the evaluation was expected to be completed by a consultant and budget allocation would be required to complete this work. The Director position will manage both the SDR of public works and the OCWA contract review with a goal of identifying potential savings and the creation of additional organizational capacity. The potential for attaining both of these goals may not be known until the reviews are completed.

OPTIONS:

Option 1

Create the position of Director of Public Works to oversee roads operations and the management of the water and waste water operations including the evaluation of the OCWA contract.

Option 2

Wait until 2023/2024 to evaluate the creation of the Director of Public Works position.

Option 3

Create a third building inspection position until an internal competition can be completed for the position of Deputy CBO from amongst the current building inspectors.

FINANCIAL IMPLICATIONS:

Funding has already be approved for the creation of the Deputy CBO position and not additional funding is required.

The Director of Public Works position will be created and funded within existing salary funds for 2022.

SUMMARY:

Staff are requesting that Council approval the creation of the Director of Public Works position and the temporary third building inspection position.

Respectfully submitted by,

Reviewed by:

Ken T. Kelly,
Chief Administrative Officer

Jeff Letourneau,
Director of Corporate Services &
Treasurer

ATTACHMENTS:

1. Report October 27, 2022 and attachments
2. Job Description for Director of Public Works.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 20, 2020
TO: Committee of the Whole
FROM: Ken T. Kelly, Chief Administrative Officer
SUBJECT: Senior Management Team Plan to Implement SDR Priority Initiatives

RECOMMENDATION:

THAT Committee of the Whole direct staff to include the following priority items (in order of priority) to be incorporated into the draft 2021 municipal budget funded through either taxation or the municipal modernization grant:

- a) Information Technology Plan (\$50,000)
- b) Human Resources Officer (\$65,000)
- c) IT Employee (\$61,000)
- d) Senior Planner (\$65,000)
- e) Executive Assistant (\$45,000)
- f) Deputy Chief Building Official (\$65,000)
- g) Communications and Engagement Plan (\$45,000 if no Communication Officer hired)
- h) Transportation Master Plan (\$50,000)
- i) Environment/Climate Action Plan (\$40,000)
- j) Economic Development and Branding Plan (\$35,000)

BACKGROUND:

The Province provided each municipality with an allocation of funds in 2019 to encourage municipalities to review their operations for opportunities to implement cost savings and service delivery improvements. Mississippi Mills received \$625,944 from the Province for this purpose. On November 1, 2019 the Minister of Municipal Affairs and Housing announced \$125 million over 4 years to continue the support for municipal governments to modernize.

Future funding stages of the 4-year program will focus on funding the implementation of the service delivery efficiencies to achieve costs savings. It is not a requirement for later stages of funding to have participated in the first intake phase of the program. However, allocation of funding for implementation projects will likely require that some justification or rational report has been completed to estimate the potential to achieve savings or efficiencies.

In December 2019 Council provided direction to staff to issue a request for proposals (RFP) to seek qualified companies to conduct a comprehensive service delivery review.

In May of 2020 Council engaged Strategy Corp to conduct a comprehensive service delivery review of the organization. A similar exercise was completed in 2018 that focused on the Recreation and Culture Department. However, many of the recommendations from that engagement were not acted upon because they were of a corporate nature and impacted areas outside of the project department.

The Strategy Corp. work included a staff survey, focus groups with staff, interviews of Council members, benchmarking with comparator municipalities on process, staff levels and best practices. A report capturing the current methods of service delivery, costs, issues and potential opportunities was presented to Council in July. The Final work of the consulting team has been received.

DISCUSSION:

In response to the consultant's work the Senior Management Team has reviewed the work and discussed the key priorities for the organization as well as the implementation plan to coincide with affecting change.

The findings of the work can be briefly summarized as follows:

- The organization is lean and lacks key positions found in other similar sized municipalities providing similar services;
- The corporate strategic planning framework needs to be strengthened;
- The technology capabilities are limiting the ability to be more efficient and provide a higher level of service – a Digital Master Plan is required to guide IT development; and
- The Winter Maintenance and Control program is low cost in comparison to other similar sized municipalities in eastern Ontario given our large road network.

A more detailed list of the opportunities recommended by the consultant for implementation and the rational is included in Attachment 1.

The Staff approach to make use of the consultant report is laid out in the following pages and we have completed a comparison of the recommendations against the Strategic Plan. The point of the comparison is to show the linkages between the SDR recommendations and how they support the achievement of the Strategic Plan priorities by allowing the organization to complete the actions and deliverables. This is included in Table 1 below.

Table 1 – Comparison of SDR with Strategic Plan and Implementation

SERVICE DELIVERY REVIEW RECOMMENDATIONS	STRATEGIC PLAN	ACTION
Processes & Technology	Action/Deliverable	
Adequately resource technological and digital solutions by creating a dedicated IT management position to effectively select and implement digital tools across the organization (<i>Opportunity 8</i>)	11. Information Technology Plan	Hire Consultant using Modernization Funding
Modernize basic internal functions to streamline processes and create efficiencies (<i>Opportunity 8</i>), including digitization and automation of work orders (<i>Opportunity 22</i>), and providing mobile access to field data including GIS (<i>Opportunity 20</i>)	11. Information Technology Plan	Procure funded by Modernization funding or new applications to program (MMP)
Implement a Customer Relationship Management (CRM) software (<i>Opportunity 11</i>) as part of a customer experience strategy that leverages digital service delivery (<i>Opportunity 10</i>), and supports resident engagements and interactions (<i>Opportunity 25</i>)	11. Information Technology Plan 10. Communications and Engagement Plan	Procure funded by Modernization funding or new applications to program (MMP)
Evaluate the effectiveness and value-for-money of winter control services within the broader context of the cost and benefits of contracted services models (<i>Opportunity 23</i>)	8.Service Delivery Review	Procure funded by Modernization funding or new applications to program (MMP)
People & Culture		
Review the organizational structure and alignment of business functions within various departments (<i>Opportunity 7</i>)	8.Service Delivery Review	Completed
Customer service and daycare functions (<i>Opportunity 17</i>), and facilities maintenance (<i>Opportunity 19</i>)	8.Service Delivery Review	Realignment as part of SDR implement new organizational structure
Create new positions (capacity and skills) Increase departmental capacity to meet community needs and succession planning readiness	2. Community Safety Plan	Realignment of Fire Chief responsibilities
	3. Official Plan Amendment 22 - Planning For Growth 5. Transportation Master Plan Update 6. Master Infrastructure Projects 7. Environment / Climate Action Plan	Creation of Development Services Dept
human resources (<i>Opportunity 6</i>),	9. Human Resources Plan	Hire staff person and consultant use MMP
IT support (<i>Opportunity 8</i>)	11. Information Technology Plan	

SERVICE DELIVERY REVIEW RECOMMENDATIONS	STRATEGIC PLAN	ACTION
Processes & Technology	Action/Deliverable	
asset management planning (Opportunity 21)	13. Long Term Financial Plan	Deputy Treasurer Role, Realignment of Development Services, Facilities moving to Corporate Services
corporate communications(Opportunity 4)	10. Communications and Engagement Plan	Included in 2021 budget and previous budgets
recreation programming(Opportunity 28)	1. Community Services Master Plan	Creation of Community Services Dept and Economic Development Function 2024
Deputy Treasurer position (Opportunity 16)	13. Long Term Financial Plan	
senior planner resource(Opportunity 24)	3. Official Plan Amendment 22 - Planning For Growth	
executive assistant position		Create additional capacity
deputy Chief Building Officer		Create additional capacity
Governance & Strategy		
Develop comprehensive corporate strategic planning framework (performance measurement, monitor and evaluate progress (Opportunity 1)		Building on SDR recommendations, O'Connor presentations, feedback during Strategic Plan develop review and implement
Clearly defining and strengthening Council's role balance operational and strategic oversight and bolstering the staff-Council relationship (Opportunity 3)	4. Plan for Advocacy and Partnerships	Implement Project Charter developed during Strategic Plan process
Conduct a review of advisory committee structures, roles, and responsibilities (Opportunity 5)		Building on SDR recommendations, O'Connor presentations, feedback during Strategic Plan develop review and implement

Of utmost importance and emphasis from the Strategy Corp work is the need to enable the organization with technology. The report outlines a process of analyzing the need and that development of the implementation plan. Staff agree that the development of a Digital Strategy / Master Plan for the Municipality is the first priority of the organization and other initiatives should not proceed until this project is complete and implemented.

The Mississippi Mills Digital Strategy will provide the Municipality with a high-level plan to incorporate digital technology into municipal service. When possible, the Strategy will include recommendations and budgets for any new software, hardware, services or other resources. The Mississippi Mills Digital Strategy will review each department's needs and gaps, provide options and ensure integration of various aspects of concept and technology across the organization. This Strategy will also recommend that future IT department structure based on reviewing municipal best practices and viable IT department configurations (internal vs outside contracts for troubleshooting and strategic management).

Following the Digital Strategy and the implementation of key projects that are envisioned to form the essence of the Digital Strategy such as work order management system, electronic timesheets, and mobile GIS and expansion of its use in general are the organizational changes.

The People & Culture recommendations in the SDR project included the realignment of some reporting functions as well as the creation of new positions. However, to appropriately integrate these positions the technology component needs to be addressed, the potential attrition of staff needs to be understood, job description changes and potential job evaluations re-done to reflect new responsibilities, space requirements and also the development of skills of current staff to move into these new roles.

