



**Municipality of Mississippi Mills**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, February 7, 2023**

**IMMEDIATELY FOLLOWING COUNCIL**

**Hybrid**

**3131 Old Perth Road.**

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	<b>Pages</b>
<b>A. CALL TO ORDER (immediately following Council)</b>	
<b>B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF</b>	
<b>C. APPROVAL OF AGENDA</b> Recommended Motion: THAT the agenda be approved as presented.	
<b>D. APPROVAL OF MINUTES</b> Recommended Motion: THAT the minutes dated January 31, 2023 be approved.	4 - 10
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the following consent reports be received.	
<b>E.1 Clerk's Department Quarterly Report – Q1</b>	11 - 19
<b>E.2 Department of Roads and Public Works – Q1</b>	20 - 21
<b>E.3 Corporate Services Quarterly Report - Q1</b>	22 - 24

## **F. STAFF REPORTS**

### **Development Services & Engineering**

- F.1 Z-16-22 - 364 and 366 Spring St (Houchaimi) Recommendation Report** 25 - 36
- Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Lots 67 and 68, Plan 27M-88, Almonte Ward, Municipality of Mississippi Mills, municipally known as 364 and 366 Spring Street, from site specific Residential Type 1 and Residential Type 2 zones (R1-20 and R2E-18) to site specific Residential Type 1 and Residential Type 2 zones (R1-31 and R2E-18) in order to align the zoning as a result of a lot addition and to address site specific side yard, similar in effect to the details in Attachment C.
- F.2 Z-13-22 10 St Andrews St (Coburn) Recommendation Report** 37 - 55
- Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Part of Lot 150 and 151, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 10 St. Andrews Street, from Residential Type 4 (R4-13) to Residential Type 2 (R2-xx) and Residential Type 3 (R3-xx) in order to permit the development of a four-unit townhouse and a semi-detached dwelling, similar in effect to the details in Attachment D.
- F.3 Baker's Quarry Subdivision - 09-T-20001 (Carrs Street Properties) Recommendation Report** 56 - 73
- Recommended Motion:**  
**THAT** Committee of the Whole recommend that Council approve the Draft Plan conditions for the subject lands which are legally described as Lots 7 to 16 Malloch Section, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, and authorize staff to submit the Draft Plan conditions, similar in effect to the details in Attachment B.

## **G. NOTICE OF MOTION**

## **H. INFORMATION ITEMS**

- H.1 Mayor's Report**
- H.2 County Councillor's Report** 74 - 76
- H.3 Mississippi Valley Conservation Authority Report**
- H.4 Library Board Report**
- H.5 Information List #03-23**
- Recommended Motion:**  
**THAT** the information list #03-23 be received for information.

a.	January 17, 2023 - Montague Resolution re: World Thinking Day	77
b.	January 23, 2023 - Town of Halton Hills Resolution re: Bill 23 - Build More Homes Faster Act	78 - 94
c.	January 23, 2023 - Letter from MVCA re: Changes in service per O.Reg 596/22 and Bill 23	95 - 97
d.	January 24, 2023 - City of Thunder Bay Resolution re: Bill 42: Gender Affirming Healthcare Act	98
H.6	Meeting Calendar	99 - 100
I.	OTHER/NEW BUSINESS	
I.1	Lanark County - Climate Action Working Group	101 - 106
	Recommended Motion:	
	THAT Committee of the Whole recommend that Council appoint _____ to the Lanark County Climate Action Working Group on an as needed basis.	
J.	PENDING LIST	107 - 108
K.	ADJOURNMENT	
	Recommended Motion:	
	THAT the meeting be adjourned at X:XX p.m.	



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

**January 31, 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  
Erin Levi, Admin Assistant  
Melanie Knight, Senior Planner  
David Shen, Director of Development Services & Engineering  
Cory Smith, Director of Public Works  
Robert Smith, Technologist  
Zack Moshonas, Environmental Compliance Coordinator

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

Deputy Mayor Minnille called the meeting to order at 7:59 p.m.

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

Councillor Souter declared a conflict of interest on item F.4 Blue Box Transition Information as she is a director of the Hub which would be classified as a IC&I property.

**C. APPROVAL OF AGENDA**

**Resolution No CW12-23**

**Moved by** Councillor Torrance

**Seconded by** Mayor Lowry

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW13-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Ferguson

**THAT** the minutes dated January 10, 12 and 17, 2023 be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW14-23**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Ferguson

**THAT** the following consent reports be received:

E.1 Department of Development Services and Engineering – Quarterly Report Q1

E.2 Mississippi River Power Corp Q4 Update

**CARRIED**

**F. STAFF REPORTS**

Development Services & Engineering

**F.1 Stakeholder Consultation and Communications Strategy for the Planning Projects Umbrella**

**Resolution No CW15-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Lowe

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

**CARRIED**

**F.2 Population and Employment Projection 2048**

**Resolution No CW16-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Lowe

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

**CARRIED**

**F.3 Mississippi Mills Transportation Master Plan**

**Resolution No CW17-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**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).

**CARRIED**

## Roads and Public Works

### **F.4 Blue Box Transition Information**

Councillor Souter declared a conflict of interest on this matter, Councillor Souter left the room and did not participate in the discussion or vote.

#### **Resolution No CW18-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Torrance

**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 recommend 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 and require funding through the waste levy, which may be adjusted for IC&I customers to reflect the cost of administering this program for the existing 212 customers;

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

**CARRIED**

### **F.5 Final Acceptance and Assumption of Roadways – Mill Run**

#### **Resolution No CW19-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**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.

**CARRIED**

**F.6 Traffic Calming Update**

**Resolution No CW20-23**

**Moved by** Councillor Lowe

**Seconded by** Mayor Lowry

**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.

**CARRIED**

**F.7 Wastewater Treatment – Treated Effluent Pipe Lining**

**Resolution No CW21-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**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).

**CARRIED**

**G. NOTICE OF MOTION**

None



**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

None

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

None

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

None

**H.4 Library Board Report**

None

**H.5 Information List #02-23**

**Resolution No CW22-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Souter

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

**CARRIED**

**H.6 Meeting Calendar**

**I. OTHER/NEW BUSINESS**

None

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW23-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 9:54 p.m.

**CARRIED**

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Jeanne Harfield, Clerk

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## QUARTERLY UPDATE

**DATE:** February 7, 2023  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk & Deputy CAO  
**SUBJECT:** Clerk Department Quarterly Report – Q1

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### DEPARTMENT HIGHLIGHTS:

Over the past quarter the Clerk's department has focused on wrapping up the election, planning the Inaugural and orientation. We have also launched the electronic records management solution which will be a major project for the municipality during the first half of 2023.

### 2023 PROJECT UPDATES:

During the first few months of the 2022-2026 term of Council, the Clerk's department has been responsible for the following deliverables:

- Planning and executing the Inaugural meeting of Council
- Coordinating mandatory training for all members of Council
- Coordinating and implementing Council orientation
- Working with the Finance Department on communications strategies for the 2023 budget (drafting spotlights, drafting questionnaire and launching questionnaire)
- Updating municipal website with new Council bios and contact information
- Completing mandatory Freedom of Information requests
- Managing legal matters for the municipality
- Continuing statutory requirements (commissioner of oaths, marriage licences, lottery licences, seasonal stands, etc.)
- Working with the CAO on IT strategy implementation
- Initiated the process of implementing the electronic records management solution

**KPIs:**

Since November 2022, the municipality has received the following that is managed by the Clerk's department.

Matter	Number of new requests			
	Q1	Q2	Q3	Q4
Freedom of Information	2			
Legal	1*			
Commissioner of Oaths	19			
Marriage Licences	10			
Lottery Licences	4			
Seasonal Stands	0			
Other Licences (taxi, kennel)	4			
Petitions	0			
Formal Complaints	1			
IC Complaint	0			

\*appeals or new motions of existing matters are not tracked in the above table.

To provide some context on staff time and fees collected for the list above:

Matter	Time	Fee
Freedom of Information	Variable – simple requests 5-10 hours, complex or high volume request over 100 hours	Set by the province \$7.50/per 15min of eligible time.
Legal	Variable – majority require significant staff time	No fee unless costs are awarded as part of the legal process
Commissioner of Oath	10-20 minutes	\$15 (set by municipality)
Marriage Licences	1-2 hours	\$150 (set by municipality)
Lottery Licences	Up to 3 hours	3% of proceeds (provincial guidelines)
Seasonal Stands	Up to 3 hours	\$300 - \$750 depending on the type of stand (set by the municipality)
Taxi	20min	\$100 (operator) \$100 (driver) (set by the municipality)
Kennel	20min	\$100 (set by the municipality)
Petitions	Up to 5 hours	No fee
Formal Complaints	Variable, simple 4 hours complex may require 3 <sup>rd</sup>	No fee

	party investigators and significant staff time.	
IC Complaint	1-2 hours depending on material required for the integrity commissioner	

The Clerk's department is currently managing a number of requests, the list below provides an overview of ongoing matters:

Matter	Number of Active Files	Details
Freedom of Information	1	Expected final notice of decision to be sent in March 2023. Large request.
Legal	15	Files are either awaiting trial date, have been appealed, or are in the beginning stages.
Petitions	2	Matters will come to Council as per the petition policy in Q1.
Formal Complaints	0	Matter received in November has been investigated and closed.
IC Complaints	0	Annual report from the IC will come forward to Council.

The Clerk's department also is responsible for corporate communications which includes managing the municipality's social media pages, the website and media relations. It also includes drafting media releases, municipal statements, council highlights and more.

Over the past quarter the communications coordinator has developed social media campaigns, centralized communications for all departments, drafted statements, media releases, liaised with media and updated and monitored the website. KPIs related to communications and top performing posts are attached to this report. The first attachment provides data and performance on the Mississippi Mills Facebook page including page likes, engagement, demographics of audience, reach and impressions. The other attachments provide information on the performance of the municipal website including most visited pages and an overview of the users.

## LOOKING AHEAD:

In Q2 the Clerk's department will undertake a number of projects such as:

- Continuing the implementation of the electronic records management solution
- Digitization of records
- Governance Review which will include a review of the following: Procedural By-law, Committee Structure, By-law review (delegation of authority), and Notice By-law.

- Communications will focus on strategic initiatives to increase reach of posts as well as engage with target audiences
- Develop a community engagement strategy and framework

Respectfully submitted by,

Reviewed by:

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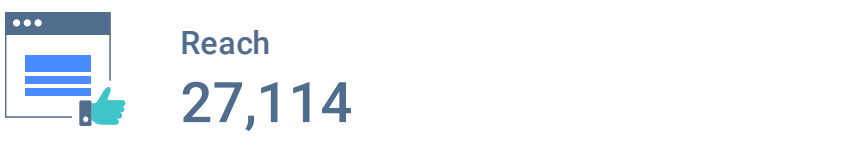
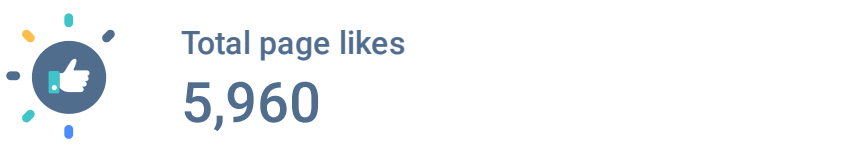
Jeanne Harfield,  
Clerk & Deputy CAO

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Ken Kelly,  
CAO

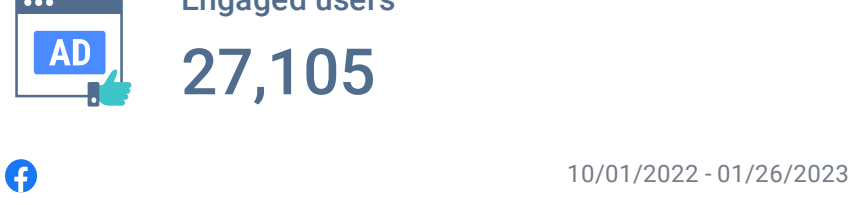
#### ATTACHMENTS

1. Facebook Analytics
2. Website Analytics – Audience Overview
3. Website Analytics - Pages

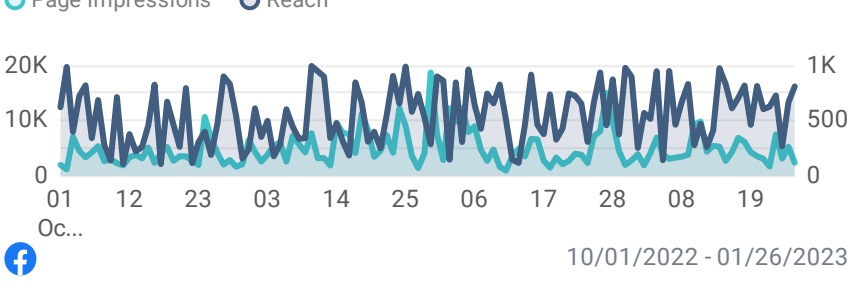


Likes from ads

Page likes that cam from people who saw your Page or Post in an ad.

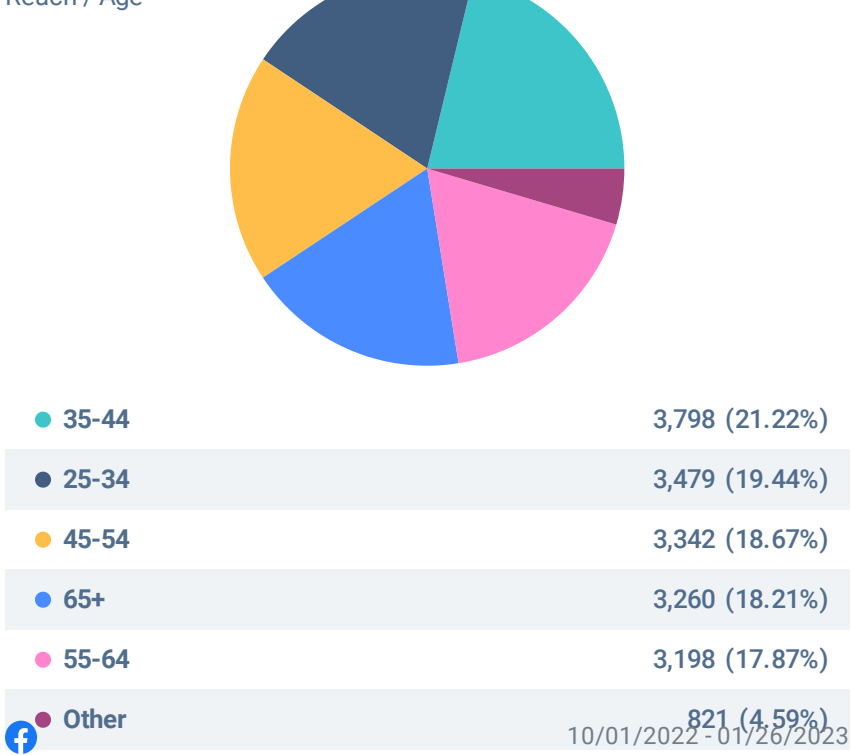


Total page likes over time



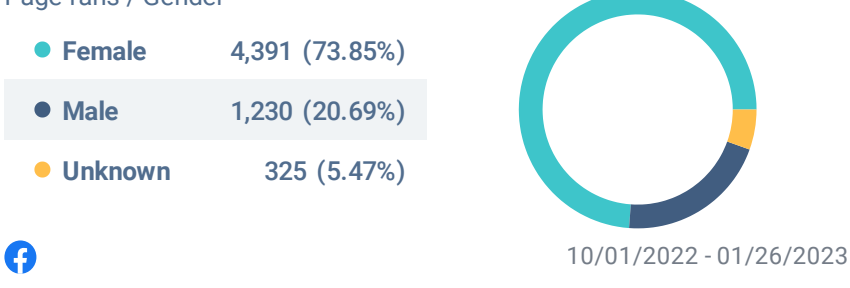
Unique Page Impressions by Type

Reach / Age



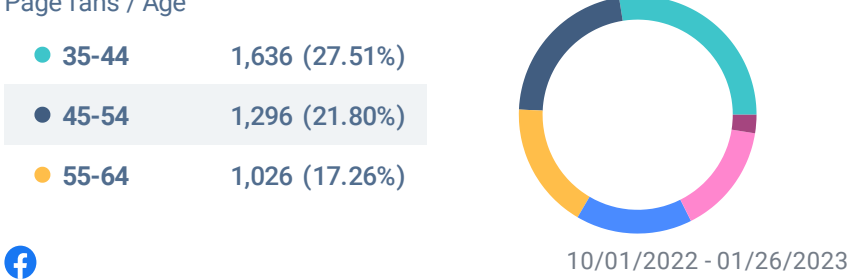
Fan distribution by gender

Page fans / Gender



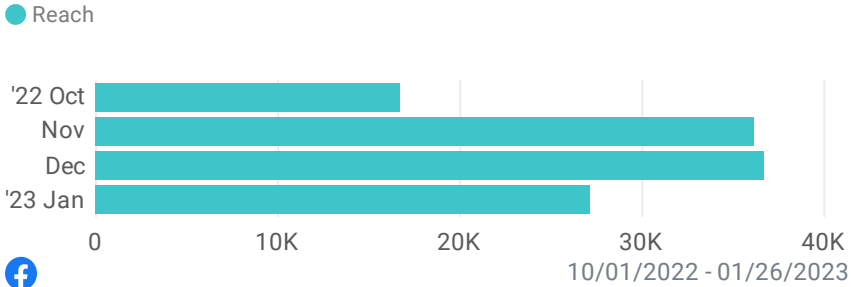
Fan distribution by age

Page fans / Age



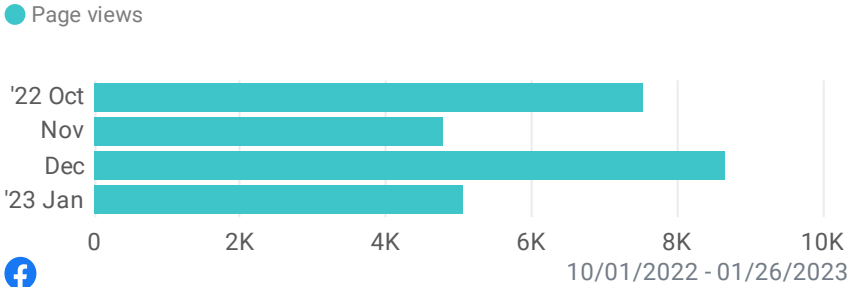
People Reached over Time

Reach



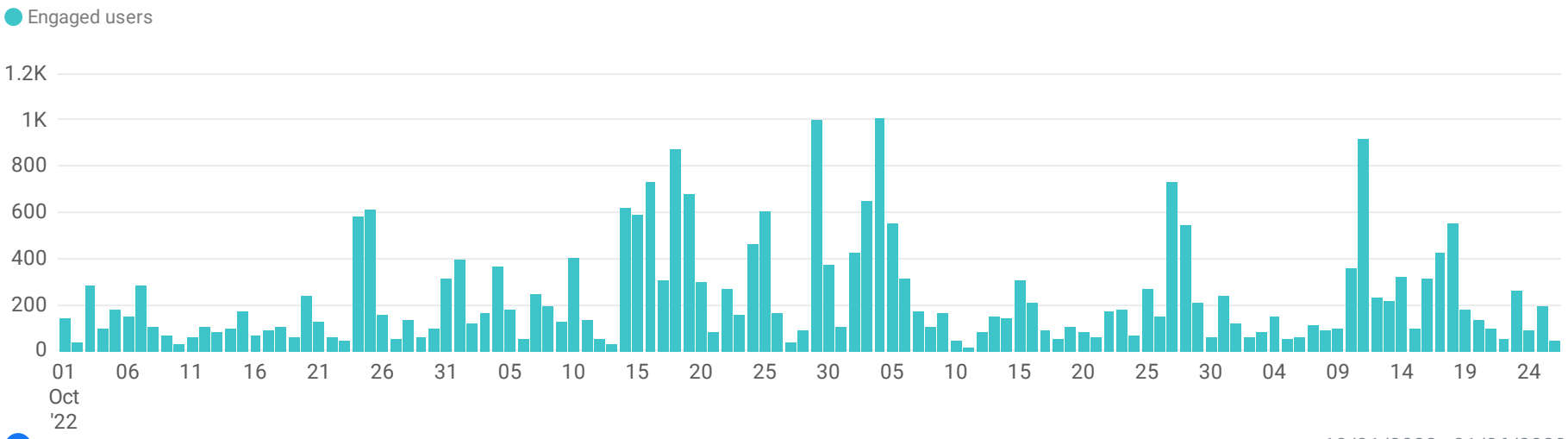
Page Views over Time

Page views



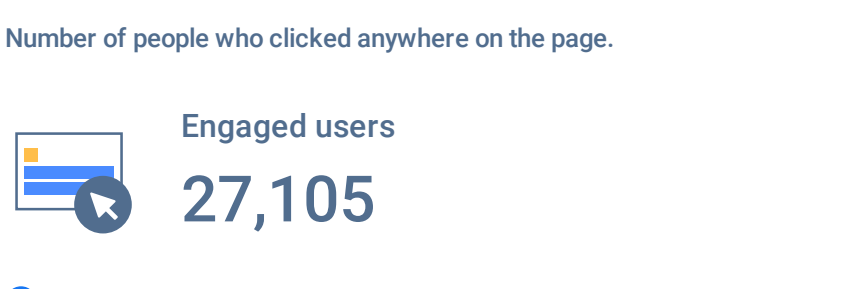
Page Engagement Over Time

Engaged users



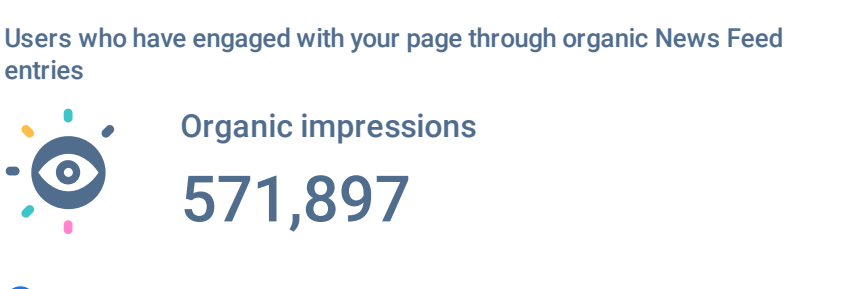
Page engagements

Number of people who clicked anywhere on the page.



