



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 31, 2023

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 January 10, 12 and 17, 2023 be approved.	4 - 17
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports be received.	
E.1 Department of Development Services and Engineering – Quarterly Report Q1	18 - 20
E.2 Mississippi River Power Corp Q4 Update	21 - 22
F. STAFF REPORTS <u>Development Services & Engineering</u>	
F.1 Stakeholder Consultation and Communications Strategy for the Planning Projects Umbrella Recommended Motion: THAT Committee of the Whole receive this report as information; AND THAT Committee of the Whole recommend that Council elect/approve a brand name for the project umbrella.	23 - 39
F.2 Population and Employment Projection 2048 Recommended Motion: THAT Committee of the Whole receive this report as information.	40 - 43

- F.3 Mississippi Mills Transportation Master Plan** 44 - 46
- Recommended Motion:**
THAT Committee of the Whole recommend that Council award the contract for the Transportation Master Plan Project to Parsons Inc., in the amount of \$151,570.00 (HST not included).
- Roads and Public Works**
- F.4 Blue Box Transition Information** 47 - 52
- Recommended Motion:**
THAT Committee of the Whole recommend Council receive this report for information purposes.
- AND THAT** Committee of the Whole recommend Council Authorize Staff to secure contracts to continue recycling services at our depots where cardboard collection is currently provided.
- AND THAT** Committee of the Whole provide staff direction on the preferred option.
- AND THAT** the preferred option be brought forward to Council for final approval.
- F.5 Final Acceptance and Assumption of Roadways – Mill Run** 53 - 55
- Recommended Motion:**
THAT Committee of the Whole recommend that Council authorize final acceptance for the finalized portions of plan of subdivision 27M-75 Mill Run, Phases 2A, 2B, and 2C, to be known as Phase 2, in accordance with Section 15 of the subdivision agreement with Menzie Almonte Inc.;
- AND THAT** Committee of the Whole recommend that Council authorize final acceptance for the finalized portion of plan of subdivision 27M-84 Mill Run, Phases 3B, to be known as Phase 3B, in accordance with Section 15 of the subdivision agreement with Menzie Almonte Inc.;
- AND THAT** Staff Prepare an Assumption By-law for the roads and associated infrastructure works constructed with the development of the Subdivision 27M-75, to be known as Phase 2 and with the development of the portion of subdivision 27M-84 to be known as Phase 3B.
- F.6 Traffic Calming Update** 56 - 63
- Recommended Motion:**
THAT the Committee of the Whole receive this report for information.
- AND THAT** Staff be directed to continue to explore new traffic calming solutions for use on in Mississippi Mills,
- AND THAT** Staff be directed to update and review the Policy for Traffic Calming and Speed Management on Municipal Roads.

F.7 Wastewater Treatment – Treated Effluent Pipe Lining

64 - 67

Recommended Motion:

THAT the contract for the Mississippi Mills Effluent Pipe Relining be single sourced from Clean Water Works Inc. at a cost of \$156,830.48 (including HST).

G. NOTICE OF MOTION

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 #02-23

Recommended Motion:

THAT the information list #02-23 be received for information.

- a. **January 20, 2023 - Kitchener Resolution re: Ontario's Big City Mayors Bill 23, More Homes Built Faster Act, 2022**

68 - 70

H.6 Meeting Calendar

71

I. OTHER/NEW BUSINESS

J. PENDING LIST

72 - 73

K. ADJOURNMENT

Recommended Motion:

THAT the meeting be adjourned at X:XX p.m.



The Corporation of the Municipality of Mississippi Mills

Special Committee of the Whole Meeting

Minutes

January 10, 2023

9:00 a.m.

Hybrid

3131 Old Perth Road.

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Ferguson
Councillor Holmes
Councillor Lowe
Councillor Souter
Councillor Torrance

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Cory Smith, Director of Public Works
Andrew Hodge, Deputy Treasurer
Mike Williams, Director of Protective Services
David Shen, Director of Development Services & Engineering
Melanie Knight, Senior Planner

A. CALL TO ORDER (immediately following Council)

Deputy Mayor Minnille called the meeting to order at 9:00 a.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared.

C. APPROVAL OF AGENDA

Resolution No CW001-23

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT the agenda be approved as presented.

D. STAFF REPORTS

D.1 Public Works

Cory Smith, Director of Roads and Public Works, presented the highlights of the draft Roads and Public Works budget. Highlights include: staffing, department responsibilities, 2022 accomplishments, capital projects proposed for 2023, other plans for 2023, and staffing. Members then posed questions to the Director of Roads and Public Works including: proposed capital projects, road conditions, requesting performance and response time data, staffing cost increase, asset management, recycling contract and waste levy, active transportation, road maintenance projects, traffic calming, reduction in capital works projects from previous years and infrastructure deficits, work in progress spreadsheet and why it is still a work in progress, cold patching and coordination with Lanark County.

FOLLOW-UP: Total amount allocated for active transportation (overall), share active transportation master plan

Committee of the Whole recessed at 10:40 am and returned at 10:54 am

Cory Smith, Director of Roads and Public Works provided an overview of the water and sewer draft 2023 capital budget. Highlights include: budget highlights, pre-budget approval, OCWA contract, user fees, draft operating budget, septage budget, and staffing. Members then posed questions to the Director, highlights include: looping, project costs, studies, master plans, service charge, and the OCWA contract.

D.2 Protective Services

Chief Mike Williams, Director of Protective Services provided an overview of the protection, by-law, fire and police draft 2023 budget. Highlights include: by-law services overview, MLES contract, overview of 2022 operations, draft budget highlights, staffing and operating budget, and the OPP police service contract.

Members then posed questions including: parking ticket fees, animal control, wild animals, property standard complaints, OPP contract, complaints and OPP calls, quarterly stats, Lanark County police service board, and re-instating the Mississippi Mills police service board, speed cameras, and OPP service provided in Mississippi Mills.

Committee of the Whole recessed at 12:10 pm and resumed at 1:09pm

Chief Mike Williams, Director of Protective Services, resumed his presentation with an overview of the draft 2023 Fire department budget. Highlights include: department overview, 2022 accomplishments, budget overview, staffing, and completed training. Members then posed questions including: remuneration for volunteer firefighters, regional training centre, mutual aid, and tire replacements.

D.3 Development Services

David Shen, Director of Development Services and Engineering and Melanie Knight, Senior Planner provided an overview of the development services budget (building and planning). Highlights include: department overview (planning, building and engineering), 2022 accomplishments, staff, and number of building permits, and plans for 2023. Members then posed questions including: number of inspections, severances, integrated growth management plans, the development umbrella project, consultant fees, staffing levels (admin support), and long term staffing strategy.

FOLLOW UP ACTION - staffing plan for Development Services.

D.4 Library

Library Budget not presented, to be presented to the Committee on Thursday, January 12, 2023

E. OTHER/NEW BUSINESS

None

F. ADJOURNMENT

Resolution No CW002-23

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 2:19 p.m.

CARRIED

Jeanne Harfield, CLERK



The Corporation of the Municipality of Mississippi Mills

Special Committee of the Whole Meeting

Minutes

January 12, 2023

9:00 a.m.

Hybrid

3131 Old Perth Road.

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Ferguson
Councillor Holmes
Councillor Lowe
Councillor Souter
Councillor Torrance

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Casey Munro, Deputy Clerk
Calvin Murphy, Recreation Manager
Andrew Hodge, Deputy Treasurer
Tiffany MacLaren, Manager Community & Economic Development
Christine Row, CEO Library
Dan Cousineau, Facilities and Project Manager
Anita Legault, Manager Childcare Services
Shannon Gutoskie, Communications Coordinator

A. CALL TO ORDER (immediately following Council)

Deputy Mayor Minnille called the meeting to order at 9:05 a.m.

B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared

C. APPROVAL OF AGENDA

Resolution No CW003-23

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the agenda be approved with the addition of item D.1 Library budget presentation.

CARRIED

D. STAFF REPORTS

D.1 Library

Library CEO, Christine Row, provided an overview of the Library Board Budget for 2023. Highlights include: overview, achievements, changes in learning and programming, 2023 goals, 2023 budget and the Almonte branch expansion. Members then posed questions including: details about the Almonte Branch, connectivity project in Pakenham, and the expansion of facilities.

D.2 Corporate Services

CAO Ken Kelly provided an overview and introduction to the Corporate Services budget highlights include: business lines of the municipality, loan summary, projected borrowing and loan payments, annual repayment limits, employee benefits and salary review.

Dan Cousineau, Facilities and Project Manager, provided an overview of the facilities budget for 2023 highlights include: capital projects, achievements in 2022, draft capital budget for 2023. Members then posed questions including: community services and what should be paid by user groups vs tax, curling chiller, cost recovery for the curling chiller, climate change initiatives, generator, roof repairs, exterior lighting, severe weather events and having ability to open facilities to residents, repairs to AOTH and a plan for repairs, and the impact of increased legal fees.

Committee of the Whole took a recess at 11:00 am and returned at 11:16 am

Jeanne Harfield, Clerk and Deputy CAO, provided an overview of the Clerk's department highlights include: achievements in 2022 including running the 2022-2026 Municipal Election, launching the bicentennial, digital master plan, communications coordinator, old registry office.

Members posed questions including: Digitizing records - what that's going to look like, accessing archived material, 2026-2030 election line budget, the Riverwalk matching funds.

Andrew Hodge, Deputy Treasurer, provided an overview of the Finance Department's 2023 budget, highlights include: organization review, department overview, and budget highlights. Ken Kelly, CAO, provided a high level overview of Human Resources and IT functions at the municipality. Members then posed questions including: HR position, capital expenditures, tracking reserves, HR strategy, IT position, IT plan going forward, and creating a reserve policy.

FOLLOW UP ITEMS - Curling Chiller pending further discussions later regarding community services, repairs to AOTH and heritage plan for the building, circulate HR job description, HR strategy, and a reserves policy.

D.3 Recreation

Calvin Murphy, Recreation Manager, provided an overview of the Recreation department highlights include: department overview, accomplishments, capital budget, and staffing. Members then posed questions including: user fees, amount of parkland, curling facility, park development, dog park, and budget for recreation trails.

Committee recessed at 1:09 pm and resumed at 1:58 pm

D.4 Childcare

Anita Legault, Manager of Childcare Services, provided an overview of the Childcare department budget, highlights include: department overview, achievements in 2022, draft capital budget and future plans. Members then posed questions including: wait list, programming, ratios, working with Lanark County, administrative support, repairs to childcare facilities, childcare programs at other locations, set up discussions with School Board trustees, and future expansion areas.

D.5 Economic Development

Tiffany MacLaren, Manager of Community and Economic Development, presented the Economic Development budget, highlights include: achievements, department overview, plans for 2023, fee structure at the auditorium at AOTH, and operating budget. Members then posed questions including: beautification, trail maintenance, bicentennial, support for businesses impacted by downtown revitalization, economic

development reserves, Mill of Kintail, municipal grants and support for museums.

D.6 Community Engagement - Budget

Shannon Gutoskie, Communications Coordinator, provided an overview of the planned community engagement plan for the budget which includes survey and budget spotlights.

E. OTHER/NEW BUSINESS

None

F. ADJOURNMENT

Resolution No CW004-23

Moved by Councillor Souter

Seconded by Councillor Torrance

THAT the meeting be adjourned at 3:49 p.m.

CARRIED

Jeanne Harfield, CLERK



**The Municipality of Mississippi Mills
Committee of the Whole Meeting
MINUTES**

**January 17, 2023
Hybrid
3131 Old Perth Road.**

Committee Present: Mayor Lowry
Deputy Mayor Minnille
Councillor Ferguson
Councillor Holmes
Councillor Lowe
Councillor Souter
Councillor Torrance

Staff Present: Ken Kelly, CAO
Jeanne Harfield, Clerk
Casey Munro, Deputy Clerk
Melanie Knight, Senior Planner
David Shen, Director of Development Services & Engineering
Tiffany MacLaren, Manager Community & Economic
Development

A. CALL TO ORDER (immediately following Council)

Deputy Mayor Minnille called the meeting to order at 9:09 p.m.

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

**B.1 Mayor Lowry - Request A Municipal Council Support Resolution for
COMPASS Renewable Energy Consulting Inc.**

Family members owns property in question.

B.2 Councillor Torrance - Mississippi Mills Municipal Grants 2023

Councillor Torrance is the Chair of Puppets Up! and is also a member of
the Almonte Legion Pipe Band.

C. APPROVAL OF AGENDA

Resolution No CW005-23

Moved by Councillor Holmes

Seconded by Councillor Lowe

THAT the agenda be approved as presented.

CARRIED

D. APPROVAL OF MINUTES

Resolution No CW06-23

Moved by Councillor Ferguson

Seconded by Councillor Souter

THAT the minutes dated December 20, 2022 be approved.

CARRIED

E. CONSENT REPORTS

None

F. STAFF REPORTS

F.1 Request A Municipal Council Support Resolution for COMPASS Renewable Energy Consulting Inc.

Mayor Lowry declared a conflict on this item. (Family members owns property in question.) Mayor Lowry left Council Chambers and did not participate in the discussion or vote.

