



**Municipality of Mississippi Mills**

**COMMITTEE OF THE WHOLE AGENDA**

**Tuesday, March 21, 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 <b>MARCH, 07 2023</b> be approved.	5 - 17
<b>E. CONSENT REPORTS</b> Recommended Motion: THAT the following consent reports and committee minutes be received.	
<b>E.1 Committee of Adjustment and Property Standards Minutes (November 2022 &amp; February 2023)</b>	18 - 25
<b>F. STAFF REPORTS</b>  <u>Roads &amp; Public Works</u>	
<b>F.1 2022 Almonte Drinking Water System Annual Report</b> Recommended Motion: THAT Council receive the 2022 Almonte Drinking Water System Annual Report pursuant to the requirements of Ontario Regulation 170/03 under the Safe Drinking Water Act (2002) for information purposes.	26 - 50

**F.2 Mayors' Monarch Pledge 2023 Workplan** 51 - 55

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council to approve the Mayors' Monarch Pledge Workplan and direct Staff to implement the Workplan as presented;

**AND THAT** Committee of the Whole recommend Council to approve \$5,000 be funded through the Vegetation Management account to implement the Workplan;

**AND THAT** Committee of the Whole recommend Council to endorse and sign the National Wildlife Federation Mayors' Monarch Pledge.

**Development Services & Engineering**

**F.3 Z-02-23 - 816 12th Con South Pakenham (Grainger-Armstrong)** 56 - 64

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are legally known as Concession 12, Lot 6 (Pakenham), Pakenham Ward, Municipality of Mississippi Mills, municipally known as 816 12th Concession S Pakenham, from Rural (RU) and Agricultural (A) to site specific Rural and Agricultural zones (RU-41 and A-45) in order to permit site specific provisions and to prohibit residential uses, similar in effect to the details in Attachment A.

**Recreation**

**F.4 Community Services Master Plan** 65 - 72

**Recommended Motion:**

**THAT** Committee of the Whole recommends Council approve the directional plan for the completion of the Community Services Master Plan.

**AND THAT** the following members of Council be appointed to the Community Services Master Plan Steering Committee;

\_\_\_\_\_ & \_\_\_\_\_.

**Finance and Administration**

**F.5 Steering committee members for 34 Victoria St-Carebridge Community Support project** 73 - 74

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council appoint the following members to a Steering Committee to represent the Municipality on the Carebridge Community Support housing development at 34 Victoria St;

\_\_\_\_\_ & \_\_\_\_\_.

<b>F.6</b>	<b>Audit Services</b>	<b>75 - 77</b>
	<b>Recommended Motion:</b> <b>THAT</b> Committee of the Whole recommend that Council approves Option A to authorize staff to extend the contract for audit services for the 2022 fiscal year-end.	
<b>G.</b>	<b>NOTICE OF MOTION</b>	
<b>G.1</b>	<b>Deputy Mayor Minnille - Limitations on Deputations, Delegations, Presentations and Petitions</b>	
	<b>Recommended Motion:</b> <b>THAT</b> the total number of Delegations, Deputations, Presentations, and Petitions be limited to two (2) per meeting	
<b>H.</b>	<b>INFORMATION ITEMS</b>	
<b>H.1</b>	<b>Mayor's Report</b>	
<b>H.2</b>	<b>County Councillor's Report</b>	<b>78 - 81</b>
<b>H.3</b>	<b>Mississippi Valley Conservation Authority Report</b>	
<b>H.4</b>	<b>Lanark County Police Services Board</b>	
<b>H.5</b>	<b>Library Board Report</b>	
	<b>a. Mississippi Mills Public Library Board Minutes - February 9, 2023</b>	<b>82 - 84</b>
<b>H.6</b>	<b>Information List #06-23</b>	
	<b>Recommended Motion:</b> <b>THAT</b> the information list #06-23 be received for information.	
	<b>a. March 2, 2023 - Town of Cobourg re: Homeless and Unsheltered Persons</b>	<b>85 - 88</b>
	<b>b. March 6, 2023 - Municipality of Chatham-Kent re: Reducing Municipal Insurance Costs</b>	<b>89</b>
	<b>c. March 13, 2023 - Western Ontario Wardens Caucus (WOWC) re: Call for Cannabis Act Review</b>	<b>90 - 93</b>
	<b>d. March 13, 2023 - Minister of Energy re: response to supporting energy storage</b>	<b>94</b>
<b>H.7</b>	<b>Meeting Calendar</b>	<b>95 - 96</b>
<b>I.</b>	<b>OTHER/NEW BUSINESS</b>	
<b>J.</b>	<b>PENDING LIST</b>	<b>97 - 98</b>