We are proposing a two-stage transition for the organizational reporting and staffing. In Attachment 2 is a detailed table of the proposed positions, proposed salary, and the rationale for each. Attachment 3 included a chart for the 2021 organizational chart and a 2024 organizational chart. The reason the organization will take a two-stage approach is to allow the technology to be incorporated and for key questions to be analyzed such as the Ontario Clean Water Association contract that is an expenditure of approximately \$1.5 in 2021. The contracting out of this service needs to be reviewed so that we can determine the best value delivery approach for the Municipality. If this work is brought in house this will require additional changes as identified in the 2024 organizational chart.

One issue that is noted in the SDR and raised by Staff is the lack of additional space for staff offices and desk space. Since the main administrative building was renovated there has been additional staff hired. The space needs of the Municipality have also become more pressing or evident as a result of COVID-19. In situations where staff have been doubled up in offices maintaining appropriate social distancing is a challenge

and we have had to modify work schedules and work practices to address physical distancing.

As continual process and service improvement is a key component of managing taxpayer funds, we will continue with more specific frontline service delivery review work in Roads & Public Works and Recreation Departments. This will follow and compliment the proposed corporate wide changes that have been submitted for Council consideration.

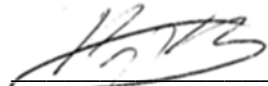
FINANCIAL IMPLICATIONS:

As per the Chart in Attachment 4 which details a combined \$392,300 for the Strategic Plan and Service Delivery Review projects and staffing impacts.

SUMMARY:

Staff have provided their response to the recommendations of the Strategy Corp Service Delivery Review project. The findings have identified the lack of capacity in terms of technology, space and staffing that needs to be addressed in order to improve the delivery of services.

Respectfully submitted by,



Ken Kelly,
CAO

ATTACHMENTS:

1. Excerpts from SDR Consulting Project
2. Proposed Staffing Rational and Timing
3. Proposed Organizational Structure 2021 and 2024 Transition
4. Implementation Timeline and 2021 Budget Year Impacts

Attachment 1: Excerpts from SDR Consulting Project

5. Strategy Corp Report of the opportunities to be implemented in their 4 priority areas:

Consider the development of a comprehensive **corporate strategic planning** with a performance measurement framework to monitor and evaluate progress (*Opportunity 1*).

•**Rationale:** Although the Municipality maintains many of the right policies, these documents have at times been developed out of sequence, or without strategic coordination. Council and staff should continue to collaborate to ensure alignment across guiding frameworks.

Work towards **clearly defining and strengthening Council's role** by striking the appropriate balance between operational and strategic oversight and bolstering the staff-Council relationship (*Opportunity 3*).

•**Rationale:** Both staff and Council identified the critical need for continuous improvement in their collaboration, openness, and trust.

Opportunity: Conduct a **review of advisory committee structures, roles, and responsibilities** (*Opportunity 5*).

•**Rationale:** Feedback from Council, committee members, and staff indicate misalignment in the desired outcomes of the Municipality's Advisory Committees. This has led to further drains on staff resources, as well as unsatisfied committee members and councillors. Benchmarking has also shown that Mississippi Mills maintains a greater number of such bodies than its peers, suggesting that this is an area deserving of further attention.

Review the organizational structure and alignment of business functions within various departments (*Opportunity 7*) including the Municipality's **customer service and daycare functions** (*Opportunity 17*), and **facilities maintenance** (*Opportunity 19*).

•**Rational:** Several service delivery functions were highlighted by management and staff to be misaligned with their department's main function.

Create new positions to support functions the Municipality currently lacks the capacity or skills to provide effectively including **human resources** (*Opportunity 6*), **IT support** (*Opportunity 8*), **asset management planning** (*Opportunity 21*), **corporate communications** (*Opportunity 4*) and **recreation programming** (*Opportunity 28*).

•**Rational:** Several direct or supporting service delivery functions were flagged as lacking in the organization, and this was most often attributed to lack of available staff capacity and specialized skills to dedicate to special projects or initiatives.

Increase departmental capacity to meet community needs and succession planning readiness through the **creation of a Deputy Treasurer position** (*Opportunity 16*) and the **addition of a senior planner resource** (*Opportunity 24*).

•**Rational:** Mississippi Mills is an incredibly lean organization that functions with lower staffing levels than most of its peers. The absence of mid-level management as one of the largest impediments to strategic planning capacity, succession planning, and meeting basic service delivery expectations of the community.

Adequately resource technological and digital solutions by creating **a dedicated IT management position** to effectively select and implement digital tools across the organization (*Opportunity 8*).

•**Rational:** Planning and implementation of digital solutions has been inconsistent and often unreliable due to insufficient staff capacity to fulfill planning and execution functions.

Modernize basic internal functions to streamline processes and create efficiencies (*Opportunity 8*), including digitization and **automation of work orders** (*Opportunity 22*), and providing **mobile access to field data** including GIS (*Opportunity 20*).

•**Rational:** Many of the Municipality's processes are manual and outdated, leading to lost staff capacity. These processes lead to duplication, inconsistency, and missed tasks and opportunities. Lack of tracking through basic digitization also leads to unclear or non-existent performance and service standards due to lack of data.

Implement a **Customer Relationship Management (CRM) software** (*Opportunity 11*) as part of a **customer experience strategy** that leverages digital service delivery (*Opportunity 10*), and **supports resident engagements and interactions** (*Opportunity 25*).

•**Rational:** Positive resident interactions are often hindered by siloed and ad hoc information tracking and responsiveness and limited channels for service delivery (few online options). This leads to poor resident experience and wasted staff resources.

Evaluate the **effectiveness and value-for-money of winter control services** within the broader context of the cost and benefits of contracted services models (*Opportunity 23*).

•**Rationale:** Residents, staff, and Councillors alike have expressed intrigue in the effectiveness of the current model of winter control service provision, including the division of responsibility between Mississippi Mills and Lanark County and the value of a contracted service. Given its importance to the community, this question deserves further analysis to determine an optimal model for Mississippi Mills' strategic priorities.

Attachment 2: Proposed Staffing Rational and Timing

Position	Job Description	Rationale/Suggested Changes	Timing	Dollars	Strategic Plan Alignment
Deputy Treasurer	Assist the Treasurer with finance related matters such as tax collection, annual audits, asset management, financial planning and monitoring as well as day to day related activities	This position is identified in the SDR. This position is missing in the organization for succession planning and as a backup to the Treasurer when absent from the office. None of the accounting clerks are able to act in this capacity. Treasurer often has to come in while on holidays to address issues	Latter part of 2022 or early 2023. Dependent upon the retirement of an accounting Clerk. Many other technological improvements /efficiencies and realignment of workload needs to occur as does an assessment of workspace to accommodate this position.	Would have to be evaluated- possibly same level as Deputy Clerk \$66,800 to \$82,220 (2020\$) plus benefits. There could also be the savings of an accounting clerk at approx. \$52,000 plus benefits	The position would assist the Treasurer with long term financial planning including asset management planning both of which are identified in the strategic plan
Finance Clerks	There may be a re-alignment of duties based on the addition of a Deputy Treasurer and the retirement of an accounting Clerk from 4 clerks down to 3	This change in the number of accounting clerks is identified in the SDR	See Deputy Treasurer comments	See Deputy Treasurer comments	N/A

IT	This function could be performed by a staff person or a contract-TBD	The intent of moving IT to Corporate Services is to ensure that this function is under the management of one Department for the entire corporation instead of being managed by each Senior Staff person for their respective department. Economies of scale could potentially be realized for the purchase of hardware or any other corporate wide resource needs	The digitization plan would inform how to address IT issues for the Municipality. It will determine if IT should be a Staff person, a contract, or a combination of both. It will also determine what improvements could be made to realize efficiencies in the way the Municipality delivers services and conducts business including communications and public engagement. The RFP could be issued in early 2021 with any changes to be included in the 2022 budget.	This project could be funded from the modernization grant from the Province. The remaining modernization funding is included in the 2021 draft budget	The completion of a Digitization Plan is included in the strategic plan.
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Daycare Manager	No change	Move from Corporate Services to the Community Services portfolio per the SDR recommendations. Interim 2021 until new department created report to CAO.	This change will not occur until such time as the Community Services Department is created and staffed appropriately and the Community Services Master Plan is complete	No change for this position. The Community Services Master Plan is included in the 2021 draft budget.	The Community Services Master Plan is identified in the Strategic Plan
Facilities	Realignment of duties of the existing Manager of Health and Safety and Facilities	Move from the Public Works to the Director of Finance to align with long term financial planning, asset management planning and budget oversight. The health and safety aspect of this job would be removed and moved to Human Resources. The manager would be responsible for the maintenance and capital needs for all facilities leading to economies of scale, consistency in procurement and improved	2021 budget is possible for the facility piece however the health and safety piece would need to be re-aligned as well and this may not be feasible in 2021. H&S and facilities would transition until the Human Resources Specialist is in place – potentially Q1, 2021.	All operating and capital budgets for facilities that are presently in each departmental budget would move to a new section. The job would need to be re-evaluated. There may be an increase in the current salary for this position.	The position would assist the Treasurer with long term financial planning including asset management planning of which are identified in the strategic plan

		management of work rather than each Senior Staff member being responsible for their respective facilities			
Communications Officer	Act as the central developer of all communication materials for the municipality. Draft messages for the Mayor, Council and CAO. Assist with media training and coordination of media requests and interviews.	This will free up time in all departments that are currently developing their own communication materials. It will also create a more unified and proactive approach to communications. The communications officer will be responsible for the review of the communications plan and the development of a community engagement plan as per the strategic plan. This position would also free up the Clerk and Deputy Clerk to focus on governance framework/strategies and the implementation of other best practices.	The draft 2021 budget identifies the hiring of a communications officer. If approved, the communications officer position would be advertised in early 2021 with the goal to start by Q1/Q2 of 2021	It is expected that this position will be in the \$ \$60,746.77 to \$74,673.28 payscale (plus benefits).	This position would be responsible for completing the project charters associated with communications (review of communications plan and development of community engagement strategy). Once both are completed the communications officer will be responsible for actioning recommendations in both plans.