Resolution No CW007-23

Moved by Councillor Holmes

Seconded by Councillor Ferguson

THAT, Committee of the Whole recommends that Council grants a Municipal Council Support Resolution for battery energy storage system project bid by COMPASS Renewable Energy Consulting Inc. with a condition that the proposed development be subject to all applicable Municipal and Provincial by-laws and Standards as determined by the Municipality, including any applicable Official Plan policies and Zoning By-law provisions.

CARRIED

F.2 Mississippi Mills Municipal Grants 2023

Councillor Torrance declared a conflict on this item. (Councillor Torrance is the Chair of Puppets Up! and is also a member of the Almonte Legion Pipe Band.) Councillor Torrance left Council Chambers and did not participate in the discussion or vote.

Resolution No CW008-23

Moved by Mayor Lowry

Seconded by Councillor Holmes

THAT Committee of the Whole recommend that Council approve the following 2023 municipal grants:

- Mississippi Lakes Association - \$500.00
- Madawaska Land Trust - \$1400.00
- Frost Fest Festival – Pakenham Civitan Club - \$2000.00
- Almonte Legion Pipe Band - \$2500.00
- Almonte in Concert Concert Series - \$2500.00
- Puppets Up 2023 Festival - \$2700.00
- Almonte Fair – North Lanark Agricultural Society - \$2700.00
- Almonte Celfest Festival - \$2700.00
- North Lanark Highland Games - \$2700.00
- Age Friendly North Lanark - \$2344.72
- Pride Mississippi Mills - \$3450.00
- Valley Players - \$4000.00
- Bridging Generations – Age Friendly Pakenham - \$4801.50
- Almonte Civitan - \$0

Total Requested \$53,746.22 Total Recommended \$34,296.22

CARRIED

F.3 Amendment to Flag Policy - Death Protocols

Resolution No CW009-23

Moved by Councillor Souter

Seconded by Councillor Lowe

THAT Committee of the Whole recommends that Council approve the amendment to the general provisions section 6.1 of the flag policy to allow the Chief or Deputy Chief to lower flags outside of working hours.

AND THAT Committee of the Whole recommends that Council adopt the Response Protocol for Death Announcements.

CARRIED

Amendment to policy:

- section 6.1.3 - for a period of four days
- section 7 - remove information about funeral arrangements (from death protocol)

G. NOTICE OF MOTION

None

H. INFORMATION ITEMS

H.1 Mayor's Report

None

H.2 County Councillor's Report

Deputy Mayor Minnille provided an update from the recent County Council: stopping up and close a county road, and four different delegations.

H.3 Mississippi Valley Conservation Authority Report

Councillor Holmes provided a brief update.

H.4 Library Board Report

None

H.5 Information List #01-23

Resolution No CW010-23

Moved by Councillor Ferguson

Seconded by Mayor Lowry

THAT the information list #01-23 be received for information;

AND THAT Item A - Ministry of Environment, Conservation and Parks re: Municipal blue box transition and item B - Town of Plympton-Wyoming re: CN Railway contribution requirements under the Drainage Act.

CARRIED

H.6 Meeting Calendar

I. OTHER/NEW BUSINESS

None

J. PENDING LIST

Members reviewed the pending list. Mayor Lowry provided an update on the funding for Mill of Kintail - a meeting will be held on Friday, January 20, 2023 to discuss the matter with the Mississippi Valley Conservation Authority.

K. ADJOURNMENT

Resolution No CW011-23

Moved by Mayor Lowry

Seconded by Councillor Ferguson

THAT the meeting be adjourned at 9:43 p.m.

CARRIED

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

QUARTERLY UPDATE

DATE: January 31, 2023

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner, Jon Wilson, Chief Building Official and David Shen, Director of Development and Engineering

SUBJECT: Department of Development Services and Engineering – Quarterly Report

DEPARTMENT HIGHLIGHTS:

The last quarter of 2022 was a time of change and activity for the Department of Development Services and Engineering.

The Department welcomed David Shen, Director, at the beginning of October, said farewell to the Chief Building Official (CBO), Mark Jeffrey, and began the recruitment process for a new CBO.

The Planning Branch provided a series of reports to Council for active development applications, a comprehensive year-end report as well as reports regarding Bill 23 (changes to the *Planning Act*), updates to future Official Plan Amendment and Zoning By-law Amendment policy projects and the Affordable Housing Grant Program. The Engineering Branch provided a series of reports to Council regarding the COMPASS proposal for a battery storage facility as well as reports regarding the Project Umbrella approach for a series of Municipal Master Plan updates and related projects. The Building Branch continued to be busy with the issuance of building permits as well as many inspections.

2023 PROJECT UPDATES:

The Planning Branch is not only busy with development applications but also with a variety of policy and process related projects. Work continues with the County on a draft Affordable Housing Grant Program Memorandum of Understanding (MOU) for Council's consideration in Q1 of 2023 and has begun the recruitment process for a Planning Technician, which should be completed by Q1 of 2023. The Planning Branch will also be working a series of policy projects in 2023 including the Private Road Study (Limited Service Residential), updates to the Official Plan and Zoning By-law in light of Bill 23, Additional Residential Unit Policy for the expansion lands of Almonte arising from Official Plan Amendment 22, Official Plan Amendment 28 Rural Villages and Vitality as well as a number of internal projects including developing Procedures Manuals for

planning applications, consolidation of the Zoning By-law (2018 to 2022) and a review of Planning Applications fees.

The Engineering Branch will be very busy with the commencement of the Master Plan studies and Development Charges Background Study and coordinating with other Departments on the Project Umbrella, reviewing development applications, and participating in the development of Procedure Manuals and review of the Planning Application fees with the Planning Branch. The Engineering Branch will be establishing a series of engineering related guides and standards for internal and external stakeholders. The Engineering Branch will also be working with the Department of Public Works to define “Who to What” and establishing a better utilization and optimized workflow on initiating and managing various municipal engineering infrastructure projects.

The Building Branch welcomed the new CBO, Jon Wilson, early in 2023. Under the CBO’s leadership, the Building Branch will also be very busy not only with building permits, but also with a review of the Building By-law, a review of the Building Permit fee structure as well as developing policies and procedures for the branch. The Building Branch will also be renewing permits and closing historical files, including proceeding to enforcement actions, hearings, and lawsuits, if necessary.

It is also noted that as part of a corporate-wide effort, the Department, especially the Building Branch, has been making an ongoing effort to digitize the files.

KEY PERFORMANCE INDICATORS (KPIs):

In Q4 of 2022, the Planning Branch presented three (3) development applications to Committee of the Whole, four (4) minor variance applications to the Committee of Adjustment for decisions. In addition, the Branch provided the County of Lanark Consent Planning Reports for ten (10) severance applications and received two (2) subdivision application circulations from the County.

In Q4 of 2022, the Engineering Branch worked on the development of the Project Umbrella and reviewing the consultant proposals for the Transportation Master Plan. The Branch also reviewed and provided comments to many of the development applications noted above.

In Q4 of 2022, the Building Branch received 52 building permit applications, reviewed and approved 65 building permits, and closed 138 building permits.

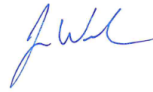
LOOKING AHEAD:

Looking ahead to 2023 in which Bill 23 and the Bill 109 are now in effect, the Development Services and Engineering Department will be very busy with not only activities such as planning applications and building permits, establishing procedures and workflows, but also with a number of internal improvements and policy reviews.

Respectfully submitted by,



Melanie Knight,
Senior Planner



Jon Wilson,
Chief Building Official

Reviewed by,



David Shen,
Director of Development Services & Engineering



-- 2022 Fourth Quarter Update --

A quarterly report from the Board of MRPC to the Shareholder regarding material activities and events.

Activities:

- There were no workplace injuries or near-misses this quarter.
- There were no spills or reportable environmental issues during the quarter.
- The Board is continuing its advocacy with the IESO to ensure it has a viable contract post-2030 and that MRPC maximizes shareholder value.
- The Board is continuing work on a multi-year strategic planning process with the goal of determining the best way for MRPC to continue to maximize value to the shareholder in the future.
- The Board appointed two Directors to the Selection Committee for the additional Director approved by Council to take office at the upcoming AGM. Skills requirements were defined and advertisements went out.
- Completed the 2023 budget, which was reviewed and approved by the Board.
- During this quarter, our new trash rack cleaner was delivered to our site. We completed removal of the old unit, and installation and testing of the new unit.
- MRPC offered a letter of support to the Municipality for their bi-centennial grant application for a bandstand in Metcalfe GeoHeritage Park.
 - MRPC also committed to ongoing maintenance of the structure and cooperation with location approval.

Generation Statistics:

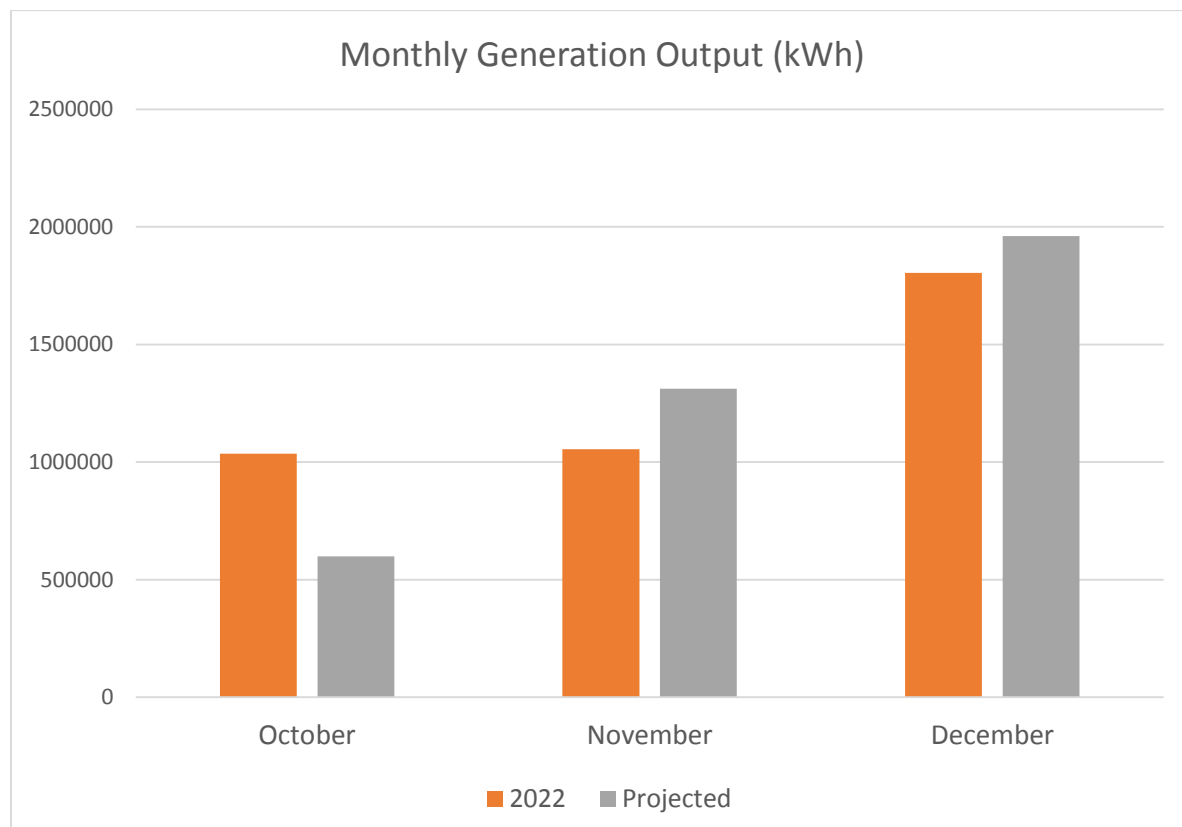
The chart below shows the energy generated for each month in the fourth quarter of 2022 as compared to the projected (2022 Budget) energy.

The chart shows that generation was below average for much of the quarter (the last two weeks of October were the exception). Our ability to generate, and the amount we can generate, is driven by two things; *viz.*, how much water is flowing in the river (determined by Mother Nature – we do not control this), and how well we maintain our equipment so it is available when the water is flowing (we are doing very well at this).

This quarter began with below average flows. However, in mid-October the Mississippi Valley Conservation Authority pulled logs from the Carleton Place Dam, which increased flows substantially and resulted in output for that month being above our projection.

By early November flows were back down to below average levels, where they remained until late December.

During the quarter, total generation output was within 1% of our budget. Note that, in accordance with industry practice, our flow projections are based on 10-year average flows for each month.



THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023

TO: Committee of the Whole

FROM: David Shen, P.Eng, Director of Development Services and Engineering
Shannon Gutoskie, Communications Coordinator
Robert Smith, Engineering Technologist

SUBJECT: Stakeholder Consultation and Communications Strategy for the Planning Projects Umbrella

RECOMMENDATION:

THAT Committee of the Whole receive this report as information;

AND THAT Committee of the Whole recommend that Council elect/approve a brand name for the project umbrella.

BACKGROUND

At the meeting of December 6th, 2022, staff submitted a report (Attachment A) recommending developing a “project umbrella” for branding, promoting, consultation and communications and using a consistent and integrated method for various municipal strategic planning projects.