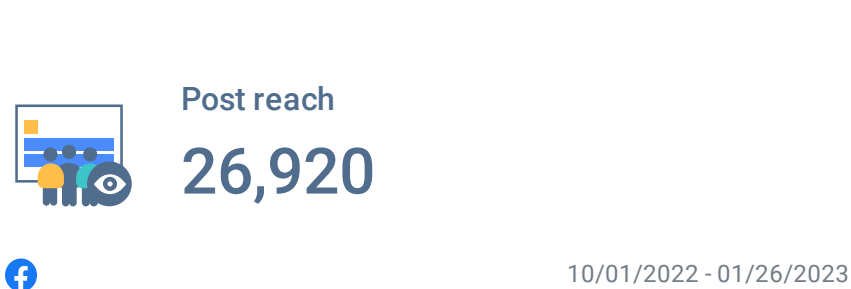
Organic impressions

Users who have engaged with your page through organic News Feed entries



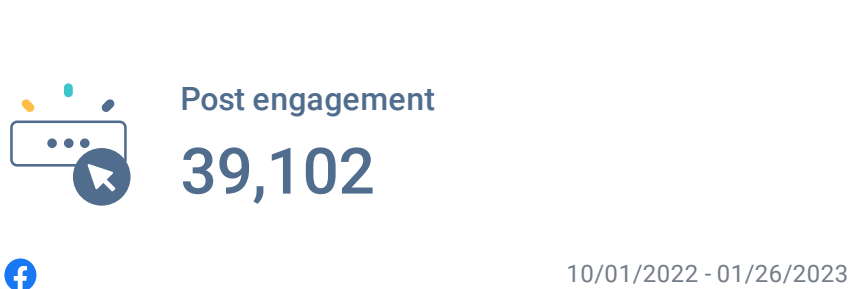
Post Reach

Post reach



Clicks on Page CTA

Post engagement



Top Performing Cities

City	Reach	Storytellers
Ottawa, ON, Canada	4,715	157
Almonte, ON, Canada	3,434	406
Carleton Place, ON, Canada	2,038	106
Arnprior, ON, Canada	614	22
Perth, ON, Canada	565	14
Smiths Falls, ON, Canada	425	13
Pakenham, ON, Canada	322	32
Braeside, ON, Canada	239	7
Renfrew, ON, Canada	199	4
Toronto, ON, Canada	165	2

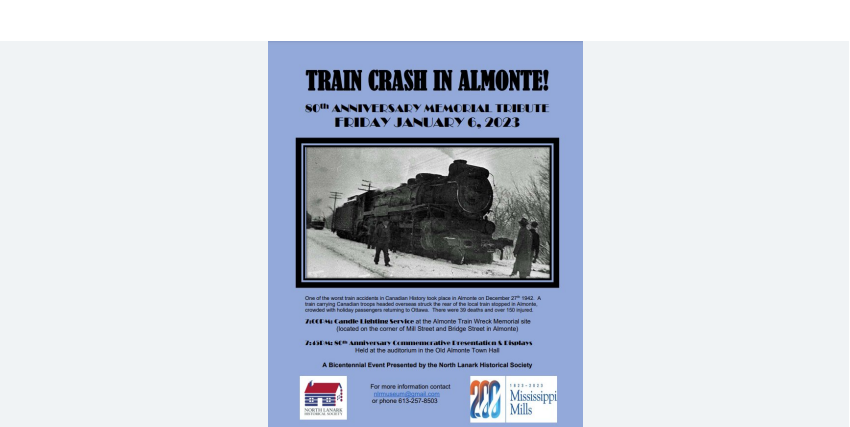
10/01/2022 - 01/26/2023

TOP post insights



Message: Paving the way for Santa's sleigh – not to worry, construction isn't delayed! You can shop til you drop, buy a little or a lot, Mill Street is...

Post impressions	Post clicks	Post engaged users
18,682	693	785



Message: 80 years ago today, one of the worst train accidents in Canadian History took place in Almonte. An 80th Anniversary Memorial Tribute is...

Post impressions	Post clicks	Post engaged users
16,817	1,159	1,078



Message: Mississippi Mills is ready to welcome hundreds of residents and visitors to downtown Almonte and Pakenham next week to experience...

Post impressions	Post clicks	Post engaged users
12,115	578	601



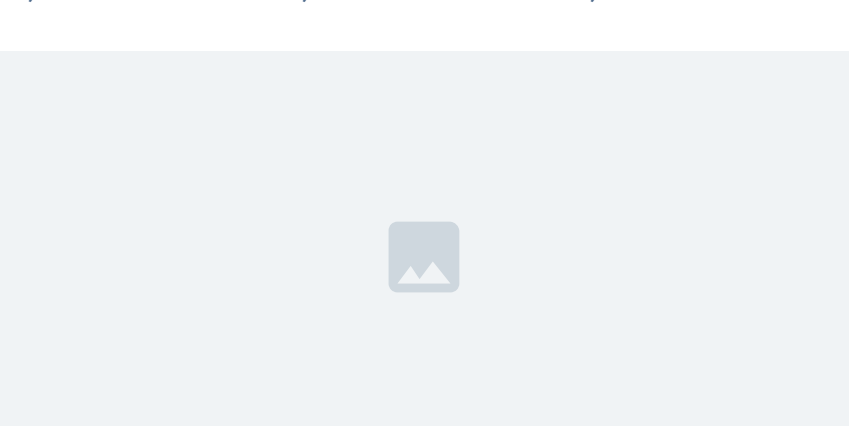
Message: You may recognize Lauren Horton as our Tax and Water Clerk... but did you know that when she's not working in the office, she's "hurrying...

Post impressions	Post clicks	Post engaged users
11,479	1,532	1,236



Message: The unofficial results are in for the Municipality of Mississippi Mills. A certified list will be posted tomorrow.

Post impressions	Post clicks	Post engaged users
10,579	1,347	846



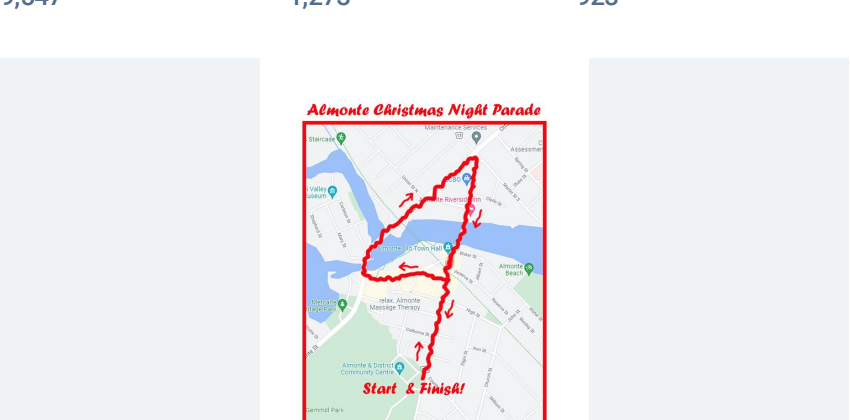
Message: !NOTICE: Please be advised that should negotiations fail between CUPE and the Province, the School Age programs will not be...

Post impressions	Post clicks	Post engaged users
9,547	1,273	923



Message: Looking for a fun way to stay active this winter? Consider playing rec badminton! Mondays and Thursdays at ADHS from 7:30pm to...

Post impressions	Post clicks	Post engaged users
8,618	372	308



Message: Tonight's the night! Join us at 5pm for the Almonte Santa Claus Night Parade! It starts and ends at the John Levi Community Centre on...

Post impressions	Post clicks	Post engaged users
8,513	360	383

10/01/2022 - 01/26/2023

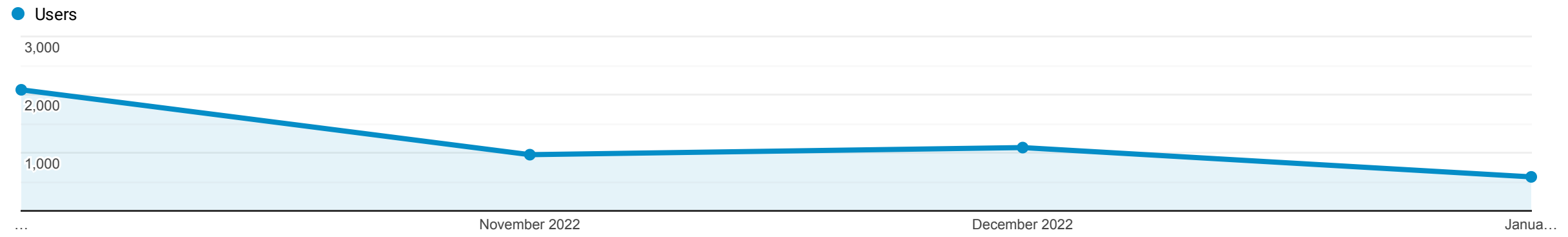
Audience Overview

All Users

100.00% Users

Oct 1, 2022 - Jan 25, 2023

Overview



Users

4,659

New Users

4,621

Sessions

5,006

Number of Sessions per User

1.07

Pageviews

5,924

Pages / Session

1.18

Avg. Session Duration

00:05:18

Bounce Rate

84.02%

New Visitor

Returning Visitor

Language		Users	% Users
1.	c	4,182	89.76%
2.	en-us	228	4.89%
3.	en-ca	220	4.72%
4.	en-gb	23	0.49%
5.	en-au	3	0.06%
6.	en	2	0.04%
7.	es-cl	1	0.02%



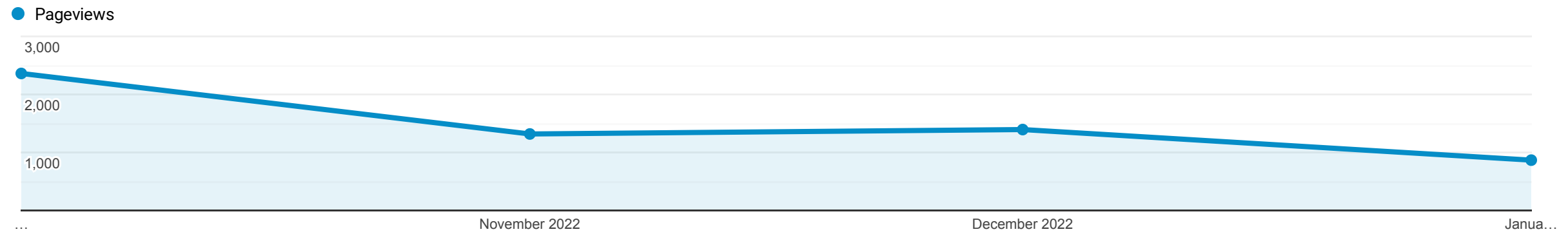


Pages

All Users  
100.00% Pageviews

Oct 1, 2022 - Jan 25, 2023

Explorer



Page Title	Pageviews <span>↓</span>	Unique Pageviews	Avg. Time on Page	Entrances	Bounce Rate	% Exit	Page Value
	<b>5,924</b> % of Total: 100.00% (5,924)	<b>5,715</b> % of Total: 100.00% (5,715)	<b>00:19:25</b> Avg for View: 00:19:25 (0.00%)	<b>4,924</b> % of Total: 100.00% (4,924)	<b>84.02%</b> Avg for View: 84.02% (0.00%)	<b>83.12%</b> Avg for View: 83.12% (0.00%)	<b>\$0.00</b> % of Total: 0.00% (\$0.00)
1. <a href="#">(not set)</a>	<b>3,748</b> (63.27%)	<b>3,705</b> (64.83%)	00:38:41	<b>3,668</b> (74.49%)	97.20%	98.00%	\$0.00 (0.00%)
2. <a href="#">eSCRIBE Published Meetings</a>	<b>879</b> (14.84%)	<b>838</b> (14.66%)	00:00:09	<b>630</b> (12.79%)	60.48%	71.67%	\$0.00 (0.00%)
3. <a href="#">Council Meeting - December 06, 2022</a>	<b>76</b> (1.28%)	<b>67</b> (1.17%)	00:33:13	<b>57</b> (1.16%)	30.16%	57.89%	\$0.00 (0.00%)
4. <a href="#">Council Meeting - January 17, 2023</a>	<b>68</b> (1.15%)	<b>59</b> (1.03%)	00:12:21	<b>48</b> (0.97%)	48.98%	58.82%	\$0.00 (0.00%)
5. <a href="#">Committee of the Whole - November 01, 2022</a>	<b>58</b> (0.98%)	<b>54</b> (0.94%)	00:45:46	<b>26</b> (0.53%)	59.26%	75.86%	\$0.00 (0.00%)
6. <a href="#">Committee of the Whole - December 06, 2022</a>	<b>57</b> (0.96%)	<b>50</b> (0.87%)	02:15:50	<b>25</b> (0.51%)	26.32%	64.91%	\$0.00 (0.00%)
7. <a href="#">Council Meeting - November 01, 2022</a>	<b>43</b> (0.73%)	<b>39</b> (0.68%)	00:10:11	<b>31</b> (0.63%)	17.65%	41.86%	\$0.00 (0.00%)
8. <a href="#">Council Meeting - October 04, 2022</a>	<b>43</b> (0.73%)	<b>37</b> (0.65%)	00:33:09	<b>31</b> (0.63%)	8.82%	27.91%	\$0.00 (0.00%)
9. <a href="#">Committee of the Whole - January 17, 2023</a>	<b>38</b> (0.64%)	<b>36</b> (0.63%)	00:53:02	<b>15</b> (0.30%)	31.25%	55.26%	\$0.00 (0.00%)
10. <a href="#">Council Meeting - December 20, 2022</a>	<b>38</b> (0.64%)	<b>36</b> (0.63%)	00:15:19	<b>28</b> (0.57%)	35.71%	47.37%	\$0.00 (0.00%)
11. <a href="#">Special Council Meeting - December 13, 2022</a>	<b>38</b> (0.64%)	<b>36</b> (0.63%)	00:56:25	<b>35</b> (0.71%)	71.43%	84.21%	\$0.00 (0.00%)
12. <a href="#">Committee of the Whole - October 04, 2022</a>	<b>37</b> (0.62%)	<b>31</b> (0.54%)	00:41:58	<b>10</b> (0.20%)	33.33%	59.46%	\$0.00 (0.00%)
13. <a href="#">Committee of the Whole - December 20, 2022</a>	<b>34</b> (0.57%)	<b>34</b> (0.59%)	00:18:57	<b>15</b> (0.30%)	53.33%	79.41%	\$0.00 (0.00%)
14. <a href="#">Inaugural Meeting of Council - November 15, 2022</a>	<b>33</b> (0.56%)	<b>26</b> (0.45%)	00:03:29	<b>23</b> (0.47%)	65.22%	63.64%	\$0.00 (0.00%)
15. <a href="#">Special Committee of the Whole - January 12, 2023</a>	<b>29</b> (0.49%)	<b>28</b> (0.49%)	00:28:39	<b>24</b> (0.49%)	62.50%	72.41%	\$0.00 (0.00%)
16. <a href="#">Committee of the Whole - October 19, 2021</a>	<b>27</b> (0.46%)	<b>18</b> (0.31%)	00:17:59	<b>11</b> (0.22%)	50.00%	37.04%	\$0.00 (0.00%)
17. <a href="#">Special Committee of the Whole - January 10, 2023</a>	<b>27</b> (0.46%)	<b>25</b> (0.44%)	00:27:02	<b>22</b> (0.45%)	72.73%	77.78%	\$0.00 (0.00%)
18. <a href="#">Special Council Meeting - November 16, 2022</a>	<b>21</b> (0.35%)	<b>18</b> (0.31%)	00:04:04	<b>11</b> (0.22%)	54.55%	52.38%	\$0.00 (0.00%)
19. <a href="#">Council Meeting - May 03, 2022</a>	<b>16</b> (0.27%)	<b>14</b> (0.24%)	00:30:37	<b>5</b> (0.10%)	50.00%	37.50%	\$0.00 (0.00%)
20. <a href="#">Bill 23, More Homes Built Faster, 2022 - Committee of the Whole - November 01, 2022</a>	<b>15</b> (0.25%)	<b>12</b> (0.21%)	00:52:13	<b>12</b> (0.24%)	33.33%	73.33%	\$0.00 (0.00%)
21. <a href="#">Special Council Meeting - November 29, 2022</a>	<b>15</b> (0.25%)	<b>13</b> (0.23%)	00:00:50	<b>9</b> (0.18%)	66.67%	60.00%	\$0.00 (0.00%)
22. <a href="#">Council Meeting - August 09, 2022</a>	<b>14</b> (0.24%)	<b>14</b> (0.24%)	00:14:00	<b>4</b> (0.08%)	25.00%	28.57%	\$0.00 (0.00%)
23. <a href="#">Committee of Adjustment and Property Standards - November 30, 2022</a>	<b>13</b> (0.22%)	<b>11</b> (0.19%)	00:09:46	<b>8</b> (0.16%)	50.00%	61.54%	\$0.00 (0.00%)
24. <a href="#">Committee of the Whole - June 21, 2022</a>	<b>13</b> (0.22%)	<b>13</b> (0.23%)	01:38:16	<b>9</b> (0.18%)	0.00%	76.92%	\$0.00 (0.00%)
25. <a href="#">Committee of the Whole - September 20, 2022</a>	<b>13</b> (0.22%)	<b>12</b> (0.21%)	00:21:32	<b>4</b> (0.08%)	0.00%	23.08%	\$0.00 (0.00%)



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### QUARTERLY UPDATE

**DATE:** February 7, 2023  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, Director of Roads and Public Works  
**SUBJECT:** Department of Roads and Public Works – Q1

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#### DEPARTMENT HIGHLIGHTS:

During the 4<sup>th</sup> Quarter the Roads and Public Works department transitioned to winter maintenance activities. Additional seasonal staff were brought on and all staff received annual winter maintenance and safety training prior to the start of the winter season.

Works to finish up and re-open the Downtown Core were completed in time for Light Up the Night and the Christmas Parades. Staff, have also wrapped up the annual requirements for the Drinking Water Quality Management System.

The hiring process to fill the vacant Public Works Technologist position was initiated in December and wrapped up in January. Luke Harrington who was temporarily filling the position as part of a 12 month contract was the successful candidate.

Staff have been notified by Lornie Munro that he will officially retire in March of 2023 after 46 years of service.

Water and Wastewater related highlights to be included in regular Quarterly DWQMS reports.

#### 2023 PROJECT UPDATES:

##### Key Projects

1. Downtown Core
  - a. Phase 1 – Top Lift Asphalt and Landscaping remain outstanding
  - b. Phase 2 – Top lift Asphalt, Some Sidewalks and Landscaping Outstanding
  - c. Phases 3 – 5 To be completed in 2023

Final Completion of All Phases August 2023. Works to recommence March 2023. Pre-Construction Meeting February 2023. Public Communications to re-commence February 2023.

2. Outfall From Sewage Treatment Plant – Root Removal and Lining
  - a. Lining of Pipe to be awarded shortly
  - b. Flange for outfall to be replaced June 2023

**KPIs:**

**Winter Maintenance Events for Roads October 1, 2022 to December 31, 2022**

**First Winter Event:** November 16, 2022

**Number of Winter Events:** 16

**Night of Snow Removal/Cleanup:** 4

**LOOKING AHEAD:**

Key Projects

<b>Project</b>	<b>Status</b>	<b>Estimated Completion</b>	<b>Comments</b>
Water & Wastewater Service Delivery Review	Awarded	September 2023	To review current an future service Delivery of Water and Wastewater system.
Micro-Surface Projects	Out for Tender	September 2023	Co-tendered with Lanark County
Princess Street	To be tendered	November 2023	Tender being finalized and released in February

Respectfully submitted by,

Reviewed by:

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Cory Smith,  
Director of Public Works

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Ken Kelly,  
CAO

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### QUARTERLY UPDATE

**DATE:** February 7<sup>th</sup>, 2023

**TO:** Committee of the Whole

**FROM:** Andrew Hodge – Deputy Treasurer, Dan Cousineau – Facilities & Project Management & Cyndy Woods – Human Resources Business Partner

**SUBJECT:** Corporate Services – Quarterly Report #Q1

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#### DEPARTMENT HIGHLIGHTS:

The final quarter of 2022 proved to be one with many challenges and opportunities for the Corporate Services Team.

The department welcomed Cyndy Woods to the position of Human Resources Business Partner (HRBP) and said farewell to Jeff Letourneau, Director of Corporate Services, Treasurer and Deputy CAO. The department is continuing its recruitment efforts to fill this crucial leadership position for the Municipality as well as for the Corporate Services Team. The Tax and Water Clerk position was successfully filled by internal candidate Lauren Horton. Measures were also taken in order to proceed with the permanent filling of the Accounts Receivable Clerk position.

The 2021 year-end audit was completed by KPMG LLP, and the 2021 Financial Statements were presented to and approved by Council in December. The 2023 draft budget as prepared and coordinated by staff was tabled on December 13<sup>th</sup>, 2022, and prioritized capital items were able to be given prebudget approvals. The fees and charges bylaw received updates with rates to become effective on January 1<sup>st</sup>, 2023. In November municipal grant applications were received and filed. The municipal insurance coverage was updated and renewed for 2023. Preparation and implementation for the new CWELCC childcare funding and billing system has been an ongoing activity in 2022 that continues during 2023.

Facilities saw the completion of the Window and Door repairs at the Almonte Old Town Hall as well as roof repairs at the John Levi Community Centre. The design process for the Curling Club refrigeration plant replacement was initiated. Life Safety system inspections were completed across all Municipal Facilities.

The HRBP has focused on familiarizing herself with the team and with the current processes, policies and by-laws that impact the employment relationship in order to make recommendations that will adopt current best practice and ensure compliance with all applicable employment legislation.

## **2023 PROJECT UPDATES:**

In addition to the ongoing maintenance and repairs of all Municipal Facilities, Q1 2023 has seen the repair of the Elevator at the Almonte Old Town Hall and the replacement of two Geothermal Heat Pumps at the Municipal Office. Looking ahead, in Q1 and Q2 2023, contractors will be engaged to quote and complete repairs at the Almonte Childcare Centre, State Street Location.

## **KPIs:**

Finance continues scheduled billings of Childcare, Water and Sewer, Supplemental Taxes and PIL's. The ongoing items such as receivables, payables, tax certificates, title changes, account updates, etc. that record and support each of the municipal departments and services occur daily. Staff keep up to date attending webinars from other government agencies such as MPAC and OPTA to be aware of program and process changes. Updates and year end procedures occurred to move the software to readiness from 2022 to 2023.

Human Resources worked on the standardization of many of the HR functions. Great focus has been placed on supporting recruitment efforts as we continue to try to fill key vacancies. Grant applications were submitted for the Canada Summer Jobs (CSJ) program as well as the 2023 Summer Experience Program to help support summer employment. Successful recruitment of the new CBO, Manager of Community and Economic Development, Tax & Water Clerk, Road and Public Works Technician. Recruitment efforts are currently underway for the AR Clerk, Director of Corporate Services, Treasurer and Deputy CAO, Events Assistant and the Planning Technician. Support has also been provided in the successful management of a number of labour relations related issues.

## **LOOKING AHEAD:**

Finance has sourced assistance specific to Great Plains Dynamics from Endeavour Solutions Inc. The use of a payment concentrator service through the bank is being put in place to go live in 2023, to increase daily payment processing efficiency. A payment match service is being set up with the bank to increase banking and payment security. Ongoing coverage continues to be given to the Accounts Receivable Clerk vacancy. Departmental budgets were prepared and presented at meetings January 10<sup>th</sup> and 12<sup>th</sup>, 2023. The 2023 budget process will continue through February and March. Finance will prepare for the commencing of the 2022 year-end audit. The Interim Tax billing will be done in February. Staff continually focus on teamwork and efficiencies to build capacity, momentum, and resiliency as the municipality continues to grow.