HR Specialist	Perform all HR-related tasks for the municipality including but not limited to: recruitment, review of HR policies, contract review, assist managers with performance reviews, handling of complaints, and ensuring compliance with relevant legislation and best practices. The HR specialist will also be the Health and Safety Coordinator for the municipality.	Currently all departments are responsible for their own HR functions and there is no one person responsible for the review and drafting of HR policies and practices. HR is a highly specialized field and as the municipality grows it requires a dedicated individual to help plan for growth, succession planning and to ensure that all HR legislative requirements are adhered to.	Both the strategic plan and the service delivery review identify HR as a priority area with a number of improvement and deliverables that can be attained should a position be filled. As such, it is proposed that a HR specialist be hired in Q1 of 2021	It is expected that this position would fall in the \$66,800 to \$82,220 (2020\$) payscale plus benefits.	The strategic Plan identifies HR as a key deliverable. The HR specialist would be responsible for the development of the HR strategies identified within the Strategic Plan.
Executive Assistant	Administrative support.	Create capacity for administrative support for Mayor, Councillors and CAO to improve work flow and workload management – space needs to be created	Space needs to be created could include changes to the Mayor/CAO/Clerk work space to accommodate – such as reduced kitchen space. Could be	In line with administrative role	Human Resources Master Plan and workload management.

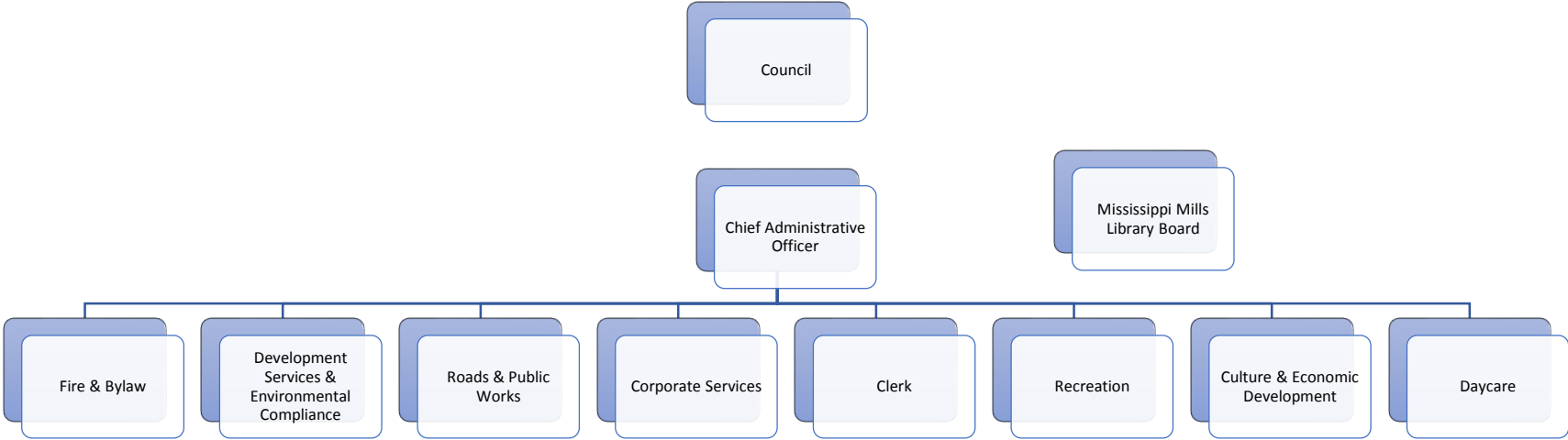
			Summer 2021		
Recreation Programming	Provide programming of recreational activities and events.		This position would be staffed based on the outcomes of the Community Services Master plan – 2024.	As per SDR report	Community Services Master Plan
Senior Planner	Lead staff on Official plan, zoning, site plan, variance, LPAT, Heritage, within Municipality.	This role would replace the Director of Planning role and maintain the capacity of the department to complete work in a timely fashion. Consultant resources have secured to address workload issues on a temporary basis.	This would be staffed as soon as Council provides direction.	As per SDR report	Human Resources Master Plan and workload management.
Deputy Chief Building Official	Perform building inspection duties and Chief Building Official as required.	There are aspects of the building inspection workload that are not being attended to such as follow-ups on non scheduled inspections, closing off aged building permits.	This would be staffed as soon as Council provides direction.	Salary	Human Resources Master Plan and workload management.
Director of Planning	Position Eliminated			Savings \$100,000 per year	

Attachment 3 - Proposed Organizational Structure 2021 and 2024 Transition

Outline of this Document

- Included in this slide presentation is an organization chart for 2021 and a chart for 2024 onwards
- 2024 would see a change in Public Works and Development Services depending on the decision for the Water Treatment and Sewer Treatment operations. Decision is whether Municipality continues to contract with Ontario Clean Water Association for management and operations. Current contract ends Dec 31, 2024.
- Community Services Department would also see the introduction of a Director Position for Cultural Events, Recreation, and Childcare.
- Economic Development becomes a distinct function but not a new position.
- A Position that has orange shading in the background means it is a new position.

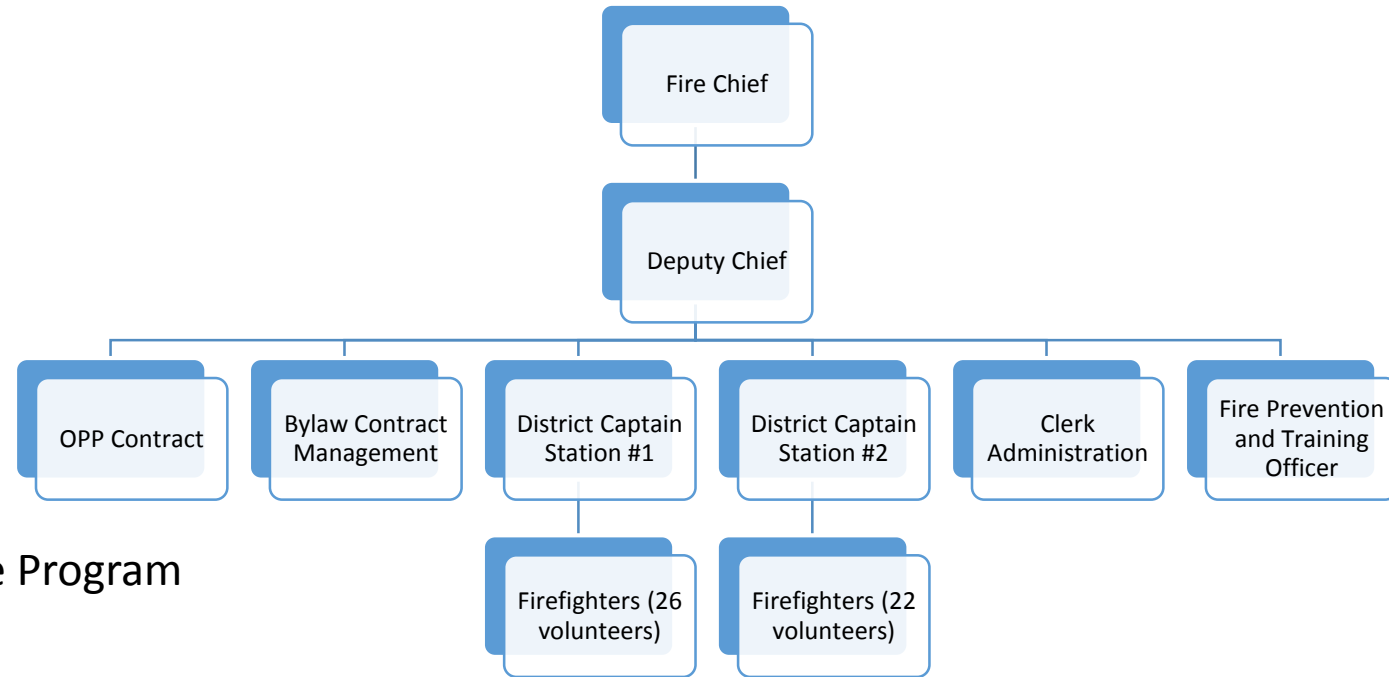
PROPOSED 2021 – 2023 DEPARTMENTAL STRUCTURE



FIRE & BYLAW ENFORCEMENT DEPARTMENT

Core Responsibilities:

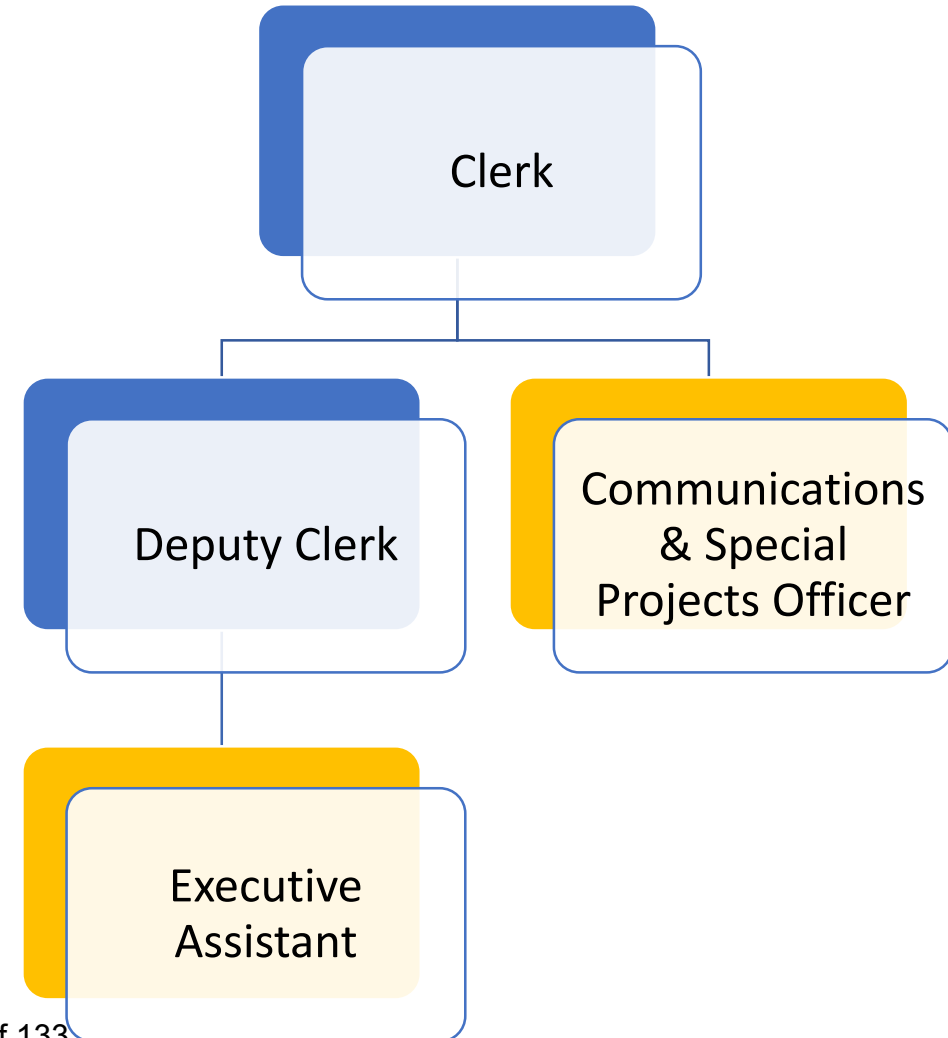
- Prevention Education
- Emergency Response
 - Fire response
 - Medical response
 - Motor vehicle accidents
 - Water rescue
- Community Emergency Response Program
- Administer Burn Permit System
- Fire Inspection and Enforcement
- Fleet and Equipment Management
- Management of Bylaw Enforcement Contract (parking and property standards)
- OPP Contract Management ??



CLERK Department

Core Responsibilities:

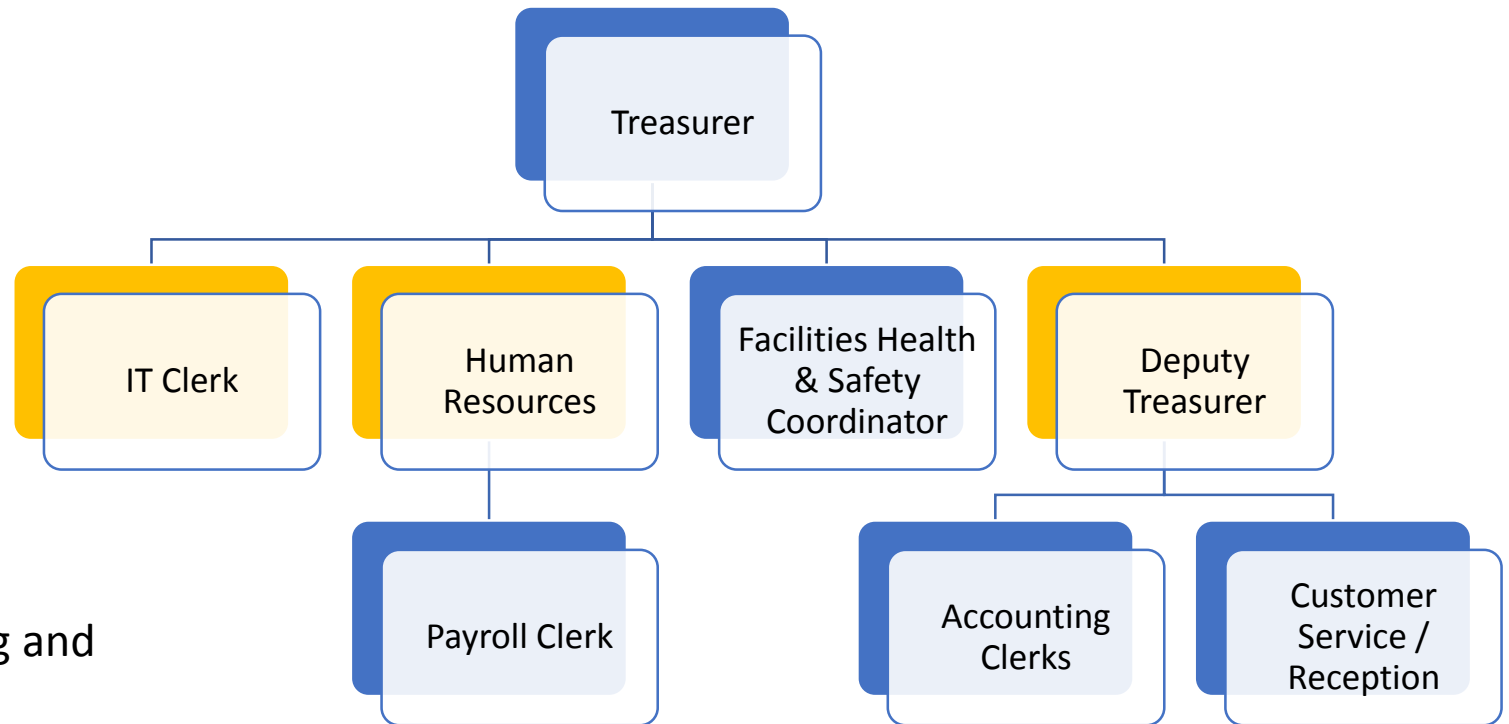
- Council Support, Mayor and CAO
- Formal Requests (FOI, Closed Meeting Requests, Integrity Commissioner, Formal Complaints)
- Records Management
- Bylaws & Policies Administration
- Commissioner of Oaths
- Council Communications
- Website and Social Media Management
- Special Projects (Strategic Plan Implementation, Performance Measurement – note this is not performance appraisals)
- Public Consultation Management
- Registrations and Licensing
- AODA Compliance (Accessibility)
- Tile/Municipal Drain applications
- Fence Viewers
- Municipal Elections



CORPORATE SERVICES Department

Core Responsibilities:

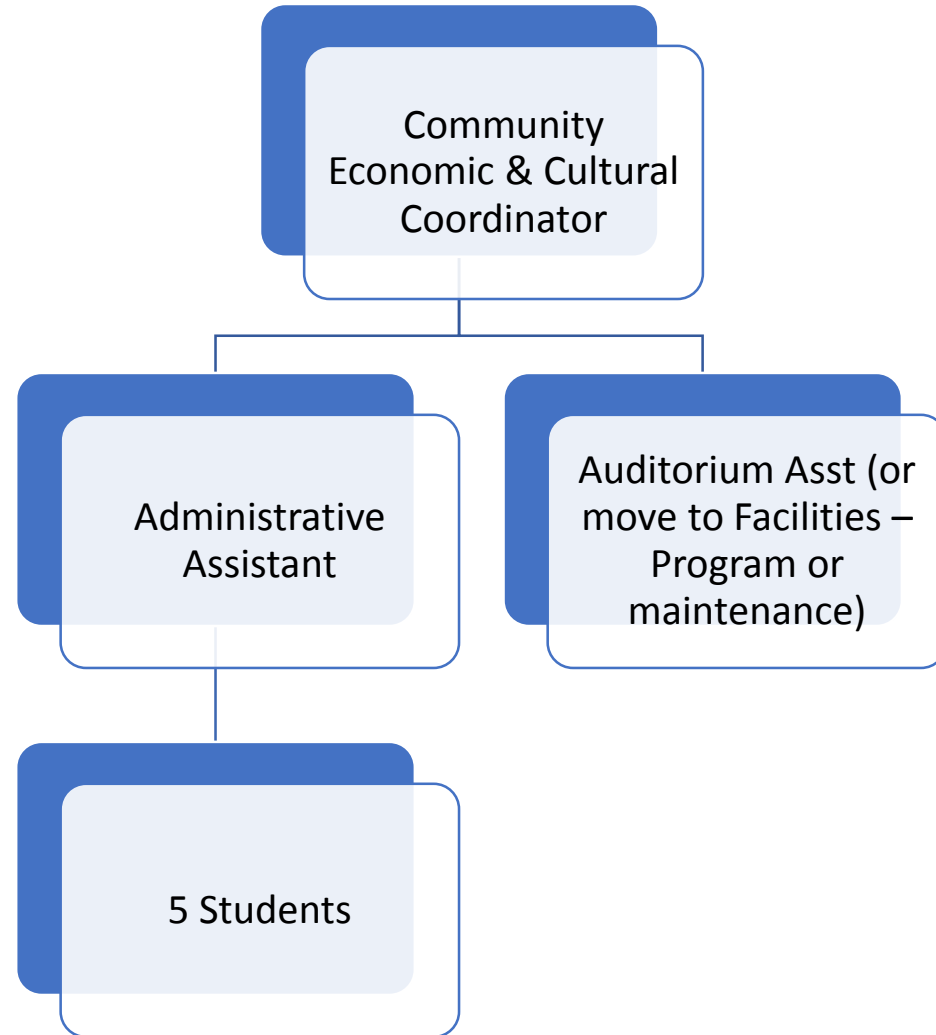
- Financial Management
 - Cashflow and Investment Management
 - Accounts Payable
 - Accounts Receivable
 - Payroll
 - Utility and Tax
- Budget Development
- Human Resources
- Facilities Management
- Asset Management Planning
- Health and Safety
- Information Technology networking and help desk
- Procurement Audit and Management
- Long-Term Financial Planning
- Financial Statements/FIR
- PSAB Reporting
- Rates & Charges studies