Council approved this “umbrella” approach and directed staff to submit a report regarding Stakeholder Consultation and Communications Strategy. This report is to present the strategy for Population and Employment Projection 2048 (PEP2048), Water/Wastewater Master Plan, Transportation Master Plan, Development Charges Background Study as well as touch on the various participating projects that will take advantage of the project umbrella approach.

DISCUSSION

PROJECTS AND STAFF LEADS

Participating Projects

The purpose of developing this project umbrella is to coordinate and integrate various strategic planning projects. These projects will have an impact on development and growth with Mississippi Mills and may also be included in the Development Charges Study. This project will provide a cohesive methodology for all relevant projects; however, it is not an all-encompassing engagement strategy for the municipality. Each

project should have the following elements in order to be included under the project umbrella.

- Strategy
- Planning purpose
- Significant impact
- Required stakeholder consultation.

The table below (Table 1) is a summary of the currently planned participating projects, staff lead, and current status of each project.

Table 1- Participating Projects

Participating Projects	Staff Lead	Status
Population and Employment Projection 2048 (PEP2048)	Melanie Knight Senior Planner David Shen Director of Development and Engineering	In progress with consultant (JL Richards)
Water/Wastewater Master Plan	Luke Harrington Engineering Technologist	in progress with consultant (JL Richards)
Transportation Master Plan	Robert Smith Engineering Technologist	Staff to recommend Council to award a contract to a consultant for project commencement in 2023
Development Charges Background Study	David Shen Director of Development and Engineering Andrew Hodge Deputy Treasure	Will be initiated in Q3 2023
Various Urban Planning Policy Updates	Melanie Knight Senior Planner	Will be initiated in 2023
Waste Management Master Plan	Cory Smith Director of Public Works	Will be initiated in 2023
Community Services Master Plan	Calvin Murphy Recreation Manager	In progress with consultant
Community and Economic Development Initiatives	Tiffany MacLaren Community and Economic Development Manager	Will be initiated in 2023
Other Studies.....		

Staff are of the opinion that this project umbrella will be a great opportunity for Departments across the Corporation to fulfill stakeholder consultation and communication mandates of their strategic projects. For example, the Planning Branch will be undertaking a study on private roads and Limited Service Residential zoning as well as an update to the Official Plan and Zoning By-law arising from Bill 23. Both projects can take advantage of the project umbrella approach whereby stakeholder consultation can occur at the same time as the Transportation Master Plan consultation sessions. As discussions with other Departments continue, the project list will continue to grow.

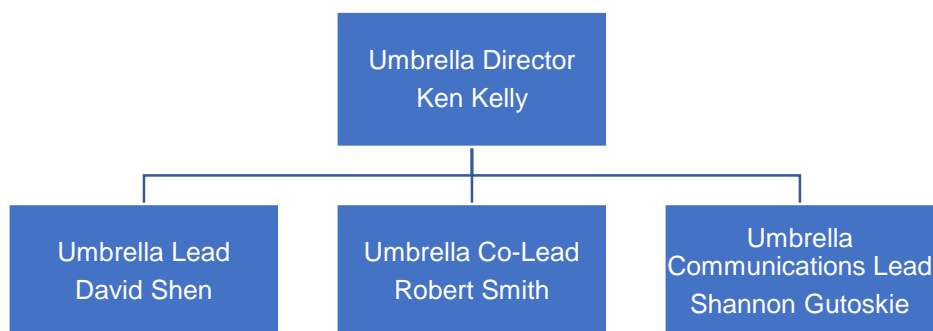
Partial Participating Projects

Staff recognize some municipal projects may have different scopes and timelines, or the projects have no substantial or required components of stakeholder consultation and communications. In recognition of these factors, there is also a “partial participating” option, by which a project team can skip some processes or events; however, any “partial participating” team is anticipated to adopt our project umbrella brand, communications format, and planning parameters, if applicable.

Umbrella Management

At the “umbrella” level, Figure 1 below illustrates the management of the project umbrella.

Figure 1- Umbrella Management



WHAT ARE THE STATUTORY REQUIREMENTS

The Water/Wastewater Master Plan and Transportation Master Plan must follow the consultation and notification requirements of the *Environmental Assessment Act* and the requirements of Ontario Municipal Engineers Association *Municipal Class Environmental Assessment Process*.

The Development Charges Background Study must follow under the consultation and notification requirements of the *Development Charges Act*.

Any Planning Policy studies must follow the consultation and notification requirements of the *Planning Act*.

It is for this reason that when the consultation events are held (in conjunction with other consultation events) that the notification requirements may be different but will all use the project umbrella branding.

Other participating projects may not have such specific requirements for consultation and in these circumstances a best practice approach for consultation will be used.

The *Accessibility for Ontarians with Disabilities Act, 2005 (AODA)* will also be adhered to during the consultation process.

WHO ARE OUR STAKEHOLDERS

For this project umbrella and participating projects, stakeholders are defined as:

- Any individual/group/organization that has interests and capabilities to influence and affect any participating project.
- Any individual/group/organization that is anticipated to be influenced or affected by any participating project.

Umbrella leads, staff project leads, and their consultants (if any) will work together to identify stakeholders for their individual projects. The stakeholders are categorized below based on different consultation methods and project scopes described later in this report:

The Public, including residents, businesses, business associations, landowners/developers and their representatives, online communities, other interest groups.

Agencies and other Levels of Government, including Lanark County, neighbouring municipalities, Conservation Authorities, Provincial Ministries (such as Ministry of Environment, Conservation and Parks (MECP), Ministry of Transportation (MTO), Ministry of Natural Resources and Forestry (MNR), and Ministry of Municipal Affairs and Housing (MMAH)), and applicable Federal agencies/departments.

Indigenous Stakeholders, including communities and organizations.

It should be noted that the stakeholder list is a living document, and as each project proceeds, the stakeholders may change throughout the duration of the projects to make sure our stakeholder consultation will be comprehensive, fruitful, and meaningful.

HOW ARE WE PLANNING

Specifically, for the Population and Employment Projection 2048, two master plans, and Development Charges Background Study, the following parameters are being used:

Planning Base Year: 2023

Planning Horizon: 2048

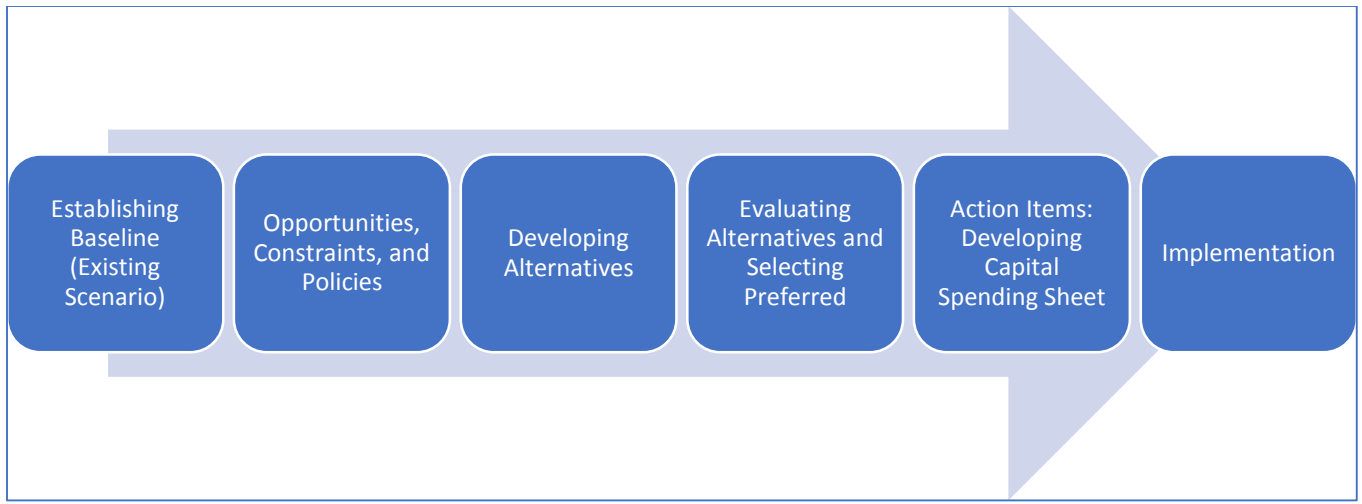
Planning Intervals: 2028 (5 years), 2038 (15 years), and 2048 (25 years)

Demography Input: Municipality's CGIS database, Statistics Canada 2021 Census, and the project of Population and Employment Projection 2048 (PEP2048)

Planning Workflow:

Figure 2 Planning Workflow

Population and Employment Projection 2048, two Master Plans, and Development Charges Background Study



It should be noted that not all participating studies are required to follow the planning workflow identified above depending on their study scope and mandate; however, it is encouraged and anticipated that all Departments use a similar approach and same parameters for consistency, as well as conducting stakeholder consultation under our project umbrella.

HOW DO WE DO COMMUNICATIONS

The Theme: “Servicing”

This year we have the Mississippi Mills’ Bicentennial celebration with a theme of “celebrating”. Our project umbrella has a theme of “servicing”. The “celebrating” is to commemorate the past, and the “servicing” is to accommodate the future. The two themes are coupled perfectly.

Branding Project Umbrella

This project umbrella needs a brand, which will reflect the theme when we consult stakeholders and communicate. Similar to large scale events and projects such as Bicentennial celebrations, the purpose of branding the project umbrella is so that it is easily recognizable and identifiable by all stakeholders. Figure 3 is an example of a project umbrella branding and website used in Niagara Region for a number of their Master Plans and associated projects.

Brand Name Selection

Staff have selected a number of brand names below for Council’s consideration and are open to other suggestions.

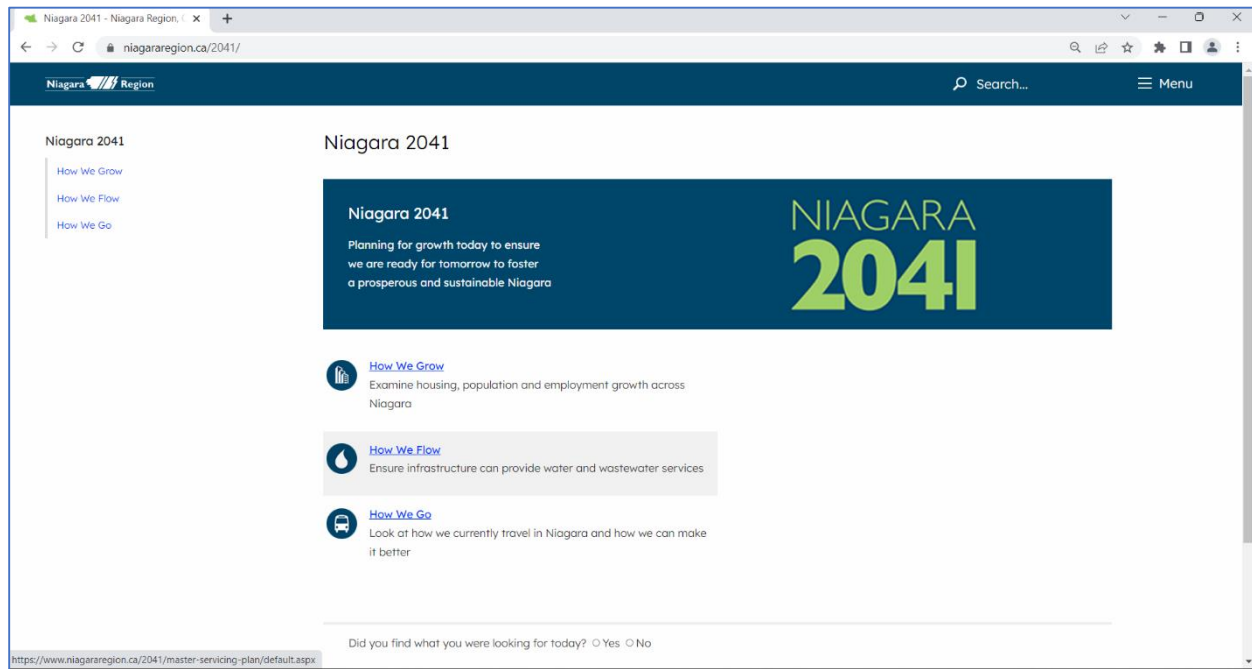
- ☐ MM 2048
- ☐ Planning to 2048
- ☐ MM Beyond Bicentennial
- ☐ Planning Next 25 Years
- ☐ Mississippi Mills: Next 25 Years
- ☐ Mississippi Mills 2048
- ☐ MM Next 25 Years
- ☐ Beautiful MM 2048
- ☐ Other Branding Names

Promoting Project Umbrella

Various methods will be used to promote this project umbrella and participating projects:

- **Webpage**, a designated webpage on the municipal website will be used to introduce the project umbrella and participating projects, posting consultation notices and boards, reporting progression, and receiving feedback/comments.
- **Newspaper**, any public consultation notice will be advertised in the local newspaper.
- **Social Media**, our Umbrella Communications Lead will promote the project umbrella on Municipal social media accounts.
- **Media Interview and News Article**, a media interview with the Mayor may be arranged to introduce the project umbrella and the Municipality's goal of planning to 2048.
- **Hard Copy Materials**, knowing that not all stakeholders have access to the internet or have social media accounts, staff will ensure that hard copy materials such as copies of presentations, reports, surveys, and comment sheets are made available to the public.

