



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, October 4, 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 September 20, 2022 be approved.	4 - 7
E. CONSENT REPORTS Recommended Motion: THAT the minutes from the Accessibility Advisory Committee dated, August 17, 2022 be received.	
E.1. Accessibility Advisory Committee - August 17, 2022	8 - 10
F. STAFF REPORTS	
<u>Building and Planning</u>	
F.1. Affordable Housing Grant Program Update Recommended Motion: THAT Committee of the Whole recommend that Council direct staff to undertake consultation with County Staff to develop a Mississippi Mills Affordable Housing Grant Program or Policy as a supplement to the recently approved County Affordable Housing Capital Grant Program and report back to Council during the 2023 budget deliberations.	11 - 32

Finance and Administration

- F.2. Digital Strategy Update** 33 - 35
Recommended Motion:
THAT Committee of the Whole receive this report for information, and
That Committee of the Whole recommend Council approve the one time
funding of \$6,250 for Project Concentrator from reserves.

- F.3. Procedural By-law Amendment to Inaugural Meeting** 36 - 39
Recommended Motion:
THAT Committee of the Whole Recommend that Council amend
Procedural By-law 19-127 Schedule A - Procedures for Inaugural
Meeting of Council to allow for greater flexibility when developing the
Inaugural Council agenda.

G. NOTICE OF MOTION

- G.1. Mayor Lowry - Lanark County 2023 Harvest Festival**
Recommended Motion:
WHEREAS Lanark County hosts a one day Harvest Festival each fall;

AND WHEREAS the Harvest Festival features a lower tier municipality
each year, providing an opportunity to showcase each community;

AND WHEREAS Mississippi Mills is celebrating our Bicentennial in
2023;

THEREFORE BE IT RESOLVED THAT Mississippi Mills Council
requests to be the featured municipality at the September 2023 Lanark
County Harvest Festival;

AND FURTHERMORE THAT Mississippi Mills staff be directed to include
participation at the Lanark County Harvest Festival in the 2023
Bicentennial plans.

H. INFORMATION ITEMS

- H.1. Mayor's Report**
- H.2. County Councillor's Report** 40 - 44
- H.3. Mississippi Valley Conservation Authority Report**
- H.4. Library Board Report**
- a. Mississippi Mills Public Library Board - June 10 2022** 45 - 46
- H.5. Information List #17-22**
Recommended Motion:
THAT the information list #17-22 be received for information.

a.	September 23, 2022 - Lanark County re: Lanark County approves first child care centre under new program	47 - 48
b.	September 26, 2022 - Ministry of Municipal Affairs and Housing re: Land Use Planning Process Public Consultation	49
c.	September 26 2022, Grey Highlands re: Increased Speeding Fines	50
d.	September 28, 2022 - Algonquin College re: Local Immigration Partnership – Lanark & Renfrew Launches Two New Welcoming Community Resources	51 - 52
H.6.	Meeting Calendar	53 - 57
I.	OTHER/NEW BUSINESS	
J.	PENDING LIST	58 - 59
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

September 20, 2022

Hybrid

3131 Old Perth Road.

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

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

A. CALL TO ORDER (immediately following Council)

Deputy Mayor Minnille called the meeting to order at 7:01 p.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared.

C. APPROVAL OF AGENDA

Resolution No CW246-22

Moved by Councillor Holmes

Seconded by Mayor Lowry

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW247-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the minutes dated September 6, 2022, be approved.

CARRIED

E. CONSENT REPORTS

None

F. STAFF REPORTS

F.1 Additional Residential Units for New Developments - Project Plan

Resolution No CW248-22

Moved by Councillor Holmes

Seconded by Councillor Dalgity

THAT the Committee of the Whole accept this report as information.

CARRIED

F.2 Award of Contract – PW-22-17, 2022 Asphalt Paving, Concession 4 Pakenham

Resolution No CW249-22

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the Committee of the Whole recommends that Council award the contract for Tender No. PW-22-17, 2022 Surface Treatment Program to Thomas Cavanagh Construction Ltd, in the amount of \$179,797.00 plus HST.

CARRIED

F.3 2023 Budget Schedule and Process

Resolution No CW250-22

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT Committee of the Whole recommend Council approve the 2023 budget schedule and process as presented.

CARRIED

G. NOTICE OF MOTION

G.1 Councillor Holmes - Farm 911 "The Emily Project"

Resolution No CW251-22

Moved by Councillor Holmes

Seconded by Councillor Maydan

WHEREAS farm accidents can occur in remote locations, making it difficult for first responders to easily locate the situation;

AND WHEREAS not all rural property entrances have emergency signage;

AND WHEREAS the municipality currently has a policy in place for rural addressing.

BE IT RESOLVED THAT Council adopts the Ontario's Farm 911 – "The Emily Project", to enhance emergency addresses and signage for vacant rural land;

AND THAT where any existing entrances to farm land exist within the municipality, applicants wishing to purchase a property identification number sign have the entrance permit portion of the fee waived.

CARRIED

H. INFORMATION ITEMS

H.1 Mayor's Report

None

H.2 County Councillor's Report

Deputy Mayor provided a County Council highlight including the adopted terms of references for the special planning committee.

H.3 Mississippi Valley Conservation Authority Report

None

H.4 Library Board Report

Last Library Board meeting was on September 16th highlights include financial report.

H.5 Information List #16-22

None

H.6 Meeting Calendar

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list.

K. ADJOURNMENT

Resolution No CW252-22

Moved by Councillor Ferguson

Seconded by Mayor Lowry

THAT the meeting be adjourned at 7:39 p.m.

CARRIED

Jeanne Harfield, Clerk



The Corporation of the Municipality of Mississippi Mills

Accessibility Advisory Committee Meeting

MINUTES

August 17, 2022

3:00 p.m.

E-participation

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

Called to order @3:03pm

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

C. APPROVAL OF AGENDA

Moved by Councillor Guerard

Seconded by Kristen Ray

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Moved by Kristen Ray
Seconded by Claire Marson

THAT the minutes dated May 18th be accepted as presented.

CARRIED

E. DELEGATIONS AND PRESENTATIONS

F. REPORTS

G. BUSINESS ARISING OUT OF MINUTES

G.1 Accessible Washroom Retrofit Requirements

After a walkaround tour at the June meeting, the group discussed the washrooms at the Pakenham baseball diamond. Chair B. Preston advised that she had sent Calvin Murphy, Recreation Manager the bylaw requirements from AODA.

To summarize the requirements there is no provision to make the washrooms accessible. However, if there are any renovations planned to the structure, they would need to be brought up to the current AODA standards. The group felt the solution to having accessible portable washrooms onsite during events was sufficient at this time.

H. ROUND TABLE

The group discussed the crosswalk at by Holy Name of Mary School. The municipality recently had sidewalk work completed where there was a crosswalk indicated on the road, however the sidewalks were not accessible from one side of the road, and should be sloped from both sides.

Staff Direction: Advise Public Works that the one side is not currently accessible.

I. INFORMATION AND CORRESPONDENCE

J. OTHER / NEW BUSINESS

Councillor C. Guerard - Advised the group that currently access to the post office is difficult. Trucks have dug a huge hole. Best to come towards the end of the day, when there is less traffic.

K. MEETING ANNOUNCEMENTS

The next scheduled meeting is September 21st at 3:00pm

L. ADJOURNMENT

Moved by Kristen Ray

Seconded by Claire Marson

THAT the meeting be adjourned at 3:22pm

CARRIED

Casey Munro, Deputy Clerk,
Recording Secretary

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 4, 2022
TO: Committee of the Whole
FROM: Melanie Knight, Senior Planner
SUBJECT: Affordable Housing Grant Program Update

RECOMMENDATION:

THAT Committee of the Whole recommend that Council direct staff to undertake consultation with County Staff to develop a Mississippi Mills Affordable Housing Grant Program or Policy as a supplement to the recently approved County Affordable Housing Capital Grant Program and report back to Council during the 2023 budget deliberations.

BACKGROUND:

In the 2022 budget, Council allocated \$50,000 to be used for an affordable housing grant program. In March 2022, Council approved the Housing Directions Report. This Report implemented a number of reliefs to fees and charges that are often upfront costs (and barriers) to the development of affordable housing. The report also included direction to staff to use \$10,000 of the allocated \$50,000 to hire a consultant to establish an affordable housing grant program. Since that time, staff have completed research on other municipal affordable housing grant programs but have not yet engaged a consultant to develop a program. A summary of staff's research is contained in Attachment 2.

In addition, staff have participated in many of the County-led sessions regarding the County's Affordable Housing Strategy process. The Municipal Tools to Support Affordable Housing Final Report contains a number of recommendations for implementation. The 44 recommendations contained in the report include policy and regulation changes, funding and partnership programs as well as increased awareness and advocacy for affordable housing.