Community Economic Development & Culture

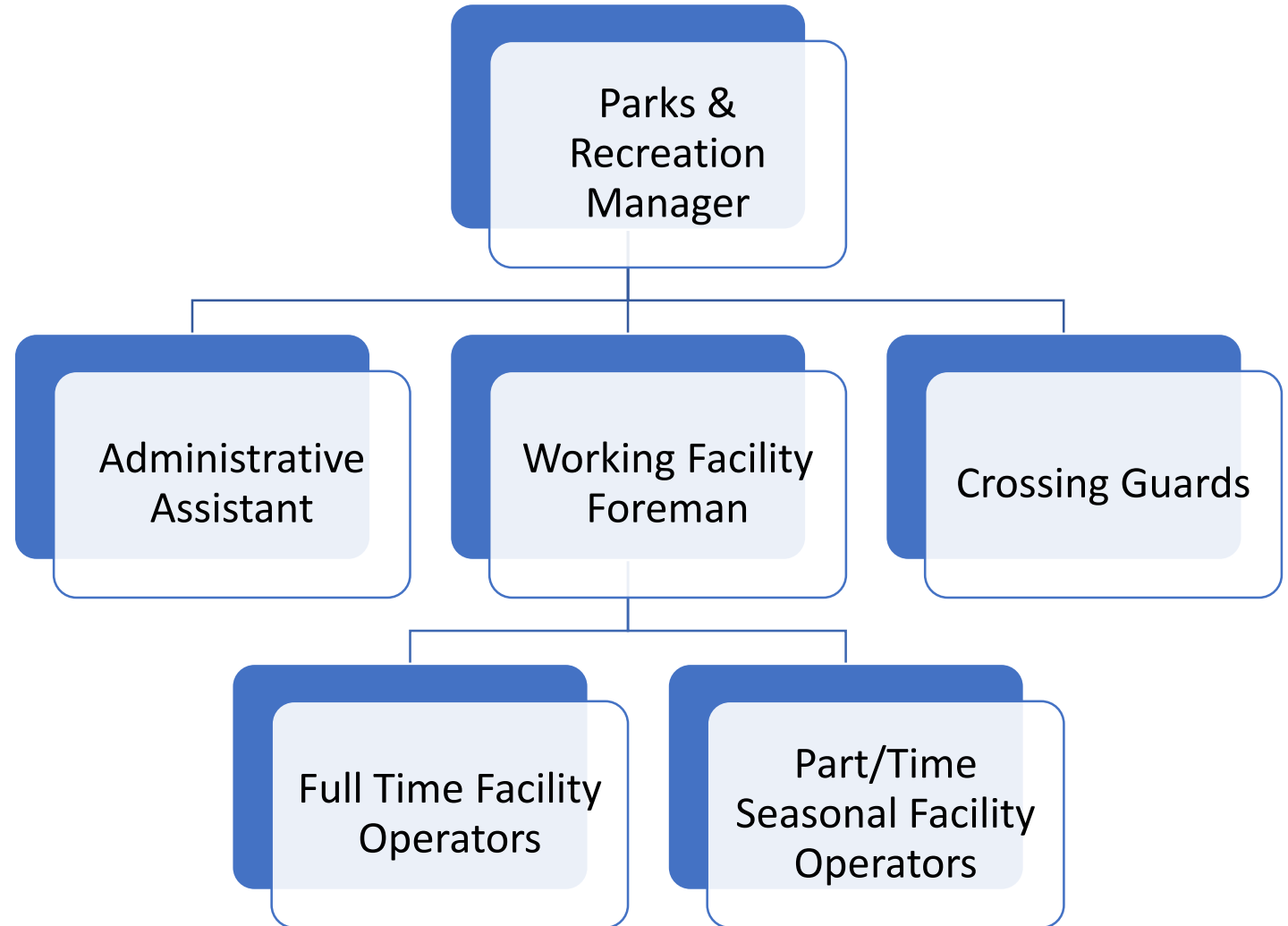
- Organizing or facilitating through spaces, equipment, promotional support, etc. the Municipality's events, festivals, and cultural programming (Almonte Old Town Hall User Groups and bookings, Canada Day, Parades etc.,)
- Sit on community event committees (Pakenham Fair, Light Up the Night)
- Community development (volunteer, community groups, backyard garden etc.)
- Museums Network Relations
- Tourism Marketing & Management (Office, Summer Staff, Promotional Materials, Industry Events)
- Community Economic Development & Land Sales
- Business Support & Retention (Film, downtown groups, business networking, municipal contact for business owners)

Seasonal Maintenance Coordinator (potential shared with PW) ???



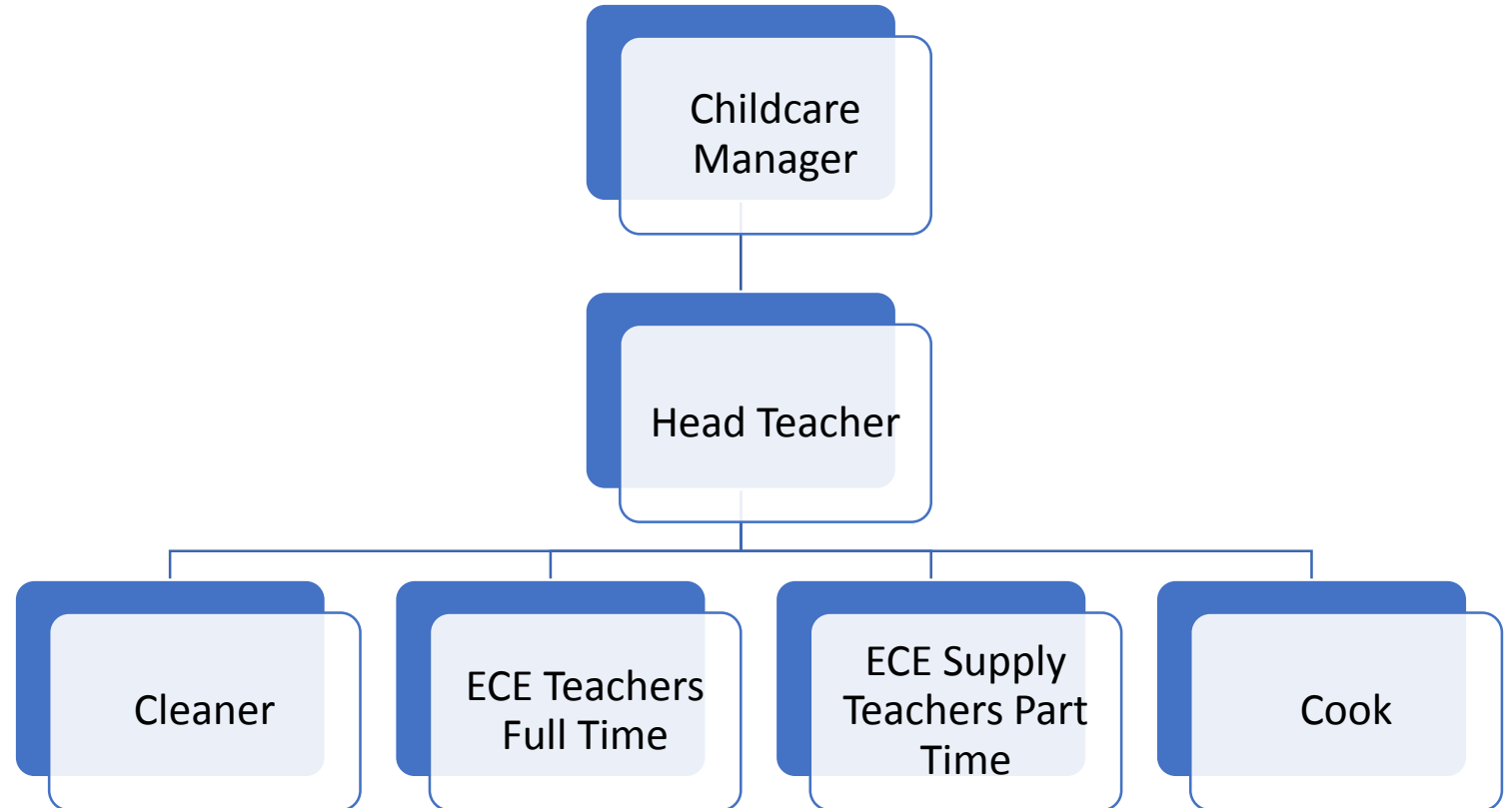
Recreation Programming, Outdoor Facilities & Parks