Human Resources and Payroll participated in a payroll process discovery review with Endeavour Solutions Inc. to identify risks associated with current processes, and to look for ways to optimize the current system and potential for future report writing capabilities. A compensation and benefit benchmarking review is planned with our

regional comparators, as well as exploring participation in the OMC (Ontario Municipal Compensation) survey. The Consolidated Benefits By-law and the Recruitment, Selection and Hiring Policy will be updated for Council review.

Respectfully submitted by,

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Cyndy Woods,  
HR Business Partner

Respectfully submitted by,

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Andrew Hodge,  
Deputy Treasurer

Respectfully submitted by,

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Dan Cousineau,  
Facilities and Project Manager

Reviewed by,

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Ken Kelly,  
CAO



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**MEETING DATE:** February 7, 2023

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Senior Planner

**SUBJECT:** **Zoning By-law Amendment – Z-16-22**  
**Lots 67 and 68 Plan 27M-88**  
**Almonte Ward, Municipality of Mississippi Mills**  
**Municipally Known as 364 and 366 Spring Street**

**OWNER:** Houchaimi Holdings Inc.

**APPLICANT:** Billy Houchaimi

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### **RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Lots 67 and 68, Plan 27M-88, Almonte Ward, Municipality of Mississippi Mills, municipally known as 364 and 366 Spring Street, from site specific Residential Type 1 and Residential Type 2 zones (R1-20 and R2E-18) to site specific Residential Type 1 and Residential Type 2 zones (R1-31 and R2E-18) in order to align the zoning as a result of a lot addition and to address site specific side yard, similar in effect to the details in Attachment C.**

### **BACKGROUND:**

The proposed development is a semi-detached dwelling at 366 Spring Street. At the time of building permit approvals, the proposed development met all the applicable zone provisions. A construction error during the pouring of the foundation resulted in a reduced minimum front yard setback of 2.88 metres and a minimum side yard setback of 0.81 metres. The applicant has received an approved minor variance in July 2022, to address the deficient setbacks so as not to impede the construction of the semi-detached dwelling.

A lot addition (severance application B22-120) has been applied for in order to rectify the deficient setback. The severance application was heard by Land Division Committee on January 17, 2022 and conditionally approved. One of the conditions was an approved Zoning By-law Amendment to align the R2E-18 zone with the lot addition.

As the lot to be severed and lot to be enlarged are different zones (R1-20 and R2E-18, respectively), a Zoning By-law Amendment is required to amend the zoning of lands to be added to 366 Spring Street. In addition, the zoning for the lot at 364 Spring Street is to be rezoned to reduce the required interior side yard setback to 0.80 metres based on the current building permit application for a single detached dwelling.

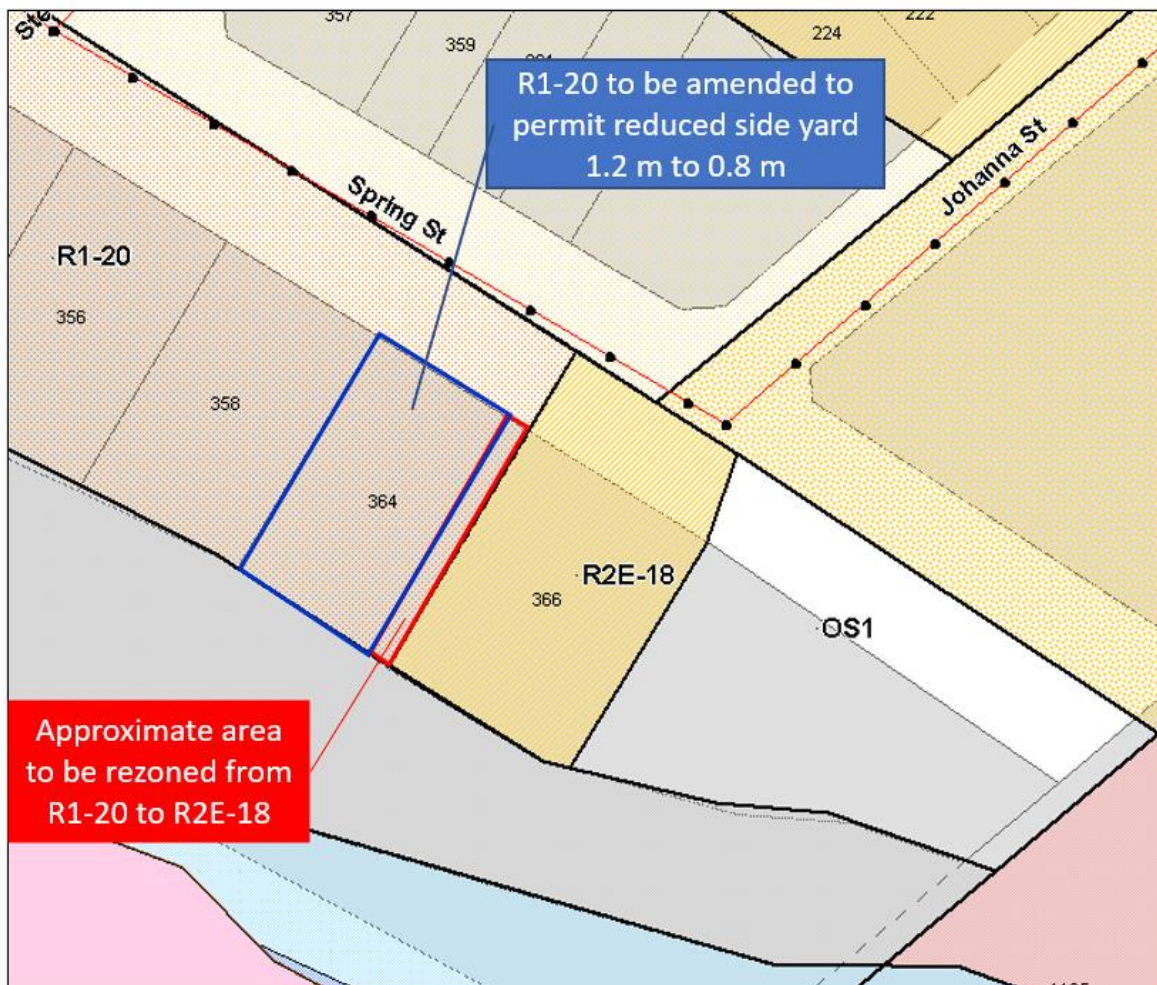
### **PURPOSE AND EFFECT:**

The purpose of the Zoning By-law Amendment is to rezone a small portion of the lot from a site-specific Residential Type 1 (R1-20) zone to a site-specific Residential Type 2 (R2E-18) zone as a result of a small lot addition from Lot 67 (364 Spring) to Lot 68 (366 Spring) and to amend the existing performance standards for the R1-20 zone (retained lot) to reduce the required interior side yard from 1.2 metres to 0.80 metres.

### **DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:**

The subject property is located on the south side of Spring Street in Almonte. The property is immediately surrounded by low density residential uses to the north and west, and by the Mississippi River and open space to the south and east.

**Figure 1**



### **SERVICING & INFRASTRUCTURE:**

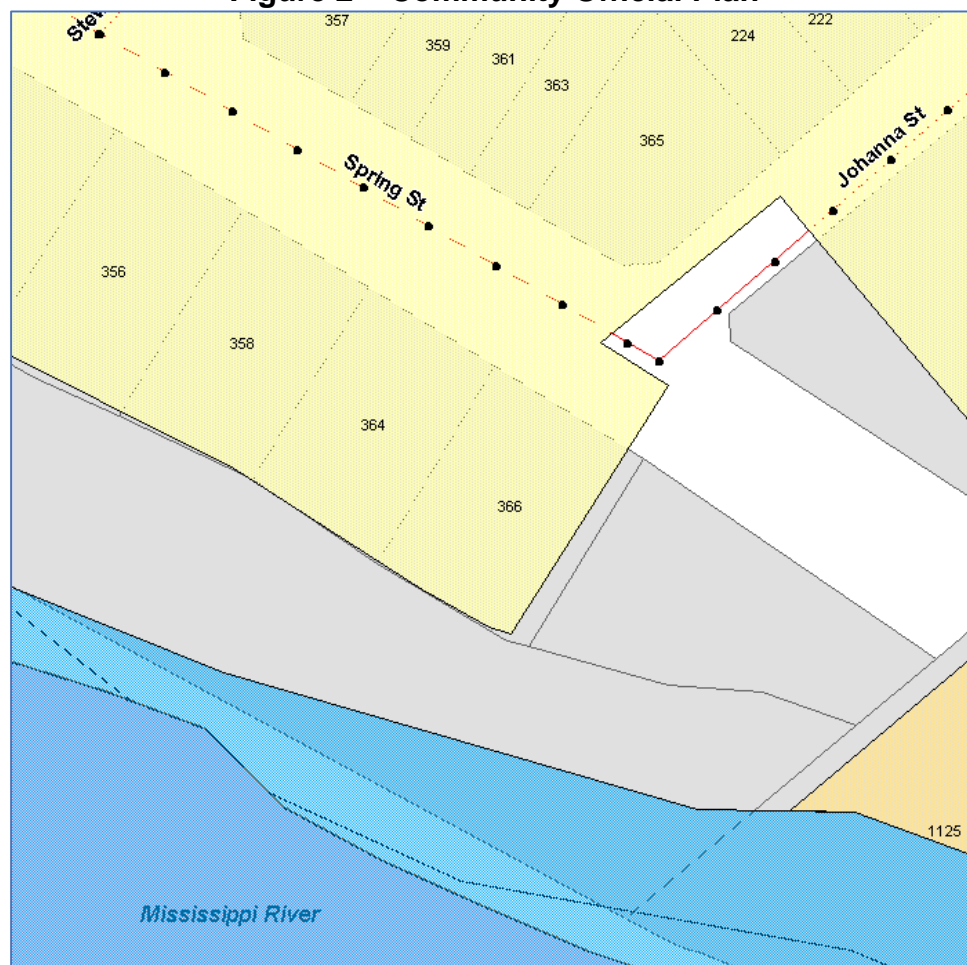
Both lots are on full municipal services – there are no required or proposed changes to servicing as a result of the application. No additional parking is required for this proposed development.

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

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

The subject property is designated as Residential in the Municipality's Community Official Plan (COP).

**Figure 2 – Community Official Plan**



### **ZONING BY-LAW #11-83:**

As illustrated in Figure 1, the subject property is zoned Residential Second Density Zone, Subzone E, Special Exception 18 (R2E-18) as per Comprehensive Zoning By-law #11-83. The R2E-18 Zone permits a semi-detached dwelling.

Section 14.4.18 of the Zoning By-law allows for minimum front yard setback of 3 metres and minimum side yard setback of 1 metre. The construction error resulted in a side yard setback of 0.81 metres and a front yard setback of 2.88 metres.

The small portion of land to be severed from 364 Spring Street is zone Residential Type 1 (R1-20), which is a different zone than the lot at 366 Spring Street (R2E-18) and as such will need to be appropriately rezoned to the R2E-18 zone.

### **PUBLIC AND AGENCY COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, the following comments were received:

#### **Internal Departments**

- No objections were received.

#### **External Agencies**

- No objections were received.

#### **Public Comments**

One public comment was received by a member of the public which is contained in Attachment B along with Staff's Response.

### **EVALUATION:**

#### **Provincial Policy Statement (PPS) 2020**

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

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

#### **Community Official Plan (COP)**

Staff are of the opinion that the proposed Zoning By-law Amendment is in conformity with the applicable policies of the COP. The Residential Designation of the Official Plan permits a range of residential uses including single and semi-detached dwellings. While the Official Plan provides policies for the Residential Designation, it is silent on specific setbacks of residential dwellings because performance standards such as setbacks are one of the roles of the Zoning By-law.

As previously mentioned, the Zoning By-law Amendment is addressing site specific setbacks and alignment of the R2E-18 zone with a conditionally approved lot addition. No new residential uses are being proposed and as such the Zoning By-law Amendment conforms with the intent of the Residential Designation of the Official Plan.

## **Zoning By-law #11-83**

As previously mentioned, the uses on the subject properties conform to the Community Official Plan policies.

The Zoning By-law permits uses on a property-by-property basis and provides a range of required performance standards such as setbacks, lot coverage and building height. The purpose of a side yard setback is to provide an appropriate building setback to accommodate necessary on-site grading and drainage as well as access to the side yard for property and building maintenance and access to the rear yard.

The requested reduction in the side yard setback for the property at 364 Spring Street from 1.2 metres to 0.8 metres, is appropriate to facilitate the construction of a single detached dwelling. During the building permit review process, the review of the grading and drainage for the property will be completed. The requested reduction in side yard setback allows for sufficient space for property maintenance and access. It is noted that the requested reduction only applies to the southerly side yard setback and the northerly side yard setback will remain at 1.2 metres.

### **SUMMARY:**

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

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

All of which is respectfully submitted by,      Approved by,



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Melanie Knight, MCIP RPP  
Senior Planner



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Ken Kelly  
CAO

### **ATTACHMENTS:**

1. Attachment A – Applicant's Survey Sketch
2. Attachment B – Public Comments and Staff Response
3. Attachment C – Proposed Zoning By-laws

[illegible]



## **ATTACHMENT B- Public Comments**

### **Comments Received:**

*Dear Ms. Knight:*

*I am writing to comment on Zoning By-law Amendment - Z-16-22 Lots 67 and 68 Plan 27M-88 Almonte Ward, Municipality of Mississippi Mills Municipally known as 364 and 366 Spring Street.*

*The Zoning By-law Amendment can't be approved due to non-compliance of the Community Official Plan with the Provincial Policy Statement, 2020 rendering the ZBA illegal and of no force or effect.*

*Section 3(5) of the Planning Reads*

*"A decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Tribunal, in respect of the exercise of any authority that affects a planning matter,*

*(a) shall be consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision; and*

*(b) shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be."*

*Section 1.4.3 of the Provincial Policy Statement, 2020 reads*

*"Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:*

*(a) establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities"*

*There is currently no section in the COP on Affordable Housing that complies with the PPS, 2020. The ZBA can't comply with non-existent compliant Affordable Housing Sections in the COP so it must be rejected by Council.*

### **Staff Response:**

Staff responded to the comments received by Mr. Maynard highlighting the Affordable Housing policies of Section 3.6.3 in the Official Plan which contain the following policy pertaining to an affordable housing target:

*7. The Municipality shall attempt to have 25% of all new residential construction affordable. In a given year the residential development may meet, exceed or*

*fall short of the 25% target and therefore, to achieve a more realistic picture of the progress made in achieving this target, three-year averages shall be used to meet affordable housing objectives.*

It is the Department's opinion that the above noted policy is indeed a target for affordable housing as required by the 2020 Provincial Policy Statement. In addition, the Department completed the three-year review of affordable housing for 2017 to 2019. The Department will be completing the next three-year review (2020 to 2022) this year and will provide a report to Council before the end of 2023.

Setting aside the issue of the concern raised with conformity to the Provincial Policy Statement, the Department is of the opinion that this Zoning By-law Amendment is not subject to the above noted Official Plan policy as the residential uses (single and semi) are already permitted in the Zoning By-law and the Zoning By-law Amendment only pertains to the alignment of the lot addition and a site specific reduction in a side yard setback.



**ATTACHMENT C – Draft Zoning By-laws – Z-16-22**

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

**BY-LAW NO. 23-XXX**

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential Type 1" (R1-20) Zone to "Residential Type 2" (R2E-18) for the lands identified in Schedule 'A', which are legally described as 364 Spring Street, Almonte Ward, Municipality of Mississippi Mills.
2. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **14<sup>th</sup> day of February 2023**.

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Christa Lowry, Mayor

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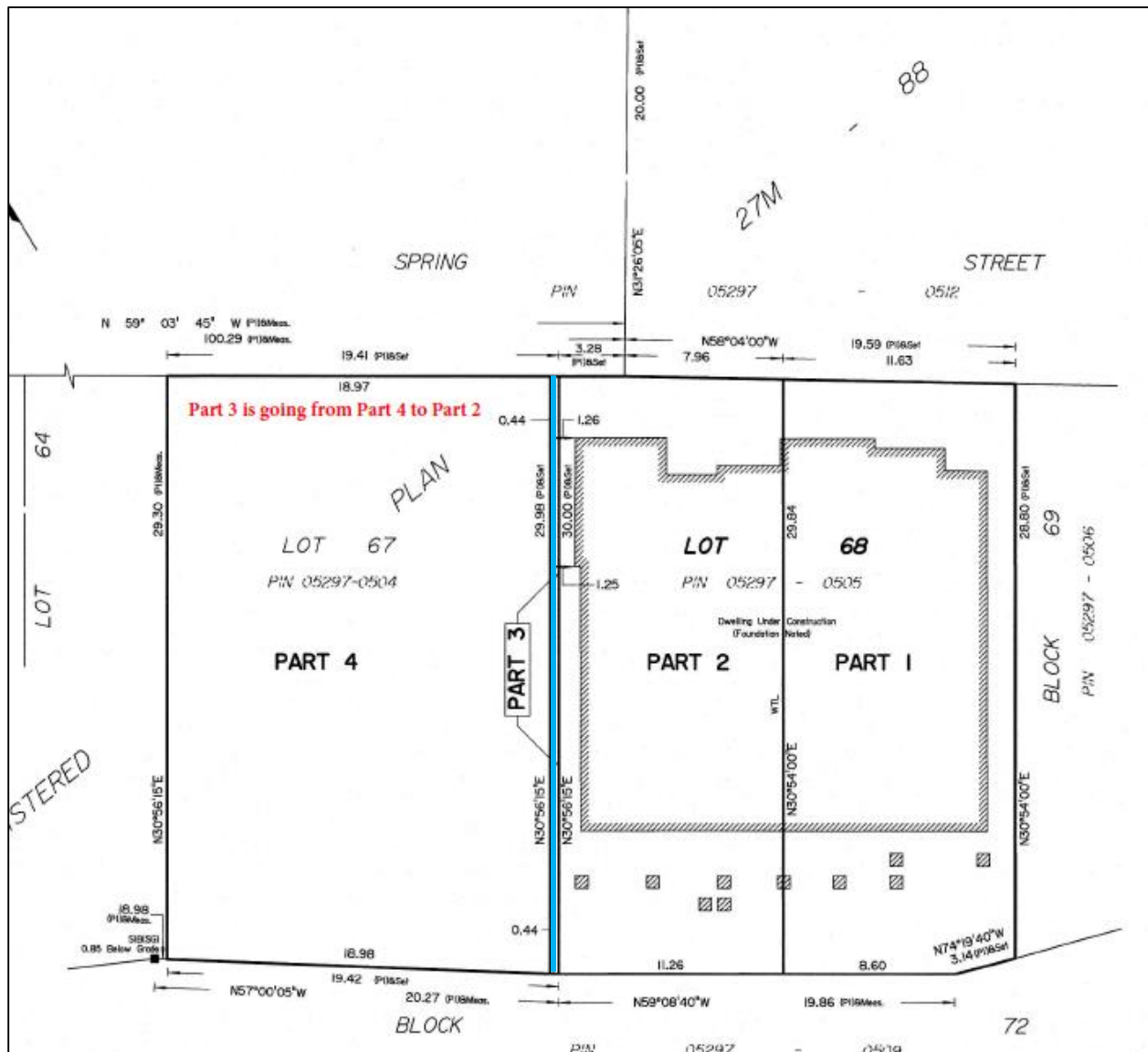
Jeanne Harfield, Clerk


## BY-LAW NO. 23-XXX

### Schedule "A"

#### Lands Subject to the Amendment

Part of Lot 67, Plan 27M-88  
Almonte Ward, Municipality of Mississippi Mills  
Municipally known as 364 Spring Street



 Area to be rezoned from Residential Type 1 (R1-20) to Residential Type 2 (R2E-18)

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 23-XXX

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

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

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

3. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential Type 1" (R1-20) Zone to "Residential Type 1" (R1-31) for the lands identified in Schedule 'A', which are legally described as 366 Spring Street, Almonte Ward, Municipality of Mississippi Mills.

4. That Section 13.4 Special Provisions to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 13.4:

"13.4.34 Notwithstanding the R-20 zoning, lands zoned R1-31 on Schedule 'A' to this by-law may be used in compliance with the R1-20 zone provisions contained in this by-law, except that the following provisions shall apply: "

1. the minimum southerly side yard setback shall be 0.8 metres.

5. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **14<sup>th</sup> day of February 2023**.

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Christa Lowry, Mayor

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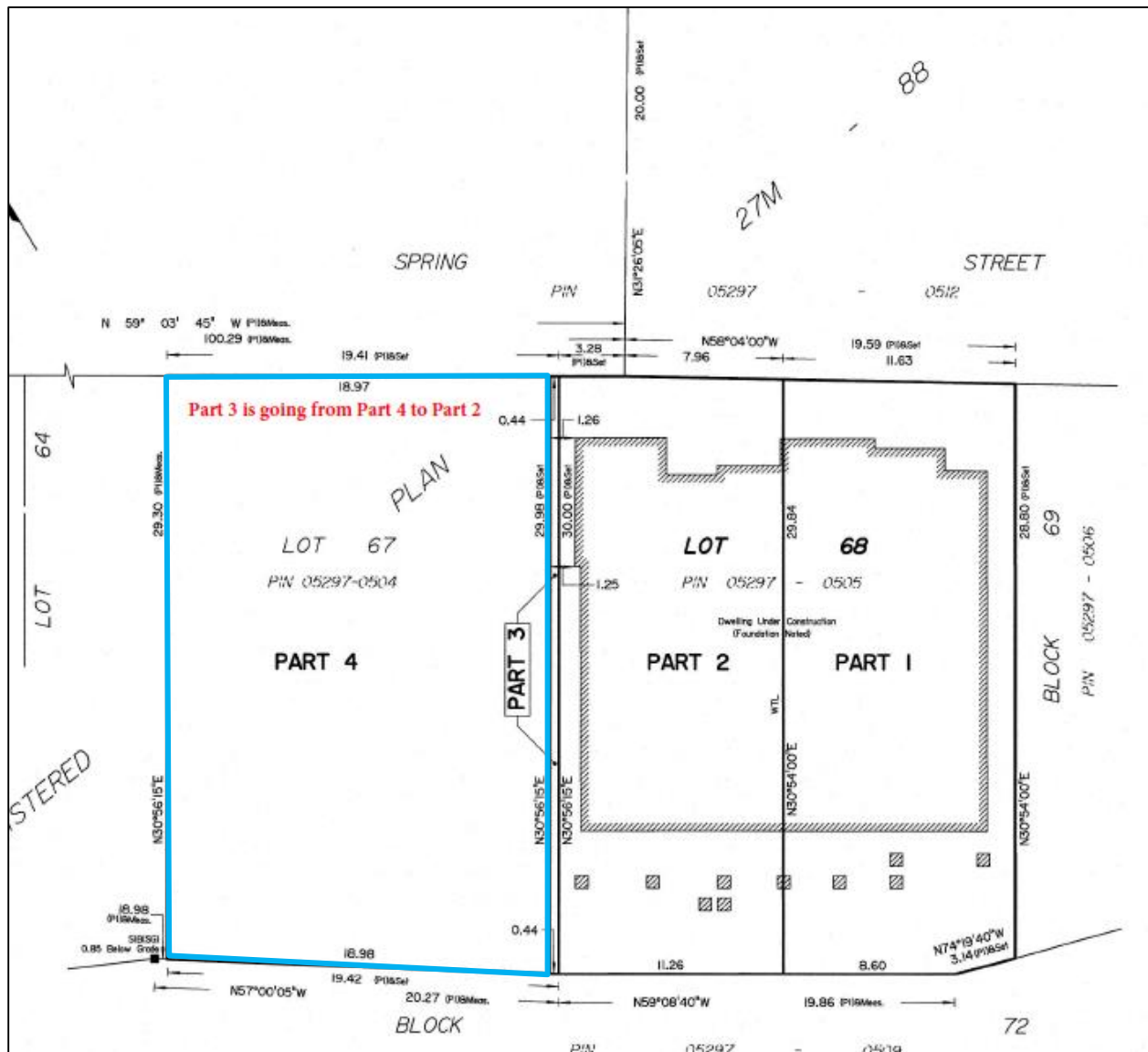
Jeanne Harfield, Clerk


**BY-LAW NO. 23-XXX**

**Schedule "A"**

**Lands Subject to the Amendment**

Part of Lot 67, Plan 27M-88  
Almonte Ward, Municipality of Mississippi Mills  
Municipally known as 366 Spring Street



 Area to be rezoned from Residential Type 1 (R1-20) to Residential Type 1 (R1-31)

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**MEETING DATE:** February 7, 2023

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Senior Planner

**SUBJECT:** **Zoning By-law Amendment – Z-13-22**  
**Part of Lot 150 and 151, Plan 6262**  
**Almonte Ward, Municipality of Mississippi Mills**  
**Municipally Known as 10 St. Andrews St**

**OWNER:** J. Coburn and B. Coburn

**APPLICANT:** Novatech Engineering and Planning (Jordan Jackson)

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### **RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are municipally known as Part of Lot 150 and 151, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, municipally known as 10 St. Andrews Street, from Residential Type 4 (R4-13) to Residential Type 2 (R2-xx) and Residential Type 3 (R3-xx) in order to permit the development of a four-unit townhouse and a semi-detached dwelling, similar in effect to the details in Attachment D.**

### **BACKGROUND:**

The subject property was subject to Zoning By-law Amendment applications in 2010 and 2014 to amend the zoning from Residential Type 4 (R4) to a site-specific Residential Type 4 (R4-13) zone to permit townhouses and/or a low-rise apartment building up to 18 units. No development has taken place on the subject property since the rezoning in 2014.