DISCUSSION:

The Community Services Department at the County is the provider and administrator of affordable housing in the County. County staff have recently presented a recommendation report to County Council to establish an Affordable Housing Capital

Grant Program and to bring forward the funds necessary to fund a program in their 2023 budget. A copy of this report can be found in Attachment 1.

In light of the progress on the Affordable Housing Capital Grant Program being developed at the County level, staff are recommending that engaging a separate consultant to develop a separate affordable housing grant program should not be undertaken at this time. There is an opportunity for Mississippi Mills Staff to work with Community Services Staff at the County to develop a process to ensure that any affordable housing development opportunities within the Municipality have access to both the County affordable housing grant fund as well as the allocated affordable housing grant fund at the local, municipal level. Consultation with Community Services Staff will need to be undertaken to determine if any special approvals may be required for inclusion into the County program or if a separate policy or program may be required at the municipal level.

The applicant would apply to the County and any project that the County approved within Mississippi Mills would also be eligible for a portion of the grant funding that Mississippi Mills Council has made available. In this manner there is only one application intake and review process which streamlines municipal processes for both the applicant and administration/planning staff.

FINANCIAL IMPLICATIONS:

As noted above the full \$50,000 grant funds remain unspent within the 2022 budget. Staff recommend transferring the unspent \$50,000 to reserves at year end 2022. Staff will return with a report with options for the use of the existing funds and 2023 funds during the 2023 budget deliberations.

SUMMARY:

Staff recommend that the unspent \$50,000 capital funding be held until the 2023 budget deliberations and that at that time, staff return with a summary of the consultation with the County regarding the opportunity for a partnership to enable supplemental affordable housing grant funding from the Municipality as part of the County's newly established Affordable Housing Capital Grant Program.

Respectfully submitted by,



Melanie Knight
Senior Planner

Reviewed by:



Ken Kelly
CAO

ATTACHMENTS:

1. County Report – Affordable Housing Capital Grant Program
2. Best Practice Research Summary – Affordable Housing Grant Programs

THE COUNTY OF LANARK

COMMUNITY SERVICES COMMITTEE

September 7, 2022

Report #SS-15-2022
of the Director of
Social Services

Affordable Housing Capital Grant Program

1. STAFF RECOMMENDATIONS

THAT, the Community Services Committee recommend to County Council that the Report #SS-15-2022, be received as information;

AND THAT, the Affordable Housing Capital Grant Program be approved as presented;

AND THAT, a recommendation to fund the Affordable Housing Capital Grant program be brought forth at 2023 budget deliberations.

2. PURPOSE

The purpose of this report is to propose an Affordable Housing Capital Grant Program to be implemented in Lanark County and the Town of Smiths Falls in January 2023 following budget approval. This grant is recommended under the County's Municipal Tools to Support Affordable Housing Report.

3. BACKGROUND

In April 2022, Council adopted the Municipal Tools to Support Affordable Housing Report. The report contains 44 recommended actions, categorized under policy and regulations, funding, partnerships, and awareness and advocacy. Under the funding category action 25 recommends establishing an Affordable Housing Fund to finance incentives and other initiatives related to affordable housing. Action 28 recommends developing an affordable housing incentive program to encourage the development of affordable rental housing.

Action 34 suggests examining the feasibility of providing a small grant to homeowners who rent out homes which are currently vacant or have

been in the last two years. The currently proposed grant program does not consider this an option.

4. DISCUSSION

Service Managers across the province have varying locally developed and funded affordable housing capital grant programs. Some Service Managers do not have a capital grant program. The below table provides a few examples of other programs.

Service Manager	Population (approx.)	Program Description
City of Kingston (Frontenac County)	165,000	Program is municipally funded but follows strict OPHI guidelines; grants are \$15,000; ARU program limited success due to strict criteria
Leeds and Grenville	100,000	Program implemented in 2022
Simcoe County (Barrie and Orillia)	500,000+	Average of 9 OPHI ARU grants and 25 municipal grants per year at \$30,000 each. Municipally funded program more successful as OPHI rules are too restrictive
Northumberland County	85,000	\$1M from County reserves; open to anyone building affordable housing; \$20,000 loan, 25-year affordability period, rent at 100% of AMR; launched in 2021 following completion of Affordable Housing Strategy

5. ANALYSIS AND OPTIONS

The program is designed to help cover the capital costs associated to the following types of projects:

- New purpose-built rental housing construction
- Acquisition and/or rehabilitation of existing residential buildings to increase or prevent the loss of affordable housing stock (e.g. a single home converted to two units, an apartment building in disrepair)
- Conversion of non-residential buildings or units to purpose-built affordable residential rental buildings or units (e.g. a commercial building converted to rental housing)
- Addition of new affordable buildings or units to existing residential

and non-residential buildings (e.g. adding a rental housing unit above a store)

- Social/affordable housing redevelopment which involves building new affordable units on existing social housing sites
- Secondary suites or additional residential units (e.g. coach house or apartment over a garage) that are being rented out and where the homeowner lives in the primary dwelling

The suggested program is a grant in the form of a forgivable loan registered on title of up to \$25,000 per unit of affordable housing created. The loan is forgivable over a 15-year period, inclusive of a 5-year transition period. During the phase out, market rents can be charged when the units become vacant, subject to provincial legislation. Lanark County property owners, community agencies, and non-profit and for-profit residential developers who are planning to build new affordable rental units or convert non-residential building to new affordable rental units may be eligible to receive funding. Homeowners who are planning to build an additional residential unit at their occupied home which will be rented out may also be eligible.

The unit rent must be at or below 100% of the Lanark County Average Market Rent (AMR) for a unit of that size where utilities are metered separately for each tenant. AMR is set for one and two-bedroom units by CMHC and provided to the County by MMAH. In the case where the monthly rent includes the cost of all three utilities (heat, hydro and water) the allowable monthly rent can be increased by \$100 over AMR. In 2022, the AMRs for Lanark County by unit size are as follows.

Unit Size	100% AMR	Maximum Rent if Utilities Included
Bachelor	\$864**	\$964
One-Bedroom Unit	\$864*	\$964
Two-Bedroom Unit	\$1100*	\$1200
Three+ Bedroom Unit	\$1100**	\$1200
Source: *CMHC as provided by MMAH ** Data not provided by MMAH and value set by Lanark County AMRs are updated on an annual basis		

The affordable unit must be rented to an individual with a household income below the Household Income Limits prescribed in O.Reg. 370/11, s. 2(2) and assets below the County's affordable housing asset limit. County staff will verify annually that the rent charged by the landlord remains at or below the affordable rate outlined above.

6. FINANCIAL IMPLICATIONS

The affordable housing capital grant program would be 100% municipally funded. An initial investment of \$100,000 would allow for up to the creation of 4 units. Due to development timelines an approval may happen in one year and project expenses carry over into the following year. Therefore, unspent funds from year to year would remain allocated to the program.

7. LOCAL MUNICIPAL IMPACT

Units approved under the program will receive a conditional approval letter from County staff. This letter will confirm that County staff will be monitoring the unit for ongoing affordability compliance. During consultations with local municipal staff ongoing affordability monitoring was a primary barrier to offering affordable housing incentives at the local level from a staff perspective.

8. CONCLUSIONS

The Affordable Housing Capital Grant Program is designed to incentivize Lanark County landlords, property owners, and developers to create an affordable housing unit.

9. ATTACHMENTS

Lanark County Affordable Housing Capital Grant Program Guidelines

Recommended By:

Emily Hollington
Director of Social
Services

Approved for Submission By:

Manager Approval By:

Kurt Greaves
Chief Administrative
Officer



Affordable Housing Capital Grant

Program Guidelines

September 2022

1.0 Introduction

Lanark County Council approved the Affordable Housing Capital Grant Program with the goal of increasing the supply of affordable rental housing in Lanark County. The program will help achieve the goals of the County's 10-Year Housing and Homelessness Plan.

The County will provide financial contributions to projects that create affordable rental housing units. County Council has allocated municipal funds to this program.

2.0 What is Affordable Rental Housing?

For this program, affordable rental housing is housing in which the maximum monthly rent is less than or equal to the established average market rents (AMRs) in Lanark County. This is different from subsidized (rent-geared-to-income) housing; a program where households pay no more than 30 per cent of their gross monthly income on rent.

In the case where the monthly rent includes the cost of all three utilities (heat, hydro, water) the allowable monthly rent can be increased by \$100 over the allowable AMR. Where utilities are metered separately for each unit and residents are required to pay the utility costs directly, the maximum monthly rent is set at AMR.