- Administration of all bookings and use of community spaces including arenas, community centers, parks, and outdoor spaces
- Park development, management & budgeting
- Program management and budgeting
- Operational Budgets for Recreation Staff, Parks, Facilities & Fleet
- User Group Relations (sports clubs, facility club - curling, lawn bowling, tennis etc.)
- Non municipally owned facility relations and support
- Crossing Guard program
- NOTE – facility envelope managed corporately – program specific facility components may be Recreation



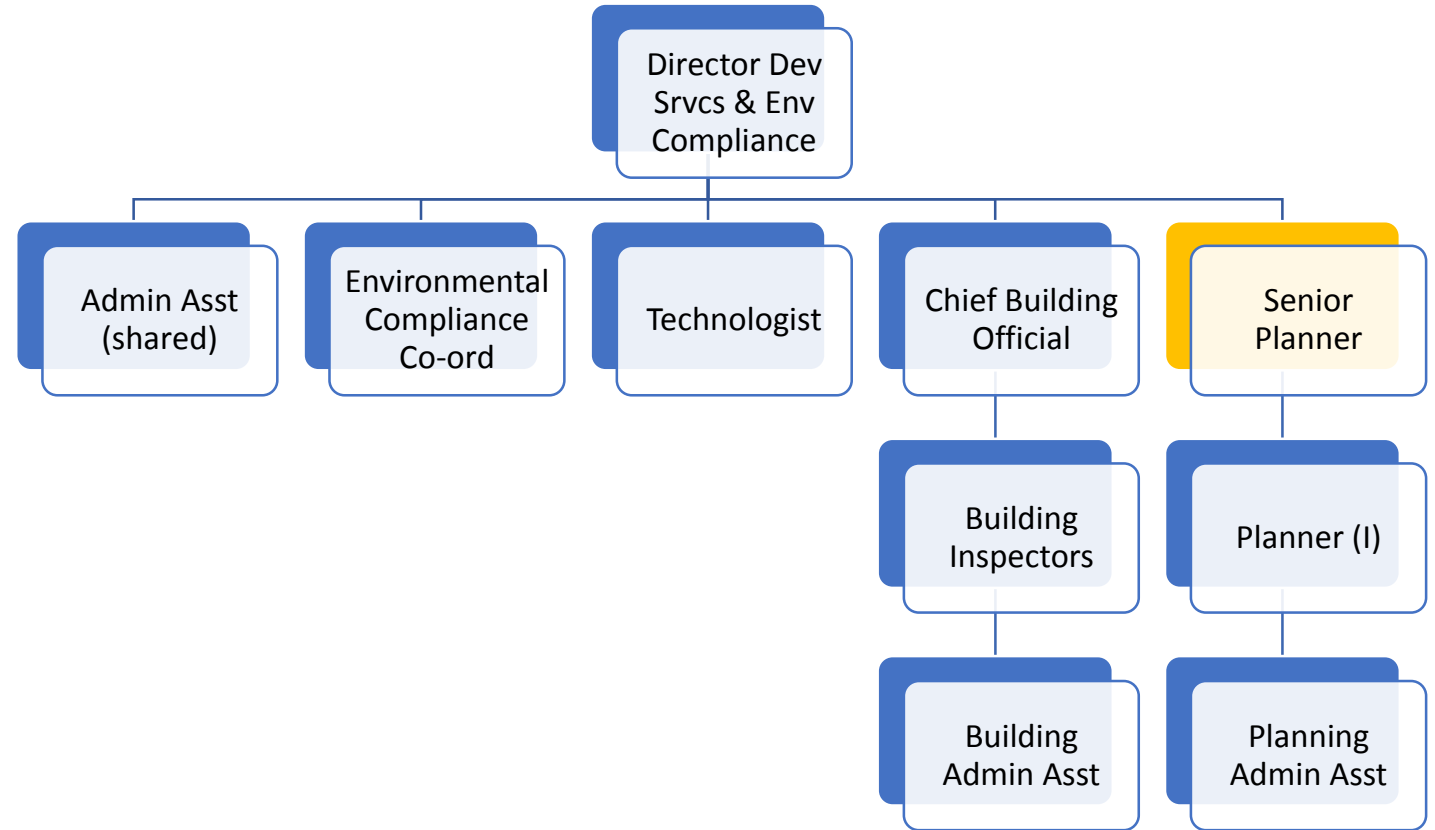
Childcare, Before & After School Programs

- Administration of the Municipality's daycare and school-age programming
- Daycare (2 facilities)
- School-age programming
- Relations with School Boards for facility usage
- Relations with County for Funding
- Provincial Licensing and Compliance
- Program Budgeting and Revenue



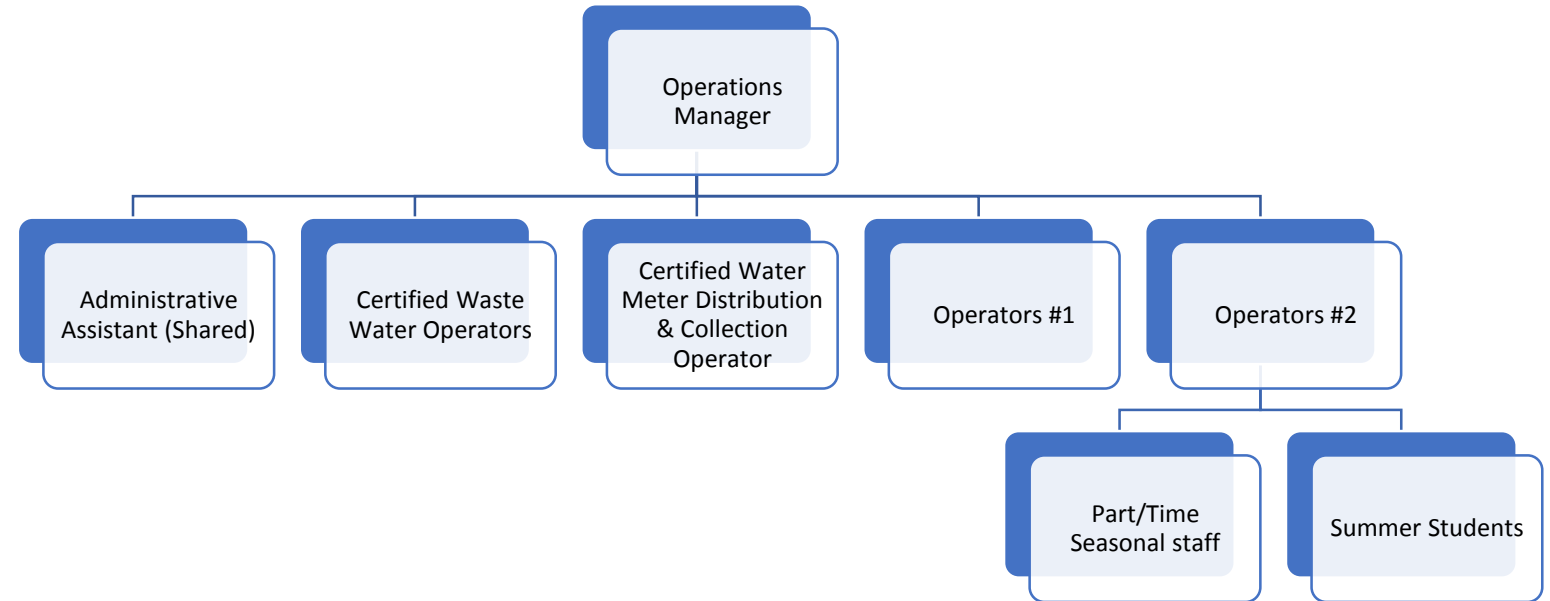
Development Services & Environmental Compliance

- Engineering and new transportation, water, and sewer construction
- Inspection & coordination of new construction
- Budgeting and planning new infrastructure
- Planning application review / processing in accordance with the Planning Act (Official Plan Amendments, Zoning Bylaw Amendments, Minor Variances, Site Plan Control, Subdivisions
- Consent)
- Building permit applications, issuance, inspections, and enforcement in accordance with the Ontario Building Code
- Environmental Compliance – DWQMS
- Climate Change Management (incl Veg)
- Waste Management (Landfill Administration, Curbside Pick up (Waste & Recycling), Waste Disposal Programs, Household Hazardous Waste)
- GIS Data and Management