**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**

**March 7, 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  
Casey Munro, Deputy Clerk  
Erin Levi, Executive Assistant  
Melanie Knight, Senior Planner  
David Shen, Director of Development Services  
Tiffany MacLaren, Manager of Community and Economic  
Development  
Calvin Murphy, Recreation Manager  
Andrew Hodge, Deputy Treasurer  
Dan Cousineau, Facilities & Project Manager

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

Deputy Mayor Minnille called the meeting to order at 6:50 p.m.

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

**C. APPROVAL OF AGENDA**

**Resolution No CW44-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW45-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Ferguson

**THAT** the minutes dated February 21, 2023, be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW46-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

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

**CARRIED**

**E.1 Recreation Department Quarterly Report - Q1**

**E.2 Community and Economic Development Quarterly Report – Q1**

**F. STAFF REPORTS**

Development Services

**F.1 Z-15-21 (Burgess) Recommendation Report**

**Resolution No CW47-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council approve the Zoning By-law Amendment to amend the zoning of the subject lands which are legally known as Part of Lot 10, Concession 11 Pakenham, Pakenham Ward, Municipality of Mississippi Mills, from Development (D) to Residential First Density (R1) in order to permit the development of a single detached dwelling, similar in effect to the detail in Attachment A

**CARRIED**

**F.2 09-T-20001 - Baker's Quarry Subdivision - Supplementary Report**

**Resolution No CW48-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Lowe

**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.

**CARRIED**

Recreation

**F.3 Almonte Curling Refrigeration Plant Replacement**

**Resolution No CW49-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Torrance

**THAT** Committee of The Whole recommend to Council to allow the tendering for replacement of the Almonte Curling Refrigeration plant.

**AND FURTHERMORE THAT** the tender document specify that the project will only be awarded if funding for the project is secured.

**AND FURTHERMORE THAT** Committee of The Whole recommend to Council the authorization of a Trillium Grant application submitted by the Municipality in 2023 for an upwards of \$150,000 towards the Almonte Curling Refrigeration plant.

**CARRIED**

**Amendment:**

**Resolution No CW50-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Souter

To strike out "AND FURTHERMORE THAT the tender document specify that the project will only be awarded if funding for the project is secured."

**DEFEATED**



Finance and Administration

**F.4 Final Draft 2023 Budget**

**Moved by** Councillor Souter

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend that Council Reduce the Police Levy and increase the Municipal tax rate to generate an additional \$178,760 of funds for general purposes;

**AND THAT** Staff provide Council with a report on the proposed options.

**Amendment:**

**Resolution No CW51-23**

**Moved by** Councillor Torrance

**Seconded by** Councillor Souter

**THAT** the motion be split.

**CARRIED**

**Resolution No CW52-23**

**Moved by** Councillor Torrance

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend Council Reduce the Police Levy by \$176,760.

**CARRIED**

**Resolution No CW53-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend Council to increase the Municipal tax rate to generate an additional \$178,760 of funds for general purposes;

**AND THAT** Staff provide Council with a report on the proposed options.

**Amendment:**  
**Resolution No CW54-23**

**Moved by** Mayor Lowry  
**Seconded by** Councillor Holmes

**Strike Out:** "general purposes"

**Insert:** "for projects related to Community Safety and well being including traffic calming."

**CARRIED**

**Amended Motion**

**Resolution No CW55-23**

**Moved by** Mayor Lowry  
**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole Recommend to Council to increase the Municipal tax rate to generate an additional \$178,760 of funds for projects related to Community Safety and wellbeing including traffic calming.