In 2022, the AMRs for Lanark County by unit size are as follows:

Table 1: Affordable Rents: Lanark County 2022

Unit Size	100% AMR	Maximum monthly rent if utilities are included
Bachelor	\$864**	\$964
One-Bedroom Unit	\$864*	\$964
Two-Bedroom Unit	\$1,100*	\$1,200
Three+ Bedroom Unit	\$1,100**	\$1,200
Source: * Data provided by the Ministry of Municipal Affairs and Housing		
** Value set by Lanark County where there is no data, approved by the Ministry of Municipal Affairs and Housing		

Note: AMRs are updated on an annual basis. Rents for affordable units under this program must stay at the affordable level for the term of the agreement.

3.0 What is the Affordable Housing Capital Grant Program?

The Affordable Housing Capital Grant Program provides funding in the form of a forgivable loan of up to \$25,000 per unit for affordable rental housing created. The program provides the following financial and in-kind assistance to selected applicants:

- A forgivable loan for capital expenses of up to \$25,000 per unit for projects with rent limits in place for 15 years (inclusive of a 5-year phase out period).
- A letter of support with conditional approval for one year; an extension can be provided under certain circumstances and is subject to staff discretion.
- Other incentives may be provided, such as a waiver or grant in lieu of development charges and property taxes (under the County's Affordable and Rental Housing Policy).

The forgivable loan and any other assistance will only be provided for the eligible affordable rental housing units in a project. Additional conditions, including affordable rents that are lower than the identified average market rents (AMRs), may be required if other incentives are provided by the County.

Note that any planning approvals required, such as a municipal Official Plan amendment, subdivision plan, land severance and consent, zoning by-law amendment, minor variance, and site plan application, as well as building, plumbing, and septic system permits, are the purview of the member municipality. As such, it is the responsibility of the applicant to obtain approvals and permits from the member municipality. Approval under the Lanark County Affordable Housing Capital Grant Program does not guarantee approval of the planning applications. The planning applications are subject to the full review process and must meet the County and member municipality's planning objectives and requirements.

4.0 Who Should Apply?

Lanark County property owners, community agencies, non-profit and for-profit residential developers who are planning to build new affordable rental housing units or convert non-residential buildings to new affordable rental housing units may be eligible to receive funding. Homeowners in Lanark County who are planning to add a secondary unit in their owner-occupied home that will be rented out may also be eligible.

Projects must meet all program criteria to be considered eligible for the Affordable Housing Capital Grant Program.

Types of Eligible Projects:

The program is designed to help cover the capital costs associated to the following types of projects:

- New purpose-built rental housing construction.
- Acquisition and/or rehabilitation of existing residential buildings to increase or prevent the loss of affordable housing stock (e.g. a single home converted to two units, an apartment building in disrepair).

- Conversion of non-residential buildings or units to purpose-built affordable residential rental buildings or units (e.g. a commercial building converted to rental housing).
- Addition of new affordable buildings or units to existing residential and non-residential buildings (e.g. adding a rental housing unit above a store).
- Social/affordable housing redevelopment which involves building new affordable units on existing social housing sites.
- Secondary suites or additional residential units (e.g. coach house or apartment over a garage) that are being rented out and where the homeowner lives in the primary dwelling.

For this program, a rental unit is any living accommodation used or intended for use as rented residential premises and is self-contained (has its own bathroom and kitchen facilities).

Location

The proposed project must be in Lanark County or the Town of Smiths Falls.

Length of Affordability

Rents for the affordable units receiving the forgivable loan must be maintained at the affordable level (100% AMR for the current year) for a minimum period of fifteen (15) years inclusive of a five (5) year phase out. During the phase out, market rents can be charged when the units become vacant, subject to provincial legislation.

If rents for occupied affordable rental units are increased beyond the provincial rent increase guideline, or beyond the affordable level (100% AMR for the current year) for vacant affordable rental units before the end of 15 years from the signing of the agreement, the entire amount of the forgivable loan received will be payable.

If the affordable unit is left vacant for an amount of time deemed unacceptable by the County, the entire amount of the forgivable loan received will be payable.

Rental Tenure

Eligible projects are affordable rental housing where there is a landlord-tenant relationship and tenants are recognized by the *Residential Tenancies Act, 2006* or in non-profit housing cooperatives recognized by the *Co-operative Corporations Act*.

Affordable rental units receiving the forgivable loan must be maintained as rental units for a minimum period of 15 years. If the units are converted to another tenure, such as ownership or condominium tenure, before the end of 15 years from the signing of the agreement, the entire amount of the forgivable loan received will be payable.

Selection of Residents

The gross household income of residents in the affordable rental housing units shall not be more than the maximum income limits prescribed in the *Housing Services Act*. The maximum household income limits are updated on an annual basis. The landlord must follow the County's requirements for tenant selection, income verification for the first year of residency (when the tenant applies for the housing unit), reporting, and overall administration of affordable rental housing units.

Table 2: Maximum Gross Annual Household Income for Residents of Affordable Rental Housing Units	
Household Size	Gross Annual Household Income
One Person Household	\$34,000
Two Person Household	\$40,500
Three Person Household	\$45,000
Four+ Person Household	\$59,500
Note: The income limits are based on one, two, three and four+ bedroom Housing Income Limits prescribed in the <i>Housing Services Act</i> .	

Tenant asset levels must not exceed the County's policy on Affordable Housing Asset Limits at the time the tenant applies to the unit.

Additional Requirements

Homeowners applying for funding to build a secondary suite or additional residential unit must also meet the following criteria:

- The homeowner must be a Canadian citizen, landed immigrant, or have refugee claimant status.
- Property taxes, insurance and mortgage payments must all be up to date.
- Insurance coverage for the full market value of the home must be current.
- The home must be deemed structurally sound to accommodate the renovation (based on the permit issued by the municipal Building Department).
- Zoning must be in place to allow the secondary suite or additional residential unit.

Applicants to convert a non-residential use to purpose-built rental housing, to renovate/rehabilitate existing purpose-built rental units, and/or to add purpose-built rental housing units to an existing building must also meet the following criteria:

- The existing building must be deemed structurally sound to accommodate the renovation (based on the permit issued by the municipal Building Department).
- Zoning must be in place to allow for the addition of the purpose-built rental unit to an existing residential or non-residential building.

- Property taxes, insurance and mortgage payments must all be up to date.

The County reserves the right to prioritize funding in any given year based on the uptake of the program. Funding may be prioritized based on the depth of affordability, accessibility features that go beyond Ontario Building Code requirements, location of the project, how the project meets the local needs of the community and the County as a whole, construction readiness, size of the project, and other criteria as deemed appropriate by the County at the time to address community needs.

5.0 Application and Review Process

To apply for the Affordable Housing Capital Grant Program:

1. Schedule a pre-application meeting with County staff to determine if the proposed project is eligible for the program and to obtain the forms for the required documentation.
2. Complete and submit the application and ensure all the required documentation is included. There is no fee to apply. Application forms are available online and at the County offices. The following must be included in the submission:
 - a. Details of the proposed project (including the location, total number of residential units, number of affordable rental units, and unit mix/size of affordable rental units).
 - b. Development qualifications of the applicant (e.g. previous experience of applicant or applicant's contractor in building housing).
 - c. Management qualifications (if the proposed project is a purpose-built rental building with four (4) or more units).
 - d. Project design and consistency with the County's and member municipality's planning principles.
 - e. Development schedule.
 - f. Capital and operating financial plans, including cost of construction and other sources of funding.
 - g. Community consultation and communications outreach plan (if the proposed project is a purpose-built rental building with four (4) or more units).
 - h. How the project meets the local affordable and rental housing needs of the member municipality – reference the [affordable housing targets](#) identified for each member municipality and Lanark County.
 - i. Any additional funding from other programs, including funding from the federal, provincial and member municipal governments.
 - j. Photos of the existing building prior to the renovation or conversion (if the proposed project is for the renovation or conversion of an existing residential or non-residential building or for a secondary suite or additional residential unit in an existing home).

- k. Orders for repairs required by local building officials/fire department, if applicable.
 - l. Rental plan e.g. how the project will be advertised and how residents will be selected. If the proposed project is a secondary suite or additional residential unit to be rented out to a family member or friend of the applicant, the applicant must clearly state the relationship, the potential renter's total household income, where they are currently living, and the reason for moving to the secondary suite or additional rental unit.
3. Applications and supporting documentation will be reviewed by County staff to ensure they meet all the eligibility requirements. Applicants will be informed in writing if their application does/does not meet the eligibility requirements.

As part of the review, County staff may also consider whether the project meets the identified local housing needs and affordable housing targets, and whether the applicant has secured funding from other sources (e.g. federal/provincial programs, local municipal incentives). Note that a project that has been granted funding from other programs does not necessarily mean it will receive funding from the Affordable Housing Capital Grant Program.