### **PURPOSE AND EFFECT:**

The purpose of the Zoning By-law Amendment is to permit the development of a four-unit townhouse fronting onto St. Andrews Street and a semi-detached dwelling fronting onto Almonte St. by adding semi-detached dwellings as a permitted use and address site-specific setbacks for the development.

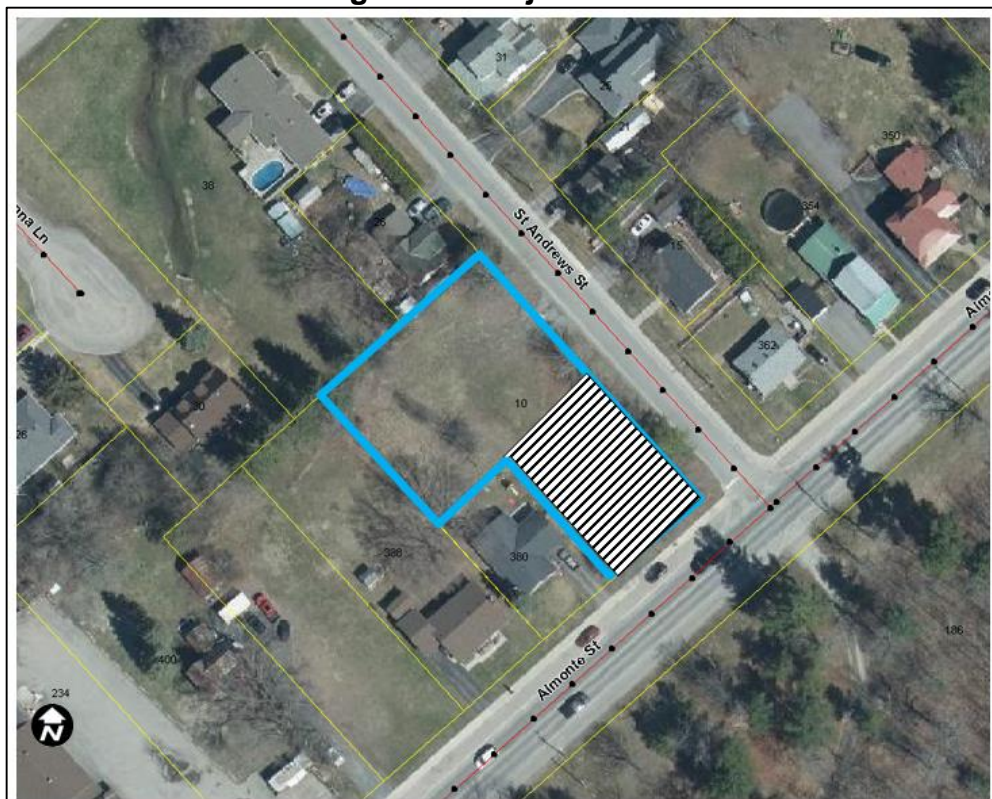
It is noted that the applicant also applied for a Site Plan Control application (D11-COB-22); however, as a result of the changes to Bill 23, Site Plan Control can no longer be applied to developments consisting of 10 residential units or less. Despite Site Plan Control no longer being applicable to the development, the applicant has agreed to voluntarily continue with the Site Plan Control process and enter into a Site Plan agreement (not registered on title) and submit the necessary securities for the development.


### **DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:**

The subject property is located at the northwest corner of Almonte Street and St. Andrews Street. The property has approximately 22.5 metres of frontage along Almonte Street and is an L-shaped lot with a lot area of 1962 m<sup>2</sup>.

The property is currently vacant and is surrounded by low rise residential land uses to the north, west and east. The property to the south is part of a larger municipally owned property with a recreation centre and outdoor fields. The subject property is currently zoned a site-specific Residential Type 4 zone (R4-13) which permits residential uses such as townhouse dwellings and apartment dwellings.

**Figure 1: Subject Lands**



 Area to be rezoned from Residential Type 4 (R4-13) to Residential Type 2 (R2-xx)

 Area to be rezoned from Residential Type 4 (R4-13) to Residential Type 3 (R3)

### **PROPOSED DEVELOPMENT:**

The proposed development would consist of a semi-detached dwelling (2 units) fronting onto Almonte Street. Figure 1 illustrates the approximate area of development for the semi-detached dwellings.

The remaining area of the property is proposed to be developed with four (4) street fronting townhouse units. Figure 1 illustrates the approximate area of development for the townhouses (area to be rezoned to Residential Type 3).

The full Site Plan and Building Elevations are contained in Attachments A and B.

### **SERVICING & INFRASTRUCTURE:**

The subject properties are currently serviced by municipal water and sewer. No servicing changes have been proposed. Staff do not foresee any servicing or infrastructure concerns resulting from the proposed Zoning By-law Amendment.

As part of the voluntary Site Plan Control application, the necessary road cuts and servicing connections will be reviewed and approved by staff. The applicant has also agreed to post the required securities for these works as part of the voluntary signing of the Site Plan Control agreement.

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

The property is designated Residential in the Official Plan. The proposed uses are permitted within the Residential designation of the Official Plan. With respect to Zoning By-law Amendments for infill, the Official Plan contains a number of policies to consider, including Mississippi Mills Urban Design Guidelines and the following policies:

Section 3.6.7 of the Official Plan provides policies with respect to the infill which include supporting infilling of existing residential areas as a means of efficiently meeting anticipated housing needs; ensuring that infill development is in character with the surrounding built form and setbacks of existing development; and requiring lot grading and drainage plans to ensure any drainage impacts are appropriately addressed.

Section 4.2.1 of the Official Plan provides a comprehensive set of policies addressing urban design including a requirement for development proposals to demonstrate conformity with the Council-approved Urban Design Guidelines, specific development considerations for the impact on any environmental features as well as a full policy framework for the evaluation of development proposals with respect to urban design. In this regard, the policies require demonstration that the proposed development reflects the character and quality of the surrounding built environment, the design of the development is compatible with the existing area including massing, height, setbacks, building orientation and discourages building types with garages that dominate the streetscape.



### **ZONING BY-LAW #11-83:**

As previously mentioned, subject property was subject to a Zoning By-law Amendment application in 2014 to amend the zoning from Residential Type 4 (R4) to a site-specific Residential Type 4 (R4-13) zone to permit townhouses and/or a low-rise apartment building. No development has taken place on the subject property since the rezoning in 2014.

The R4-13 zoning currently permits a range of uses including a low-rise apartment dwelling, townhouses and retirement home. The R4-13 does not permit uses such as a semi-detached dwelling, which is proposed to be developed fronting onto Almonte Street and thus a Zoning By-law Amendment is required to permit the use of a portion of the lands for a semi-detached dwelling.

With respect to the requested Residential Type 2 (R2) zoning, the applicant has indicated that the proposed semi-detached, one of the two units will require site-specific provisions.

With respect to the requested Residential Type 3 (R3) zoning, the applicant has indicated that the proposed townhouses will meet or exceed the minimum requirements of the R3 zone.

### **PUBLIC AND AGENCY COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, the following comments were received:

#### **Internal Departments**

- Internal technical comments were received from the Department of Public Works as well as from the Engineering Branch related to grading and drainage and the necessary road cuts and servicing works to facilitate the development. The applicant is in the process of addressing these comments as part of the Site Plan Control process.

#### **External Agencies**

- External agency comments were received from Bell Canada and Enbridge Gas regarding the necessary utility connections which will be addressed as part of the Site Plan Control process.

#### **Public Comments**

- One public comment was received by a member of the public which is contained in Attachment C along with Staff's Response.



## **EVALUATION:**

### **Provincial Policy Statement (PPS) 2020**

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

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

### **Community Official Plan (COP)**

The property is designated Residential in the Official Plan. The proposed uses are permitted within the Residential designation of the Official Plan.

With respect to Section 3.6.7 of the Official Plan addressing infill development, the proposed development is providing a built form (townhouses and a semi-detached dwelling) which is meeting the housing needs of the area and is reflective of the existing and planned context of the surrounding area in both built form and the proposed lot areas and setbacks. Technical details such as site grading and drainage, landscaping and tree preservation will be addressed at the Site Plan Control stage.

As previously mentioned, the property was subject to a site-specific Zoning By-law Amendment in 2014 to permit a townhouse development or a low-rise apartment dwelling for up to 18 units. The proposed development of six (6) units is a notable reduction in proposed density for the site based on previous development proposals. Generally, density is not calculated on a per lot basis; however, with infill development, the density proposed should be reflective of the Official Plan policies. In addition, the minimum lot areas contained in the Zoning By-law provides for guidance regarding the density of infill development. These calculations are balanced with other Official Plan policies for infill development which speak to compatibility in terms of built form and the proposed residential uses with the existing surrounding development.

The Official Plan (updated as part of Official Plan Amendment 22) provides a range of density for medium density residential development of generally 30 to 40 units per net hectare and generally 15 to 30 per net hectare for low density residential development. The proposed 6 units results in a net density of approximately 30 units per net hectare which is reflective of the density ranges in the Official Plan.

With respect to Section 4.2.1 of the Official Plan addressing urban design the policies require demonstration that the proposed development reflects the character and quality of the surrounding built environment, the design of the development is compatible with the existing area including massing, height, setbacks, building orientation and discourages building types with garages that dominate the streetscape. In this regard, the proposed setbacks and lot area are reflective of the surrounding residential uses in the general area. While townhouses are not a common form of development in the immediate area it is recognized that the area, historically a predominantly low-rise residential area has potential to transition with some 'gentle density' and redevelopment

along Almonte Street in particular. This block between St. Andrews Street and Christian Street contains not only residential development in the form of single detached dwellings, it is also a block which transitions from residential uses to commercial uses towards Christian Street.

With respect to urban design, the policies of the Official Plan and the Municipality's Urban Design Guidelines speak to infill development, which is reflective of not only setbacks, lot coverage and building height, but also of built form including discouraging building forms where the garages dominate the streetscape. In this regard, staff are of the opinion that the proposed semi-detached dwellings meet the intent of these policies. During the review of the townhouse development, staff noted to the applicant of the dominance of the garages on the streetscape. The applicant has indicated that one reason for the design is to provide a greater depth to the garages to allow for easier parking and accessing the garage from the interior of the dwellings.

In response to staff's comments, the applicant has increased the porch depths for each unit achieving a front yard setback of 6 metres for the garages and a front yard setback of 3.0 metres for the porches resulting in a difference of 3.0 metres between the garages and the front porches. This proposed modification is similar with the setbacks for new development in other areas of Almonte whereby the setback of the garage can be no more than 2.5 metres greater than a front porch or front wall of a dwelling.

Staff are of the opinion that the proposed Zoning By-law Amendment is in conformity with the applicable policies of the COP.

### **Zoning By-law #11-83**

As previously mentioned, the applicant has indicated that the proposed development for the townhouses will meet the provisions of the R3 zone.

With respect to the semi-detached dwelling, the applicant has indicated the following provisions will require a site specific zoning. It is noted that at the time of writing this report the below performance standards have not been formally modified; however, as a response to some of staff's comments regarding interior and exterior side yard setbacks, the below performance standards may be slightly modified specifically that the lot area, frontage and interior side yard setbacks for Unit 1 may increase and lot coverage decrease to reflect staff's comments.

	<b>R2 Zone Requirements</b>	<b>Proposed – Unit 1</b> (Unit 5 on Site Plan in Attachment A)	<b>Proposed - Unit 2</b> (Unit 6 on Site Plan in Attachment B)
Lot Area (min)	320 m <sup>2</sup>	268 m <sup>2</sup>	409 m <sup>2</sup>
Lot Frontage (min)	10 m	8.6 m	13.7 m
Front Yard (min)	6.0 m	6.0 m	6.0 m
Interior Yard (min)	1.2 m	1.8 m	n/a
Exterior Yard (min)	6.0 m	n/a	6.4 m

Rear Yard (min)	7.5 m	7.0 m	7.0 m
Lot Coverage (max)	40%	43.2%	28.3%
Building Height (max)	11 m	≤ 11m	≤ 11m

Red indicates site-specific provision required

Green indicates meets the minimum provision of the R2 zone

With respect to the above analysis of the R2 zoning provisions, the overall lot area is sufficient in size to accommodate a semi-detached dwelling and any deficiencies in lot frontage, area and interior side yard setback for Unit 1 are mainly as a result of the applicant's efforts in providing sufficient setback from the exterior side yard for the retention of the existing row of trees straddling the property line.


Overall staff are satisfied that the proposed Zoning By-law Amendment conforms to the applicable policies of the Community Official Plan.

### **SUMMARY:**

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

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

All of which is respectfully submitted by,      Approved by,




---

Melanie Knight, MCIP, RPP  
Senior Planner



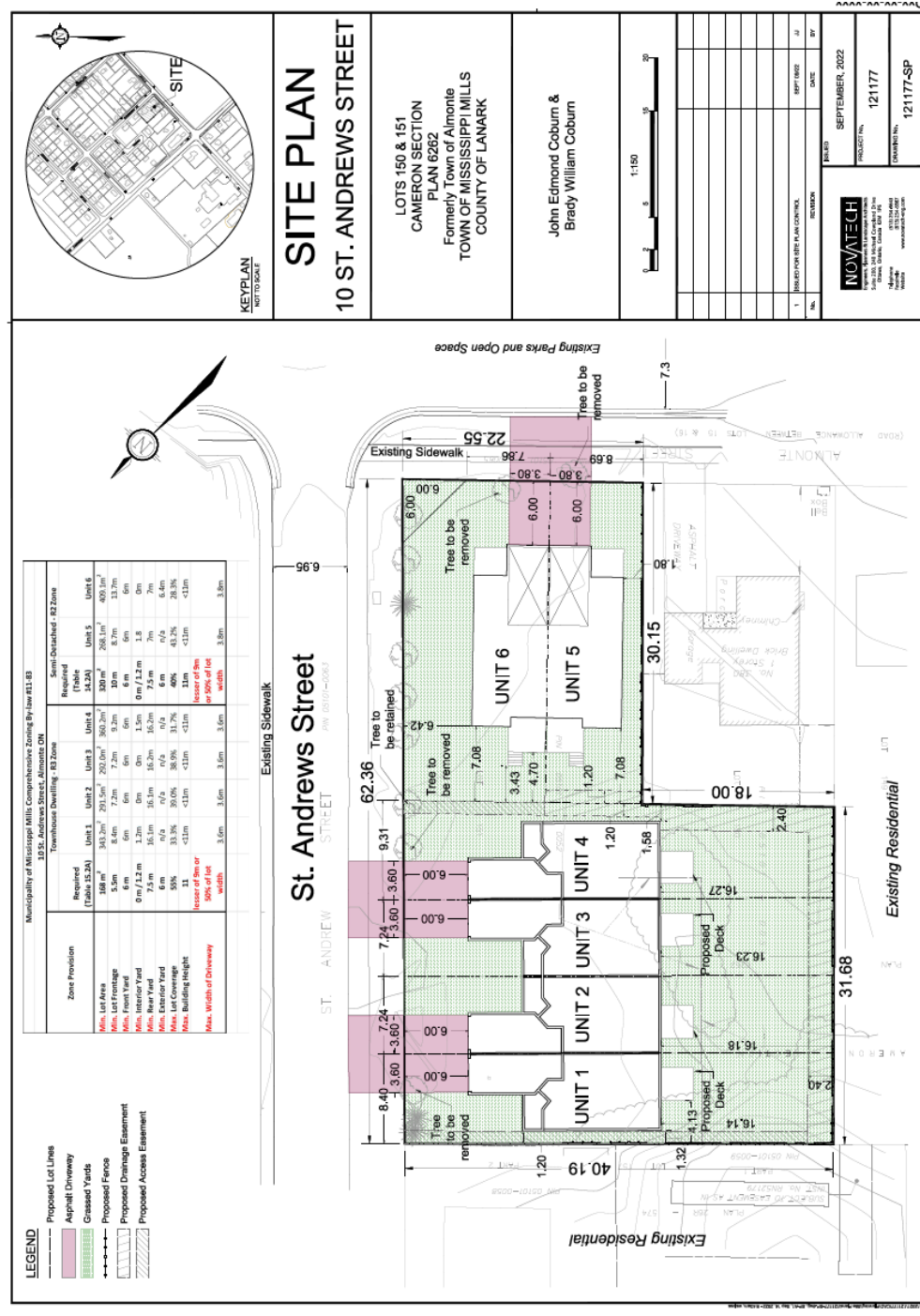

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Ken Kelly  
CAO

### **ATTACHMENTS:**

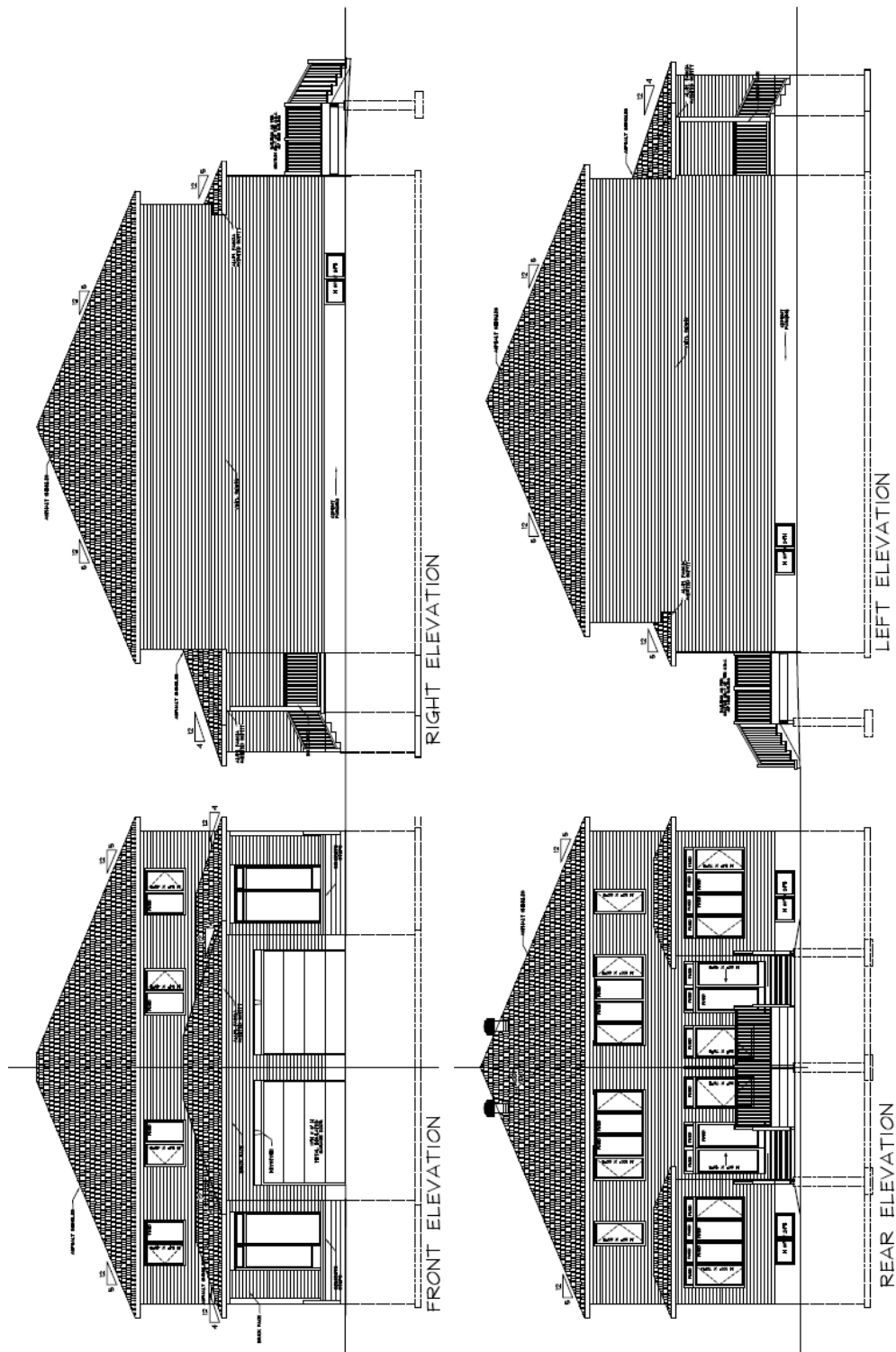
1. Attachment A – Site Plan and Grading/Drainage Plan
2. Attachment B – Proposed Building Elevations
3. Attachment C – Public Comments and Staff Response
4. Attachment D – Draft Zoning By-laws