**AND THAT** Staff provide Council with a report on the proposed options.

**CARRIED**

**Resolution No CW56-23**

**Moved by** Councillor Ferguson  
**Seconded by** Councillor Souter

**THAT** Committee of the Whole direct staff to increase borrowing by \$1,000,000 for road capital projects contained in attachment 1 Roads Prioritization that will be funded from borrowed funds;

**AND THAT** Staff provide Council with a report on the proposed options.

**CARRIED**

**Resolution No CW57-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Torrance

**THAT** Committee of the Whole direct staff to include the curling refrigeration unit, tennis courts, pickleball, dog park, pool services in the upcoming Community Services Master Plan;

**AND THAT** Staff provide Council with a report on the proposed options.

**CARRIED**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance

**THAT** Committee of the Whole recommend Council approve the draft budget as amended

**Amendment:**

**Resolution No CW58-23**

**Moved by** Councillor Torrance

**Seconded by** Councillor Ferguson

**THAT** the municipal grants be removed from the 2023 budget and voted on separately

**CARRIED**

**Resolution No CW59-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance

**THAT** Committee of the Whole recommend that Council approve the 2023 budget as amended excluding the Municipal Grants.

**CARRIED**

Councillor Torrance declared a pecuniary interest on this item.

**Resolution No CW60-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Souter

**THAT** the Committee of the Whole recommend Council approve the 2023 Municipal Grants contained in the 2023 draft budget

**CARRIED**

**F.5 Extension of Integrity Commissioner Contract**

**Resolution No CW61-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Torrance

**THAT**, Council approve extending the current contract with Cunningham, Swan, Carty, Little & Bonhom, the municipality's appointed Integrity Commissioner until March 31, 2028;

**AND THAT**, the Mayor and Clerk be authorized to execute an agreement with Cunningham, Swan, Carty, Little & Bonham for the provision of services of an Integrity Commissioner.

**CARRIED**

**F.6 Governance Review Report #1**

**Resolution No CW62-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**Motion 1:**

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

**CARRIED**

**Resolution No CW63-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Torrance

**Motion 2:**

**THAT** Committee of the Whole direct staff to develop a Community Engagement Framework.

**CARRIED**

**Resolution No CW64-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance

**Motion 3:**

**THAT** Committee of the Whole recommend that Council approve separating Committee of Adjustment from Property Standards to create two distinct Committees;

**AND THAT** Property Standards Committee will be called on an as needed basis;

**AND THAT** Committee of the Whole direct staff to bring forward draft changes to the Property Standards Terms of Reference and By-law for consideration.

**CARRIED**

**Resolution No CW65-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**Motion 4:**

**THAT** Committee of the Whole recommend that Council approve the amendments to the Committee of Adjustment Terms of Reference and corresponding By-law.

**CARRIED**

**Resolution No CW66-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Lowe

**THAT** Committee of the Whole recommend that Council approve the proposed changes to the Heritage Committee Terms of Reference and the Heritage Grant Program By-law 09-16.

**CARRIED**

**Resolution No CW67-23**

**Amendment:**

**Moved by** Mayor Lowry

**Seconded by** Councillor Lowe

Insert: "Pilot for 2023" at section 1.B.iii of Heritage Bylaw 09-16

**CARRIED**

**Resolution No CW68-23**

**Moved by** Councillor Torrance

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole direct staff to bring forward proposed edits to the Council and Committee Code of Conduct to be consistent with other municipalities in Lanark County;

**AND THAT** Committee of the Whole direct staff to make the necessary administrative changes to the Policy HR-03 "Council Staff Relations Policy" to be consistent with corresponding by-laws and policies.