4. County staff may request additional supporting documentation, request a clarification, and/or perform a site visit and inspection of the subject property, as necessary.
5. Successful applicants will be informed in writing and provided with a conditional letter of approval, applicable for one year from the date of approval and conditional on the applicant receiving all necessary planning and building permit approvals from the member municipality. An extension can be provided under certain circumstances and is subject to staff discretion. The decision will be considered final, there are no appeals.
6. The applicant must provide County staff with a timeline for obtaining planning approvals and completing construction.
7. Upon receipt of all required planning approvals from the member municipality and the County, the applicant will provide County staff with an updated construction schedule, updated estimates of construction cost, and confirmation of funding which equals the total estimated construction cost, including all funding sources (e.g. equity, line of credit from bank, loan, funding from provincial and federal programs, etc.).
8. Within sixty (60) days following the receipt of all planning approvals, the successful applicant(s) will sign an agreement with the following:
 - a. The term of the agreement.

- b. The number of affordable rental housing units provided.
- c. Requirement that each unit meets the definition of affordable rental housing.
- d. The monthly rent and occupancy costs which can be charged for each rental housing unit for the first year of the term and the mechanism by which such monthly rent and occupancy costs may annually increase and the restrictions on such annual increases to provide for the maintenance of the depth of affordability for the term of the agreement.
- e. A provision whereby housing units subject to the agreement shall not be rented to the applicant/housing provider, shareholders, or directors of the applicant/housing provider, on any individual not at arm's length to the applicant/housing provider, unless the applicant/housing provider is a non-profit co-operative as defined in the Co-operative Corporations Act, 1990 or is a not-for-profit corporation or unless otherwise agreed to by the County.
- f. If the affordable housing unit is to be rented out to a family member or friend of the applicant, provisions whereby a formal landlord-tenant relationship will be in place and that the unit will continue to be rented out at the affordable rental rate even if the applicant's family member or friend moves out of the unit.
- g. A requirement that tenants will be selected in accordance with any policies adopted by the County and where possible shall be low- or moderate-income households.
- h. A provision that the applicant/housing provider will be responsible for tenant income verification for the first year of tenancy.
- i. A requirement that the agreement will be registered on title.
- j. A provision whereby the agreement will be binding on the applicant's/housing provider's heirs, successors and assignees.
- k. A condition that if the affordable rental units under the agreement are sold during the period of the agreement, the purchaser will be required to enter into an agreement with the County. If the purchaser is unable to meet the requirements of the agreement, the full amount of the forgivable loan and any other incentives provided by the County will be payable to the County.
- l. A list of the benefits being conveyed to the applicant/housing provider.
- m. A requirement that if the applicant/housing provider does not carry out its obligations under the agreement, the entire amount of the benefits conveyed under the agreement, including the full amount of the forgivable loan and any other incentives provided by the County will be payable to the County.
- n. A communication protocol with the County related to the services provided under the agreement for the purpose of project monitoring, enforcement, and public announcements.
- o. Annual reporting and auditing requirements for projects with three (3) or less units, including the following:
 - i. Initial Occupancy Report.
 - ii. Annual Occupancy Report.

- iii. Information on the household income and household composition of residents in each of the affordable rental units for the initial year of tenancy.
 - iv. The requirement to retain all books, accounts, records (including records related to rent collection and tenant income and eligibility requirements), receipts, vouchers, and other documents that pertain to the project for a period of not less than seven (7) years from the end of each fiscal year of the project.
 - v. The requirement to cooperate with the County in conducting an operational review or audit at any time during the length of the affordability period.
 - p. Annual reporting and auditing requirements for projects with four (4) or more units, including the following:
 - i. Initial Occupancy Report.
 - ii. Annual Vacancy and Arrears Report.
 - iii. Annual Occupancy Report.
 - iv. Information on the household income and household composition of residents in each of the affordable rental units for the initial year of tenancy.
 - v. The requirement to retain all books, accounts, records (including records related to rent collection and tenant income and eligibility requirements), receipts, vouchers, and other documents that pertain to the project for a period of not less than seven (7) years from the end of each fiscal year of the project.
 - vi. The requirement to cooperate with the County in conducting an operational review or audit at any time during the length of the affordability period.
 - q. Other terms and conditions as required.
9. The full amount of the forgivable loan under this program will be provided for projects with three (3) or less units once a building permit has been issued by the member municipality. For projects with four (4) or more units, 50% of the full amount of the forgivable loan under this program will be provided once a building permit has been issued by the member municipality and the remaining 50% of the forgivable loan will be provided at occupancy.

No cash advances will be issued. The County has a right to alter the payment schedule outlined above.

Approval under the Affordable Housing Capital Grant Program does not guarantee approval of planning application(s). Planning application(s) are subject to a full review process and must meet the County and member municipality's planning requirements.

The County retains the right to audit projects once they are completed and to recover funds provided through this program if the program funding provided exceeds the total cost of construction.

There is no fee to apply to this program; however, the applicant is responsible for all associated planning and building permit fees and charges.

Attachment 2 - Best Practice Research Summary – Affordable Housing Grant Programs

County of Simcoe

Secondary suites program:

- Provides funding of up to \$30,000 per unit for the creation of a secondary or garden suite, which is an effective means to increase the supply of affordable housing.

Peterborough

Affordable Housing Tax Increment Based Grant Program

- The intent of this program is to stimulate the rehabilitation or renovation of existing buildings, the redevelopment of previously developed sites that are now vacant, or under-utilized sites that results in the creation of affordable housing units.
- Program would provide a grant to property owners who undertake the rehabilitation of their properties that would result in a reassessment of the properties.
- \$ of grant would be determined based off incremental increase in the municipal taxes that result from the work being completed.

Orillia

Affordable Housing Incentives

- Grant in amount equal to all or part of the Purchase Price of Land to be funded from the Affordable Housing Reserve
- Grant in amount equal to all or part of the City Development Charges funded by the Affordable Housing Reserve
- Grant in the amount equal to all or part of the applicable Building, Planning and Engineering Review Fees to be funded from the Affordable Housing Reserve up to a maximum of \$25,000 per project.
 - Planning application fees (not including any additional resubmission or recirculation fees)
 - Building permit fees
 - Engineering Review Fees (Municipal Control Fee, Service Connection Fee, Stormwater Recovery Fee)
 - Lot grading fees (deposit will still be required)
- Grant in the amount equal to all or part of the applicable City Community Benefits to be funded from the Affordable Housing Reserve.

Kawartha Lakes

New Home Development Program (NHDP)

- Program provides financial assistance to developers of new homes to achieve affordable sale prices in some or all of the homes by way of providing certain incentives.
- Applies only to units that achieve the affordable rent
- In return for funding or incentives, the first purchaser will be a low to moderate income household
- An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of the funding and incentives is forgiven
- Program benefits developer by reducing costs and benefits a low to moderate income household with access to a home at or below the average sale price for the area

New Rental Development Program (NRDP)

- The program provides assistance to developers of a new rental projects to achieve affordable rents in some or all of the units by way of providing certain incentives. The financial assistance applies only to the units that achieve the affordable rent.
- In return for funding incentives, the unit(s) will be offered to applicants on the City's waiting lists at an agreed upon market rent for an agreed upon number of years. An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of the funding and incentives is forgiven.
- The program benefits the developer by reducing costs and benefits a low to moderate income household with access to a unit at or below the average market rent for the area (inclusive of utilities)

Secondary Suite Program (SSP)

- The program provides financial assistance to homeowners to create a rental unit in their home with an affordable rent by providing certain incentives
- In return for funding or incentives, the unit created will be offered to tenants with a low to moderate income at an agreed upon market rent for an agreed upon number of years.
- An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of funding and incentives is forgiven.
- The program benefits the homeowner by reducing costs and providing a monthly revenue and benefits a low to moderate income household with access to a unit at or below the average market rent for the area (inclusive of utilities)

Multi-Unit Rehabilitation Program (MURP)

- The program provides financial assistance to a landlord or building owner to rehabilitate former rental or open space to achieve affordable rents in some or all

of the units by way of providing certain incentives. The financial assistance applies only to the units that achieve the affordable rent.

- In return for funding or incentives, the unit(s) will be offered to applicants on the City's waiting lists at an agreed upon market rent for an agreed upon number of years.
- An agreement for the value of the funding or incentives is registered on title. As long as the requirements are met, the value of the funding and incentives is forgiven
- Benefits developer by reducing costs and benefits of a low to moderate income household with access to a unit at or below the average market rent for the area (inclusive of utilities)

Rent Supplement Program (RSP)

- The program provides a supplement to landlords, non-profit and community housing providers by way of a monthly payment which addresses the gap between what the tenant pays and the established market rent for the unit.
- The unit(s) will be offered to applicants on the City's waiting lists at an agreed upon market rent for an agreed upon number of years. This City will calculate the portion of rent that tenant will pay to the landlord and monthly the City will pay to the landlord the difference between what the tenant pays and the established market rent for the unit.
- Benefits the landlord, non-profit or community housing provider in several ways including:
 - Receiving full rental income, potential damage expenses and a connection to support services for their tenants.
 - Program will benefit a low -moderate income household with access to a unit at or below the average rent for the area. (inclusive of utilities)

[Muskoka](#)

Gateway Homeownership Program

- Locally funded down payment assistance program, designed to help families and individuals with modest incomes to become homeowners.
- Gateway program provides eligible families and individuals with down payment assistance for purchasing a home.