# ATTACHMENT A – SITE PLAN AND GRADING/DRAINAGE PLAN



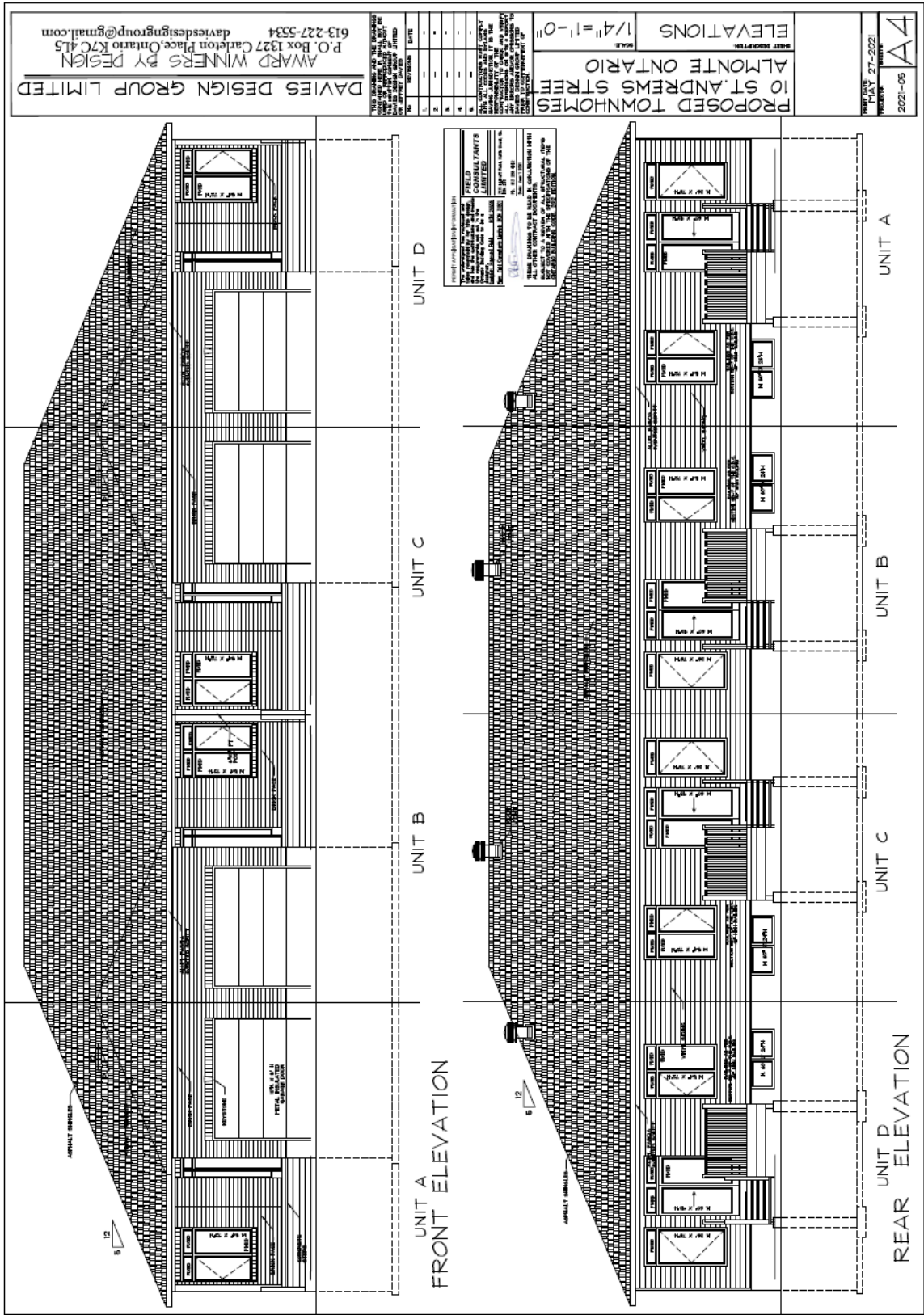


# ATTACHMENT B – PROPOSED BUILDING ELEVATIONS Z-13-22 10 ST ANDREWS ST



DAVIES DESIGN GROUP LIMITED.  
 AWARD WINNERS BY DESIGN  
 EMAIL: [daviesdesigngroup@gmail.com](mailto:daviesdesigngroup@gmail.com)  
 PHONE: 613-227-5534





## **ATTACHMENT C- Z-13-22 (10 St Andrews St) Public Comments and Staff Response**

### **Comments Received:**

*Dear Ms. Knight:*

*I am writing to comment on Zoning Zoning By-law Amendment – Z-13-22 Part of Lot 150 and 151, Plan 6262 Almonte Ward, Municipality of Mississippi Mills Municipally Known as 10 St. Andrews Street, Almonte.*

*The Zoning By-law Amendment can't be approved due to non-compliance of the Community Official Plan with the Provincial Policy Statement, 2020 rendering the ZBA illegal and of no force or effect.*

*Section 3(5) of the Planning Reads*

*“A decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Tribunal, in respect of the exercise of any authority that affects a planning matter,*

*(a) shall be consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision; and*

*(b) shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be.”*

*Section 1.4.3 of the Provincial Policy Statement, 2020 reads*

*“Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:*

*(a) establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities”*

*There is currently no section in the COP on Affordable Housing that complies with the PPS, 2020. The ZBA can't comply with non-existent compliant Affordable Housing Sections in the COP so it must be rejected by Council.*

### **Staff Response:**

Staff responded to the comments received by Mr. Maynard highlighting the Affordable Housing policies of Section 3.6.3 in the Official Plan which contain the following policy pertaining to an affordable housing target:

*7. The Municipality shall attempt to have 25% of all new residential construction*



*affordable. In a given year the residential development may meet, exceed or fall short of the 25% target and therefore, to achieve a more realistic picture of the progress made in achieving this target, three-year averages shall be used to meet affordable housing objectives.*

It is the Department's opinion that the above noted policy is indeed a target for affordable housing as required by the 2020 Provincial Policy Statement. In addition, the Department completed the three-year review of affordable housing for 2017 to 2019. The Department will be completing the next three-year review (2020 to 2022) this year and will provide a report to Council before the end of 2023.

With respect to this particular development, the proposal does not include affordable housing; however, staff note that the Official Plan policy is a target of which not to be applied as a requirement for each development application. In addition, with the upcoming County Affordable Housing Grant Program, new developments, including this proposed development, will be able to apply for the grant program. With the recent efforts of Council over the past year and a half providing exemptions for cash-in-lieu of parkland, planning fees and building permit fees as well as the recent exemptions of Development Charges for affordable housing out of Bill 23, staff are optimistic that there will be future development of affordable housing in the Municipality. In addition, staff will be undertaking an Official Plan Amendment and Zoning By-law Amendment process to implement many of the changes stemming from Bill 23 which will also include updating the policies of the Official Plan with respect to affordable housing.

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 23-XXX

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential Fourth Density" (R4-13) Zone to "Residential Third Density " (R3-16) for the lands identified in Schedule 'A', which are legally described as Part of Lots 150 and 151 Plan 6262, Almonte Ward, Municipality of Mississippi Mills.
2. That Section 15 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 15:

15.4.16 Notwithstanding the R3 zoning, lands zoned R3-16 on Schedule 'A' to this by-law may be used in accordance with the R3 zone provisions contained in this by-law, excepting however that:

1. Fourplex, Dwelling is subject to the provisions of Townhouse, Dwelling Unit.
2. The minimum setback between the vehicular entrance to a private garage or carport is 6.0 m. No portion of a private garage or carport shall be located more than 3.0 m closer to the front lot line than a covered porch or veranda.
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **14<sup>th</sup> day of February 2023**.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk


**BY-LAW NO. 23-XXX**

**Schedule "A"**

**Lands Subject to the Amendment**

Part of Lots 150 and 151 Plan 6262  
Almonte Ward, Municipality of Mississippi Mills  
Municipally known as 10 St Andrews St



 Area to be rezoned from Residential Type 4 (R4-13) to Residential Type 3 (R3-16)

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. XX-XXX

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

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

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

1. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the "Residential Fourth Density" (R4-13) Zone to "Residential Second Density" (R2-20) for the lands identified in Schedule 'A', which are legally described as Part of Lots 150 and 151 Plan 6262, Almonte Ward, Municipality of Mississippi Mills.
2. That Section 14 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 14:

"14.4.21 Notwithstanding the R2 zoning, lands zoned R2-20 on Schedule 'A' to this by-law may be used in accordance with the R2 zone provisions contained in this by-law, excepting however that the following provisions for a dwelling, semi-detached:

1. The minimum rear yard: 6.5 metres;
  2. The minimum exterior side yard: 5.0 metres;
  3. The minimum interior side yard: 1.2 metres;
  4. The minimum lot frontage: 9.0 metres
  5. The minimum lot area: 270 m<sup>2</sup>
3. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the Planning Act, R.S.O. 1990, Chapter P.13.

**BY-LAW** read, passed, signed and sealed in open Council this **14<sup>th</sup> day of February 2023**.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

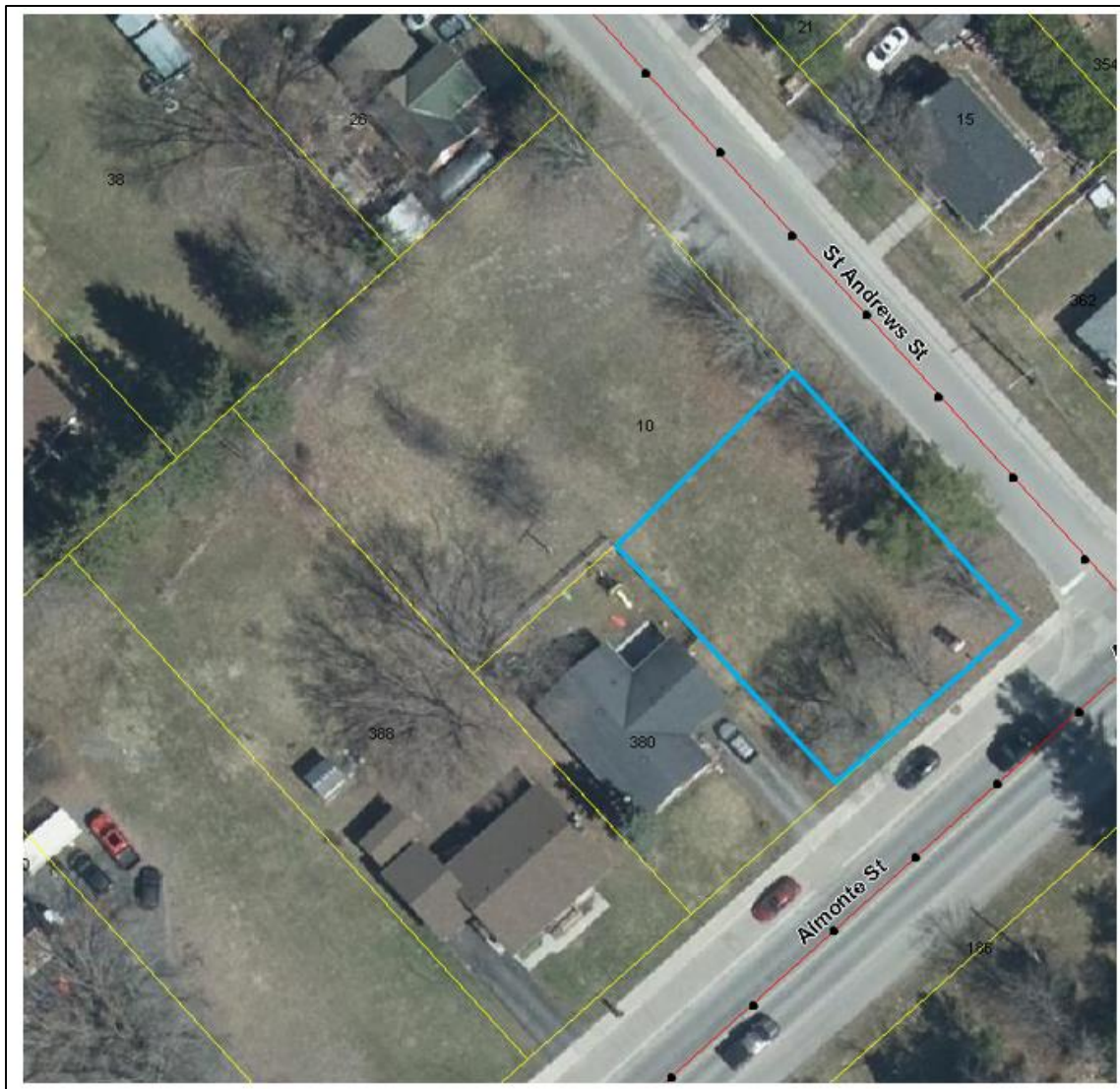



**BY-LAW NO. XX-XXX**

**Schedule "A"**

**Lands Subject to the Amendment**

Part of Lots 150 and 151 Plan 6262  
Almonte Ward, Municipality of Mississippi Mills  
Municipally known as 10 St Andrews St



 Area to be rezoned from Residential Fourth Density (R4-13) to Residential Second Density (R2-20)

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**MEETING DATE:** February 7, 2023

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Senior Planner

**SUBJECT:** **Draft Plan of Subdivision – 09-T-20001  
Lots 7 to 16, Malloch Section, Plan 6262  
Almonte Ward, Municipality of Mississippi Mills**

**OWNER:** Carrs Street Properties

**APPLICANT:** McIntosh Perry

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### **RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approve the Draft Plan conditions for the subject lands which are legally described as Lots 7 to 16 Malloch Section, Plan 6262, Almonte Ward, Municipality of Mississippi Mills, and authorize staff to submit the Draft Plan conditions, similar in effect to the details in Attachment B.**

### **BACKGROUND:**

This Plan of Subdivision application was originally circulated in January 2020. A public meeting for the application was held in March 2020. A recommendation report from Planning Staff was presented to Committee of the Whole in March 2021. This report can be accessed here: [Baker's Quarry COW March 16, 2021](#)

Since March 2021, the subdivision application has undergone a series of modifications to the number of lots and proposed land uses for the subdivision. In February 2022, the County received a formal revised application and subsequently deemed the revised Plan of Subdivision application complete and recirculated the plans.

It is noted that unlike most Planning Act applications, applications filed under Section 51 (Subdivision of Land) of the Planning Act occur in a number of phases: Draft Approval, which results in the Registration of a Subdivision Agreement between the Municipality and the developer, and Final Acceptance, when the development is complete.

### **DESCRIPTION OF PROPERTY & SURROUNDING LAND USES:**

The lands are bounded by Martin Street North, residential and vacant lands to the north, Carss Street and residential lands to the east, Mitcheson and developed and vacant



residential lands to the south and an unopened road allowance and open space to the west. The lands are currently vacant. Figure 1 shows the subject property outlined in red and the surrounding land uses.

**Figure 1 – Context Map**



### **PROPOSED DEVELOPMENT:**

The original application proposed to create nine (9) lots for single detached residential dwellings and one (1) block for medium density residential. The application and draft plan have been amended to propose fifteen (15) lots for single detached residential units. The block for medium density has been removed.

The application also proposes five (5) blocks to be added to the rear of existing residential properties to the west, which front onto Mitcheson Street. The lots are proposing access from either Mitcheson Street or Martin Street North. A Draft Plan is contained in Attachment A.

### **SERVICING & INFRASTRUCTURE:**

The development is to be serviced by municipal water and sanitary services. The applicant has submitted a conceptual Servicing Brief and a preliminary Stormwater Management Plan for the proposed development which has been reviewed and commented on by the Director of Development Services and Engineering.

The lots which front onto Martin Street North (County road) are subject to the County's approval as it relates to entrances.

As shown in Attachment B - Conceptual Grading Plan, the proposed development will extend Mitcheson Street terminating at a cul-de-sac at the unopened right of way of Lansdowne Street. A sidewalk will be included along the frontage of the development along Mitcheson Street to be connected by a future sidewalk to connect to Carrs Street.

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

The Official Plan designates the subject property as Residential. The Residential designation permits a wide variety of residential uses as well as uses that are compatible to residential uses such as parks, community facilities and local commercial uses.

The Residential policies support the infilling of vacant lands within the Settlement areas and specifically, for Almonte (municipality serviced settlement) support the development of vacant lands on municipal services.

The proposed development does not include parkland and as a result, cash-in-lieu of parkland will be required as part of the approval process.

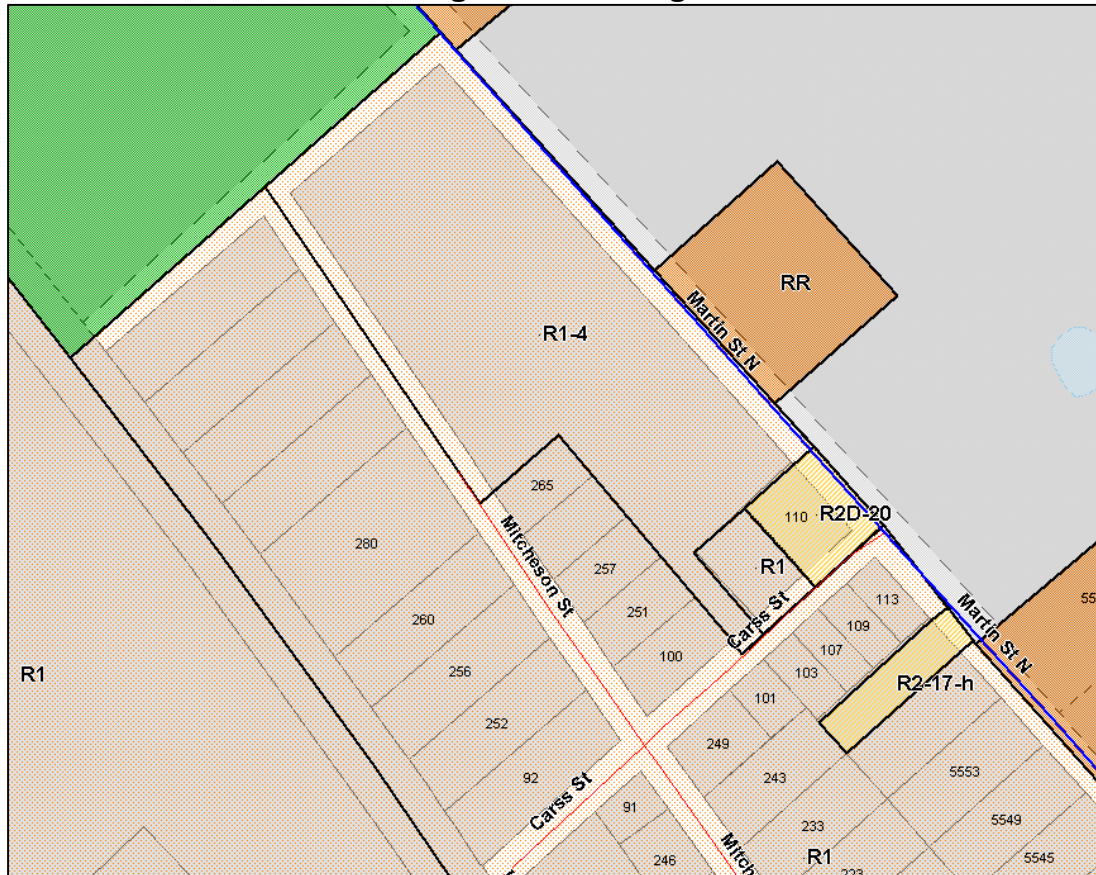
**Figure 2 – Official Plan Designation**



### **ZONING BY-LAW #11-83:**

The subject lands are currently zoned a site-specific Residential Type 1 (R1-4) zone. The proposed lots meet the minimum lot area and frontage requirements for the R1-4 zone.

**Figure 3 – Zoning**



### **PUBLIC AND AGENCY COMMENTS RECEIVED:**

Staff circulated the application in accordance with the provisions of the Planning Act to the public, internal departments and external agencies and organizations. At the time of preparation of this report, the following comments were received:

#### **Internal Departments**

- Through the planning application process, the applicant has addressed all of the Municipality's comments in order to proceed to the Draft Plan Approval stage.

#### **External Agencies and Public Comments**

- As the County is the approval authority for Plans of Subdivision, any external agencies have been provided to the County.
- Prior to the public meeting held on January 17, 2023, two written comments were received by the Planning Department questioning the applicability of the Affordable Housing policies of the Community Official Plan. The comments and



Staff's response are contained in Attachment C which have also been forwarded to the County for their records.

## **EVALUATION:**

### **Community Official Plan (COP)**

As previously mentioned, the subject lands are designated Residential in the Community Official Plan and permits a variety of residential uses. The proposed single detached dwellings are permitted within the Residential designation.

The density range for low density residential development (as updated with Official Plan Amendment 22) is generally in the range of 15 to 30 units per net hectare. The density for the revised Draft Plan of Subdivision is 8.3 units per net hectare. The density for the proposed development is notably lower than the updated densities that arose from Official Plan Amendment 22; however, the proposal does comply with the existing, site-specific Residential Type 1 (R1-4) zone and is reflective of the majority of the lot areas of the surrounding area. The infrastructure requirements for the properties also require larger lots than what is typically needed because of the need for wastewater servicing through the rear of the lots (via easements and joint use and maintenance agreements). This has resulted in larger lots as the rear yards not only need to accommodate a typical rear yard area but also additional area for the required underground infrastructure, which will need to be free of any structures or encumbrances.

It is also noted that as the development of the subdivision proceeds, the applicant can amend the subdivision or amalgamate lots and proceed through the Zoning By-law Amendment process to develop denser residential development.

In light of Bill 23, any property which permits low density residential uses is permitted to convert a single detached dwelling to up to three units, regardless of what the existing zoning permits for development. As staff proceed with an Official Plan Amendment and Zoning By-law Amendment process to update the Municipality's policies with respect to Bill 23, the discussion of density in light of Bill 23 will be one of the most compelling land use discussions through the process.

Staff are of the opinion that the proposed Draft Plan of Subdivision is in conformity with the applicable policies of the COP.

### **Zoning By-law #11-83**

As previously mentioned, the proposed development is currently zoned R1-4 which limits development to single detached dwellings. The proposed development meets the minimum lot area and frontage requirements of the R1-4 zone.

## **SUMMARY:**

Having reviewed and assessed the proposed Draft Plan of Subdivision, Staff are satisfied that the proposal is consistent with the Provincial Policy Statement 2020, conforms to the intent of the Community Official Plan and conforms to the intent of

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

It is the professional opinion of the Planning Department that the proposed Draft Plan of Subdivision is appropriate, desirable and represents good planning.