**CARRIED**

**Resolution No CW69-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**Motion 7:**

**THAT** Committee of the Whole direct staff to proceed with Option 1 for amendments to the Procedural By-law including council vacancy

**AND THAT** Committee of the Whole direct staff to bring forward the draft Procedural By-law for consideration

**CARRIED**

**F.7 2022 Freedom of Information Summary Report**

**Resolution No CW70-23**

**Moved by** Councillor Torrance

**Seconded by** Councillor Souter

**THAT** the 2022 Freedom of Information (FOI) Summary be received for information.

**CARRIED**

**G. NOTICE OF MOTION**

Councillor Holmes was given chair prior to Deputy Mayor Minnille providing the verbal motion.

**G.1 Deputy Mayor Minnille - Verbal Notice of Motion re: Limiting Delegations, Deputations, Presentations and Petitions to 2 per Council Meeting.**

Deputy Mayor Minnille returned as chair.

**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

None

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

Deputy Mayor Minnille and Mayor Lowry provided an update from the recent County Council: childcare expansion, potential shared services, the County levy, and Mississippi Mills being the featured municipality for the 2023 or 2024 Harvest Festival.

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

Councillor Holmes provided a brief update. The highlights were the watershed report which indicated a high risk of flooding and passing the 2023 budget.

## **H.4 Library Board Report**

Councillor Lowe provided a brief update. The first meeting involved orientation and approving the 2021 financial statements. Meeting again in March.

H.4.a Mississippi Mills Public Library Board Minutes - November 18, 2022

## **H.5 Information List**

### **Resolution No CW71-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Souter

**THAT** the information list #04-23 and #05-23 be received for information.

**AND THAT** item H5.C and H5.G be pulled for further considerations.

**CARRIED**

### Information List #04-23

H.5.a February 1, 2023 - Mothers Against Drunk Driving re: Yearbook Advertising Information

H.5.b February 1, 2023 - County of Huron re: Warden's Letter Regarding the Cannabis Act

H.5.c February 3, 2023 - Letter from Minister Prabmeet Singh Sarkaria re: Provincial Emergency Management Strategy and Action Plan



Information List #05-23

H.5.d February 8, 2023 Town of Plympton-Wyoming re: School Board Elections

H.5.e February 27, 2023 Township of Dawn-Euphemia re: School Board Election Compensation

H.5.f February 24, 2023 Niagara Region re: Declaration of Emergency for Homelessness, Mental Health and Opioid Addiction

H.5.g February 13, 2023 - AMO 2023 Pre-Budget Submission and Call to Action Homelessness

**H.6 Meeting Calendar**

**I. OTHER/NEW BUSINESS**

None

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW72-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**THAT** the meeting be adjourned at 9:03 p.m.

**CARRIED**

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Casey Munro, Deputy Clerk



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

**MINUTES**

**November 30, 2022**

**6:00 p.m.**

**E-participation**

Committee Present: Connie Bielby  
Patricia McCann-MacMillan  
Stacey Blair

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

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**A. CALL TO ORDER**

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

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

None

**C. APPROVAL OF AGENDA**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the minutes dated September 21, 2022 be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application Report A-18-22, 196 Montgomery Park Rd**

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

Committee members requested clarification on the area of the flood plain. Staff confirmed the area outlined in red is the flood plain area.

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

**Moved by** Connie Bielby

**Seconded by** Stacey Blair

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Ramsay Concession 4, Part Lot 1; Plan 27R-10999, Part 2, Ramsay Ward, Municipality of Mississippi Mills, to permit a Secondary Dwelling Unit (Additional Residential Unit), subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
  - To permit a Secondary Dwelling Unit that is greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit, whereas Section 8.16 (1) e) states that a Secondary Dwelling Unit must not be greater in size than an amount equal to 40% of the gross floor area of its principal dwelling unit;
  - To permit a Secondary Dwelling Unit on a lot that is legally non-complying with respect to lot width and lot area, whereas Section 8.16(2) states that a Secondary Dwelling Unit is only permitted in a settlement area is not permitted on a lot that is legally non-complying with respect to lot width and lot area.
2. That the Owner/Applicant obtain all required building permits and approvals for the Secondary Dwelling Unit including confirmation that at least one of the two private services (well and septic) are

shared with the principal dwelling to the satisfaction of the Municipality.