[Northumberland County](#)

Affordable housing grant program:

- Grant in form of forgivable loan of up to \$20,000 per unit for affordable rental housing.
- A letter of support with conditional approval for a year

- Other incentives such as a waiver, deferral, or grant in lieu of development charges and/or a tax increment equivalent grant

Eligible Projects:

- New rental housing construction
- Acquisition and/or rehabilitation of existing residential buildings to increase or prevent the loss of affordable housing stock
- Conversion of non-residential rental buildings or units
- Addition of new affordable buildings or units to existing residential and non-residential buildings
- Social/affordable housing redevelopment which involves building new affordable units on existing social housing sites
- Secondary suites or additional residential units which are being rented out and where the homeowner lives in the primary dwelling.

County of Grey

Ontario Renovates Program

- Assists low to moderate income homeowner households to repair their home and increase the accessibility of their home through renovations
- Major repairs are covered to allow residences to remain in their homes, ex: furnace replacements, roof replacements, etc.
- Accessibility modifications (ramps, handrails, chair and bath lifts, cues for doorbells and fire alarms)
- Forgivable loans of up to \$15,000 are provided for repairs and secured with promissory note.
- If property is sold within 10 years the loan is due back to the county.
- Forgiveness equal rate of 10+ years
- Grants are provided up to \$5,000 for accessibility modifications and adaptations

Homeownership Program

- This program designed to provide Grey County renter with a loan up to %5 of the purchase price to assist in the purchase of a home.
- Applicants must be eligible for a mortgage without a co-signer and cannot exceed the maximum household income listed on the application.

Oxford County

My Second Unit Program

- Helps homeowners plan and finance a secondary, self-contained dwelling unit in their home with an interest-free, forgivable loan of up to \$15,000.
- The loan amount is fully forgivable following a 10-year forgiveness period without default.

- The second unit (apartment) is required to be rented at the Average Market Rent (AMR), as specified by the County, for the 10-year period.
- Homeowners must own their home and it must be their primary residence during the 10-year forgiveness period.
- Homeowners are required to rent to tenants with household incomes less than \$92,700 (2022/23).
- Funding may be used to cover the costs for municipal zoning verification or rezoning applications, building permits, and other permits as required.
- Homeowners will be required to enter into a Standard Lease Agreement.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 4, 2022

TO: Committee of the Whole

FROM: Jeff Letourneau, Director Corporate Services

SUBJECT: Digital Strategy Update

RECOMMENDATION:

THAT Committee of the Whole receive this report for information, and That Committee of the Whole recommend Council approve the one time funding of \$6,250 for Project Concentrator from reserves




BACKGROUND:

In 2022, the Municipality engaged the services of Blackline Consulting to work with the project team and staff across the Municipality to develop a Digital Strategy. John Naas, Partner – Blackline Consulting, presented the Digital Strategy to Council on September 20, 2022. This report represents staff's recommended action plan following the presentation of the Digital Strategy.

DISCUSSION:

The development of the digital strategy was highly collaborative engaging senior management and staff from different departments across the municipality. It also leveraged other key reports including the Municipality's 2020-2023 Strategic Plan and the recent Service Delivery Review.

The Digital Strategy is a key enabler to unlock value the Municipality can offer to its various stakeholders including:

 Residents and Visitors	<ul style="list-style-type: none">• Greater transactions available online• Increased transparency• Improved access to information
 Businesses	<ul style="list-style-type: none">• Streamline processes• Reduce wait times• Manage service expectations
 Municipal staff	<ul style="list-style-type: none">• Use data to inform decision-making• Create and foster a culture of innovation• Manage growth efficiently

Both key performance indicators and the ability to accurately produce those measures are equally important, and this strategy will help the Municipality do so. The Municipality should start to see changes both internally (staff) and externally (residents and businesses) as it implements the Digital Strategy.

Management recommends the following next steps which are all fully aligned with the Digital Strategy:

1. Hire the IT Leader – this position has been previously approved by Council in the 2022 Budget.
 - a. Addresses initiative #10 in the Digital Strategy
 - b. Role should be focused on business systems and applications, integration, vendor management and contract management
 - c. IT Leader will be accountable to develop the plan to implement the full Digital Strategy which will involve:
 - i. Enhancing online services
 - ii. Expanding use of business systems
 - iii. Standardizing and enhancing customer services
 - iv. Automating accounting processes such as Accounts Payable
 - v. Enhanced use of GIS data
 - vi. Streamlined Daycare processes
2. Recommend moving forward with the Lanark County IT proposal which will be brought forward in the 2023 Budget
 - a. Addresses initiative #5, #8, #9 in the Digital Strategy
 - b. Proposal involves the following:
 - i. Server upgrades to replace aging IT infrastructure which will improve network speeds
 - ii. Disaster Recovery and Business Continuity – involves a cloud based backup and business continuity solution that will allow the Municipality to operate if power is out at Municipal Offices.
 - iii. Enhanced Cyber Security solution
3. Recommend implementing Project Concentrator which will automate the processing and recording of payments made through digital channels (banks, telepay, EFT, etc....)
 - a. Addresses initiative #4 in the Digital Strategy
 - b. This project has been in the planning stages since 2016 and management recommends to move forward in the fall of 2022 with implementation
 - c. The project involves working with our banking partner RBC as well as Lanark County IT. RBC will concentrate all electronic payments from all sources and Lanark County IT will integrate the recording of the payments directly into our financial system. This project has the opportunity to deliver significant value and savings. Once implemented, it will reduce a significant amount of manual data entry by the AR Clerk and increase efficiency, improve data timeliness and accuracy within the financial system and enable improved financial reporting.

- d. There is a one time fee of \$1,250 payable to RBC as well as estimated one time staff cost for Lanark County IT of \$5,000 for a total one time project cost of \$6,250

OPTIONS:

Option 1: Receive the report for information and approve the one time funding for project Concentrator of \$6,250

Option 2: Receive the report for information and defer project Concentrator until the IT Resource is hired

FINANCIAL IMPLICATIONS:

The IT Resource is included in the 2022 Budget and the Lanark County IT proposal will be brought forward in the 2023 Budget. Project Concentrator has a cost of \$6,250 and it is recommended to fund this from reserves.

SUMMARY:

Staff are fully aligned with the Digital strategy and recommend moving forward with the following projects to begin implementation of the Digital Strategy:

1. Hire the IT Resource
2. Bring Lanark County IT proposal forward in the 2023 Budget
3. Implement Project Concentrator to automate payments received through digital channels at a cost of \$6,250.

Respectfully submitted by,

Reviewed by:

Jeff Letourneau,
Director Corporate Services

Ken Kelly,
CAO

ATTACHMENTS:

1. Mississippi Mills Digital Strategy

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: October 4, 2022

TO: Committee of the Whole

FROM: Jeanne Harfield, Clerk

SUBJECT: Procedural By-law Amendment to Inaugural Meeting

RECOMMENDATION:

THAT Committee of the Whole Recommend that Council amend Procedural By-law 19-127 Schedule A - Procedures for Inaugural Meeting of Council to allow for greater flexibility when developing the Inaugural Council agenda.

BACKGROUND:

As required under the Municipal Act, all municipalities must hold an Inaugural meeting of Council and swear in all members. The new term of Council will begin on November 15, 2022, with the Inaugural meeting scheduled for that day. Currently, Procedural By-law 19-127 includes procedures for the Inaugural meeting of Council in Schedule A of the by-law.

DISCUSSION:

The Clerk's Department along with acclaimed Mayor Lowry have begun the initial planning for the Inaugural meeting that will take place on Tuesday, November 15, 2022, at Almonte Old Town Hall. During early discussions staff and the Mayor considered changing the order in which items appear on the agenda in order to have a better flow during the meeting. As such, staff is seeking Council approval to amend Schedule A – Procedures for Inaugural Meeting of Council to amend bullet 6. The tables below show the current wording of bullet 6 and the proposed new wording.