All of which is respectfully submitted by,      Approved by,



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Melanie Knight, MCIP, RPP  
Senior Planner

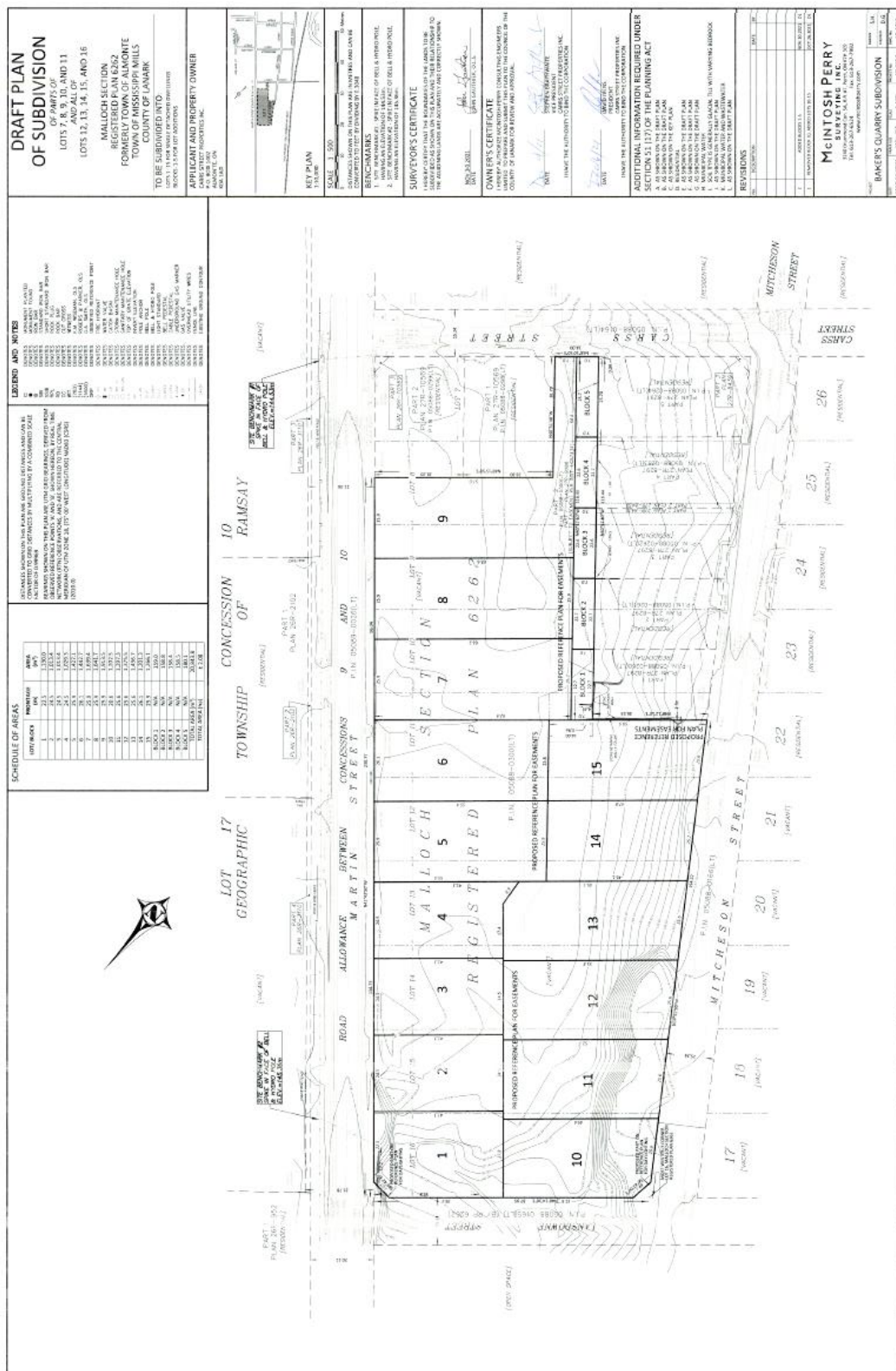
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Ken Kelly  
CAO

**ATTACHMENTS:**

1. Attachment A: Proposed Draft Plan of Subdivision
2. Attachment B: Draft Plan Conditions
3. Attachment C: Public Comments and Staff Response

## Page 62 of 108



## **Attachment B – Draft Conditions**

### **General**

1. That this approval applies to the draft plan of subdivision prepared by McIntosh Perry Surveying Inc. dated November 30, 2021, showing:
  - a. Fifteen (15) lots for single detached dwellings (Lots 1-15);
  - b. Five (5) blocks intended for future lot additions to existing properties along Mitcheson Street (Blocks 1-5).
2. The Owner shall enter into a subdivision agreement, to satisfy all requirements, financial and otherwise, of the Municipality of Mississippi Mills, including but not limited to, the provision of roads, installation of services and utilities and drainage both on and off-site.
3. That the Owner shall be responsible for any municipal costs associated with establishing any of the required easements.
4. The Owner shall have a full-time construction inspector in attendance during the construction of site services, with qualifications satisfactory to the Municipality of Mississippi Mills.
5. The Owner shall submit a reference plan illustrating all easements to the satisfaction of the Municipality of Mississippi Mills.
6. That such easements and right-of-ways as may be required for the extension of Mitcheson Street, servicing, landscaping, utilities or otherwise deemed required by the Municipality of Mississippi Mills, shall be granted to the appropriate authority.
7. The Owner shall provide the final plan intended for registration in a digital form that is compatible with the Municipality of Mississippi Mills computerized system.
8. Upon registration of the plan of subdivision, the Owner shall submit to the Municipality of Mississippi Mills a chronoflex reduction of said plan.
9. At any time prior to final approval of this plan for registration, the Municipality of Mississippi Mills may, in accordance with the Planning Act, R.S.O. 1990, amend, delete or add to the conditions including the need for amended or new studies.
10. Prior to registration of the plan of subdivision, the Municipality shall be satisfied that the processing fee and security requirements have been paid in full.
11. That if final approval is not given to this Plan within three (3) years of the draft approval date, and no extensions have been granted, the draft approval shall lapse.

### **Zoning**

12. That prior to final approval by the County of Lanark, the County shall be advised by the Municipality of Mississippi Mills that this proposed subdivision conforms to

the zoning by-law in effect, with all possibility of appeal to the Ontario Land Tribunals (OLT) exhausted.

### **Tree Conservation Plan**

13. The Owner shall submit a Tree Conservation Plan prepared by a qualified Biologist, licensed in the Province of Ontario, to address the impacts of development on existing trees and identify any trees to be preserved. The Owner shall implement all recommendations of the study to the satisfaction of the Municipality of Mississippi Mills.

### **Roads**

14. That road allowances be shown and dedicated as public highways on the final plan.
15. That all required daylighting triangles be shown on the Final Plan at all intersections and dedicated as public highways.
16. That the Owner agrees to construct the extension of Mitcheson Street to the satisfaction of the Municipality of Mississippi Mills.

### **Sidewalks, Walkways, Streetlighting and Fencing**

17. The Owner agrees in writing to satisfy the Municipality of Mississippi Mills' requirements, financial and otherwise, concerning the provision of roads, sidewalks, installation of services and drainage on the site.
18. The Owner shall develop and construct a 1.5-metre-wide sidewalk along Mitcheson Street which includes required street lighting illumination to the satisfaction of the Municipality of Mississippi Mills.
19. The Owner shall obtain approval from Lanark County for any construction activity on Martin Street.
20. The Owner shall obtain approval from Lanark County for any entrances from Martin Street.
21. The Owner shall obtain approval from Lanark County for any arrangement of frontage drainage to Martin Street ditch and Martin Street culvert.
22. The Owner shall satisfy the need of Lanark County regarding traffic signage on Martin Street.
23. The Owner shall submit an illumination plan for streetlighting incorporating full cut-off LED luminaires with lighting levels for Mitcheson Street, in accordance with the Mississippi Mills Illumination By-law 03-62, to the satisfaction of the Municipality of Mississippi Mills.

### **Parkland**

The Owner shall provide cash-in-lieu of parkland dedication in accordance with Mississippi Mills Parkland By-law 15-78.



### **Street Trees and Landscaping**

24. The Owner shall prepare a Landscape Plan indicating any trees to be removed and preserved and all proposed street trees. Upon approval of the Landscape Plan, the Owner shall implement the Landscape Plan, to the satisfaction of the Municipality of Mississippi Mills.

### **Utilities**

25. The Owner shall be required to coordinate the preparation of an overall composite utility distribution plan showing the location (shared or otherwise) and installation, timing and phasing of all required utilities (on-grade, below-grade or above-grade), including on-site drainage facilities and streetscaping). Such location plan shall be prepared to the satisfaction of all affected authorities and shall consider their respective standards and specification manuals, where applicable. The composite utility plan shall be prepared and approved prior to the installation of any of the service lateral connections for any of the affected utilities.
26. The Owner shall submit a Reference Plan illustrating all easements to the satisfaction of the Municipality of Mississippi Mills.
27. The Owner shall be responsible for any municipal costs associated with administering the required easements.

### **Servicing**

28. That the subdivision agreement between the Owner and the Municipality of Mississippi Mills contain arrangements and allocation of sanitary sewer and water services to the satisfaction of the municipality.
29. That the Owner agrees in writing to satisfy all the requirements, financial and otherwise, of the Municipality of Mississippi Mills, the County of Lanark, Conservation Authority, various Provincial Ministries or any other external agencies concerning the construction, ownership and maintenance of the final sanitary sewer, water and stormwater management designs.
30. Upon completion of the installation of works, the Owner shall provide the Municipality of Mississippi Mills with "as-built" plans in hard copy and a digital form, as well as shapefile, that is compatible with the Municipality of Mississippi Mills computerized system.

### **Stormwater Management**

31. That prior to final approval, the Owner shall prepare a stormwater management plan to the satisfaction of the Mississippi Valley Conservation Authority (MVCA) and the Municipality of Mississippi Mills. The stormwater management plan shall include design specifications, according to applicable design guidelines and standards, to demonstrate how stormwater drainage from the subdivision shall be accommodated, and shall address both water quantity and quality, legal and adequate outlets (watercourse, river, etc.), future maintenance requirements, and

erosion and sedimentation control both during and after construction. The stormwater management plan shall also include detail lot grading and drainage plans for the individual lots. No site preparation or road construction shall take place until such time as the stormwater management plan has been approved.

### **Grading and Drainage**

32. The Owner shall submit detailed grading and drainage plans for the subdivision, prepared by a Civil Engineer licensed in the Province of Ontario, to the satisfaction of the Municipality of Mississippi Mills.
33. The Owner shall submit a detailed sediment and erosion control plan, prepared by a civil engineer, licensed in the Province of Ontario, to the satisfaction of the Municipality of Mississippi Mills.
34. The Owner shall have topographical surveys completed beyond the boundaries of the subdivision lands to determine existing ground contours or elevations adjacent to the development for the purpose of drainage water control. Where adjacent lands are currently under development, the approved proposed grades shall be identified and used in determining the treatment at the common boundary. Where adjacent lands are either developed or not currently under development, the existing grades shall be maintained at the property line and the Owner shall ensure that the existing drainage courses of these adjacent lands are not negatively affected. The Owner shall obtain all necessary access permission to carry out this work at their cost.
35. The Owner shall retain the services of a Civil Engineer or Ontario Land Surveyor to confirm the final lot grading conforms with the approved grades on the grading and drainage plans.
36. The Owner shall submit an as-built grading plan showing actual ground elevations to geodetic datum at front, rear and side of houses, driveway at curb and at garage, all lot corners, finished floor elevation, swale inverts and top and bottom of retaining walls, if required. The grades must be taken under the supervision of a Civil Engineer or Ontario Land Surveyor.

### **Maintenance During Construction**

37. The Owner shall ensure that all necessary fire access routes have been constructed to the satisfaction of the Director of Emergency and Fire Services.
38. If the Owner constructs a model home prior to the day on which watermains and fire hydrants are fully serviced and operational, the construction and use of the model home is entirely at the risk of the Owner.
39. The Owner shall store all combustible waste in accordance with the Ontario Fire Code.
40. The Owner shall not permit any open air burning on the lands.
41. In order to reduce the potential of large loss fires, no more than, (a) six buildings, where each building contains one dwelling unit; (b) three buildings, where each

building contains more than one, but not more than four dwelling units; or (c) one building, where each building contains more than four dwelling units, shall be constructed adjacent to each other, at the same time, without providing for a firebreak Lot or Block.

- a. For purposes of this section, the construction of an accessory dwelling unit or structure such as a detached garage or garden suite shall be considered part of the main building or dwelling unit.
  - b. Construction shall be permitted on a firebreak Lot or Block up to and including the ground floor subfloor level at the same time as construction proceeds on adjacent Lots or Blocks.
  - c. No combustible framing above the ground subfloor level shall proceed on the designated firebreak until the exterior finish cladding or interior gypsum wall finishing and the final installation of roofing, fascia-boards, soffits, doors and windows of the immediately adjoining buildings have been completed.
  - d. Temporary installation of plywood in door and window openings is not acceptable as a means of complying with the firebreak noted above.
  - e. Minimum firebreak size between buildings (on all sides) shall be 8 metres.
  - f. When variations of building types are adjacent to each other, the most restrictive firebreak requirement shall apply.
42. The Owner shall maintain all roads within and adjoining the Subdivision in a condition of cleanliness (i.e.: free of dust, mud and other construction debris), and shall provide road maintenance within the subdivision in a manner that is acceptable to the Municipality of Mississippi Mills, and which allows access for all residents as well as for municipal services (i.e.: garbage collection and firefighting). Should the Owner in any manner, in the opinion of the Municipality be in default, the Owner shall be notified orally (written confirmation to follow), of such default, failure, delay or neglect, and if action to correct the failure, delay or neglect has not been taken within twenty-four (24) hours after such notice, the Municipality shall have full authority and power to carry out the necessary Works at the cost and expense of the Owner. The cost and expense of such Works shall be calculated in accordance with "MM reference" and shall include the Management Fee.

### **Building Permits**

43. The Owner shall not request that the Municipality issue, nor shall anyone claiming title from the Owner or under its authority, request that the Municipality issue, one or more building permits to construct any building or other structure on any lot or block in the Subdivision until access for firefighting equipment has been provided to each building by means of a street or private roadway, which street or private roadway shall be designated and posted to the satisfaction of Municipality of Mississippi Mills;

### **Offers of Purchase and Sale Agreements**

44. That the subdivision agreement between the Owner and the Municipality of Mississippi Mills and the Offers of Purchase and Sale Agreements and Deeds contain as a minimum, the following provisions, with wording acceptable to the Municipality, wherein the Owner agrees:
  - a. To pay a capital development charge at the time of the construction of residential dwellings at the applicable Almonte Ward rate.
45. That the subdivision agreement between the Owner and the Municipality of Mississippi Mills be registered against the lands to which it applies once the plan of subdivision has been signed.

## **Attachment C – Public Comments and Staff Response**

### **Received from S. Maynard:**

*Dear Ms. Knight:*

*I am writing to comment on Baker's Quarry – 09-T-20001 Lots 7 to 16, Malloch Section, Plan 6262 Almonte Ward, Municipality of Mississippi Mills.*

*The proposed subdivision can't be approved due to non-compliance of the Community Official Plan with the Provincial Policy Statement, 2020 rendering the subdivision in non-compliance with the PPS, 2020.*

*Section 3(5) of the Planning Reads*

*"A decision of the council of a municipality, a local board, a planning board, a minister of the Crown and a ministry, board, commission or agency of the government, including the Tribunal, in respect of the exercise of any authority that affects a planning matter,*

*(a) shall be consistent with the policy statements issued under subsection (1) that are in effect on the date of the decision; and*

*(b) shall conform with the provincial plans that are in effect on that date, or shall not conflict with them, as the case may be."*

*Section 1.4.3 of the Provincial Policy Statement, 2020 reads*

*"Planning authorities shall provide for an appropriate range and mix of housing types and densities to meet projected requirements of current and future residents of the regional market area by:*

*(a) establishing and implementing minimum targets for the provision of housing which is affordable to low and moderate income households. However, where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with the lower-tier municipalities may identify a higher target(s) which shall represent the minimum target(s) for these lower-tier municipalities"*

*There is currently no section in the COP on Affordable Housing that the subdivision can comply with so it must be rejected by Council.*

### **Staff Response:**

It is the Department's opinion that the above noted policy is indeed a target for affordable housing as required by the 2020 Provincial Policy Statement. In addition, the Department completed the three-year review of affordable housing for 2017 to 2019. The Department will be completing the next three-year review (2020 to 2022) this year and will provide a report to Council before the end of 2023.

With respect to this particular development, the proposal does not include affordable housing; however, staff note that the Official Plan policy is a target of which not to be

applied as a requirement for each development application. In addition, with the upcoming County Affordable Housing Grant Program, new developments, including this proposed development, will be able to apply for the grant program. With the recent efforts of Council over the past year and a half providing exemptions for cash-in-lieu of parkland, planning fees and building permit fees as well as the recent exemptions of Development Charges for affordable housing out of Bill 23, staff are optimistic that there will be future development of affordable housing in the Municipality. In addition, staff will be undertaking an Official Plan Amendment and Zoning By-law Amendment process to implement many of the changes stemming from Bill 23 which will also include updating the policies of the Official Plan with respect to affordable housing.

**Received from T. Julian:**

*To Melanie Knight/Senior Planner and Council Members.*

*Thank you for proceeding with the public meeting to allow residents to voice their feedback for application 09-T-20001/Baker's Quarry.*

*My 2 concerns are as follows:*

*1)I'm finding it hard to ascertain whether this application is compliant with our Community Official Plan. Specifically, in regards to the Affordable Housing policy \*3.6.3 number 7. (Included below) This section states that our Municipality shall attempt to have 25 percent all new residential construction be \*\*Affordable. The definition of Affordable from the Provincial Policy Statement is also included below. There has been no quantifiable data provided which would show whether this development will attempt to comply with our 25 percent target goal in our Affordable Housing policy. Also, there is no price point as to how much these homes will be selling for and no price point provided as to what is deemed "Affordable" in our regional market area.*

*2)This development was originally going to include Medium density units but now has asked to be all Low Density units or Single family homes. Please explain how this will help attempt to have 25 percent of all new construction be Affordable. My understanding is that the lower the density is in a development the less Affordable it is.*

*Thank you in advance for any discussion or explanation you can provide on these issues.*

*Community Official Plan Affordable Housing Policy*

*3.6.3 Affordable Housing* *Council will provide for affordable housing by enabling a full range of housing types and densities to meet projected demographic and market requirements of current and future residents of the municipality by:*

*1. Monitoring the need for social assisted housing for households and seniors through periodic surveys in co-operation with area municipalities. Where specific needs are identified, Council will work with the Ministry of Municipal Affairs and Housing and the Social Services Department of the County of Lanark to meet identified needs.*

2. Encouraging infill and housing intensification particularly in urban core areas. This may be achieved through the conversion of single detached dwellings to multiple units, through redevelopment at higher densities, through land severances on large under-utilized lots which create opportunities for development on the severed lot (subject to the relevant policies elsewhere in this plan) and through infill on vacant lands.
3. Ensuring a minimum 10-year supply of residential land at all times.
4. Working with the development industry to ensure that a 3-year minimum supply of registered or draft approved lots and blocks for new residential development is available at all times.
5. Monitoring population projections and the residential development targets discussed in this Plan.
6. Encouraging cost-effective development standards and densities for new residential development to reduce the cost of housing. The Municipality shall encourage an adequate supply of affordable housing.
- \*7. The Municipality shall attempt to have 25% of all new residential construction affordable. In a given year the residential development may meet, exceed or fall short of the 25% target and therefore, to achieve a more realistic picture of the progress made in achieving this target, three-year averages shall be used to meet affordable housing objectives.
8. The Municipality shall ensure that the Zoning By-law does not require standards which preclude the development of affordable housing, especially as it relates to house and lot sizes.
9. The Municipality may use incentives, such as reduced development charges or the increased height

Provincial Policy Statement Definition of Affordable

\*\*Affordable: means

a) in the case of ownership housing, the least expensive of:

1. housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low and moderate income households; or
2. housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the regional market area;

b) in the case of rental housing, the least expensive of:

1. a unit for which the rent does not exceed 30 percent of gross annual household income for low and moderate income households; or

2. a unit for which the rent is at or below the average market rent of a unit in the regional market area.

*Low and moderate income households: means*

*a) in the case of ownership housing, households with incomes in the lowest 60 percent of the income distribution for the regional market area;*

*b) in the case of rental housing, households with incomes in the lowest 60 percent of the income distribution for renter households for the regional market area.*

**Staff Response:**

With respect to the Community Official Plan policies for affordable housing, the 25% target in our Official Plan is a target, not a mandatory requirement for each and every new development. There are a few reasons for this, the first being is that affordable units (in planning terms) is a regulated definition through the Provincial Policy Statement (PPS) and in order to ensure that units are affordable when they are built and remain affordable, there must be legal mechanisms so that units are sold or rented at rates that reflect the definition of 'affordable'. At this time, this would be an agreement with the Lanark County. We are currently working with Lanark County to create a joint affordable housing grant program whereby property owners are not only incentivized through a grant program, but the Municipality will also have the framework in place (with the County) to ensure that any affordable units remain affordable for decades to come through agreements with the County.

The second reason that our 25% target is not implemented in each and every development is that, depending on the scale of the development, the developer may not have the capacity to provide affordable housing units (by way of legal agreements) in every development. New residential units include not only subdivision applications but also applies to smaller infill projects (for example the demolition of a single detached dwelling replaced by a semi-detached dwelling) and consent applications. The policy is also intended to recognize the fluctuation with development and that there are those different types of smaller scale development that may be very difficult to meet that 25% target.

There may also be years where there is little new residential construction overall. By having the target at 25% with the caveat built into the policy that "In a given year the residential development may meet, exceed or fall short of the 25% target and therefore, to achieve a more realistic picture of the progress made in achieving this target, three-year averages shall be used to meet affordable housing objectives." allows the Municipality to monitor and report on affordable housing using three-year averages rather than on an annual basis.

With respect to the observation about density and affordability- in many cases the denser a development is, the more affordable it may be; however, unless a developer is bound by an agreement with the government (municipal, provincial or federal) to ensure



that the rent/sale price of a unit meets the definition of affordable, the sale/rent of the unit is subject to market forces and there is no control over the cost of the unit for a future resident.

The Planning Department will be working on establishing a formal process with the County through our affordable housing grant program and we will also be moving forward with an Official Plan study to address the changes to the Planning Act from Bill 23 as well as the Official Plan study regarding a minimum percentage of secondary dwelling units in the recently expanded areas of Almonte that will all hopefully help to achieve the 25% target that is in the Official Plan.

## MEDIA RELEASE

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*For immediate release*

*Jan. 25, 2023*

Here are the highlights from the Lanark County Council meeting held Jan. 25, 2023.

**Ontario Works Program Overview Received:** Council accepted an update on the Ontario Works program, presented at the community services committee meeting earlier this month by Ontario Works Manager Buffy Armour.

Armour explained the program is intended to help people in temporary financial need to find sustainable employment and achieve self-reliance through the provision of effective, integrated employment services and financial assistance. It is administered by the county, but benefits are funded by the Ministry of Children, Community and Social Services (MCCSS) and legislated through the Ontario Works Act. Program administration is funded 50/50 between the province and the county.