Figure 3 – Niagara Region Example



HOW THE PUBLIC WILL BE CONSULTED

Principles

Three principles govern the public consultation process under this project umbrella:

- Starting at educating and informing
- Building relationships and consensus
- Respecting diversity and special needs

Purpose

Two public consultation events are planned under this project umbrella (Refer to Figure 4 below).

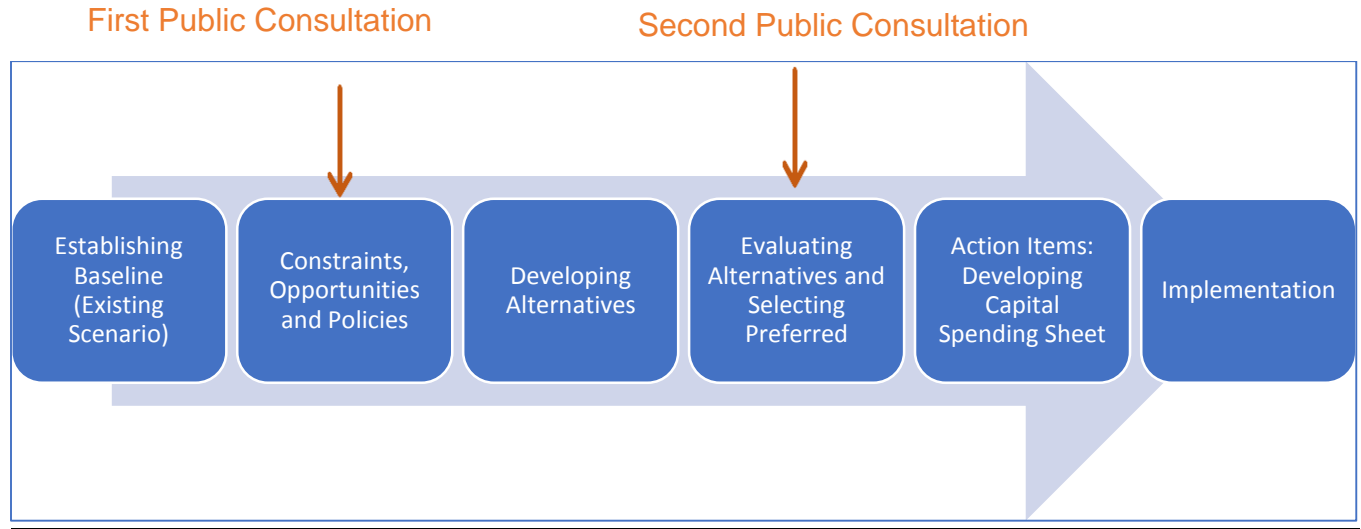
The first public consultation event will be held at the early stages of each participating project to:

- Introduce the purpose and scope.
- Provide information on the existing scenario (for example the current traffic capacity of certain roads or the current planning policy in effect).
- Outline the constraints, opportunities, and policies.

The second public consultation event will be held to introduce:

- Potential alternatives, options, or proposed policies.
- Evaluation criteria.
- An evaluation of these alternatives, options, or proposed policies.

Figure 4 – Consultation Timeline



Event Logistics

Staff are aiming to have the first public consultation event in April 2023 and the second one in the Fall of 2023 (before November). The consultation events will include each participating project. The staff leads along with the consultants identified in Table 1 will attend and lead the onsite consultation for their own projects.

Council will be notified well in advance of the public consultations and are encouraged to attend. Staff will also prepare 'As We Heard It' reports on the results of the consultation which will be presented to Council and available on our project umbrella webpage.

Smaller Scale Consultation Event(s) Outside of Almonte

Staff recognize a need of arranging consultation events outside Almonte. Considering by nature some of the project umbrella topics are focused on fast growing communities or within the existing urban boundary, smaller scale consultation event(s) will be arranged within the same timeframe in Pakenham at smaller scale, i.e., reduced scope or smaller number of participating projects.

Ongoing Effort

Public consultation will not be limited to two public consultation events.

Our website has the capacity to receive comments and questions and the website will be used throughout the duration of the project umbrella and participating projects to receive feedback. In addition, any surveys or comment forms will also be provided in hard copy format for those stakeholders who do not use the internet frequently.

Terms Used

To follow the statutory requirements of the Environmental Assessment process, in the term of "Public Information Centre" (PIC) will be used for Water/Wastewater Master Plan and Transportation Master Plan, and the term of "Public Meeting" will be used for

Official Plan and Zoning related studies, as well as the Development Charges Background Study.

HOW THE AGENCIES WILL BE CONSULTED

In parallel to the public consultation, agency consultation will also be an important component in our stakeholder consultation. Agency consultation is generally more focused on regulatory and technical aspects of the participating projects. The agency consultation will also proceed under the project umbrella using coordinated and integrated approach.

HOW THE INDIGENOUS STAKEHOLDERS WILL BE CONSULTED

The Municipality has the 'duty to consult' with Indigenous communities and organizations in Lanark County. At the time of writing this report, it is understood that the Municipality is establishing an Indigenous consultation process. This process will be used throughout the project umbrella process.

WHAT ARE FINAL MANDATORY COMMENTING PERIODS

For some participating projects, there will be a final mandatory commenting period after the draft final reports are available to the public with various timelines for receiving comments. For example, as part of the Environmental Assessment process there is a 30-day commenting period required once a final draft of a Master Plan is released, and for projects under *Planning Act*, there are minimum notification and consultation requirements.

Similarly, the Development Charge Background Study should be made available to the public at least 60 days prior to the passing of the Development Charge By-law and until the by-law expires or is repealed.

These final commenting periods are the final opportunity for stakeholders to provide feedback and will be clearly communicated to stakeholders and documented in the final deliverables.

HOW DO WE REPORT TO COUNCIL

Staff will be reporting back to Council at key milestones through the various projects. Specifically for the Population and Employment Projection 2048, two Master Plans, and Development Charges Background study, the planned reports are as follows:

- Stakeholder Consultation and Communications Strategy (this report)
- Draft Population and Employment Projection 2048 (with consultant)
- 'As We Heard It': After First Public Consultation Event
- 'As We Heard It': After Second Public Consultation Event
- Progress Report: to present Preferred Alternatives and Capital Spending Sheet (with consultant)
- What is going on around us (for information)

FINANCIAL IMPLICATIONS

Costs associated with stakeholder consultation and communications have been included into a capital budget item of \$12,000 and have been given pre-budget approval by Council.

SCHEDULE IMPLICATIONS

Staff point out that each participating team has its own scope and timeline. The scheduled first and second public consultation events (in April and in the Fall of 2023 respectively) are two important consultation milestones for this project umbrella. The majority of the work is anticipated to be completed in early 2024.

RISKS AND MITIGATION

Implementing a large-scale project umbrella will be the first time for this Municipality and has the following risks that Council should be aware of:


Staff anticipate that the final Development Charges Background Study will not be approved before January 1st, 2024, which is the current Development Charges By-law expiration date, due to the mandatory commenting periods. As a result, staff will present a report in Q4 of 2023 to Council recommending an extension to the current Development Charges By-law.

Due to inter-disciplinary coordination required, some of participating projects may not be able to meet the scheduled consultation events/process of the project umbrella.

As development of the participating projects continue, there will be opportunities for participating projects to adjust their timelines, still using the project umbrella branding and communication strategy developed, which is the option of “Partial Participating” defined earlier.

SUMMARY

In this report, a comprehensive stakeholder consultation and communications strategy of the planning project umbrella is presented. Staff recommend Council adopt a brand name for the project umbrella.



Submitted by:
David Shen
Director of Development Services
& Engineering

Co-submitted by:
Robert Smith
Engineering Technologist



Co-submitted by:
Shannon Gutoskie
Communications Coordinator

Reviewed by:
Ken T. Kelly
Chief Administrative Officer

ATTACHMENTS:

Attachment A: December 6th Staff Report

Attachment B1: An Example of Public Notice for Consultation Event: Individual Project

Attachment B2: An Example of Public Notice for Consultation Event: Project Umbrella
Type

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 6th, 2022

TO: Committee of the Whole

FROM: David Shen, P.Eng, Director of Development Services and Engineering

SUBJECT: Attachment A Staff Report - Developing a Growth Management Planning Project Umbrella.docx

RECOMMENDATION:

THAT the Committee of the Whole recommend that Council adopt Option 2 to develop a growth management planning project umbrella and direct staff to include the funding for Option 2 in the draft 2023 budget for further consideration and provide a Project Plan for Council approval in Q1 of 2023 which includes a communication and stakeholder consultation strategy.

BACKGROUND:

Growth Management is an exercise to determine where and how new population and employment growth will be guided and accommodated in an integral manner that promotes healthy, complete, and livable communities.

In Ontario, Growth Management Planning typically consists of various inter-related planning studies including:

- Planning: such as Official Plans (OP), Comprehensive Review of Official Plans, specific Official Plan Amendments (OPAs), and other Planning studies
- Infrastructure Master Planning: such as Transportation Master Plan (TMP), Water and Wastewater Master Servicing Plan (MSP), and studies for other soft services provided by municipalities
- Financial Planning: Development Charges (DCs) Background Study, yearly budgeting and forecasting

DISCUSSION:

In the past due to different visions, resources and capacities, different Departments within the Municipality developed these master planning documents and studies individually without an overall coordinated timeline. This has resulted in inconsistency among Plans, fluctuating quality of deliverables, and overall difficulty of implementing these Plans.

The Municipality has had increased development activity for some years and this trend is anticipated to continue. In addition, the recently approved Bill 23 will impose significant and propound changes for the ability for municipalities to properly fund services and programs related to growth due to changes to the Development Charges Act. The Municipality's current Development Charges by-law will expire on January 1, 2024. All these factors require the Municipality to reconsider a new approach to Growth Management Planning in a coordinated manner.

Recently, the Municipality was re-organized creating a new Department of Development Services and Engineering with one of the main mandates being growth management. This new Department now has the expertise, vision and capacity to lead the next round of Growth Management Planning for the Municipality.

ANALYSIS:

Starting from Transportation Master Plan, Water/Wastewater Master Plan, and Development Charges (DCs) Background Study, staff are planning a project management methodology to address:

- Consistent planning horizons
- Consistent baseline population and baseline year for growth
- Consistent employment/population projections
- Consistent and integrated public consultation, council reporting and other stakeholder consultation activities
- Consistent and integrated capital planning

As part of in-house effort and through consulting services, staff will need to analyze the growth management components and capital planning for soft services such as Recreation and Library Services.

To achieve the goals above, developing an overall planning project umbrella is essential, including:

- Branding all growth management planning projects under one project umbrella. Using this approach, staff will be able to manage the Municipality's growth management effort and coordinate, manage, engage, and report on the progress at various intervals.
- Engaging with stakeholders, agencies, and the general public using this project umbrella approach in a comprehensive way that will result in more effective and efficient engagement.

OPTIONS:

Option 1: Continue to conduct growth management planning documents individually. This is the way the Municipality has developed these documents in the past.

Option 2: Develop a growth management planning project umbrella as proposed by staff and described above.

FINANCIAL IMPLICATIONS:

Option 1 will require these planning documents to be developed and funded individually. The financial implications are unknown, but staff are of the opinion that the total funding required will not be less than Option 2, rather the funding would be spread across multiple years, but the effectiveness and efficiency will continue to be an issue when implementing the Plans and Studies over time.

Option 2 will require:

- Consultants to modify their scope of work, level of effort, as well as develop consistent and integrated methodology
- Branding and consulting effort with a project umbrella approach that will require an integrated communication and stakeholder engagement strategy

Staff are proposing associated spending into the 2023 budget. At this stage, staff anticipate a budget of approximately \$160k.

CHALLENGES AND RISK MANAGEMENT:

Developing Growth Management Planning project umbrella (Option 2) will be the first time for this Municipality and has the following challenges that Council should be aware of:

- Complicated inter-disciplinary coordination among various planning studies to synchronize data, methods, schedules, deliverables, consultation, and reporting
- Internal coordination among different departments and branches
- Comprehensive stakeholder consultation and communications strategy

Our risk management will include, but not limited to:

- Learning from other municipalities that have done this successfully
- Sound project planning
- Proactive project monitoring and reporting
- Staff collaboration internally

SUMMARY:

In the past different Departments developed growth management planning documents individually without a coordinated management approach. This has resulted in inconsistency, fluctuating quality of deliverables, and difficulty in implementation of these Plans over time.

Staff recommend Option 2 - to develop a project umbrella including branding, consultation and using a consistent and integrated project planning method for the next round of Growth Management Planning. Financial implications will be included in draft 2023 budget for Council's consideration.

Respectfully submitted by,

Reviewed by:



David Shen,
Director of Development Services
and Engineering

Ken Kelly
Chief Administrative Officer

NOTICE OF PUBLIC INFORMATION CENTRE #2

MUNICIPAL CLASS ENVIRONMENTAL ASSESSMENT STUDY

Regional Road 25 Transportation Corridor Improvements
Steeles Avenue (Regional Road 8) to 5 Side Road, Town of Milton/Town of Halton Hills
PR-3130A

Study

Halton Region is undertaking a Municipal Class Environmental Assessment (MCEA) Study for Regional Road 25 from Steeles Avenue (Regional Road 8) to 5 Side Road, in the Town of Milton and Town of Halton Hills. The MCEA Study has considered a wide range of road improvement alternatives as well as intersection improvements, active transportation and overall traffic operations. The impact of road improvements on social, cultural, economic and natural environments have been evaluated and assessed during the study.