3. That the Owner/Applicant demonstrate that existing or proposed private services (water / septic) is appropriate for the proposed Secondary Dwelling Unit, to the satisfaction of the Municipality and septic system approval authority.
4. That the Owner/Applicant provide a scoped Environmental Impact Study to confirm that there are no negative impacts on the nearby Significant Woodlands to the satisfaction of the Municipality.
5. That the Owner/Applicant enter into a site plan agreement or development agreement, as required, with the Municipality.

**CARRIED**

## **E.2 Minor Variance Application Report A-19-22, 5359 County Rd 29**

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the Committee, applicant, or the public. No one spoke.

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance for the lands legally described as Concession 8 East Part Lot 18, Ramsay Ward, Municipality of Mississippi Mills, municipally known as 5359 County Road 29 to legalize a newly rebuilt shed in the rear yard, subject to the following conditions:

1. That the following requested Minor Variance to Zoning By-Law #11-83 are approved:
  - To legalize a newly rebuilt shed in the rear yard of the property that is located 0 m away from an existing garage, whereas Table 6.1(4) requires that accessory structures maintain a minimum distance of 1.2m from any other building located on the same lot.
2. That the Owners/Applicants obtain all required building permits and approvals for the existing shed within two years, to the satisfaction of the Municipality.

**E.3 Minor Variance Application Report A-20-22, Argyle St**

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

Committee discussed the following items:

- The applicant's consultant confirmed the current owner purchased the property from the previous owner who had commenced the consent process; however, they are looking into the feasibility of Part Lot Control in consultation with the County and the Municipality.
- Tandem parking is referenced in the Zoning By-law however there is no definition. This definition should be included in the next Zoning By-law update.

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

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approves the Minor Variance for the subject property, legally described as Part of Lots 49, 50, and 70, Springfield Section, Plan 6262; Parts 1, 2, 6, & 9, and 7, 8, 10, & 13, Plan 27R-7240, Almonte Ward, Municipality of Mississippi Mills, to permit tandem parking for Secondary Dwelling Units located in a semi-detached dwelling, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-Law #11-83 are approved:
  - To permit one parking space in tandem with principal dwelling parking space per each Secondary Dwelling Unit in a semi-detached dwelling, whereas Table 9.2 states that one parking space not in tandem with a principal dwelling unit parking space is required for each Secondary Dwelling Unit in a semi-detached dwelling;
  - To permit a parking space located less than 6 metres away from a habitable room window of a unit for which the parking space is not reserved and a driveway located less than 3.5 metres away

from a habitable room window of a unit for which the parking space is not reserved, whereas Section 9.3.7(d)(ii) states that parking space and driveways must be located a minimum of 6.0 m and 3.5 m respectively from a habitable room window of a unit for which the parking space is not reserved;

- To permit tandem parking on a driveway where the parking space reserved for the principal dwelling unit located in the garage will be obstructed, whereas Section 9.3.9(a) requires a driveway entrance to and from required parking spaces by means of an unobstructed driveway.
2. That the Owner obtain all required building permits and approvals for the proposed development.
  3. That the Owner enter into a site plan agreement or development agreement with the Municipality, registered on the title of the property, acknowledging that the required parking space for the Secondary Dwelling Unit is being provided as tandem parking.

**CARRIED**

**F. OTHER / NEW BUSINESS**

**F.1 Reminder to Submit Committee of Adjustment Applications**

Committee members and the public are reminded to submit their applications, due Friday December 2, 2022, for the new term of Committee of Adjustment.

**G. MEETING ANNOUNCEMENTS**

There will be no Committee of Adjustment meetings for the remainder of the 2022 term.