Current wording of bullet 6:

6. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:
 - A. CALL TO ORDER
 - B. O'CANADA
 - C. ROYAL ANTHEM
 - D. ATTENDANCE

- E. DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
- F. LAND ACKNOWLEDGEMENT
- G. BLESSING OF COUNCIL
- H. MAYOR'S INAUGURAL ADDRESS
- I. CONFIRMATORY BY-LAW
- J. ADJOURNMENT

Proposed new Wording for bullet 6:

6. The Clerk or designate shall prepare an Agenda with the following categories:

- CALL TO ORDER
- O'CANADA
- ROYAL ANTHEM
- ATTENDANCE
- LAND ACKNOWLEDGEMENT
- DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
- BLESSING OF COUNCIL
- MAYOR'S INAUGURAL ADDRESS
- CONFIRMATORY BY-LAW
- ADJOURNMENT

In changing the wording slightly in bullet 6 of Schedule A – Procedures for Inaugural Meeting of Council, it allows the Clerk some flexibility to amend the order in which items will occur on the agenda but still requires that all items listed appear on the Inaugural Council agenda.

OPTIONS:

Option 1: Council approve the proposed amendments to the Procedural By-law 19-127 Schedule A – Procedures for Inaugural Meeting of Council to allow greater flexibility when creating the agenda

Option 2: Do not amend the Procedural By-law 19-127 and keep as is.

FINANCIAL IMPLICATIONS:

There are no financial implications with this report.

SUMMARY:

The Clerk's office along with Acclaimed Mayor Lowry have begun planning for the Inaugural meeting of Council that will take place on Tuesday, November 15th, 2022. As part of the initial planning, we are proposing to slightly amend the order in which items appear on the agenda to improve the flow of the meeting. Staff is seeking approval from Council to amend the Schedule A – Procedures for Inaugural Meeting of Council in Procedural By-law 19-127 to provide greater flexibility to the Clerk when developing the Inaugural meeting agenda. The same items previously listed will still appear on the Inaugural Council Agenda just potentially in a different order.

Respectfully submitted by,

Reviewed by:

Jeanne Harfield,
Clerk

Ken Kelly,
CAO

ATTACHMENTS:

1. Draft By-law – Amendment to Procedural By-law 19-127

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 22-XXX

BEING a by-law to amend Procedural By-law 19-127.

WHEREAS section 238 of the *Municipal Act, 2001* requires that every Municipality and local board shall pass a procedure by-law for governing the calling, place and proceedings of Meetings and that the by-law shall provide for public notice of Meetings;

AND WHEREAS Council passed Procedural By-law No. 19-127 on December 17, 2019;

AND WHEREAS Included in the by-law is Schedule A – Procedures for Inaugural Meeting of Council, which outlines details of the inaugural meeting of Council.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi mills enacts as follows to Schedule “A”:

Amend bullet 6 to read:

6. The Clerk or designate shall prepare an Agenda with the following categories:
 - CALL TO ORDER
 - O’CANADA
 - ROYAL ANTHEM
 - ATTENDANCE
 - LAND ACKNOWLEDGEMENT
 - DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
 - BLESSING OF COUNCIL
 - MAYOR’S INAUGURAL ADDRESS
 - CONFIRMATORY BY-LAW
 - ADJOURNMENT

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

THAT By-law 19-127 shall be and is hereby amended.

BY-LAW READ, passed, signed and sealed in open Council this **1st day of November 2022**.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

MEDIA RELEASE

For immediate release
Sept. 28, 2022

Here are the highlights from the Lanark County Council meeting held Sept. 28, 2022.

RGI and Affordable Housing Report Received: Council received an information report outlining aspects of the Rent-Geared-to-Income (RGI) and Affordable Housing programs and highlighting progress made by Lanark County.

At the community services committee meeting earlier this month, Social Services Director Emily Hollington explained the Lanark County Housing Corporation (LCHC) maintains a 10-year asset management plan for its 517 units, and more than \$2 million was approved for ongoing maintenance and capital repairs in 2022. Under the provincial Community Housing Renewal Strategy, service managers, such as the county, cannot currently sell old and inefficient units to reinvest in new, more appropriate units at this time.

Provincial legislation affects service delivery. The Housing Services Act and its regulations set out eligibility and rent calculation for RGI, and provide provincial oversight and policy direction for community-based planning and delivery of housing and homelessness services. The Residential Tenancies Act outlines residential landlords' and tenants' rights and responsibilities. Eligibility for RGI is prescribed in a regulation that sets household income limit for the size of unit the household occupies and the areas where the unit is located. There are specific amounts regulated for Lanark County. Another regulation requires municipalities to establish an RGI asset limit, which is set at \$100,000 in the county. Assets that are exempt include such things as vehicles and Registered Education Savings Plans. Other regulations set out additional eligibility criteria, the actual rent calculation formula, and specific exceptions. The waitlist administration is prescribed by the province, with priority given to victims of domestic violence and human trafficking. There is an appeal process regarding waitlist decisions and processes for complaints.

Hollington provided examples of reasons people cease to be eligible for RGI housing. "Some tenants flow in and out of eligibility due to their employment income," she said, adding the extreme lack of housing availability means tenants have been unable to move into market units, which has prompted the county's Municipal Tools to Support Affordable Housing report.

"A landlord cannot evict a tenant because they no longer qualify for RGI," Hollington said. "Evicting a tenant due to income increase or decrease is discriminatory. Landlords can start charging market rate if a tenant is no longer eligible for RGI. We want our tenants to be successful; creating homelessness is not a solution for anyone."

Under the Affordable Housing program, rents are below average market rate, but are much higher than RGI rent rates. For affordable units, ongoing eligibility is not considered once a household is accepted. Asset limits are higher because the rents are higher. RGI tenants come from the centralized waitlist, but landlords can screen tenants in the Affordable Housing program.

MEDIA RELEASE

"The county's mandated service level standard is to provide 771 units, and this is achieved through the portable housing benefit, rent supplement, non-profit housing providers and the Lanark County Housing Corporation," Hollington said. "The county has added 120 units to the service level standards/affordable housing since 2018, and we will meet our service level target for the first time in 2023." For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

Affordable Housing Grant Program Moves Forward: Council has approved a new Affordable Housing Capital Grant Program, with a funding recommendation to be part of the 2023 budget deliberations.

At the community services committee meeting earlier this month, Social Services Director Emily Hollington explained the grant would be implemented for the county and Smiths Falls beginning in January and is one of the recommendations in the county's Municipal Tools to Support Affordable Housing Report, which was adopted in the spring and contains 44 actions. Action 28 recommends developing an incentive program to encourage development of affordable rental housing.

The grant program is designed to help cover capital costs associated with new construction, rehabilitation to increase or prevent loss of stock, conversion, addition to existing buildings or units, redevelopment and secondary suites or additional residential units. It would take the form of a forgivable loan registered on title of up to \$25,000 per unit of affordable housing created. The program would be 100 per cent municipally funded, and Hollington has suggested an initial investment of \$100,000, which will be determined during budget deliberations. For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

Planning Tools for Affordable Housing: Council has approved actions detailed in the planning component of the Municipal Tools to Support Affordable Housing Report.

In a presentation to the community services committee earlier this month, County Planner Julie Stewart provided background from the planning perspective and said many actions will be implemented through the update to the county's Sustainable Communities Official Plan (SCOP). Her report focused on short-term implementation guidelines.

Among the actions for policy and regulations are adding a policy to include the recommended definition of affordable housing, encouraging member municipalities and Smiths Falls to develop housing targets and include them in their official plans, and developing and implementing a monitoring process for the annual housing targets. Other actions focus on conforming with provincial legislation with official plan and zoning by-law updates related to additional residential units on lots, along with policies and guidelines to permit at least one additional unit on partially or un-serviced lots.

For funding recommendations, actions include revising SCOP policy to include a reference to affordable housing with regard to community improvement plans, and to encourage municipalities to

MEDIA RELEASE

ensure additional residential units are exempted from local development charges to conform with provincial legislation.

Staff will prepare a letter to municipalities including the recommended actions and encouraging local official plan policy updates from the report, as well as holding a meeting with local municipal planners and reporting back to the county's Planning Working Group. For more information, contact Julie Stewart, County Planner, at 1-888-9-LANARK, ext. 1520.

Revised Plan for Early Years Funding Approved: Council has approved a revised 2022 Child Care and Early Years Workforce Funding Investment Plan to reflect adjustments in identified targets.

In a presentation to the community services committee earlier this month, Early Years Specialist Chelsey Coe explained the fund's objective is to sustain the existing child care and early years workforce to ensure a more stable and high-quality system, promote retention and recruitment, increase the number of staff in order to increase access to high-quality licensed child care and to attract and support an increasingly diverse workforce.

The \$472,363 allocation of workforce funding for 2022 is provided by the province and managed by the county. Coe explained \$275,000 has been committed to a child care conference, training days, marketing, collaboration with Algonquin College Perth Campus on promotion and marketing, training on inclusion/diversity and human resources, and community events promoting early years.