Process

The study is being conducted in compliance with Schedule C of the *Municipal Class Environmental Assessment* (October 2000, amended 2007, 2011 and 2015), which is approved under the *Ontario Environmental Assessment Act*.

A key component of the study is consultation with interested stakeholders (public and regulatory agencies) through Public Information Centres (PIC). A previous Public Information Centre was held on March 8, 2018.

The final Public Information Centre to present the design concepts, evaluation of alternatives and the recommended preliminary preferred design alternative has been arranged for:

Date: Tuesday, June 11, 2019

Time: Drop-in: 6:30 – 8:30 p.m.

Location: Milton Sports Centre – Meeting Room #2
605 Santa Maria Boulevard
Milton ON, L9T 6J5

Comments

If you are unable to attend the Public Information Centre and would like to provide comments, please forward them by Friday, June 28, 2019 to either Project Team member. For more information on this project, please visit the project website at halton.ca.



The map shows the approximate limits of the study area.

Mr. Jeffrey Reid, C.E.T., LET
Project Manager
Halton Region
1151 Bronte Road
Oakville, ON L6M 3L1
Phone: (905) 825-6000, ext. 7920
Email: jeffrey.reid@halton.ca

Mr. Gordon Murray, P. Eng., PTOE
Project Manager
Stantec Consulting Ltd.
300 Hagey Boulevard
Waterloo, ON N2L 0A4
Phone: 519-585-7358
Email: gordon.murray@stantec.com

This notice first issued May 30, 2019.

Appendix B

NIAGARA 2041

Fostering an Environment for Economic Prosperity

Get Involved in Niagara's Future: Attend Public Information Centre #2

In the next 25 years, Niagara is expected to grow, bringing a possible 168,000 new residents and 79,000 new jobs to the region.

Niagara Region is making sure we're prepared for this growth through three projects that will help us plan where and how that growth will occur, and how it will be accommodated.



HOW WE GROW:
The Municipal Comprehensive Review will look at the land we have available across Niagara, and will ensure we have enough to sustain our expected growth to the year 2041. It will also examine how that land is distributed throughout Niagara.



HOW WE FLOW:
The Water and Wastewater Master Servicing Plan will ensure Niagara has the infrastructure to provide critical water and wastewater services to our growing region in a sustainable and financially responsible way.



HOW WE GO:
The Transportation Master Plan will look at how we currently travel in and around Niagara and how we can improve our transportation systems, including options for walking, cycling and public transit, to better serve Niagara's future needs.

GET INVOLVED:
Residents are invited to attend a Public Information Centre in their community to learn how each of these projects contribute to Niagara's overall growth plan for the next 25 years, and how you can have your voice heard.

<p>June 15, 2016 Town of Fort Erie Leisureplex Banquet Hall 3 Municipal Centre Dr. 4 - 8 p.m.</p>	<p>June 16, 2016 Township of West Lincoln Council Chambers 318 Canborough St. 4 - 8 p.m.</p>	<p>June 22, 2016 City of Welland Civic Square – Front Foyer 60 East Main St. 4 - 8 p.m.</p>
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There is an opportunity at any time during this process for interested persons to bring comments and concerns to the attention of the project managers, and to review outstanding issues. If you have any questions or comments or wish to be added to the study mailing list, please contact us:

<p>HOW WE GROW Brian Dick Senior Planner Brian.Dick@niagararegion.ca 905-980-6000 ext. 3365</p>	<p>HOW WE FLOW David Shen Planning Engineer David.Shen@niagararegion.ca 905-980-6000 ext. 3777</p>	<p>HOW WE GO Loy Cheah Strategic Projects Lead Loy.Cheah@niagararegion.ca 905-980-6000 ext. 3482</p>
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If you require any accommodations for a disability in order to attend and participate in meetings or events, please let us know in advance so that arrangements can be made in a timely manner. Special accessibility accommodations and materials in alternate formats can be arranged by contacting the Niagara Region's Accessibility Advisory Coordinator at 905-980-6000 ext. 3252 or accessibility@niagararegion.ca.

If you are unable to attend, or would like more information, please go to the project website <https://www.niagararegion.ca/2041>.

The Transportation and Water and Wastewater studies follow the Master Plan process as outlined in Section A.2.7 of the Municipal Engineers Association (MEA) Municipal Class Environmental Assessment (Oct 2000, as amended in 2007 and 2011). The Master Plan will be filed under Approach #2 of the MEA Class EA Approach for Master Planning. The Master Servicing Plan will satisfy the planning requirements for Schedule A, A+ and select Schedule B projects and provide the basis for future investigations of identified Schedule B and C projects.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023

TO: Committee of the Whole

FROM: Melanie Knight, Senior Planner
David Shen, P.Eng, Director of Development Services & Engineering

SUBJECT: Population and Employment Projection 2048

RECOMMENDATION:

THAT Committee of the Whole receive this report as information.

BACKGROUND

At the meeting of December 6th, 2022, staff submitted a report recommending developing a “project umbrella” using a consistent and integrated method for various municipal strategic planning projects to solve the issues of inconsistency among projects and their resulting plans and policies, the fluctuating quality of deliverables, and the difficulty of implementing different plans and policies.

To achieve this goal, an agreed and approved growth projection is indispensable and a prerequisite to these strategic planning projects. This report is to provide Council with an overview for the Population and Employment Projection 2048 project.

The Community Official Plan (COP) is one of the main policy documents to guide and manage growth in the Municipality of Mississippi Mills to 2038.

Lanark County has an authority to project and assign growth county-wide and to each lower-tier municipality. As part of the larger review of Lanark County’s Sustainable Community Official Plan, the County Planning Department has issued a Request for Proposal for a Growth Management Strategy study, which will include a County level growth projection and land supply to 2048. This Growth Management Strategy study will serve as a comprehensive review to inform amendments to the County’s Sustainable Communities Official Plan (SCOP).

In the future, the Municipality will need to update the Community Official Plan to align with the County’s new planning horizon.

DISCUSSION

Standalone Project – Population Projections

Currently each strategic plan or study (such as Water/Wastewater Master Plan, Transportation Master Plan, Development Charges Background Study, and various urban planning projects) includes inconsistent population projections and/or strategies to accommodate future growth.

To solve the issue with inconsistency between the Municipality's important plans and policy documents mentioned above, staff have requested the consultant working on the Water/Wastewater Master Plan (J.L.Richards), to include a "Standalone" project for "Population and Employment Projection 2048". Population and employment projections to 2048 will be the final deliverable from this project and will serve as a guiding document to inform all strategic projects and policies within the Municipality.

It is noted that the consultant had worked on our various planning studies on behalf of the Municipality in the past (such as Official Plan Amendments) and has the technical capacity to complete this project and thus, staff are of the opinion that this consultant is the most appropriate to develop population projections.

Parameters

This project will be included under the project umbrella and has the following parameters:

Planning Base Year: 2023

Planning Horizon: 2048

Planning Intervals: 2028 (5 years), 2038 (15 years), and 2048 (25 years)

Data Input: Community Official Plan, Municipality's CGIS database, Statistics Canada 2021 Census

Analysis

Baseline 2023

The baseline scenario information of the Municipality's population will be extracted from Municipality's CGIS database. The baseline scenario information will be used to establish servicing baseline in each participating project under the project umbrella.

It should be noted that the Statistics Canada 2021 Census data is available online for free at detailed dissemination area and block levels.

Population and Employment Projection to 2038

Projection work to 2038 includes both the 2028 scenario (5 years) and 2038 scenario (15 years), for which information from the Community Official Plan, together with our understanding of the future development activities and trends, will be used.

Population and Employment Projection to 2048

Unlike the population projection work to 2038, the population projection work to 2048 has no existing guiding document to follow. As a result, assumptions, criteria, and methods will be developed and a workshop with the consultant (J.L.Richards), Lanark County, the future consultant for the Development Charges Background Study, and Municipal staff will be held to ensure that the criteria used for the 2048 projections will be aligned with other ongoing studies.

Stakeholder Consultation

This standalone project is included under the “project umbrella” and will follow the general process of stakeholder consultation and communications strategy presented in a related staff report. At the scheduled public consultation event in April, the Population and Employment Projection to 2038 will be made available to the public.

Informal consultation with land development industry (i.e., developers and/or their representatives) will also be conducted to understand their development timing so it can better inform our infrastructure planning in relation to the population projection.

Staff also recognize the importance of engaging the County and obtaining understanding from the County, especially during the work of Population and Employment Projection to 2048, as our projection work is ahead of that of the County’s Growth Management Study. Staff have already had preliminary discussions with County Planning Staff regarding the alignment of this project and the County’s Growth Management Study and will continue to work closely with the County on this project.

Council Reporting and Approval

Staff will be reporting back to Council at key milestones of this project. The planned reports are as follows:

- Population and Employment Projection 2048 (this project)
- Draft Population and Employment Projection 2038
- Draft Population and Employment Projection 2048 (for approval)

FINANCIAL IMPLICATIONS

As this is a project that will be beneficial to all departments across the Corporation, staff are seeking co-funding opportunities under various capital projects and professional services budgets among Departments of Development Services and Engineering, Corporate Services, and Community and Economic Development.

SCHEDULE IMPLICATIONS

The work of the Population and Employment Projection to 2038 will meet the schedule of the first public schedule event in April. The work of Population and Employment Projection to 2048 will be presented in May/June for Council approval.

RISKS AND MITIGATIONS

The work of the Population and Employment Projections to 2048 is ahead of that of the County and there may be a discrepancy between these two sets of data after the County's final report is released in 2024. As previously noted, staff will include the County in this project and ensure that the County is consulted at every milestone of this project.

Population and Employment Projection to 2048 is a prerequisite to other planning projects such as Water/Wastewater Master Plan, Transportation Master Plan, the Development Charges Background Study and Community Services Master Plan. Any project delay will cause a chain reaction of other project delays. Staff will proactively manage this project, including monitoring and reporting, and will ensure that the projections to 2038 are available to other project teams to utilize the data earlier and that the new projections to 2048 will be provided to other project teams as soon as they are finalized and approved.

SUMMARY

Staff recommend that Council receive the project information for Population and Employment Projections to 2048.



Submitted by:
Melanie Knight
Senior Planner



Co-Submitted by:
David Shen
Director, Development Services &
Engineering



Reviewed by:
Ken T. Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023

TO: Committee of the Whole

FROM: Robert Smith, Engineering Technologist
David Shen, P. Eng, Director of Development Services & Engineering

SUBJECT: Mississippi Mills Transportation Master Plan

RECOMMENDATION:

THAT the Committee of the Whole recommend that Council award the contract for the Transportation Master Plan Project to Parsons Inc., in the amount of \$151,570.00 (HST not included).

BACKGROUND

Transportation Master Plan (TMP) is a strategic planning document guiding the planning, expansion, and management of multi-modal transportation system to its planning horizon. A TMP identifies the policies and projects that will align with growth, support vision, and meet short- and long-term transportation needs.

A “*Comprehensive Transportation Master Plan*” was completed in 2016 by Dillon Consulting for the Municipality of Mississippi Mills. To accommodate unprecedented growth, reflect conditions and travel behavior change, align with other planning projects, and to inform the upcoming Development Charges Background Study, the Municipality will need a new TMP.

DISCUSSION:

The Proposal

Under the existing Standing Offer agreement process, a call-up was initiated requesting consultant Parsons Inc. (Parsons) to provide a proposal for a new Transportation Master Plan. Parsons has an expertise in transportation planning and has delivered many similar projects in Eastern and Southern Ontario.

Since August 2022, the proposal has undergone five rounds of revisions to address comments from:

- Public Works
- Planning

- Engineering
- Community and Economic Development
- CAO

Parsons also updated the proposal based on the comments from Councillors at two Council meetings (December 13th, 2002, and January 10th, 2023) regarding active transportation and traffic calming.

The Project

The Transportation Master Plan will follow the Master Plan process as outlined in Section A.2.7 of the Municipal Engineers Association (MEA) Municipal Class Environmental Assessment (October 2000, as amended in 2007, 2011 and 2015).

Reflecting the required level of effort, the proposed Work Breakdown Structure (WBS) includes:

- Project Start-up, Management and Coordination
- Needs and Opportunities
- Public & Stakeholder Consultation (Round 1)
- Future Road Network Assessments
- Future Active Transportation Network Assessment
- Review of Supporting Policies and Strategies
- Public & Stakeholder Consultation (Round 2)
- Implementation Plan
- Reporting and Documentation Presentations

Working Under the “Project Umbrella”

As presented in related staff reports, the TMP will be one of the major participating projects of the developed “project umbrella” for branding, promoting, consultation and communications and using a consistent and integrated method among projects.

The first public consultation event (Public Information Centre, PIC) will be scheduled in April in the form of open house.