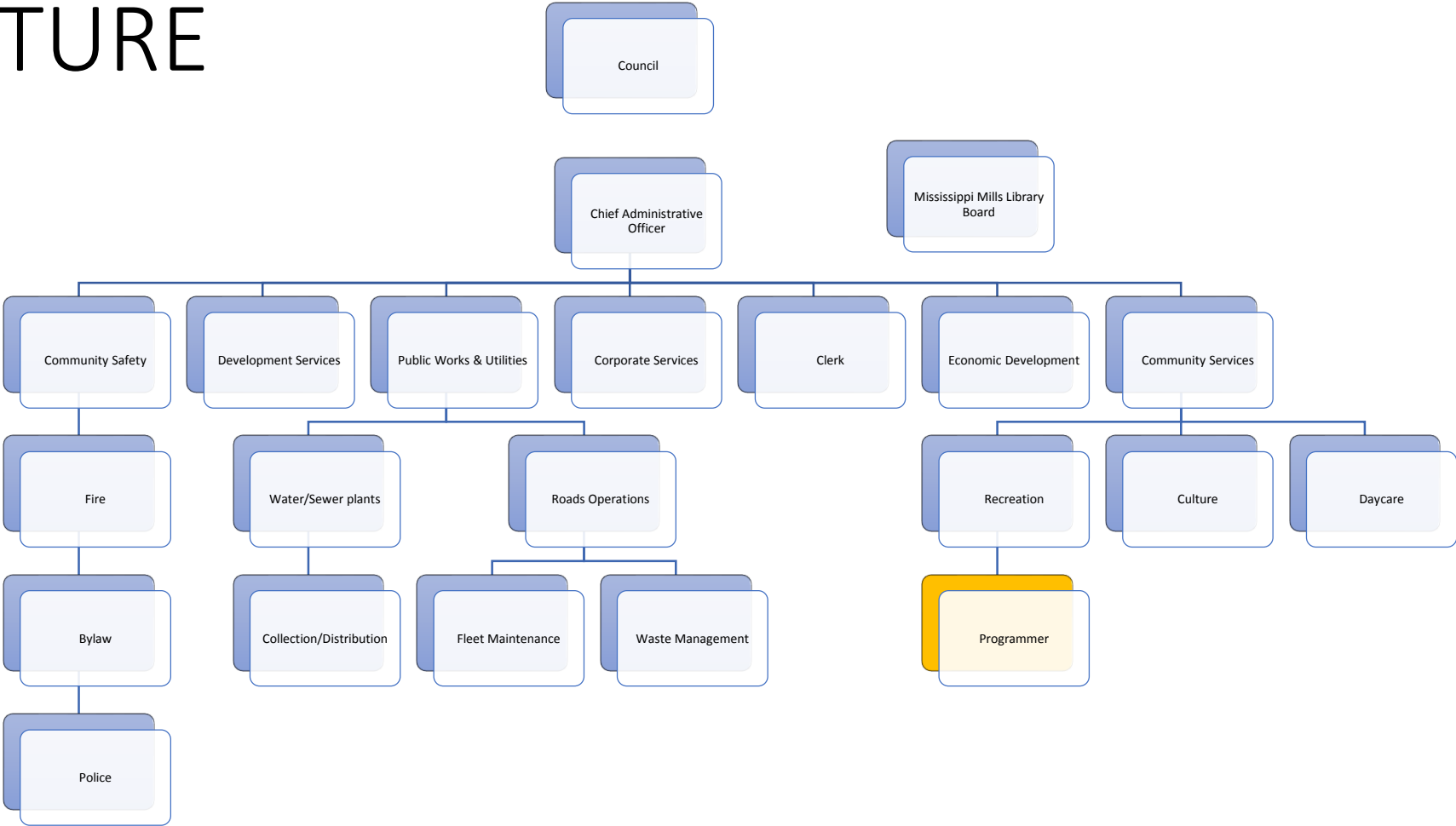


Roads & Public Works

- Delivers the water distribution and sewage collection systems
- Fleet Management
- Street Lighting & Signals
- Drainage & Flood Control
- Municipal Drain Maintenance
- Roadside Brushing & Road Sweeping
- Grading & Dust Control
- Gravel Resurfacing
- Tree Maintenance
- Bridges & Large Structural Maintenance
- Roadside Mowing & Ditch Maintenance
- Stormwater Catchment Maintenance
- Hardtop Maintenance
- Shoulder Maintenance
- Winter Controls
- and beautification (Summer Students), Beautification (Murals, Banners, Public Art, Flowers, Hort Society Relations, Christmas Decor Staff)



PROPOSED 2024 ONWARDS DEPARTMENTAL STRUCTURE





July 29, 2022

To whom it may concern:

Please be advised that Brantford City Council at its meeting held July 26, 2022 adopted the following:

12.2.15 Seeking Prosperity and Partnership with Indigenous Nations and a Timely Resolution of Haldimand Tract Land Dispute

WHEREAS, in 1784, Sir Frederick Haldimand issued a proclamation allocating six miles on either side of the Grand River, beginning at Lake Erie and extending to the head of the river, for the benefit of the “Mohawk Nation and such others of the Five Nation Indians as wish to settle in that quarter” (also known as the Haldimand Tract); and

WHEREAS the current reservation of land allocated to the Six Nations of the Grand River (SNGR) represents approximately 5% of the 950,000 acres described within the Haldimand Proclamation; and

WHEREAS, in 1995, the SNGR commenced a lawsuit against the Federal and Provincial Governments seeking compensation for lands not surrendered, an accounting for all profits, property, or other assets belonging to or held by the Crown for the benefit of the SNGR, and an accounting for the management or disposition of those assets; and

WHEREAS, negotiations between the SNGR, the Province of Ontario, and the Government of Canada broke down in 2010 resulting in the SNGR recommencing their litigation against the Crown; and

WHEREAS communities within the Haldimand Tract experience the tensions, uncertainty and frustrations arising from failure of the Crown to address the SNGR’s land claims in a timely and equitable manner; and

WHEREAS Brantford supports the fair and final settlement of the Six Nations’ 1995 lawsuit against Ontario and Canada and is working to establish a meaningful relationship of peace, friendship, mutual respect and shared prosperity with local First

Nations; and

WHEREAS, since 1974, purchasers of land or a beneficial interest in land in Ontario have been paying a percentage of the purchase price for these interests to the Province of Ontario in the form of a Land Transfer Tax; and

WHEREAS Indigenous communities have not historically benefited from the proceeds of Land Transfer Taxes collected by the Ontario Government on the transfer of land and interests in land in Ontario; and

WHEREAS in 2008, the Province of Ontario authorized the City of Toronto to implement a new Municipal Land Transfer Tax to be collected by the municipality, however, a likewise authority was not extended to any other municipality in Ontario; and

WHEREAS municipalities require new tools to build capacity for advancing the meaningful inclusion of Indigenous Peoples in land use planning matters and promoting a local community approach to economic development and shared prosperity; and

WHEREAS the City of Brantford is experiencing significant growth and desires to explore prosperity sharing initiatives with local Indigenous communities in a manner that promotes and strengthens the economies of this region and the economic self-sufficiency of the Indigenous peoples of this region; and

WHEREAS, during the negotiations leading up to the boundary adjustment between the City of Brantford and the County of Brant, the Six Nations of the Grand River requested that a form of prosperity sharing be considered and implemented prior to the approval of the boundary adjustment by the Minister of Municipal Affairs and Housing; however, at the time, a prosperity sharing initiative was not approved by the province as part of the boundary adjustment; and

WHEREAS the scope of municipal powers are determined by the province and therefore municipalities have limited legislative authority to implement unique arrangements with First Nations such as establishing development fees; levying special taxes; or entering into contractual arrangements in order to share in municipal

growth and prosperity, facilitate Indigenous interests in development projects, or create equity interests in municipal projects;

NOW THEREFORE BE IT RESOLVED:

- A. THAT the Council of The Corporation of the City of Brantford respectfully CALLS UPON the Province of Ontario and the Government of Canada to resume negotiations, in good faith, with the Six Nations of the Grand River to settle the legal proceedings filed against both governments on March 7, 1995 by the Six Nations of the Grand River; and
- B. THAT the Council of The Corporation of the City of Brantford respectfully CALLS UPON the Province of Ontario to set aside a percentage of all Land Transfer Tax collected by Ontario to be held for the benefit of and remitted to First Nations situated in the province as one means of reparation for historic injustices; and
- C. THAT in addition to the above the Council of The Corporation of the City of Brantford respectfully CALLS UPON the Province of Ontario to empower municipalities within the Grand River Watershed to participate in prosperity sharing with First Nations by way of the following:
 - i. Amend the Municipal Act, 2001 to allow all municipalities in Ontario who so desire to implement a Lot Levy to be applied to purchases on all new builds in the municipality in addition to the Provincial Land Transfer Tax, and held for and remitted to local First Nations for the benefit of Indigenous Peoples' to freely pursue their economic, social and cultural development; and
 - ii. Amend the Development Charges Act, 1997 to include in the list of eligible services a specific charge to be remitted to First Nations in order to provide capacity funding to those Nations who have an interest in protecting and managing cultural heritage and archaeological resources of interest to Indigenous communities, as well as for infrastructure that benefits First Nations communities; and

- iii. Amend the Planning Act to expand the Community Benefits Charge to include a charge that may be collected for the benefit of and remitted to local First Nations for the preservation and advancement of Indigenous interests; and

- D. THAT the Clerk BE DIRECTED to forward a copy of this resolution to The Honourable Justin Trudeau, Prime Minister of Canada, the Minister of Crown Indigenous Relations of Canada, The Honourable Doug Ford, Premier of the Province of Ontario; the Ontario Minister of Municipal Affairs and Housing; the Ontario Minister of Indigenous Affairs; Chief Mark Hill, Six Nations of the Grand River; Chief Stacey Laforme, Mississaugas of the Credit First Nation; Federation of Canadian Municipalities; Association of Municipalities of Ontario; and
- E. THAT the Clerk BE DIRECTED to forward a copy of this resolution to each municipality that oversees lands within the Haldimand Tract and, further, that those municipalities BE REQUESTED to consider supporting this initiative by the passage of similar resolutions; and
- F. THAT a copy of this resolution BE FORWARDED to The Ontario Home Builders Association, the Brantford Home Builders Association, the Ontario Real Estate Association and the Brantford Real Estate Association; and
- G. THAT those bodies BE REQUESTED to provide commentary on this resolution; and
- H. THAT their responses BE PROVIDED in a staff report to city council at a later date.