"Funding was originally allocated to extending before/after care staff hours and paying Early Childhood Educator college tuition for those not eligible for provincial grants, but there was far less demand for these areas than anticipated," Coe said.

New targets include developing a professional learning strategy for eligible staff and mentorship opportunities, and to create a workforce capacity and innovation fund to support innovative recruitment and retention strategies. The revised investment will include enhancements to the child care conference, training days and mentorship, as well as increased promotion and marketing. In addition, where priorities from workforce funding initiatives are met and excess funding remains, staff are authorized to redirect funding based on need within the professional learning strategy and workforce capacity and innovation fund. For more information, contact Chelsey Coe, Early Years Specialist, at 1-888-9-LANARK, ext. 2306.

Numerous Resolutions Supported: Council endorsed several resolutions from other municipalities as part of two committee meetings held.

Resolutions from the community services committee included a motion from Kingston requesting increased and sustainable provincial funding for community-based sexual assault centres/organizations be supported for priority consideration by the provincial government and its agencies. A second resolution ask the Solicitor General, OPP Commissioner and Premier's office to make necessary changes to the Amber Alert system to create a new alert called the Draven Alert,

MEDIA RELEASE

which would protect vulnerable children who have not been abducted but are at high risk of danger, injury or death to alert the public they are missing. A third resolution asks for the House of Commons to support Private Member's Bill C-233, which will raise the level of education on domestic violence and coercive control for federally appointed judges.

From the corporate services committee, council agreed to provide a letter of support for a resolution requesting the province to acknowledge the shortage in all health care worker disciplines, including nurses, and to take steps to increase the number of practising physicians in Ontario. It also endorsed a resolution supporting the release of residential school documents pertaining to the Former Mohawk Institute Residential School by the federal and provincial governments and the Anglican Church. Council also agreed to provide a letter of support for a funding application for the Clyde River Flood Plain Mapping project by the Mississippi Valley Conservation Authority.

All resolutions will be widely circulated. For more information, contact Jasmin Ralph, County Clerk, at 1-888-9-LANARK, ext. 1502.

Seeking Direction on School Bus Stop Arm Camera Program: Council has approved a motion directing the warden to approach the Eastern Ontario Wardens' Caucus to discuss a coordinated approach to the school bus stop arm camera program, and to report back to council prior to the conference delegation deadlines for the Rural Ontario Municipal Association and Ontario Good Roads Association conferences.

In a presentation to the corporate services committee earlier this month, Clerk Jasmin Ralph explained Ontario passed legislation in 2020 to permit the installation of cameras on school buses to capture images of vehicles that pass a bus while it is stopped with lights flashing and the stop arm extended. Images can be used as evidence of the offence, with the registered owner of the vehicle being subject to a fine and receiving a ticket by mail. The stop arm's purpose is to halt traffic in both directions, creating a temporary cross walk.

It is up to municipalities, however, in cooperation with school boards, to implement the camera systems. In December 2021, the Upper Canada District School Board passed a motion encouraging municipalities to implement the system.

Ralph outlined challenges with the program, including clarity of roles between multiple partners (school boards, bus companies and other transportation services, municipal staff at various levels), as well as boundary issues and third-party equipment and/or service providers. The municipal role is unclear, she said, and may involve contracts with the OPP. A lack of data means it is difficult to establish if all or part of the fleet needs to be equipped, and what boundary implications are involved when vehicles cross borders. As well, the impact on the provincial offences system and county staff is unknown, and could involve putting an Administrative Monetary Penalty System for automated enforcement offences.

MEDIA RELEASE

“While the benefits of the school bus stop arm camera are immeasurable – assisting in keeping children safe on our highways – the program is very complex,” Ralph said, noting no upper tier government in eastern Ontario has adopted the system yet. For more information, contact Jasmin Ralph, County Clerk, at 1-888-9-LANARK, ext. 1502.

Upcoming Meetings: County Council, Wednesday, Oct. 12, 5 p.m.; Community Services, Oct. 12 (following County Council); Corporate Services, Oct. 12 (following Community Services). **County Council, Wednesday, Oct. 26, 5 p.m.;** Public Works, Oct. 26 (following County Council); Economic Development, Oct. 26 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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MISSISSIPPI MILLS PUBLIC LIBRARY
BOARD
MINUTES
Regular Meeting

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

1. **CALL TO ORDER**

The meeting was called to order at 10:35 a.m.

2. **ATTENDANCE:**

PRESENT:

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

ABSENT:

Barbara Button
Warren Thorngate

3. **APPROVAL OF AGENDA**

Resolution No. 24-22

Moved by J. Fraser

Seconded by L. Czerwinski

THAT the MMPLB approves the agenda as presented.

CARRIED

4. **DISCLOSURE OF PECUNIARY INTEREST**

[None]

5. **DELEGATIONS OR PRESENTATIONS**

[None]

6. **CONSENT ITEM**

- a) Approval of minutes from May 13, 2022
- b) Correspondence – Bradford West Gwillimbury Public Library, Drag Queen Storytime
- c) Reports- CEO report
- d) Incidents- [None]

Resolution No. 25-22

Moved by M. Boucher

Seconded by J. Maydan

THAT the MMPLB accepts the consent items as presented.

CARRIED

FOR DISCUSSION/DECISION

- a) Closed meeting
[None]

8. OTHER/NEW BUSINESS

- a) Friends of the Library update- The Friends have a table set-up in the market and the online auction starts next week.
- b) Communication Committee update
[None]
- c) Year 4 MMPLB work plan update
The Communication Committee will meet to prepare any transition documents.

9. NEXT MEETING

Friday, September 16, 2022 at 10:30 am

10. ADJOURNMENT

Resolution No. 26 -22

Moved by J. Fraser

Seconded by L. Czerwinski

THAT the meeting be adjourned at 11:19 a.m.

CARRIED

MEDIA RELEASE

*For immediate release
September 23, 2022*

Lanark County approves first child care centre under new program

Lanark County is approving its first Canada-Wide Early Learning Child Care (CWELCC) centre as part of the new \$10-per-day program established by the federal government in partnership with provinces and administered locally.

"We are excited to announce Pakenham Community Early Learning Centre is the first centre in Lanark County approved under the new program," said Emily Hollington, Lanark County Social Services Director. "The licensed child care sector is a critical component for families and quality of life in our community, and this is a great step toward making high-quality child care more affordable for our families."



The Pakenham Community Early Learning Centre is a licensed, not-for-profit child care centre serving children from infants to 12 years and their families. Located in the Village of Pakenham, it provides services at two sites: the main location at 106 Isabella St. and the school-aged program at Pakenham Public School.

Originally named The Linda Lowe Daycare Centre, it was established in 1983 by Linda Lowe with a capacity of 24. The child care program in Pakenham flourished and, in 2022, it was renamed Pakenham Community Early Learning Centre with a licensed capacity of 144, including 10 spaces for infants under 18 months, 15 spaces for toddlers up to 30 months, 54 spaces for preschool up to six years, 20 spaces for Kindergarten and 45 spaces for primary/junior school age up to 13 years.

The centre has an executive director and a volunteer board of directors consisting of six to eight members, including parents and community partners. Staff include six Registered Early Childhood Educators (RECE), an RECE supervisor, five ECE assistants and three additional staff.

"As a long-standing member of the Pakenham community in Lanark County, the Pakenham Community Early Learning Centre is pleased to be participating in the CWELCC program," said Executive Director Beverly Renaud. "Sustainable financial support for all families is long overdue. This commitment from the government will also hopefully signal the beginning of the recognition of

MEDIA RELEASE

quality child care and early learning as important and valuable pieces of a child's educational journey."

The CWELCC system is being phased in between now and 2026. Child care operators indicate their intent to participate in the new system by applying to the county, and then working with county staff to ensure they are meeting provincially and locally established requirements. "As soon as a child care provider's application is approved, rebates can begin," Hollington said.

In June, Lanark County Council approved an application process for the new system, along with policies around funding, subsidies and workforce compensation. The program is 100 per cent subsidized by the federal and provincial governments.

The county is responsible for local implementation of the new system. In the first phase, which is underway, the goal is for families with children in participating licensed child care centres who are under age six or who turned six before June 30, 2022, including those currently receiving fee subsidies, to start seeing a fee reduction of up to 25 per cent until the end of this year. It is retroactive to April 1.

Affordability and workforce compensation will continue to be a focus in 2023, along with the funding formula, child care workforce, inclusion and expansion plans. Fees for eligible parents will be reduced by an additional 25 per cent starting in January. Licensees will charge parents the new reduced fee, and the county reimburses the provider the 50 per cent reduction. The workforce compensation component supports RECE staff who are low wage earners. Increased compensation is intended to achieve system growth and increased access to high-quality licensed child care.