FINANCIAL IMPLICATIONS

Responding to the call-up and under the pre-established 2023 Standing Offer rates, Parsons has proposed a fee of \$151,570.00 (excluding HST). The associated costs have been given pre-budget approval by Council on December 13th, 2022.

SCHEDULE IMPLICATIONS

According to the proposed project schedule, this Transportation Master Plan will be completed by January 2024.

SUMMARY

Staff are of the opinion that this project call-up complied with the Standing Offer agreement process, the qualification of the consultant (Parsons) is outstanding, and the proposed method, schedule, fee as well as proposal quality are satisfactory.

It is recommended that this project proceeds and the work be awarded to Parsons Inc.



Submitted by:
Robert Smith
Engineering Technologist



Co-submitted by:
David Shen
Director of Development Services &
Engineering



Reviewed by:
Ken T. Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023
TO: Committee of the Whole
FROM: Zack Moshonas, Environmental Compliance Coordinator
SUBJECT: Blue Box Transition Information

RECOMMENDATION:

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

AND THAT Committee of the Whole recommend Council Authorize Staff to secure contracts to continue recycling services at our depots where cardboard collection is currently provided.

AND THAT Committee of the Whole provide staff direction on the preferred option.

AND THAT the preferred option be brought forward to Council for final approval.

BACKGROUND:

The Municipality of Mississippi Mills operates a Blue Box program for the entire Municipality. Curbside collection and processing are undertaken by contracts managed by the Roads and Public Works department. As per the 2021 recycling contract with Emterra Environmental, the Municipality provides Blue Box services to 6135 residential units and 212 Industrial, Commercial, and Institutional units. This report outlines changes to the blue box program and does not affect the provision of garbage collection and disposal services/contracts.

Over the last two decades, the mix of printed paper and packaging that goes into the Blue Box has evolved. The economics of Blue Box recycling are more challenging than ever before, and as a result, Ontario's recycling rates have stalled while costs continue to escalate. Producer responsibility is based on the idea that the companies that design, create and market products and packaging are in the best position to reduce waste or increase resources that can be recovered from their products.

Ontario is in a fundamental transition of its Blue Box program. The existing framework, which provides industry funding to reimburse a portion of municipalities' Blue Box costs,

will move to a full producer responsibility model where industry (i.e., the producers of Blue Box materials) will be wholly responsible for the cost and operations of designated diversion programs.

Under the existing Blue Box Program Plan, municipalities with a population over 5,000 are required to provide residential Blue Box services and producers of printed paper and packaging are obligated to co-fund up to 50 per cent of the program. They are obligated to register with, and are represented through, an organization called Stewardship Ontario. Under this system, municipalities administer the Blue Box program and have the autonomy to decide how their individual programs operate, consistent with a framework of best practices as developed by Stewardship Ontario.

Producers are the brand owners, first importers or franchisors of printed paper and packaging. They are currently represented by Stewardship Ontario, which is a Producer Responsibility Organization (PRO). After the Blue Box program transitions, each producer (or group of producers who form a PRO) will be responsible for meeting their own obligations, under what is termed as Individual Producer Responsibility.

In August of 2019, the Resource Productivity and Recovery Authority (RPRA) – who is the regulator for Ontario’s circular economy laws – and Stewardship Ontario received direction from the Ontario Government to prepare a windup plan of the Blue Box program under the Resource Recovery and Circular Economy Act, 2016.

In June of 2021, the Province released the Blue Box regulation (Ontario Regulation 391/21 – Blue Box, amended as Regulation 349/22) under the Resource Recovery and Circular Economy Act, 2016. The new regulation outlines how Blue Box producers will become fully accountable and financially responsible for collecting and recycling their Blue Box materials when residential sources discard them. Transition of the Blue Box program will occur from July 1, 2023, through to December 31, 2025 (i.e., the transition period). Over the transition period, each municipality and First Nation in Ontario who currently operates a Blue Box program will transition to producer responsibility. Mississippi Mills is slated to be of the first communities to transition on July 1, 2023.

Producers may choose to organize under one or multiple PROs. The PROs, or individual producers, will be responsible for delivering Blue Box services across Ontario in a way that meets the requirements of the new regulation. Under the regulation, they have the right to determine aspects of the Blue Box program (after the transition period), such as who provides collection service, the containers that are used, the frequency in which they are collected, the materials that are accepted, and where the materials are sent for processing, unless otherwise prescribed in the regulation. After the transition period, producers will have greater autonomy for administering the program.

The largest PRO by market share, Circular Materials Ontario (CMO) was identified as the program administrator and is securing contracts across the province for Blue Box collection and processing. During the period of July 1, 2023 through to December 31, 2025, CMO will operate the blue box program in each community in the same manner

as it has been operating for residential users only. As a result there will not be any immediate process changes for residential users.

In accordance with previous council direction (as per Council Resolution 149-20), Mississippi Mills has opted-out of administering the Blue Box program and the responsibility has transferred to CMO who will organize contracts to continue services in the Municipality for eligible sources as of July 1, 2023.

DISCUSSION:

Only residential sources of blue box material will be transitioned to full producer responsibility. Blue box material generated by sources such as commercial (i.e., campgrounds, non-for-profit organizations, and commercial retail outlets), industrial, and institutional (i.e., places of worship, daycares, municipal facilities, office spaces) are considered non-eligible and CMO is not responsible to fund the collection of materials from these sources. In general, sources that are deemed non-eligible are Industrial, Commercial and Institutional (IC&I) sources. During the period from when Mississippi Mills transitions the blue box program through December 31, 2025, CMO will permit blended collection of eligible and non-eligible materials for Municipalities who wish to continue to provide services to IC&I users. This is done through direct negotiation with the CMO service provider. CMO has not provided information on the selected contractor who will provide these services at the time of this report. Beyond the regulatory transition period (beginning 2026), CMO will not allow for blended collection of eligible and non-eligible sources and if this service is continued for the IC&I sector, separate arrangements for the existing 212 customers would need to be secured and provided.

Mississippi Mills is not required to provide these services to the IC&I sector. Mississippi Mills will need to determine if they wish to continue to fund and provide collection and processing of recyclables for sources that have been deemed as “Non-eligible” under the Blue Box regulation. The Municipality currently funds these services on a user pay tax levy, equally applied to all users.

Opting out of administering the Blue Box program will free up a significant amount of a significant amount of staff resources (after July 1, 2023) which are currently used for promotion and education, contract administration, and customer service.

OPTIONS:

1. THAT Council direct staff to negotiate and secure agreements with the CMO private sector service provider to provide blended collection of eligible (residential) and non-eligible (IC&I) sources during the transition period of July 1, 2023 through to December 31, 2025.

Note(s):

- a. Option 1 will require funding through the tax levy for waste, which may be adjusted for IC&I customers to reflect the cost of administering this program for the existing 212 customers.
 - b. Option 1 can be for a transition period where the 212 existing customers are provided notification that they will be required to secure their own private service contracts before January 1, 2026.
 - c. If services are provided by the Municipality beyond 2025, a separate service contract would need to be procured and administered by staff.
2. THAT Council direct staff to notify non-eligible sources (i.e., IC&I sources) that as of July 1, 2023, the Municipality will not be provided Blue Box collection services and they will need to arrange private collection of blue box materials for themselves.

Note(s):

- a. The Municipality is not required to provide these services for IC&I sources.
- b. This reduces the cost of administration and the requirements on staff to secure new contracts.
- c. This will require the Municipality to obtain private contracts for Municipal Facilities, however, some municipalities have opted to discontinue IC&I services, with the exception of Municipal Facilities where staff have been authorized to negotiate the inclusion of Municipal facilities.
- d. If Option 2 is selected it should also be recommended that Council direct staff to secure recycling services for all Municipal Facilities.

FINANCIAL IMPLICATIONS:

The net cost of the Blue Box program in 2020 was reported to be \$734,991 (as per the 2020 RPRA Datacall). As part of the current Blue Box program, municipalities are required to co-fund up to 50% of the costs for the program. For the 2020 program year Mississippi Mills is slated to be reimbursed \$354,423 for the program, which equates to a program cost recovery of 48%. Final costs for the 2021 reporting year are still being calculated by the RPRA.

After transition begins on July 1, 2023, Mississippi Mills is not expected to incur costs for the Blue Box program related to collection from eligible sources. In 2023, Mississippi Mills will only pay for and administer the blue box program for 6 months, of which will still be subject to the approximate 50% funding under the current program. Therefore, the Waste Levy can be decreased appropriately beginning 2024.

As per the current recycling collection and processing contract, the Municipality pays approximately \$2.10 per stop per week. As previously noted, Mississippi Mills services approximately 212 IC&I units. Using current rates, the cost to continue providing blue box services to IC&I units for the remainder of 2023 (from July 1, 2023 through to

December 31, 2023) would be approximately \$11,575.20, assuming the costs remain consistent. This is an estimate only as the service provider has not been identified, staff have not been able to request a cost estimate from the actual services provider. It should be noted that if a new agreement for IC&I collection would need to be negotiated costs may increase. For this option, the Waste Levy would need to be adjusted appropriately for IC&I users. The costs provided do not include costs related to contract administration or dealing with customers concerns. Annual funding for 2024 to service the 212 Existing IC&I users would be approximately \$23,811.84, plus internal costs for administering the program. It is anticipated that if services are provided by the Municipality beyond 2025 a substantial increase in unit rate per customer would apply due to the economies of scale.

Should the Municipality cease to provide blue box services to IC&I users, the Waste Levy could decrease uniformly as there would be no cost to the Municipality for providing blue box services.

SUMMARY:

This report is provided as an update to the blue box transition from shared municipal responsibility to full producer responsibility and to seek direction from Council on continued blue box services for IC&I users. Mississippi Mills will be transitioning the Blue Box program to full producer responsibility under the Resource Recovery and Circular Economy Act. This transition does not affect the provision of the garbage collection services provided by the Municipality. Regulations under this act define residential sources as eligible for transition to full producer responsibility. Once Mississippi Mills transitions in July of 2023, the requirement to fund and operate the blue box program for these eligible materials will be placed upon the Producer Responsibility Organizations (PRO) as identified under the regulations of the Act. The largest PRO by market share – Circular Materials Ontario – is the program administrator and is responsible for securing collection, receiving, and processing contracts as well as developing program plans and overseeing the blue box program for the province. Options for non-eligible IC&I sources include continuing to provide these services at a cost to these users through the Waste Levy, or as of July 1, 2023, notifying these users that they would be responsible for arranging for collection of blue box materials themselves.

Respectfully submitted by,

Reviewed by:

Zack Moshonas
Environmental Compliance Coordinator

Cory Smith,
Director of Roads and Public Works

Reviewed by,

Ken Kelly
Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023
TO: Committee of the Whole
FROM: Cory Smith, Director of Public Works
SUBJECT: Final Acceptance and Assumption of Roadways – Mill Run

RECOMMENDATION:

THAT Committee of the Whole recommend that Council authorize final acceptance for the finalized portions of plan of subdivision 27M-75 Mill Run, Phases 2A, 2B, and 2C, to be known as Phase 2, in accordance with Section 15 of the subdivision agreement with Menzie Almonte Inc.;

AND THAT Committee of the Whole recommend that Council authorize final acceptance for the finalized portion of plan of subdivision 27M-84 Mill Run, Phases 3B, to be known as Phase 3B, in accordance with Section 15 of the subdivision agreement with Menzie Almonte Inc.;

AND THAT Staff Prepare an Assumption By-law for the roads and associated infrastructure works constructed with the development of the Subdivision 27M-75, to be known as Phase 2 and with the development of the portion of subdivision 27M-84 to be known as Phase 3B.

BACKGROUND:

On November 2, 2016, The Municipality of Mississippi Mills entered into a subdivision agreement with Menzie Almonte Inc. for the development of Mill Run Phase 2. The subdivision which was registered, included townhouse blocks, lands for stormwater management purposes and deeded sections of Horton Street, McKenny Street, Honeyborne Street and McCabe Street. A copy of the plan of subdivision 27M-75 has been included for reference. In addition, on May 30, 2018, the Municipality of Mississippi Mills entered into a subdivision agreement with Menzie Almonte Inc. for the development of Mill Run Phase 3B. The subdivision which was registered, included townhouse blocks, lands for stormwater management purposes and deeded sections of Horton Street. A copy of plan of subdivision 27M-84 has been included for reference.

Section 15 states:

“When the Director of Roads and Public Works is satisfied that the Works set out in this agreement or any part thereof and any other Works which may have been required have been executed in accordance with this agreement and the Town standards and specifications and requirements, and has also been satisfied that all Town accounts have been paid, and maintenance requirements met, the Director of Roads and Public Works will forthwith present a report to the Council of the Town stating that the work or any part thereof has been completed satisfactorily and the roads are in the required condition for them to be assumed by the Town. Acceptance of any of the Works or any part thereof shall be evidenced by By-law of Council.

Upon the said By-law being passed the ownership of the Works, except house numbers and sodding beyond the road boundary, shall vest in the Town and the Owner shall have no claim or rights thereto, other than those accruing to it as Owner of the land abutting streets on which the Works were installed.”