I trust this information is of assistance.

Yours truly,



Tanya Daniels
City Clerk, tdaniels@brantford.ca

From: EEP Ontario / SAR Ontario (ECCC) <SpeciesAtRisk.Ontario@ec.gc.ca>

Sent: August 9, 2022 12:26 PM

To: EEP Ontario / SAR Ontario (ECCC) <SpeciesAtRisk.Ontario@ec.gc.ca>

Subject: Environment and Climate Change Canada Recovery Planning Documents on the Species at Risk Public Registry / Documents de planification du rétablissement d'Environnement et Changement climatique Canada dans le Registre public des espèces en péril

(La version française suit)

On August 9, 2022, Environment and Climate Change Canada posted the following recovery planning documents on the Species at Risk (SAR) Public Registry:

The following documents are now posted as proposed on the Public Registry and are open for a 60-day comment period:

Recovery Strategy for the Bobolink (*Dolichonyx oryzivorus*) in Canada [Proposed version]
Recovery Strategy for the Eastern Meadowlark (*Sturnella magna*) in Canada [Proposed version]

[Proposed recovery strategies for the Bobolink \(*Dolichonyx oryzivorus*\) and Eastern Meadowlark \(*Sturnella magna*\) in Canada - Canada.ca](#)

For more information on the *Species at Risk Act*, recovery planning documents and species at risk, please visit the *SAR Public Registry* at: <https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>.

If you have any comments or questions about the recovery planning documents, please contact the Consultation Biologist at:

Canadian Wildlife Service - Ontario
Environment and Climate Change Canada
4905 Dufferin Street
Toronto, ON M3H 5T4
E-mail: SpeciesAtRisk.Ontario@ec.gc.ca

This email message has been sent with the purpose of sharing information about proposed amendments to Schedule 1 of the Species at Risk Act and/or recovery document postings (including the public comment periods) on the Species at Risk Public Registry: <https://www.canada.ca/en/environment-climate-change/services/species-risk-public-registry.html>

For more information, or if this message was forwarded to you and you would like to be added to this email list, or if you do not wish to be included in future messages, please email SpeciesAtRisk.Ontario@ec.gc.ca directly with 'add to (or remove from) list' in the subject line.

Le 9 août 2022, Environnement et Changement climatique Canada a affiché les documents de planification du rétablissement suivant dans le Registre public des espèces en péril.

La version proposée des documents suivant est maintenant affichée dans le Registre public. Les documents suivant fera l'objet d'une période de commentaires de 60 jours:

- **Programme de rétablissement du Goglu des prés (*Dolichonyx oryzivorus*) au Canada [Proposition]**
- **Programme de rétablissement de la Sturnelle des prés (*Sturnella magna*) au Canada [Proposition]**
 - [Programmes de rétablissement proposés pour le Goglu des prés \(*Dolichonyx oryzivorus*\) et la Sturnelle des prés \(*Sturnella magna*\) au Canada - Canada.ca](#)

Pour plus de renseignements sur la *Loi sur les espèces en péril (LEP)*, les programmes de rétablissement et les espèces en péril, veuillez consulter le site *Web du Registre public des espèces en péril* à l'adresse suivante : <https://www.canada.ca/fr/environnement-changement-climatique/services/registre-public-especes-peril.html>.

Si vous avez des commentaires ou des questions au sujet des documents de planification du rétablissement, veuillez communiquer avec le Biologiste de consultation dont les coordonnées sont les suivantes:

Service canadien de la faune – Région de l'Ontario
Environnement et Changement climatique Canada
4905, rue Dufferin
Toronto (Ontario) M3H 5T4
Courriel : SpeciesAtRisk.Ontario@ec.gc.ca

Ce courriel a été envoyé dans le but de partager des renseignements sur des propositions d'amendements à l'Annexe 1 de la Loi sur les espèces en péril (LEP) et les mises à jour relatives aux programmes de rétablissement (y compris les périodes de consultation publique) concernant le Registre public des espèces en péril : <https://www.canada.ca/fr/environnement-changement-climatique/services/registre-public-especes-peril.html>

Pour obtenir plus de renseignements, ou si ce message vous a été transféré et que vous souhaitez vous inscrire à la présente liste de diffusion, ou si vous ne souhaitez plus recevoir de messages à l'avenir, envoyez un courriel à l'adresse SpeciesAtRisk.Ontario@ec.gc.ca en indiquant à la mention en objet « Ajouter à la liste » ou « Supprimer de la liste ».

ONTARIO ENERGY BOARD NOTICE TO CUSTOMERS OF ENBRIDGE GAS INC.

Enbridge Gas Inc. has applied to raise its natural gas rates effective January 1, 2023.

Learn more. Have your say.

Enbridge Gas Inc. has applied to the Ontario Energy Board to raise its natural gas rates effective January 1, 2023, based on a rate-setting framework and other adjustments previously approved by the Ontario Energy Board for the period 2019-2023. The rates are set using a formula that is tied to inflation and other factors intended to promote efficiency.

If the application is approved as filed, a typical residential customer of Enbridge Gas Inc. would see the following increases:

Rate Zones	Residential Annual Bill Increase
EGD	\$ 22.61
Union South	\$ 19.84
Union North East	\$ 31.51
Union North West	\$ 36.22

Other customers may be affected. It is important to review the application carefully to determine whether you will be affected by the changes.

THE ONTARIO ENERGY BOARD IS HOLDING A PUBLIC HEARING

The OEB will hold a public hearing to consider Enbridge Gas Inc.'s application. We will question Enbridge Gas Inc. on its case. We will also hear questions and arguments from individual customers and groups that represent the customers of Enbridge Gas Inc. At the end of this hearing, the OEB will decide what, if any, rate increase will be allowed.

The OEB is an independent and impartial public agency. We make decisions that serve the public interest. Our goal is to promote a financially viable and efficient energy sector that provides you with reliable energy services at a reasonable cost.

BE INFORMED AND HAVE YOUR SAY

You have the right to information regarding this application and to be involved in the process

- You can review Enbridge Gas Inc.'s application on the OEB's website now
- You can file a letter with your comments, which will be considered during the hearing
- You can become an intervenor. As an intervenor, you can ask questions about Enbridge Gas Inc.'s application and make arguments on whether the OEB should approve Enbridge Gas Inc.'s request. Apply by **August 5, 2022** or the hearing will go ahead without you and you will not receive any further notice of the proceeding
- At the end of the process, you can review the OEB's decision and its reasons on our website

LEARN MORE

Our file number for this case is **EB-2022-0133**. To learn more about this hearing, find instructions on how to file a letter with your comments or become an intervenor, or to access any document related to this case, please enter the file number **EB-2022-0133** on the OEB website: www.oeb.ca/participate. You can also phone our Public Information Centre at 1-877-632-2727 with any questions.

ORAL VS. WRITTEN HEARINGS

There are two types of OEB hearings – oral and written. The OEB will determine at a later date whether to proceed by way of a written or oral hearing. If you think an oral hearing is needed, you can write to the OEB to explain why by **August 5, 2022**.

PRIVACY

If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. However, your personal telephone number, home address and email address will be removed. If you are a business, all your information will remain public. If you apply to become an intervenor, all information will be public.

This rate hearing will be held under section 36 of the Ontario Energy Board Act, 1998, S.O. 1998, c.15, Schedule B.



Ontario
Energy
Board | Commission
de l'énergie
de l'Ontario

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2022-3540

August 10, 2022

Dear Head of Council:

As Ontarians face the rising cost of living and a shortage of homes, our government was re-elected with a strong mandate to help more Ontarians find a home that meets their needs.

Our government also made an election promise to build 1.5 million new homes for the people of Ontario over the next 10 years to address the housing supply crisis.

I am pleased to inform you that our government introduced the proposed Strong Mayors, Building Homes Act on August 10, 2022, that, if passed, would make changes to the *Municipal Act, 2001*, *City of Toronto Act, 2006*, and the *Municipal Conflict of Interest Act*. These amendments would empower mayors in the City of Toronto and City of Ottawa to deliver on shared provincial-municipal priorities and get more homes built faster.

If passed, the proposed changes impacting the City of Toronto and City of Ottawa are intended to take effect on November 15, 2022, which is the start of the new municipal council term. Other growing municipalities could follow at a later date.

If you have any comments or feedback regarding these proposed changes, you may submit them to the Ministry of Municipal Affairs and Housing at:
StrongMayors@ontario.ca.

Sincerely,

A handwritten signature in blue ink that reads "Steve Clark".

Steve Clark
Minister



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 3PM Accessibility	18	19 Municipal Election Nomination Day	20
21	22	23 6PM Council 7PM COW	24 3PM Heritage Committee	25	26	27
28	29	30	31 6PM Committee of Adjustment			

*Nominations will only be accepted in person at the Municipal Office until 2:00 pm



Mississippi
Mills

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	28 6PM Committee of Adjustment	29	30	