"Subsidized child care offers big economic benefits for people to return to work, particularly women," said Warden John Fenik (Perth Mayor). "This year is a transitional year and is the starting point. The goal is to increase affordability for families and enhance compensation for lower-income child care system employees, which is good news for our community and the child care sector."

The existing child care fee subsidy program will continue to be available to support lower-income families seeking child care whether their provider is participating in the new system or not.

For more information about local implementation of CWELCC, visit <https://www.lanarkcounty.ca/en/family-and-social-services/canada-wide-early-learning-child-care.aspx> or call Lanark County Children's Services at 1-888-9-LANARK.

– 30 –

For more information/media interviews, contact:
Emily Hollington
Director of Social Services, Lanark County
1-888-9-LANARK, ext. 2101

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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Affaires municipales
et du Logement**

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234-2022-4150

September 26, 2022

Dear Head of Council:

Our government recognizes the importance of streamlining development approvals in land use planning in supporting the development of 1.5 million new homes by 2031. Our government will continue working with you to identify opportunities and innovative solutions that would help us effectively address the housing crisis.

I am writing you today about [public consultation](#) in the land use planning process. The *Planning Act* requires public meetings to be held prior to making certain planning decisions for the purpose of giving the public an opportunity to make representations in respect of the matter under consideration.

For example, your municipal council can consider how to meet the *Planning Act*'s requirements using a variety of methods such as physical meetings, electronic or virtual channels – separately or in combination - to engage and solicit feedback from the public on land use planning matters. This may include a mixture of technologies and approaches to meet local public needs (for example, physical meetings, webinars, video conferencing, moderated teleconference). There is no requirement in the *Planning Act* to have multiple types of meetings (e.g., both a physical meeting and a virtual meeting).

Thank you for the work that you do to engage and provide the public with an opportunity to make representations on planning matters in a manner that works best in your local community.

Sincerely,

A blue ink signature of Steve Clark, written in a cursive style.

Steve Clark
Minister

September 26, 2022

Ministry of the Solicitor General
Hon. Michael Kerzner
25 Grosvenor Street
Toronto, ON M7A 1Y6

Sent via email: Michael.kerzner@ontario.ca

Hon. Minister Kerzner:

Re: Grey Highlands Municipal Resolution 2022-571 re: Increased Speeding Fines

Please be advised that the following resolution was passed at the September 7, 2022 meeting of the Council of the Municipality of Grey Highlands.

2022-571

Dane Nielsen, Danielle Valiquette

Whereas speeding has become a growing concern on our residential streets; and

Whereas the culture of driver's is that 20 km/h over the speed limit is considered normal; and

Whereas the fines for street racing have increased significantly and we have seen a reduction in number of charges laid; and

Whereas the fines for other speed infractions have remained unchanged; now Therefore be it resolved that the municipality of Grey Highlands lobby the Ministry of the Solicitor General to increase the fines for all levels of speeding; and

That this motion be sent to AMO, ROMA, and all municipalities of Ontario to garner support.

CARRIED.

If you require anything further, please contact this office.

Sincerely,



Raylene Martell
Director of Legislative Services/Municipal Clerk
Municipality of Grey Highlands

Cc: Association of Municipalities of Ontario
Rural Ontario Municipalities
All Ontario Municipalities

Media Release

Local Immigration Partnership – Lanark & Renfrew Launches Two New Welcoming Community Resources

(Pembroke-September 28, 2022) Local Immigration Partnership (LIP) – Lanark & Renfrew launches two new resources to help ensure Ottawa Valley communities are ready to welcome newcomers with open arms with its Community Resource website portal and its Intercultural Development Inventory assessment service.

Thanks to the efforts of the LIP-Lanark & Renfrew's Creating Connections and Agricultural Sector working group members, the team built a digital resource package targeted at community members who support newcomers and build capacity for those interested in helping newcomers. Over 80 resource items have been curated to support various groups across the Ottawa Valley, from what it means to be a good ally to diversity and inclusion training to better understanding the immigration system.

"I believe the Community Resource Website Portal is a vital gem for all in our community. This portal offers a wealth of valuable information for such groups as community members, employers, employment services providers, educators, refugee sponsors, government allies, and those working in the agricultural sector. As a Councillor in Laurentian Valley, this is an essential asset to refer community members when they approach me with questions," shares Keith Watt, Councillor, Laurentian Valley Township and Creating Connection working group member.

LIP – Lanark & Renfrew has also expanded its services to offer the Intercultural Development Inventory® (IDI®) as a complimentary resource to local businesses, organizations, and groups in the Lanark and Renfrew County area. The service is ideal for those looking to increase their group and individual intercultural competency, including recognizing and appreciating cultural similarities and differences and building a more inclusive, diverse, and equitable workplace.

The Intercultural Development Inventory®(IDI®) is a statistically reliable, cross-culturally valid measure of intercultural competence and is widely used in corporate, government, military, not-for-profit organizations, and educational institutions worldwide. The LIP – Lanark & Renfrew team are trained and licensed IDI Qualified Administrators available to work with your organization.

"The senior managers and owner of Tim Hortons Renfrew joined the Local Immigration Partnership (LIP) program in 2022 to start the journey toward a more intercultural mindset and even more inclusive workplace through the Intercultural Development Inventory® (IDI) assessment program. This program has proven extremely valuable, already helping to develop our team as well as

141 Lake Street

Pembroke, Ontario

K8A 5L8

Local Immigration
Partnership

Lanark & Renfrew

Office: 613-735-4308

Ext. 2878



Local Immigration Partnership
Partenariat local pour l'immigration
LANARK & RENFREW

proving to be an amazing resource for information in helping new Canadians and our team members seeking Permanent Residence. The entire LIP team has been amazing to work with, and I believe every employer could benefit from the IDI program," shares Richard Dean, General Manager, Tim Hortons Renfrew.

It takes work to be a welcoming community, and LIP – Lanark & Renfrew is here to support you. Learn more about these new resources by visiting liplanarkrenfrew.ca/community-resources and liplanarkrenfrew.ca/services/facilitation.

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

For more information,

Jodi Bucholtz
Manager, Local Immigration Partnership – Lanark & Renfrew
141 Lake Street
Pembroke, ON K8A 5L8
bucholj@algonquincollege.com
613-735-4700, ext. 2712
liplanarkrenfrew.ca





COUNCIL CALENDAR

October 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 6PM Council 7PM COW	5	6	7	8
9	10 Thanksgiving	11	12	13	14 10:30AM Library Board	15
16	17 Voting Opens	18	19	20	21	22
23	24 Election Day					
30	31					



COUNCIL CALENDAR

November 2022

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
		1 6PM Council 7PM COW	2	3 Integrity Commissioner Training 6:30-8:30	4
6	7	8	9	10 Integrity Commissioner Training 6:30-8:30	11 Remembrance Day
13	14	15 New Term Council Inaugural Meeting	16	17	18 10:30AM Library Board
20	21	22 Council Orientation	23	24	25
27	28	29	30 6PM Committee of Adjustment		

**** Integrity Commissioner Training for New Council only.**

Saturday
5
12
19
26





Municipality of Mississippi Mills
PENDING LIST
October 4 2022

Title	Department	Comments/Status	Report to Council (Date)
Master Fire Plan	Fire	Master Fire Plan Report	Q4 2022
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q3 2022
Integrated Vegetation Management Plan	Public Works	Staff to review Lanark County's plan and propose plans for Council to review (potentially including input from Agriculture Advisory Committee)	Q3 2022
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2022 Wild Parsnip Management Plan	Q3 2022
Pedestrian Crossover - OVRT	Public Works	Review option for installing a predestiran crosswalk at the main street crossover of the OVRT	Q3 2022
Mill of Kintail Independent Model	CAO	\$10,000 for legal to set up model for independent model for Mill of Kintail	TBD
Seasonal Stands Bylaw	Clerks	Review Seasonal Stands for potential caps on number of mobile stands in the area	Q4 2022

Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	TBD
Not-For-Profit Housing Exemptions Review in 2024 Development Charges Review.	Planning	. Staff to include a review of the existing exemptions for not-for-profit housing as part of the 2024 Development Charges review to determine if there are more opportunities for further exemptions from Development Charges . Staff to include a Community Benefits By-law analysis as part of the 2024 Development Charges review.	2024
Review of Bylaw Enforcement Hours	Protective Services	Review the current bylaw enforcement hours and determine if an increase in hours is required.	TBD
Care standards for Outdoor Dogs	Protective Services	Staff to review the updated standards in the PAWS act and report if there are any updates required to the Animal Control Bylaw.	TBD
Age Friendly Wellness Trail	Recreation	Staff work with the group to choose appropriate locations and equipment for the trail.	TBD
Mongomery Park Road	Public Works	Staff to bring back a report on the condition of Montgomery Park Road.	2022