“Reliance on assistance is often a result of long-standing and complex barriers to employment,” Armour said. “The most significant barriers clients face are mental health, physical health, abuse, trauma, substance dependency and homelessness.” Issues include lack of access to services, chronic conditions, poverty and food insecurity.

Armour provided an overview of eligibility requirements and expectations of clients. She outlined the types of assistance available, including emergency financial assistance for households in a crisis. “In May 2022, following the significant windstorm, 29 applications for emergency assistance were completed, supporting 60 people.” She said there has been a significant increase over the last year due to such pressures as inflation, weather events and Ukrainian migrants.

“Caseworkers work closely with their clients, establishing relationships, setting long-term goals and identifying manageable steps to reach independency while ensuring eligibility and entitlement,” Armour said, adding the county works with several partners to help support clients.

Armour said MCCSS has noted there is currently a heavy administrative burden for both caseworkers and clients, and clients must navigate a complex web of processes for help. Other issues include a lack of stability for clients, high rates of recidivism when there is not early intervention, a lack of support for those not on assistance, and incompatible technology platforms across programs. Ontario Works is undergoing a realignment that will shift service delivery between the province and municipalities, with an emphasis on local casework to prioritize outcomes of employment and achieve stability. For more information, contact Buffy Armour, Ontario Works Manager, at 1-888-9-LANARK, ext. 2102.

**Additional Long-Term Care Funding Approved:** Council has authorized the director of long-term care to implement additional social support and Behavioural Supports Ontario (BSO) services at Lanark Lodge with funds provided by the Ministry of Long-Term Care and Ontario Health.

In a report to the community services committee, Director of Long-Term Care Carey Duncan said the

## MEDIA RELEASE

provincial funding aims to increase direct care hours for residents. It is part of a new Resident Health and Well-being (RHWB) program from the Ministry of Long-Term Care and will support homes in providing social support services by registered social workers, social service workers and other allied health professionals.

The funding will facilitate an in-house BSO lead for Lanark Lodge and allow the home to further enhance care and services currently provided. For more information, contact Carey Duncan, Director of Long-Term Care, at 1-888-9-LANARK, ext. 7101.

**Lanark County Paramedic Services Accreditation and Update Received:** Council received an update and overview of the Lanark County Paramedic Service (LCPS) and the ambulance service review accreditation. The report was presented to the corporate services committee earlier this month by Mary Wilson Trider, President and CEO of Almonte General Hospital and Carleton Place District Memorial Hospital.

LCPS resulted from an amalgamation of four services in 2000 and is operated by Almonte General Hospital on behalf of the county. County council approves the annual budget, collective bargaining mandate, response time plan and service enhancements that fall outside of the budget cycle. Council also receives regular volume and activity updates. There are bases in Almonte, Perth, Lanark, Carleton Place and Montague, which is the headquarters.

Wilson Trider outlined the number of vehicles, mileage and replacement intervals, as well as crew complements and equipment found in the vehicles. Total patient carrying calls were 15,914, with the highest volume from the Perth base at 5,029. She said the service is currently staffed by a chief, deputy chief, commander, four superintendents, two administrative support staff, 51 full-time paramedics (advanced care and primary care) and 53 part-time paramedics. She detailed the requirements for becoming a paramedic and the differences between primary care and advanced care. Advanced care paramedics are able to administer an increased number of medications and provide more procedures and controlled medical acts. "Paramedics perform more delegated medical acts than any other health-care professionals, other than a physician," she said.

Wilson Trider highlighted the community paramedicine program, which is "an evolving a flexible health-care model that allows paramedics to operate in expanded rolls outside of traditional 911 response." Community paramedics focus on connecting patients to primary care, completing post-hospital follow-up care, integrating with public health and home health agencies, education and health promotion clinics, diverting unnecessary 911 use and emergency department visits, and providing services not available elsewhere in the community. In 2022, 371 new patients were enrolled and 3,553 visits completed. The program currently has short-term provincial funding.

Council also learned the results of a successful ambulance service review, which is conducted every three years to ensure the paramedic service is meeting or exceeding Ministry of Health requirements. "It requires a score of 90 per cent to be successful," Wilson Trider said, noting LCPS scored 99.19 per cent. The review was altered in this cycle due to COVID restrictions and had a greater focus on documents as evidence. The review focused on administration, quality assurance and patient care. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

## MEDIA RELEASE

**Integrated Pest Management Vegetation Management By-law Adopted:** Council passed a by-law to adopt the updated Integrated Pest Management Vegetation Management Plan in January. This follows a public works committee update in December along with a two-month public review period.

The original plan was adopted in 2016 as a long-term, multi-faceted approach to managing vegetation in order to maintain safe roadsides. It aimed to reduce reliance on mowing, brushing and spraying, while restoring pollinator habitat.

Updates to the plan reflect the county's integrated practices for controlling wild parsnip, the long-term goal to establish diverse roadsides with abundant pollinator habitat, and current vegetation management practices. Changes include:

- A statement outlining the county's long-term goals for pollinator habitat and information on how roadsides are restored
- Highlights on how control is easier when weeds are present at low levels
- Emphasis on the importance of plantings and naturalization to increase diversity of flowering species along roadsides (density of vegetation for biological weed control and natural competition)
- Increased detail on the process of wild parsnip control
- Updated maps and seed mix information

The updated plan can be found at <https://www.lanarkcounty.ca/en/roads-trails-and-transit/resources/Lanark-IPM-Revised-Program-2022-Final.pdf>. For more information, contact Michelle Rabbetts, Climate Environmental Coordinator, at 1-888-9- LANARK, ext. 3114.

**Committee Appointments Approved:** Council adopted the striking committee report, with the following appointments:

- Climate Action Working Group: Councillor Rob Rainer (Tay Valley Reeve), Councillor Judy Brown (Perth Mayor), Councillor Rickey Minnille (Mississippi Mills Deputy Mayor) and Toby Randell (Carleton Place Mayor).

In addition, Councillor Brian Dowdall (Beckwith Deputy Reeve) was replaced by Councillor Randell on the Community Forest Sub-committee, and Councillor Andrew Tennant (Carleton Place Deputy Mayor) replaced Councillor Randell on the Awards of Excellence Committee. For more information, contact Jasmin Ralph, Clerk, at 1-888-9- LANARK, ext. 1502.

**Upcoming Meetings: County Council, Wednesday, Feb. 8, 5 p.m.;** Community Services, Feb. 8 (following County Council); Corporate Services, Feb. 8 (following Community Services). **County Council, Wednesday, Feb. 22, 5 p.m.;** Public Works, Feb. 22 (following County Council); Economic Development, Feb. 22 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!



Regular Meeting of Council

MOVED BY: Councillor Crabtree

RESOLUTION:18-2023

SECONDED BY: Councillor Kenny

DATE: January 17, 2023

That Council support World Thinking Day initiative and request staff to purchase a blue flood light and display on World Thinking Day February 22, 2023 at the Municipal Office;

*And that Council approves the Clerk Administrator to circulate the request out to Lanark County and Lanark County Lower Tier municipalities.*

☒ CARRIED

☐ DEFEATED

  
REEVE

January 26, 2023

Honourable Doug Ford, Premier of Ontario  
Via Email

**Re: Repeal Bill 23 – The Build More Homes Faster Act**

Please be advised that Council for the Town of Halton Hills at its meeting of Monday, January 23, 2023, adopted the following Resolution:

WHEREAS Bill 23, the Build More Homes Faster Act was introduced on October 25th, the day after Municipal elections in Ontario at a time when councils were in a transition period and unable to respond to the legislation prior to passage of the legislation;

AND WHEREAS the Association of Municipalities (AMO) was not given an opportunity to present its concerns with Bill 23 to the Standing Committee on Heritage, Infrastructure and Cultural Policy further eroding the municipal/provincial relationships;

AND WHEREAS the loss of revenue to the Town of Halton Hills as a result of Bill 23 is estimated at \$58 -\$87 million over 10 year which, without provincial compensation, will severely impact the provision of municipal services including transportation, parks and recreation facilities;

AND WHEREAS the elimination of the Regional role in approval of official plans creates uncertainty around the planning for regional services to support the growth aspirations of the local municipalities;

AND WHEREAS the role of Conservation Authorities has been limited to natural hazards only, thereby precluding a broader role in providing expert advice and services to municipalities on natural heritage matters as part of the planning process;

AND WHEREAS AMO's evaluation concluded that there is no confidence that the measures in Bill 23 will do anything to improve the affordability of housing.

NOW THEREFORE BE IT RESOLVED THAT the Town of Halton Hills urges the Provincial Government to repeal Bill 23;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Ted Arnott MPP, and AMO.

(Appendix A – Town of Halton Hills Report No. PD-2022-0050)

(Appendix B – List of references)

Attached for your information is a copy of Resolution No. 2023-0007.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at [valeriep@haltonhills.ca](mailto:valeriep@haltonhills.ca).

Sincerely,

A handwritten signature in blue ink, appearing to read 'M Lawr', is positioned above the printed name.

Melissa Lawr  
Deputy Clerk – Legislation

cc. The Honourable Steve Clark, Minister of Municipal Affairs and Housing  
The Honourable Ted Arnott Speaker of the Ontario Legislature and MPP, Wellington-Halton Hills  
John Fraser, Leader of the Ontario Liberal Party and MPP, Ottawa South  
Peter Tabuns, Leader of the New Democratic Party of Ontario and MPP, Toronto Danforth  
Mike Schreiner, Leader of the Ontario Green Party and MMP, Guelph  
Association of Municipalities of Ontario (AMO)  
All 444 Municipalities of Ontario





THE CORPORATION  
OF  
THE TOWN OF HALTON HILLS

Resolution No.: 2023-0007

Title: Bill 23 – The Build More Homes Faster Act

Date: January 23, 2023

Moved by: Councillor J. Fogal

Seconded by: Councillor C. Garneau

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Item No. 13.1

WHEREAS Bill 23, the Build More Homes Faster Act was introduced on October 25th, the day after Municipal elections in Ontario at a time when councils were in a transition period and unable to respond to the legislation prior to passage of the legislation;

AND WHEREAS the Association of Municipalities (AMO) was not given an opportunity to present its concerns with Bill 23 to the Standing Committee on Heritage, Infrastructure and Cultural Policy further eroding the municipal/provincial relationships;

AND WHEREAS the loss of revenue to the Town of Halton Hills as a result of Bill 23 is estimated at \$58 - \$87 million over 10 year which, without provincial compensation, will severely impact the provision of municipal services including transportation, parks and recreation facilities;

AND WHEREAS the elimination of the Regional role in approval of official plans creates uncertainty around the planning for regional services to support the growth aspirations of the local municipalities;

AND WHEREAS the role of Conservation Authorities has been limited to natural hazards only, thereby precluding a broader role in providing expert advice and services to municipalities on natural heritage matters as part of the planning process;



AND WHEREAS AMO's evaluation concluded that there is no confidence that the measures in Bill 23 will do anything to improve the affordability of housing.

NOW THEREFORE BE IT RESOLVED THAT the Town of Halton Hills urges the Provincial Government to repeal Bill 23;

AND FURTHER THAT this resolution be circulated to Premier Doug Ford, Steve Clark, Minister of Municipal Affairs and Housing, Provincial opposition parties, Ted Arnott MPP, and AMO.

(Appendix A – Town of Halton Hills Report No. PD-2022-0050)

(Appendix B – List of references)

  
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Mayor Ann Lawlor



## REPORT

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**TO:** Mayor Lawlor and Members of Council

**FROM:** Bronwyn Parker, Director of Planning Policy

**DATE:** December 7, 2022

**REPORT NO.:** PD-2022-0050

**SUBJECT:** Bill 23 – More Homes Built Faster Act

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### RECOMMENDATION:

THAT Report No. PD-2022-0050 dated December 7, 2022 regarding Bill 23 – the More Homes Built Faster Act, be received;

AND FURTHER THAT staff continue to assess the implications of Bill 23, the More Homes Built Faster Act and provide further update reports to Council as may be appropriate;

AND FURTHER THAT the Province be requested to provide supplemental funding to offset the reductions in Development Charges and cash-in-lieu of parkland accruing to the Town as a result of Bill 23, the More Homes Built Faster Act;

AND FURTHER THAT the Town Clerk forward a copy of Report PD-2022-0050 to the Minister of Municipal Affairs and Housing, the Minister of Tourism, Culture and Sport, the Minister of the Environment, Conservation and Parks, and the Minister of Finance; Halton Area MPPs; the Region of Halton; the City of Burlington; the Town of Milton and the Town of Oakville for their information.

### KEY POINTS:

The following are key points for consideration with respect to this report:

- Bill 23, the *More Homes Built Faster Act, 2022* was introduced into the legislature on October 25, 2022.
- The goal of Bill 23 is the creation of an additional 1.5 million new homes in Ontario over the next ten years.

- There are 10 Schedules to Bill 23, (9 of which are applicable in Halton) proposing sweeping changes to various pieces of legislation including but not limited to, the *Planning Act*, *Development Charges Act*, *Conservation Authorities Act* and *Ontario Heritage Act*.
- The opportunity to provide public feedback was offered via postings on the Environmental Registry of Ontario (ERO), with comment deadlines ranging from 30 – 66 days. Comments were provided on a number of the postings in accordance with the established deadlines. Key concerns raised are highlighted in the report, with more detailed comments included as Appendix 2.
- Bill 23 received Royal Assent on November 28, 2022. Most of the Bill is in force as of that date. This report provides an overview of Bill 23 in its final form.

## **BACKGROUND AND DISCUSSION:**

The Ministry of Municipal Affairs and Housing (the Ministry) has committed to a goal of 1.5 million new homes being constructed over the next 10 years, with the *More Homes, Built Faster: Ontario's Housing Supply Action Plan 2022-2023* as the key driver behind the delivery of these housing units. The Housing Supply Action Plan (HSAP) suggests that the housing supply shortage can be addressed by "...reducing government fees and fixing development approval delays that slow housing construction and increase costs".

In order to achieve the Province's overarching objectives, Bill 23, the *More Homes Built Faster Act, 2022* was introduced into the Ontario Legislature on October 25, 2022. Bill 23 consists of ten schedules that entail sweeping changes to the various pieces of legislation including but not limited to the *Planning Act*, *Development Charges Act*, *Ontario Land Tribunal Act*, *Conservation Authorities Act* and the *Ontario Heritage Act*. A series of postings on the Environmental Registry with varying commenting deadlines were also introduced at the same time.

Bill 23 is the third piece of legislation prepared by the Province over the last four years that entails significant changes to the land use planning system in Ontario. In 2019, Royal Assent was given to the *More Homes, More Choice Act* (Bill 108). In 2022, the *More Homes for Everyone Act* (Bill 109) received Royal Assent. Bill 109 was discussed in report PD-2022-0031 and is further considered via report PD-2022-0049, which is included on this Council agenda.

At the November 7, 2022, meeting, Council passed a resolution expressing a number of initial concerns with Bill 23. Among other matters, the resolution requested that the Province extend the commenting deadlines from 30 and 31-day postings to 66-day postings, which would mirror some of the ERO postings released on October 25, 2022. While the Province did extend some of the postings to 45-day postings, they did not provide the full 66-day review period Council had requested. A copy of the Council resolution is attached to this report as Appendix 3 for reference purposes.

Bill 23 received Royal Assent on November 28, 2022. Most of the Bill is in force as of that date. The purpose of this report is to summarize Bill 23 in its final form. The report will also touch on some of the key concerns with Bill 23 that were identified by staff.

## Bill 23

As identified earlier in this report, Bill 23 was introduced and received First Reading on October 25, 2022. It moved to Second Reading on October 31, 2022 and was ordered referred to the Standing Committee on Heritage, Infrastructure and Cultural Policy at that time. After presentations to the Standing Committee, much discussion and debate, a slightly amended version of Bill 23 passed Third Reading and received Royal Assent on November 28, 2022.

There are ten key elements of the approved Bill 23 that this report will focus on. These include:

1. The role of Halton Region in the local planning approval process
2. The role of the Conservation Authorities
3. Three residential unit permissions
4. Required zoning by-law amendments regarding MTSA's
5. Public meetings for draft plan of subdivision applications
6. Changes to site plan control for up to ten units
7. Removal of 2-year prohibitions on amendments for specified applications
8. Restrictions on third-party appeals for minor variance and consent
9. Changes to the *Ontario Heritage Act*
10. Parkland dedication calculation rate changes
11. Development Charge exemptions

### **1. The role of Halton Region in the local planning approval process**

One of the most significant changes as a result of Bill 23 is the pending removal of approval authority from the Region of Halton as it relates to local planning matters. Halton, along with a handful of other GGH upper-tier municipalities including Peel, Durham, York, Niagara, Waterloo and the County of Simcoe, will become “an upper-tier municipality without planning responsibilities”. At a date yet to be determined, the Minister of Municipal Affairs and Housing will take over the approval role for local Official Plans and amendments thereto including Secondary Plans.

Based on the foregoing, it is staff's understanding that local municipalities such as Halton Hills would inherit the applicable components of the Regional Official Plan within our jurisdiction. These components would be used as a basis to complete further updates to the Town's Official Plan. Municipalities await the release of regulations and applicable transition policies clarifying these various pieces, which are yet to be announced by the province.

### **2. The role of the Conservation Authorities**

As of January 1, 2023, Conservation Authorities will no longer be permitted to comment on any aspects of the planning approval process including development applications and supporting studies, other than those matters dealing with natural hazards and

flooding. They will also no longer be able to require certain components of the planning process (such as watershed planning; wetland evaluations; or elements related to ecology and biodiversity during Scoped Subwatershed Studies, SISs, EAs, etc.) to be completed to their satisfaction/approval.

In addition, a single regulation has been proposed for all 36 Conservation Authorities in Ontario, rather than having separate regulations pertain to each Authority. This regulation has not yet been prepared or released for comment and the date upon which it would come into effect remains to be determined.

Another significant change as a result of Bill 23 is that any development that has been approved through an application under the *Planning Act* will no longer require a permit from the applicable Conservation Authority. These exemptions will be based on specific conditions or requirements, yet to be determined through regulation. The timeframe for when these exemptions will come into effect are also unknown. Staff would expect to see these draft regulations released for comment early in 2023.

### **3. Three residential unit permissions**

As of November 28, 2022, all Ontario municipalities are required to permit up to three residential units per lot within settlement areas, so long as that lot is serviced by municipal water and wastewater systems. The Province views this as a form of gentle intensification that will deliver a modest amount of supply relative to the overall 1.5 million new homes Provincial target. This permission allows for all three units to be contained within the main building (the principal home on the lot), or two units within the main building and one unit in an accessory building. Municipalities are not permitted to require a minimum size/area for these additional residential units, however, building permits are still required for each residential unit constructed. In addition, municipalities cannot require more than one parking space per residential unit.

In the Halton Hills context, through the Town's Comprehensive Zoning By-law Review, the Town will be required to update its existing zoning requirements (which currently require a minimum of 2 parking spaces for the principle dwelling and 1 parking space per additional residential unit), reducing the minimum number of parking spaces required to only 1 space per residential unit. The Official Plan and Zoning By-law will also require updating to ensure that up to three residential units are permitted on each serviced urban residential lot.

There are no appeal rights afforded as it relates to any required amendments to a municipal Official Plan or Zoning By-law as a result of these changes. In addition, any existing local requirements regarding the number of units permitted, the minimum size of units, or the minimum number of parking spaces per unit, are superseded by Bill 23.

### **4. Required zoning by-law amendments regarding MTSA's**

Under a new subsection (16(20)) of the *Planning Act*, Bill 23 requires that within one-year of approval of an Official Plan Amendment delineating a Major Transit Station Area (MTSA) and identifying the minimum number of residents and jobs per hectare that are planned to be accommodated within that area, municipalities must update their zoning

by-laws. These zoning by-law updates must include minimum heights and densities within the MTSA in keeping with the policies approved through the Official Plan Amendment.

With the recent approval of ROPA 49<sup>1</sup> by the Minister of Municipal Affairs and Housing and given both the Georgetown and Acton MTSAs were not assigned minimum density targets through that approval, appropriate population and employment density targets for these MTSAs must be established. The Town commenced the Georgetown GO Station Secondary Plan review in 2022. At this juncture, staff believe that is the appropriate process for assessing and assigning those prescribed minimum densities. It is our understanding that once the Secondary Plan with the minimum density targets is approved, the Town will have one year to update the zoning by-law mirroring those minimum density targets.

The Acton GO Station Secondary Plan is targeted for a comprehensive review in the coming years (currently scheduled for 2025), at which time those minimum density targets will also be considered and updated as appropriate.

## **5. Public meetings for draft plan of subdivision applications**

One of the changes from Bill 23 is that Statutory Public Meetings for draft plans of subdivision are no longer required under the *Planning Act*. This change came into effect upon Royal Assent on November 28, 2022.

The change does not preclude a municipality from continuing to hold a public meeting for subdivision applications. In our experience, subdivision applications are submitted in conjunction with zoning by-law amendments and in some cases official plan amendments both of which require public meetings. There is little if any efficiency to be gained by not including the plan of subdivision in the statutory public meeting. The public typically will be interested in the road layout, the lotting patterns and the location of blocks for schools, parks, recreational amenities and natural heritage all of which will be shown on the draft plan of subdivision. Given the importance of public consultation to the planning process, the Town will continue to hold public meetings for subdivision proposals that result in the creation of new lots.

## **6. Changes to site plan control for up to ten units**

Site plan control is a land use planning tool that municipalities utilize to evaluate site specific elements when development is proposed. As is described in the provincial site plan control guide, this control over detailed site-specific matters ensures that a development proposal is well designed, fits in with the surrounding uses and minimizes any negative impacts. Items typically considered through site plan control include

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<sup>1</sup> ROPA 49 was approved by the Minister of Municipal Affairs and Housing on November 4, 2022. That approval requires that Halton Region update their Table 2 and 2a density targets to establish minimum population and employment targets within MTSAs. However, Bill 23 identifies Halton Region as “an upper-tier without planning responsibilities”. As such, it is unclear as to whether the Georgetown and Acton MTSA densities will be established by the Town or Region. It is expected that the Bill 23 regulations and transition policies yet to be released will provide that clarification.

lighting, drainage, access to and from the site (pedestrian and vehicular), waste and snow storage, landscaping, and architectural and urban design among others.

Where a municipality could apply site plan control for any type or scale of development as defined in a municipal site plan control by-law, Bill 23 has now created an exemption for residential developments for 10 units or less. As a result, the Town will be required to update its current site plan control by-law to clarify the application of the tool, removing the requirements where 10 or less residential units are proposed.

In addition, Bill 23 has also removed architectural details (i.e., matters of urban design) and landscape design aesthetics from the scope of site plan control. As per Section 41, subsection 4.1.1 of the *Planning Act*, site plan control can still apply to "...elements, facilities and works on the land if the appearance impacts matters of health, safety, accessibility, sustainable design or the protection of adjoining lands". This subsection provides the Town with the permissions necessary in order to continue to apply Green Development Standards (GDS) at the appropriate time during the development approval process.