All the works prescribed within the subdivision agreement(s) for the part(s) of Mill Run Phases 2A, 2B, 2C and 3B, have met all conditions for final acceptance and the mandatory one year maintenance (warranty) period has now expired and required works have completed to the Satisfaction of the Director of Public Works with all required certifications being submitted and accepted.

DISCUSSION:

The Municipality completed a final inspection of Mill Run Phases 2A, 2B, 2C and 3B to mark the end of the mandatory one year maintenance period for the subdivision. The Developer has satisfied all obligations of the subdivision agreement. Staff is therefore recommending that final acceptance be issued pursuant to Section 15 of the agreement for Phases 2A, 2B, 2C and 3B of Mill Run.

In addition, staff is recommending that the required assumption by-law be prepared in accordance with Section 22.1 of the agreement.

OPTIONS:

1. Accept the recommendations of Staff for Final Acceptance and Assumption
2. Do not Accept the recommendations of Staff for Final Acceptance and Assumption

FINANCIAL IMPLICATIONS:

There are no financial implications related to this report.

SUMMARY:

The Phase 2 and 3B portions of Mill Run subdivision (Plan 27M-75 and Plan 27M-84) concluded the mandatory one year maintenance period for works constructed as part of the subdivision agreement. The developer, Almonte Menzie Inc., has completed all works to the satisfaction of the Director of Roads and Public Works. It is recommended that the Municipality move forward with final acceptance and the preparation of the necessary by-law governing assumption of the works.

Respectfully submitted by,

Reviewed by:

Cory Smith,
Director of Public Works

Ken Kelly,
CAO

ATTACHMENTS:

1. Plan 27M-75 and Plan 27M-84

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023
TO: Committee of the Whole
FROM: Cory Smith, Director of Public Works
SUBJECT: Traffic Calming Update

RECOMMENDATION:

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

AND THAT Staff be directed to continue to explore new traffic calming solutions for use on in Mississippi Mills,

AND THAT Staff be directed to update and review the Policy for Traffic Calming and Speed Management on Municipal Roads.

BACKGROUND:

Mississippi Mills is a community that is experiencing significant growth. Expansion of our urban areas and densification of our rural areas poses challenges for municipal residents and staff. One of the key concerns in any growing community is always traffic. Mississippi Mills receives several traffic safety and speed concerns reported to staff by residents. In some cases, residents in older areas of the Municipality are experiencing traffic volume increases due to additional growth, and in other cases new areas of growth are experiencing traffic concerns related to construction activities and growth pressures. With Many residents enjoying active transportation activities such as walking, running and riding bikes in our right of ways, safety is always a concern. One of the most common concerns related to traffic safety is concerns related to speeding in Mississippi Mills. Through the years, Mississippi Mills staff have reviewed traffic and speed concerns on an ongoing basis. A traffic and Speed study program has been in place on an ongoing basis for several years where traffic counts and speed data are collected on various roads throughout Mississippi Mills on an annual basis. With over 350 km of Municipally maintained roadways it is not possible to complete traffic and speed studies on each roadway annually. Traffic and Speed Study locations are determined by review of areas of concern (ie. Where concerns have been identified), areas requiring construction or with recently completed construction, areas with current or future development pressure and areas allowing us to extrapolate traffic volumes in the remaining areas. In 2010, Mississippi Mills adopted a Policy for Traffic Calming and Speed Management on Municipal Roads. The policy identified warrants to determine if

traffic calming measures were warranted on a roadway of concern. The policy does not go into great detail about what traffic measures may be implemented. In addition, reviews for reviews for reduction in speed limits are completed based on the Transportation Association Guidelines for Establishing Posted Speed Limits. This is not part of the Policy for Traffic Calming and Speed Management of Municipal Roads. Based on the growing number of concerns related to traffic Calming and Speed Management, staff initiated a traffic Calming Pilot Project to review the effectiveness of traffic calming measures in known areas of concern.

DISCUSSION:

Based on the growing number of concerns related to traffic Calming and Speed Management, in 2022, staff initiated a traffic Calming Pilot Project to review the effectiveness of traffic calming measures in known areas of concern. The pilot project reviewed the use of various traffic calming measures including the use of Vertical Centerline Treatments and the Use of Portable Speed Display Signs.

Vertical Centerline Treatments

Vertical Centerline Treatments were used in two locations. The first location (Location 1) was Mill Run subdivision, along Honeyborne, a residential area with an urban cross section. The second location (Location 2) was White Tail Ridge along White Tail Drive and Antler Court being a residential area with a rural cross section. Prior to the installation of the Vertical Centerline Treatments speed and traffic counts were taken in the areas where the treatments were to be installed. The treatments were then installed and traffic and speed data were collected with the devices in place.

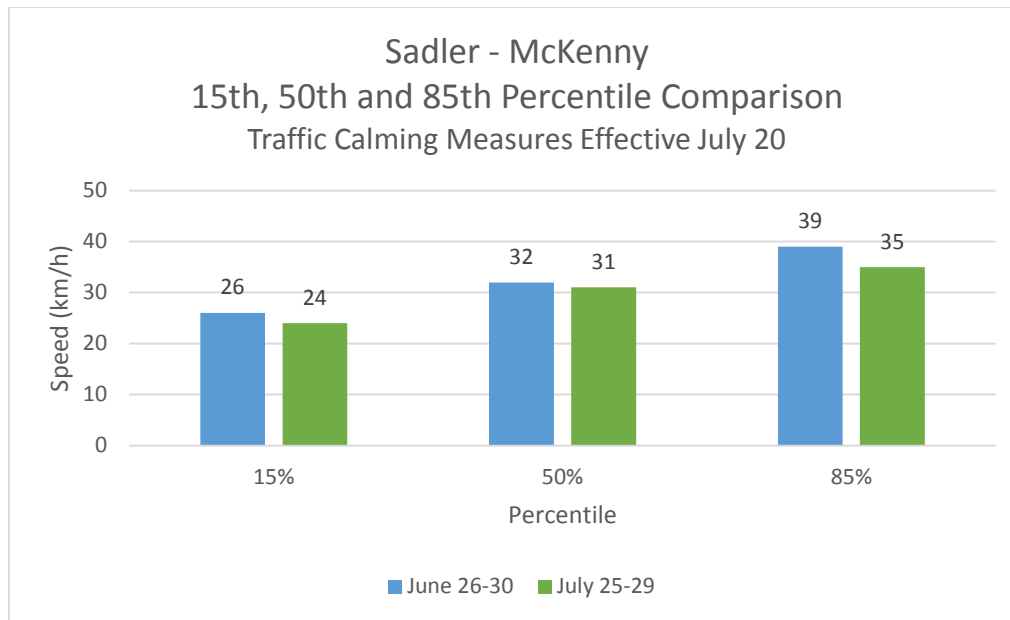
Location 1 had Vertical Centerline Treatments installed in three different locations. The locations were on Honeyborne Between Saddler and McKenny, Honeyborne, Between McKenny and McCabe, and Honeyborne Between McCabe and Horton. Speed Data for Location 1 was monitored in two locations, both before the treatments were installed and during the period of time when the treatments were installed.

See figure below for locations



The data was collected at the same locations both times. The first location the speed was monitored was between Saddler and McKenna. The 15th, 50th and 85th percentile were all reviewed. The 15th percentile is the speed where 15% of all vehicles at that or less than that speed.. The 50th percentile is the speed that 50% of all cars travel at that or less than that speed. The 85th percentile is the speed that 85% of all cars travel at that or less than that speed. The 85th percentile is also known as the prevailing speed.

Before the Installation of the treatments the 15th, 50th and 85th percentile between Saddler and McKenna was 26km/h, 32 km/h and 39 km/h respectively. After the treatments were installed, the 15th, 50th and 85th percentiles were 24 km/h, 31 km/h and 35 km/h respectively. This marked a significant reduction in the prevailing speed.



The second location where the speed was measured along Horneyborne St. was between McCabe and Horton Streets. Before the Installation of the treatments the 15th, 50th and 85th percentiles were 31.7km/h, 25.9km/h and 43.4km/h Respectively. After the Installation the 15th, 50th and 85th percentiles were 21 km/h, 31 km/h and 39 km/h respectively. This also marked a significant reduction in the prevailing speed.

Location 2 had Vertical Centreline Treatments installed in 5 different locations. The locations were on White Tail Drive halfway between the intersection of Antler Court and the 90 degree turn by the mail boxes, halfway between the mail boxes on White tail Drive and the intersection of Antler court at the Northeast end of the subdivision, On Antler Court about 50 m past the intersection of White Tail Drive and Antler Court, about half way down the north/south portion Antler Court between the intersection of White Tail Drive and Antler Court and Antler Court half way down the East/West portion of Antler Court. The traffic and speed data were taken, half way down the north/south portions of Antler Court and White Tail Drive respectively. It should also be noted that subsequent to removing the bouldards, the speed limit was dropped to 30 km/h and signs were installed. After the signs were installed marking the new speed limit, a final round of traffic and speed data was taken at the Antler Court location.

See figure below for locations



The speeds measured for the 15th, 50th and 85th percentiles on Antler Court before installation of the treatments were 23 km/h, 35 km/h and 43 km/h respectively. After installation of the treatments the 15th, 50th and 85th percentiles were 16 km, 29 km and 39 km respectively. Upon removal of the treatments and installation of the 30 km/h signage reflecting the reduced speed limit, the 15th, 50th and 85th percentiles were 24 km/h, 29 km/h and 42 km/h respectively. The treatments had a significant reduction in the prevailing speed in this location. Upon the removal of the bouldars and with reduced speed limit of 30 km/h signs installed the speeds returned to pre-treatment levels.

The speeds measured for the 15th, 50th and 85th percentiles on White Tail Drive before installation of the treatments were 32 km/h, 37 km/h and 44 km/h respectively. After the treatments were installed the 15th, 50th and 85th percentiles were 18 km/h, 29 km/h and 37 km/h respectively. This demonstrates a significant drop in the prevailing speed.

Digital Speed Display Sign

A digital speed display sign was planned to be used as part of the 2022 program. Upon initial installation of the sign, errors were occurring. This was primarily related to internal issues with the sign. Due to supply chain issues the parts to repair the sign were delayed. As a result, installation of the Digital display sign was delay. Initial speeds were

taken in early July, due to the supply chain issues, the digital speed display sign was not able to be installed until late October/early November. As a result the data may be slightly skewed as time of year often has affect on the prevailing speed. Late fall speeds can be affected by visibility and road conditions. As a result the speeds represented in this portion of the pilot project are not considered directly comparable to each other and the pilot will be repeated in 2023 at this location to verify results with comparable data sets. It should also be noted that other studies with digital speed signs show a drop in effectiveness over time. Due to the short duration of installation, long term effect could not be assessed.

The speeds measured before installation of the digital speed display sign for the 50th and 85th percentiles at the Blakeney location were 40 km/h and 48 km/h respectively. The speeds measured by the digital display sign during installation for the 50th and 85th percentiles were 33 km/h and 39 km/h respectively. This represents a significant reduction in the prevailing speeds, however as previously noted, these results cannot be considered as directly comparable.

In review of the results the following observations were made;

Vertical Centerline Treatment

1. The Vertical Centerline Treatments were effective, having on between a 10% and 20% reduction on prevailing speed. With residential streets, this is between a 4 and 8 km/h reduction in prevailing speed on average. Taking the prevailing speed down into the 30 – 40km/h range.
2. There were some problems with the Vertical Centerline Treatment
 - a. In residential areas with on-street parking, parking needs to be restricted in the immediate area of the treatments to better allow traffic pass through and not block off larger vehicles.
 - b. Some of the treatments were repeatedly ran over. They are durable, but some had to be replaced. This is thought to be partially related to location of installation, and in some cases it is evident that the treatments were intentionally ran over.
 - c. Some concerns were raised when the initial treatments had the speed limit displayed. This created concern among residents and staff received several inquiries about that. The speed limit was removed from the treatments and this seemed to correct this issue.
3. The treatments based on speed and traffic data were successful, particularly in the White Tail Ridge area. They are reasonably priced and while they may be considered unsightly by some (which was another concern that was raised) the do prove effective for areas where minor reductions are required at a reasonable cost.
4. They do not have electronic components that fail.
5. Easy to replace once damaged
6. They may not be the best option for areas of high levels of on-street parking.

Digital Speed Display Sign

1. Results need to be repeated due to timeline of data collection
2. The Digital Speed Display Sign had an issue with it's electronics that caused a significant delay in installation and use. This may translate into long durations the unit being out of commission if issues occur in the future, and due to the cost, spare units are not practical.
3. There was a significant speed reduction as a result of the unit being installed. approximately 10 km/h (Possibly skewed due to time of year). This does show potential for areas where speeds are higher than residential areas, but need reduction for pedestrian safety.
4. Additional review/study is required and will be obtained in 2023.
5. Installation can be difficult due to the requirement of a structure such as a hydro pole being available in a good location to ensure effectiveness.
6. Cost of unit may limit usage

Overall

1. The pilot project is an ongoing project to review different traffic calming options.
2. Both options reviewed in 2022 showed positive results.
3. Additional review and of both options are warranted
4. Future considerations of calming measures planed for 2023 include the use of lane diets (reducing lane width through painting of lines), and audible indicators (using rumble strips perpendicular to lane direction) are planned in addition to the options discussed in this report.
5. Several other roads were reviewed for traffic and speed concerns, the data did not warrant specific reports to council, however all traffic/speed results are made available to the Director of Emergency Services for review and consideration for review with the OPP if warranted.

Policy for Traffic Calming and Speed Management on Municipal Roads

As discussed earlier, in 2010 Mississippi Mills adopted a Policy for Traffic Calming and Speed Management on Municipal Roads. This policy is dated, and does not include options for traffic calming measures to be used. The policy requires updating and should include warrants for use of different measures. The update should include options reviewed in both 2022 and 2023 portions of the pilot project.

OPTIONS:

1. Receive this report for information, and direct staff to incorporate information from ongoing traffic studies, and this pilot project in an update of the
2. Provide staff direction to complete additional reviews not identified in this report.

FINANCIAL IMPLICATIONS:

Funds to continue this pilot project for traffic calming are included in the 2023 budget and are deemed sufficient for those purposes.

SUMMARY:

Staff recommend receiving this report for information and providing direction to update the Policy for Traffic Calming and Speed Management on Municipal Roads.

Respectfully submitted by,

Reviewed by:

Cory Smth,
Director of Roads and Public Works

Ken Kelly,
CAO

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: January 31, 2023
TO: Committee of the Whole
FROM: Cory Smith, Director of Public Works
SUBJECT: Wastewater Treatment – Treated Effluent Pipe Lining

RECOMMENDATION:

THAT the contract for the Mississippi Mills Effluent Pipe Relining be single sourced from Clean Water Works Inc. at a cost of \$156,830.48 (including HST).

BACKGROUND:

In March of 2022 there was a blockage of flow in final effluent outfall pipe for a length of 297m, immediately behind the soccer fields at the Civitan. Roots had infiltrated the concrete outfall pipe and did not allow the full capacity of treated wastewater to be discharged from the plant resulting in the outfall being unavailable for use. At the time of the incident, Mississippi Mills retained Clean Water Works Inc. to perform an inspection and cleaning of the affected pipe section which removed the roots from the pipe and allowed flow to resume at full capacity. The works to clear the outfall resulted in the outfall being out of service for 8 days and the Sewage treatment plant diverting the raw sewage to our overflow containment area in Cell A during this time period.

Staff completed a review of corrective actions, the review included considerations for replacement of the existing pipe in its current alignment, installation of a new outfall pipe parallel to the existing and switching over to the new pipe, and lining the existing outfall pipe with a structural liner.

DISCUSSION:

The affected effluent pipe is approximately 297 meters in length and the pipe diameter varies between 450mm and 600mm in diameter. The entire section of pipe (from the plant to the outfall in the Mississippi River) is approximately 1,100 meters.

In reviewing the alternatives, staff requested that Clean Water Works Inc. prepare a quotation and work plan to clean the pipe (i.e., remove all roots and debris) and install a Cured In Place Pipe (CIPP) Lining. Staff also requested that Thomas Cavanaugh Construction Limited (TCCL) also prepare a quote and work plan to replace the affected

pipe in the existing alignment and in a parallel alignment. Both contractors selected to provide review and quotations were selected as a result of the contractors working with the Municipality on other contracts completing similar works in a timely competent manner, as well as the fact that both were involved in the emergency works, as a result they are both familiar with the unique challenges of this project.

In addition to costs, considerations for life expectancy, future root infiltration and disruption of service to the plant were all reviewed.

Life expectancy is an important consideration as this repair or replacement is a long term capital investment.

Future root infiltration is important as the roots appear to be fairly fast growing based on the video completed in December showing root infiltration is already causing restrictions in the outfall, since it was cleared in March. The roots are primarily coming from the trees and bushes adjacent to the outfall on Municipal property behind the soccer fields at the Civitan. Staff have completed some removals of the existing bushes, however additional removals is required. Staff will also be implementing a best practice of ensuring that areas where our pipes are covered in grass and other vegetation that all vegetation in the immediate area be cut annually to prevent deep rooting vegetation from damaging the pipes.

Disruption of service to the plant is also an important consideration as the plant needs to divert the raw sewage entering the plant to the attenuation pond known as cell A during the times when the outfall is being disrupted. It should be noted that during the March event that after 8 days of the outfall being out of service, sewage was required to be diverted from Cell A to Cell B. This is as a result of Cell A not being cleaned in over 20 years and having significant vegetative growth around the edge, a reduction in capacity of the attenuation area has occurred. Recommendations on cleaning the pond will come as part of a separate report.

OPTIONS:

Three options are discussed below, with Option 1 being the preferred.

1. Structural lining of the existing outfall
 - a. Cost \$154,118.00 plus HST (design included, no reinstatement or landscaping costs)
 - b. Useful Life 60 Years (based on PSAB)
 - c. Infiltration of roots, there are no joints for roots to penetrate, likelihood very low.
 - d. Disruption of service to the plant, Approximately 2-3 Days (working hours only)
 - e. Considered maintenance, no formal Ministry Approval Required.

2. – Replacement of Pipe (Like for Like) existing alignment
 - a. Cost \$158,797.51 Plus HST (additional costs for design, reinstatement, landscaping and disposal of existing pipe.)
 - b. Useful life 70 Years (PVC pipe based on PSAB)
 - c. Infiltration of the roots, can occur at the joints where pipes meet. Likelihood low.
 - d. Disruption of service to plant Approximately 8 Days,
 - e. Considered like for like replacement/maintenance, no formal approval, but design to be completed and recorded.
3. Replacement of Pipe New alignment
 - a. Cost Cost \$175,503.00 Plus HST (additional costs for design, reinstatement, landscaping, removal and disposal of existing pipe.)
 - b. Useful life 70 years (Based on PSAB)
 - c. Infiltration of roots, can occur at the joints where the pipes meet. Likelihood low.
 - d. Disruption of service to the plant, 2 – 3 days during time of connection to existing.
 - e. Considered new works, would require full design and approval. This may cause time delay.

FINANCIAL IMPLICATIONS:

The 2022 budget carried \$275,000.00 for infiltration/sewer lining. These works fall under this portion of the budget and there is sufficient funds remaining in this account to cover the works. Based on the recommended option of Structural lining, with a total cost of \$154,118.00 plus non-recoverable HST of \$2,712.48, the contracted costs would be \$156,830.48, the is still sufficient funds to allow a 20% contingency of \$30,825.00 to accommodate any unforeseen costs and final clean up by municipal staff.

Single Source procurement has been reviewed by the CAO, Treasurer and Director of Public Works. As per section 4B the contractors who quotes were requested from were party to the original works and is considered an extension of the contract. They are also familiar with the site and it's limitations. In addition the recommended option of lining has been regularly completed by Clean Water Works, who has been the only successful bidder for provision of these services over the past 10 years. In order to complete these works in a timely manner and to prevent additional costs of future root removal before repairs are completed, it is recommended that works proceed based on the quotation provided by Clean Water Works.

SUMMARY:

Based on staff's review, structural lining of the existing pipe, is the most cost effective way to complete the necessary repairs on this pipe. It also has the least disruption of service to the plant, with very similar life expectancies from the product based on historical life expectancies used in our PSAB reporting. Structural lining also has the

lowest likelihood of future root infiltration. Staff therefore recommend single source procurement of structural lining be awarded to Clean Water Works.

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Respectfully submitted by,

Reviewed by:

Cory Smith,
Director of Public Works

Ken Kelly,
CAO



AMANDA FUSCO

Director of Legislated Services & City Clerk

Corporate Services Department

Kitchener City Hall, 2nd Floor

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January 20, 2023

Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

Dear Premier Ford:

This is to advise that City Council, at a special meeting held on December 12, 2022, passed the following resolution regarding the Ontario's Big City Mayors (OBCM) Bill 23, More Homes Built Faster Act, 2022:

"WHEREAS the provincial government passed Bill 23, More Homes Built Faster Act, 2022 on November 28, 2022 with regulations and changes to several provincial acts which will have a significant impact on municipalities in the province;

WHEREAS notwithstanding there are parts of Bill 23 that will help build homes faster, Ontario's Big City Mayors (OBCM) have written to Premier Doug Ford and Minister Steve Clark regarding their concerns with Bill 23, and have presented to the Standing Committee on Heritage, Infrastructure and Cultural Policy;

WHEREAS the OBCM mayors have noted significant concerns relating to the impact on the collection of development charges and parkland levies, that will result in billions of dollars worth of infrastructure deficits that, without offsetting, will severely impact the current tax base as well as impact how municipalities will fund parkland spaces;

WHEREAS the impacts of this revenue shortfall will result in property tax increases and severely impact a municipality's ability to build the infrastructure needed to support the creation of new homes including roads, sewer and water systems, and supports for the delivery of fire and police services, delaying the building of new homes;

WHEREAS municipal audits announced by the province in selected municipalities will show how these reserve funds are allocated by each municipality to pay for the cost of this needed infrastructure, based on legislation from the province that strictly sets out their uses;

WHEREAS all partners in the homebuilding process, including municipalities who have responsibility for permitting, approvals and servicing, and developers who are responsible for getting shovels in the ground, can improve processes geared toward their part of creating a new housing supply;

WHEREAS while the municipal sector can help cut red tape and speed up the municipal approvals process, it is the responsibility of the province to look at delays within their ministries, and the responsibility of developers and home builders to further coordinate the building of homes in a timely manner once development approvals are in place;

WHEREAS the province has not identified accountability measures for all parties involved in creating housing, nor has the province identified annual targets to demonstrate incremental goals to build 1.5 million homes over the next decade;

THEREFORE BE IT RESOLVED THAT the City of Kitchener endorse and support the OBCM mayors request to the province immediately pause the implementation of changes to the development charges act and parkland fee reductions in Bill 23 until cities have been consulted on finding solutions to the impacts that these changes will have to our communities;

THEREFORE BE IT FURTHER RESOLVED that the City request the province put in place the Housing Supply Action Plan Implementation Table immediately and establish a terms of reference for the implementation table, and that Bill 23 is considered a priority in consultation with municipalities and other stakeholders in the home building industry;

THEREFORE BE IT FURTHER RESOLVED that the City request the province work with municipalities to re-open the discussion on a new long-term permanent municipal funding strategy to maintain services and fund critical infrastructure projects, and include the federal government to discuss joint solutions such as allocating a portion of the Harmonized Sales Tax (HST) to cities, allowing municipalities to build the housing that Ontarians need without having the burden fall on the existing property tax base; THAT while this work on an additional long-term municipal funding strategy is underway, municipalities are made whole, dollar-for-dollar, by the province to eliminate the unintended consequences of revenue reductions associated with Bill 23 changes;

THEREFORE BE IT FURTHER RESOLVED THAT the City of Kitchener endorse and support the OBCM request to hold all stakeholders (provincial ministries, municipalities, developers, and homebuilders) jointly accountable for their part of the home building process through the upcoming housing unit pledge exercise, due to the province by March 1st;

THEREFORE BE IT FURTHER RESOLVED THAT the City of Kitchener endorse and support the OBCM request to urge the province work with each municipality and all other partners in the homebuilding process to identify annual targets, with agreed upon accountability measures and metrics put in place based on each partner's role in the homebuilding process;

THEREFORE IT BE FINALLY RESOLVED that City request the Housing Supply Action Plan Implementation Table regularly identify to the Minister of Municipal Affairs and Housing legislative and regulatory amendments to mitigate or eliminate unintended consequences of Bill 23, inclusive of the effects of outside and market forces that may impact the achievement of these targets."

cc: Honourable Steve Clark, Minister of Municipal Affairs and Housing
Ontario Big City Mayors Caucus
Ontario Municipalities

Yours truly,



A. Fusco
Director of Legislated Services & City Clerk



Mississippi
Mills

COUNCIL CALENDAR

February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 6PM Council 7PM COW	8	9	10	11
12	13	14	15	16	17	18
19	20 Family Day	21 6PM Council 7PM COW	22	23	24	25
26	27	28				



Municipality of Mississippi Mills
PENDING LIST
January 31, 2023

Title	Department	Comments/Status	Report to Council (Date)
Master Fire Plan	Fire	Master Fire Plan Report	Q1 2023
Pedestrian Safety and Speed Limits on Gravel Roads	Public Works	Councillor Holmes Notice of Motion	Q1 2023
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)	Q1 2023
Wild Parsnip Plan - Monarch Pledge	Public Works	To form part of the 2022 Wild Parsnip Management Plan	Q1 2023
Mill of Kintail Independent Model	CAO	A meeting was held in Jan 2023 to discuss options.	TBD
Update Debt Management Policy	Finance	Referred to staff at Dec. 17, 2019 Council meeting. Likely to be brought forward with Long Term Financial Plan	TBD

Not-For-Profit Housing Exemptions Review in 2024 Development Charges Review.	Planning	Staff to include a review of the existing exemptions for not-for-profit housing as part of the 2024 Development Charges review to determine if there are more opportunities for further exemptions from Development Charges . Staff to include a Community Benefits By-law analysis as part of the 2024 Development Charges review.	2024
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
Mongomery Park Road	Public Works	Staff to bring back a report on the condition of Montgomery Park Road.	2023
Financial Fraud Controls and Summary of Financial Controls	CAO	Staff to bring back summary report on existing fraud controls in place and any deficiencies	2023