## **7. Removal of 2-year prohibitions on amendments for specified applications**

Previous amendments to the *Planning Act* prohibited applications for amendments to a new official plan and secondary plans for a two-year period following initial approval unless Council permission to file such applications was granted. Similarly, applications to further amend a new zoning by-law and a new site-specific zoning by-law amendment or to seek a minor variance to the same were also prohibited for a two-year period without Council permission. Bill 23 has revoked those changes completely, meaning applications to amend any of these approved planning documents are now permitted without any time restrictions.

## **8. Restrictions on third-party appeals for minor variance and consent**

Bill 23 has restricted the appeal rights for minor variance and consent applications, only allowing the applicant, the municipality, certain prescribed public bodies and the Minister the opportunity to appeal decisions for these types of applications.

In addition, this new rule applies retroactively to October 25, 2022 (the date that Bill 23 was first introduced into the Legislature). This means that any existing third-party appeals to the Ontario Land Tribunal on a minor variance or consent decision, where a hearing date has not yet been established, will be dismissed.

Third party appeal rights of Council decisions on official plan and zoning by-law amendments remain in place under *The Planning Act*.

## **9. Changes to the *Ontario Heritage Act***

Sweeping amendments to the *Ontario Heritage Act* (OHA) have been approved through Bill 23, however, as of the date of writing of this report, none of these changes are in force. At a date to be proclaimed by the Minister, these amendments will come into effect.

Bill 23 requires that all information currently included in a municipal Heritage Register must be made available online, and that all future properties must meet criteria established by regulation to be listed on the Heritage Register. It is worth noting that the Town already provides the majority of this information on our website and offers this information freely to the public.

Amendments to the OHA will allow owners to serve a notice of objection to a municipality for properties added to the Heritage Register at any time. The Town undertook a multi-phase approach with significant public consultation to build our Heritage Register. As the Town's process to build the Heritage Register was ahead of legislative requirements at the time, these amendments seem to negate the comprehensive and public approach undertaken by the Town.

Removals of listed properties from the Heritage Register are one of the key amendments resulting from Bill 23. Conditions have been specified that would necessitate the removal of a listed property from the Heritage Register, including a Notice of Intention to Designate being withdrawn, and a by-law being repealed or not being passed. These removals would not require consultation with the Town's municipal heritage committee. In addition, properties listed on the Heritage Register would be removed after two years if they have not been designated, and are not eligible for re-listing on the Register for five years after their removal.

Another change through Bill 23 is that municipalities are prohibited from designating a property unless it was already/previously listed on the Heritage Register, and any properties will be required to meet two or more criteria for designation, whereas properties are currently required to meet only one of the three criteria identified in Ontario Regulation 9/06 in order to be designated.

Additional amendments to the OHA will require future Heritage Conservation Districts (HCDs) to meet criteria for determining whether they are of heritage value or interest and will allow for amendments or repeals to Heritage Conservation District by-laws. HCDs are a planning tool that guide the conservation of an historic area or neighbourhood's cultural heritage value. The Town of Halton Hills has designated one Heritage Conservation District under Part V of the OHA. The Syndicate Housing Heritage Conservation District was designated by Council in 2005 and is located along Bower Street in Acton.

Finally, amendments to the OHA through Bill 23 will allow the Minister of Citizenship and Multiculturalism to review, confirm, or revise determinations of cultural heritage value for provincially owned heritage properties, and would allow exemptions for those properties from Heritage Standards and Guidelines for proposals where other major priorities will be advanced.

## **10. Parkland dedication calculation rate changes**

Amendments to the *Planning Act* alter previous legislation regarding alternative parkland dedication calculations. Under Bill 23, the rate has been reduced to 1 hectare/600 units if land is conveyed and 1 hectare/1,000 units for cash in lieu of parkland. The alternative rate is subject to a cap of 10% of the land for lands that are



five hectares (+/- 12 acres) or less and 15% of the land for lands greater than 5 hectares. Both changes came into effect on November 28, 2022, upon Bill 23 receiving Royal Assent.

Parkland dedication rates are also now calculated on the day that a zoning by-law amendment for a development proposal is passed, or the day that a related site plan application is filed, whichever is later. If neither a zoning by-law amendment nor site plan approval is/are required, parkland dedication is calculated on the day that the first building permit related to the development is issued.

In addition, beginning in 2023, municipalities will be required to spend or allocate at least 60% of their parkland reserve funds at the start of each calendar year.

Additional parkland dedication provisions not yet in force under Bill 23 include: the exemption of affordable and attainable units from parkland dedication and cash-in-lieu requirements; encumbered parkland; strata parks (parks built on top of structures, such as rooftops or parking garages); and privately owned publicly accessible open spaces ("POPS") such as small parkettes often found within condominium developments, will be eligible for parkland credits. Landowners will also be permitted to propose which areas of their land they wish to provide towards their parkland contributions. While municipalities will be able to refuse any such offer they deem to be unacceptable, landowners will have the right to appeal those refusals to the Ontario Land Tribunal. These amendments will come into force upon proclamation by the Lieutenant Governor.

As it relates to Town staff observations on the parkland dedication rate changes, broadly speaking, it is estimated that an overall 60-75% decrease in parkland dedication fees could be expected over the next 14 years. This is based on a very preliminary review and is dependent on the number of medium or high-density residential development applications received over that time period. Based on current estimates, this could represent a reduction of \$24 million to \$30 million dollars. It is important to note that a detailed financial analysis would be required in order to fully assess the potential financial ramifications of the reduced parkland contribution impacts from Bill 23. This review would be required in coordination with Finance staff and a review of the Long-Range Financial Plan and 10 Year Capital Forecast.

## **11. Development Charge (DC) exemptions**

Significant amendments were made to the *Development Charges Act* (DC Act) through Bill 23. Some of these changes have come into effect as of November 28, 2022, while other changes await release of updated regulations and/or proclamation by the Lieutenant Governor.

One of the amendments now in effect includes a five-year phasing in of DC rate increases for any DC By-laws passed on or after January 1, 2022. These reductions begin with a 20% reduced fee for year one, with the reduction decreasing by 5% for each year thereafter until the fifth year when the full new rate would apply. This means that the fee at year one would be 80% of the approved DC rate; 85% in year two, 90% for year three and 95% for year four, before the full 100% DC rate could be charged at year five. In addition, DCs are exempt for non-profit housing development and

inclusionary zoning residential units. Bill 23 also provides DC discount of 25% for purpose-built rental housing with 3 or more bedrooms; 20% for 2 bedrooms; and 15% for less than 2 bedrooms.

Additional changes in force as of Royal Assent which may have significant ramifications for the Town include the extension of DC by-law expiry dates from every five years to every ten years; growth related studies (including Secondary Plan Studies, Scoped Subwatershed Studies, Environmental Assessments etc.) and land cost (for services yet to be prescribed) are now excluded from recovery through DCs; interest rates on phased DCs must be capped at prime plus 1% for rental, and institutional developments; and municipalities are now required to spend or allocate at least 60% of their DC reserve funds at the beginning of each calendar year (beginning in 2023) on priority services, such as water, wastewater and roads.

Future regulations regarding “attainable housing units” and the DC exemptions tied to such developments have not yet been released. Additional DC exemptions are also being implemented at a future date for affordable residential units. The impacts of these changes are not yet fully understood given the associated regulations have not yet been released.

Similar to the financial ramifications identified above with respect to the parkland dedication rate changes, the DC Act changes could significantly impact the Town from a financial perspective. Depending on the scenarios related to the attainable, affordable, and non-profit housing forms, the projected DC loss is estimated in the range of \$34 million to \$57 million dollars over the next 10 years (or \$20 million to \$31 million dollars over 5 years). This represents a 12% to 20% reduction in DC revenue over 10 years, as compared to DC revenues projected under the Town’s DC by-law prior to Bill 23. Again, it is important to note that a detailed financial analysis would be required in order to fully assess the potential financial ramifications from Bill 23.

Based on the estimated impacts above, staff recommend requesting that the Province provide supplemental funding to offset the reductions in Development Charges and cash-in-lieu of parkland accruing to the Town as a result of Bill 23.

### Environmental Registry of Ontario Postings

On October 25, 2022, a series of postings were made on the Environmental Registry of Ontario website (the ERO). Some of these postings were directly tied to changes proposed through Bill 23 (such as amendments to the *Planning Act* and *Development Charges Act*), whereas other postings not discussed within this report or its appendices were not directly tied to Bill 23 (such as the proposed changes to the Greenbelt Plan).

These postings were made available for comment, with deadlines ranging between 30 to 66 days. Appendix 1 to this report provides a table outlining the various Bill 23 related postings and their respective comment timeframes. It also identifies the status of Town staff review. Any staff level comments that have been submitted on the Bill 23 ERO postings as of finalization of this report are attached as Appendix 2.

Key comments submitted through the ERO postings highlight the Town's concerns regarding the sweeping amendments made by Bill 23. These concerns include the following:

- Bill 23 has significant financial implications for the Town. The loss in development charge and cash-in-lieu of parkland revenue is anticipated to be significant and will impact the Town's ability to fund necessary infrastructure improvements and public service facilities such as libraries, community centres and arenas that are an essential component of a complete community.
- Secondary Plans and related supporting studies are required to facilitate new development in greenfield and key intensification areas. The inability to fund such studies creates significant challenges for municipalities and may slow down the delivery of new housing supply.
- Limitations on undertaking urban design as part of the site plan process. Good urban design contributes to a sense of place and is an important consideration in developing complete communities and ensuring compatibility.
- The potential elimination of Green Development Standards plays a vital role in improving energy efficiency and reducing greenhouse gas emissions<sup>2</sup>.
- Significant changes to the *Ontario Heritage Act* that on balance were not considered necessary considering the Town's measured approach to managing cultural heritage resources.
- The scoping of the role of Conservation Authorities to natural hazards only thereby precluding a broader role in providing advice on natural heritage matters. Staff recommended that the Conservation Authorities continue to play a role in environmental plan review subject to appropriate Memorandums of Understanding (MOU) with municipalities.

## **STRATEGIC PLAN ALIGNMENT:**

This report has ramifications for many aspects of the Town's Strategic Plan such as:

- preserve, protect and enhance the Town's natural environment;
- to preserve, protect and promote our distinctive historical urban and rural character through the conservation and promotion of our built heritage and cultural heritage landscapes;
- to achieve sustainable growth to ensure that growth is managed so as to ensure a balanced, sustainable, well planned community infrastructure and services to meet the needs of residents and businesses; and,
- to provide responsive, effective municipal government and strong leadership in the effective and efficient delivery of municipal services.

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<sup>2</sup> The final version of Bill 23 incorporates permissive language with respect to sustainable design which is considered to resolve this concern.

**RELATIONSHIP TO CLIMATE CHANGE:**

At this time, the impacts to the Town's Climate Change portfolio and initiatives are not fully understood given the magnitude of the legislative changes approved through Bill 23. It is worth noting that from the time of 1<sup>st</sup> Reading to Royal Assent, amendments were made to Bill 23 which reinstated the ability for municipalities to proceed with the application of Green Development Standards.

**PUBLIC ENGAGEMENT:**

Public Engagement for Bill 23 is coordinated by the province through the various ERO postings and to a certain extent, through submissions received by the Standing Committee on Heritage, Infrastructure and Cultural Policy. Where possible, at the implementation stages, the Town will ensure the public is provided an opportunity to be engaged and consulted on the required changes to local policies and procedures resulting from Bill 23.

**INTERNAL CONSULTATION:**

The Recreation and Parks, Finance, Development Review and Planning Policy teams coordinated a review of the Bill 23 changes. Comments from this internal review are included within this report.

## **FINANCIAL IMPLICATIONS:**

Estimated financial impacts associated with implementation of the DC and parkland contribution legislative changes have been identified in this report. It is estimated that an overall 60-75% decrease in parkland dedication fees could be expected over the next 14 years, which based on current estimates, could represent a reduction of \$24 million to \$30 million dollars over that timeframe. With respect to the DC reductions, depending on the scenarios related to the attainable, affordable, and non-profit housing forms, the projected DC loss is estimated in the range of \$34 million to \$57 million dollars over the next 10 years (or \$20 million to \$31 million dollars over 5 years). This represents a 12% to 20% reduction in DC revenue over a 10-year timeframe. A detailed financial analysis would be required in order to fully assess the potential financial ramifications from Bill 23. Based on the estimated financial impacts identified within this report, staff recommend that the Province provide supplemental funding to offset these anticipated funding losses as a result of Bill 23.

Reviewed and approved by,

John Linhardt, Commissioner of Planning & Development

Chris Mills, Chief Administrative Officer

## Appendix B – List of References

- Ontario Public Health Association Bill 23 Input to Province
- Canadian Environmental Law Association Written Submission to Standing Committee on Bill 23
- Association of Municipalities of Ontario - Unpacking Bill 23
- Ontario Nature Bill 23 What You Need to Know
- An Integrated Approach to Address The Ontario Housing Crisis (amo.on.ca)

January 23, 2023

I-02

Dear Municipal CAOs and Planning Staff,

**Changes in service per O. Reg. 596/22 and Bill 23**

Further to my letter of January 3, 2023, the purpose of this letter is to address questions of our member municipalities and to provide official notice of a change in service that occurred on January 1, 2023, the day that O. Reg. 596/22 took effect.

Over the past three weeks we have been working to understand the scope and implications of the legislative and regulatory changes. The following are answers to key questions and a summary of outstanding matters.

1. MVCA will work with planning staff on a case by case basis to transition those aspects of files affected by the regulation that were in-progress on January 1, 2023.
2. Going forward, MVCA will continue to review and comment on matters specified in Sections 6, 7, and 8 of O.Reg. 686/21, specifically:
  - As a circulated public body with delegated powers from MNRF:
    - Conformity with natural hazard policies set out in provincial plans; and
    - Consistency with natural hazards policies set out in provincial policy statements.
  - As a circulated public body with powers under the *Conservation Authorities Act*, the ability of a proposal to comply with Section 28 of the Act and regulations thereunder, per:
    - straightening, changing, diverting or interfering in any way with the existing channel of a river, creek, stream or watercourse, or for changing or interfering in any way with a wetland; and
    - the control of flooding, erosion, dynamic beaches, or unstable soil or bedrock.
3. What this means for your municipality:
  - MVCA will continue to provide review and comment services listed under item 2 above on all instruments listed under the Planning Act (and other prescribed legislation) and any technical submissions thereunder such as stormwater and drainage plans and designs, geotechnical studies, slope stability and erosion control plans, environmental impact statements (EIS) and wetland evaluations insofar as they are used by applicants to support assumptions regarding matters listed under item 2. Refer to the attached Table 1 for an itemized list.
  - In order to continue to provide this service to municipalities, we ask that you to continue to circulate applications and collect applicable fees based upon current practice.
  - MVCA will continue to comment on risks related to natural hazards arising from proposals under the *Aggregate Resources Act*, *Drainage Act*, and the *Environmental Assessment Act*.

- MVCA will not review and comment on water quality, pollution, and land conservation matters for any instrument listed in the *Planning Act* (or other legislation listed in O.Reg. 596/21) such as Official Plans, Zoning By-laws, Secondary Plans, Interim Control by-laws, Site Plan Control Areas, Park Conveyance Policies or amendments thereunder.
- MVCA will continue to advise on matters regarding water quality, pollution and the conservation of land on matters not subject to O. Reg. 596/22. Specifically, as a knowledge-holder and science-based organization, MVCA will continue to provide you with data and other information such as check-lists, best management practices, natural systems maps, reports and studies, templates, and other tools to aid you in meeting your obligations under the *Planning Act* and the achievement of interjurisdictional goals and objectives set out in local watershed plans.
- MVCA will work with your staff to identify other areas where the authority can continue to provide support, as permitted by regulation and approved by Council and our Board through a new or updated agreement.

4. Areas of continued uncertainty are the following:

- The Minister has frozen conservation authority fees across the province, and we are unable to adjust our fees to reflect changes in level of service. We anticipate that the province will address this, but cannot say when. It should be noted that current fees are not “full cost recovery” and that time will be required to determine the actual impact of these changes on MVCA costs. We intend to review our fees later this year to address these and other changes arising from Bill 108 and Bill 229 that will take effect January 1, 2024.
- Bill 23 appears to prevent conservation authorities from waiving several conditions set out in existing Plan of Subdivision and other agreements where they are the named party. Where the nature of MVCA’s “sign-off” is now *ultra vires*, consideration needs to be given on how best to address this conflict without re-opening subdivision agreements or causing protracted delays.

Eastern Ontario conservation authorities are collaborating to arrange meetings with your staff over the next two weeks to walk through and address questions regarding the contents of this letter, and to discuss transition matters including how best to address unresolved matters, in particular the waiving of conditions. We will be reaching out to your staff directly as meeting details are confirmed.

Thank you for your patience as we work through these changes. Please feel free to call me if you have any questions or concerns.

Sincerely yours,

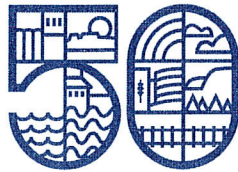


Sally McIntyre, MCIP, RPP  
General Manager



<b>Table 1: Scope of MVCA Plan Review and Comment Powers</b>		
<b>SUBJECT MATTER</b>	<b>IN</b>	<b>OUT</b>
1. Watercourses	x	
2. Flood Hazards	x	
3. Erosion Hazards (slope stability and stream erosion)	x	
4. Unstable Soil/Bedrock	x	
5. Groundwater*	x	
6. Wetlands*	x	
7. Valleylands*	x	
8. Hazardous Lands	x	
9. Hazardous Sites	x	
10. Wildlife Habitat		x
11. Threatened/Endangered Species		x
12. Area of Natural and Scientific Interest		x
13. Environmental Sensitive/Significant Area (ESA)		x
14. Woodlands		x
15. Natural Heritage Systems		x
16. Fish Habitat		x
17. Stormwater (natural hazards)	x	
18. Stormwater (non-natural hazard)		x
19. Feature Based Water Balance*	x	
20. Erosion and Sediment Control*	x	
21. Feature Based Water Balance*	x	
22. Erosion and Sediment Control*	x	
23. Setback to identified Plan Review Component*	x	
24. Source Protection Authority under the Clean Water Act	x	
25. Climate Change (related to natural hazards)	x	
26. Special Policy Areas	x	

\* regulatory requirements/natural hazard related function



OFFICE OF THE CITY CLERK  
500 Donald Street East  
Thunder Bay, ON P7E 5V3

Tel: (807) 625-2230  
Fax: (807) 623-5468

Tuesday, January 24, 2023

Hon. Doug Ford, Premier  
Hon. Sylvia Jones, Health Minister

**Re: Bill 42 - Gender Affirming Healthcare Act**

Please be advised that the following resolution was adopted by Committee of the Whole at its meeting held on January 16, 2023 and subsequently ratified by City Council on January 23, 2023.

"WITH RESPECT to the Memorandum from Councillor Kristen Oliver, Chair – Inter-Governmental Affairs Committee, dated January 3, 2023, we recommend that Council support the passing of Bill 42 – Gender Affirming Health Care Act;

AND THAT a copy of this resolution be sent to Premier Doug Ford, Health Minister Sylvia Jones, MPP Kevin Holland, MPP Lise Vaugeois, Rainbow Collective, MPP Kristen Wong-Tam, all Ontario Municipalities and Thunder Pride;

AND THAT any necessary by-laws be presented to Council for ratification."

CARRIED

Should you have any further questions relative to the above, please do not hesitate to contact the undersigned.

Yours very truly,

Dana Earle  
Deputy City Clerk

/gs

Cc:

MPP Kevin Holland  
MPP Lise Vaugeois  
Rainbow Collective  
MPP Kristen Wong-Tam  
All Ontario Municipalities  
Thunder Pride



# COUNCIL CALENDAR

## February 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2	3	4
5	6	7 6PM Council 7PM COW	8	9 3:30PM Library	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				



Mississippi  
Mills

# COUNCIL CALENDAR

## March 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	21 6PM Council 7PM COW	22	23	24	25
26	27	28	29	30	31	



February 1, 2023

Re: Climate Action Working Group

Hello,

This letter is to inform you that the Climate Action Committee at Lanark County has been modified at a recent Striking Committee meeting. The Terms of Reference have now moved to a Working Group structure.

The County will still seek input and involvement from local municipalities through a representative. These representatives can be citizens, Council members or staff members. They will be involved on an as-needed basis in the working group. Please let us know who your municipality has appointed as a member by February 28<sup>th</sup>, 2023.

Please find the Terms of Reference attached.

Please let me know if you have any questions or concerns at [jralph@lanarkcounty.ca](mailto:jralph@lanarkcounty.ca) or 613-267-4200 ext 1502.

Thank you,

Jasmin Ralph  
County Clerk



# **CLIMATE ACTION IMPLEMENTATION WORKING GROUP**

## **TERMS OF REFERENCE**

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## **MISSION STATEMENT**

To provide direction for the implementation and reporting of Lanark County's Climate Action Plan.

## **VISION**

To make Lanark County an environmentally sustainable place to live, work and play. To fulfill Council's mandate to implement the Climate Action Plan.

## **PURPOSE**

The purpose of the Climate Action Working Group is to:

- Provide direction to the implementation and monitoring of the Climate Action Plan (CAP)
- Provide reports and recommendations to County Council about climate action and the CAP
- Liaise and engage with the community, stakeholders, and lower-tier municipalities in Lanark County, and the Climate Network Lanark (CNL) Working / Advisory Groups about climate action and the CAP
- Assist, if needed, the lower-tier municipalities in Lanark County with their corporate CAP
- Respond to climate change concerns from the community by finding opportunities for climate action that address community concerns
- The committee will work to build a consensus on direction and recommendations for staff to present to the reporting Committee of the Whole meeting



## **WORKING GROUP STRUCTURE**

### **Members**

Three (3) Elected Official Representatives from Lanark County Council

Members of the Executive Management Team of the County as required dependent on topic and scope of item discussed

Climate Environmental Coordinator

County CAO

County Clerk or Deputy Clerk

### **Other Resources:**

Other resources will be included as needed dependent on the topic and scope of item discussed:

One (1) Representative from Climate Network Lanark

One (1) Representative from Smiths Falls

One (1) Representative from each Local Municipality

## **MEETINGS**

Meetings will be held as needed to a maximum of 6 meetings per year. The meetings will be held on the second Thursday of the month at 10:00 a.m. Generally, there will be no meetings in the month of July; however, the chair may use his/her discretion in scheduling meetings. The meetings will be held in a meeting room at the County of Lanark Administration Building, 99 Christie Lake Road, Perth, Ontario.

## **REPORTING PROCESS**

The Climate Action Working Group will provide updates and/or recommendations to County Council through the Public Works Committee.

## **STAFF AND SUPPORT SERVICES**

The Clerk's Office shall provide staff support for Climate Action Working Group Agendas and Minutes.

## **BUDGET**

Council remuneration will be paid in accordance with the Elected Official – Meeting and Professional Development Remuneration Policy. Travel reimbursement shall be paid in accordance with Travel Management and General Expenses Policy. All amounts will be expended to the Governance Budget for salaries and wages and travel expense.

## **TERM**

The term of the Climate Action Working Group will continue for the remainder of this Council term.



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**February 7, 2023**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Master Fire Plan	Fire	Master Fire Plan Report	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