**H. ADJOURNMENT**

**Moved by** Stacey Blair

**Seconded by** Connie Bielby

**THAT** the meeting be adjourned at 6:25 pm.

**CARRIED**

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Jennifer Russell, Recording  
Secretary



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

**February 13, 2023  
6:00 p.m.  
E-participation**

Committee Present: Connie Bielby  
Patricia McCann-MacMillan  
Stacey Blair

Committee Absent: Norm Allen  
Deputy Mayor Minnille

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

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**A. CALL TO ORDER**

Jeffrey Ren, Planner, called the meeting to order at 6:17 pm.

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

None.

**C. APPROVAL OF AGENDA**

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

**D. APPROVAL OF MINUTES**

None

**E. REPORTS**

None



**F. OTHER / NEW BUSINESS**

**F.1 Meeting Procedures & Role of Committee Chair**

The Clerk, Jeanne Harfield, provided a summary of the role of Chair and procedures of committee.

**F.2 Election of Chair**

Chair Election will be deferred to the next regular meeting.

**F.3 Committee Orientation**

Jeffrey Ren, Planner for Mississippi Mills, provided a summary of the Committee of Adjustment, Minor Variances, "four tests", permissions, composition of the committee, responsibilities, meetings, public participation, application process, and timeline.

**F.4 Committee Terms of Reference**

Melanie Knight, Senior Planner for Mississippi Mills, provided an overview of the Committee of Adjustment Terms of Reference. The Terms of Reference will be updated shortly and will be included in a future Committee of Adjustment meeting.

**F.5 Committee Code of Conduct**

The Clerk, Jeanne Harfield, provided a summary of the Code of Conduct for Council and Committee members, and provided possible future updates to the Code of Conduct.

**G. MEETING ANNOUNCEMENTS**

The next Committee of Adjustment meeting is scheduled for Monday February 27, 2023 at 6:00 pm.

**H. ADJOURNMENT**

The meeting adjourned at 7:00 pm.

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Jennifer Russell, Recording  
Secretary

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

## **STAFF REPORT**

**DATE:** March 21, 2023

**TO:** Committee of the Whole

**FROM:** Zack Moshonas, Environmental Compliance Coordinator

**SUBJECT:** 2022 Almonte Drinking Water System Annual Report

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### **RECOMMENDATION:**

**THAT Council receive the 2022 Almonte Drinking Water System Annual Report pursuant to the requirements of Ontario Regulation 170/03 under the Safe Drinking Water Act (2002) for information purposes.**

### **BACKGROUND:**

The Ontario Drinking Water System Regulation (O. Reg. 170/03) requires all Municipal Drinking Water System Operating Authorities to submit a copy of the Annual Summary Report to the System Owner (Council) for information. The 2022 Annual Summary Report prepared by Staff and the Ontario Clean Water Agency (OCWA) details the compliance status of Almonte's Drinking Water System (DWS) with the requirements of the Clean Water Act as well as the Municipal Drinking Water License (Number 178-101) and outlines any events during the reporting period that may have caused the DWS to be out of compliance. The Report also summarizes the annual quantities and flows from the Municipality's five (5) supply wells and provides an overview of DWS capability and deficiencies.

### **DISCUSSION:**

During 2022,

For ease of review, the tables below outline the compliance items reported on during the reporting period of January 1, 2022 through to December 31, 2022.

**Table 1** – Operational Testing (O. Reg. 170/03 Schedules 7, 8 and 9)

<i>Parameter</i>	<i># Samples</i>	<i>Compliant with O. Reg. 170/03 and MDWL</i>	<i>Comments</i>
Raw Water Turbidity (NTU)	8760	Yes	N/A
Treated Water Free Chlorine (mg/L)	8760	Yes	N/A
Distribution Free Chlorine Residual (mg/L)	8760	Yes	N/A

**Table 2** - Microbiological Testing (O. Reg. 170/03 Schedules 10, 11 and 12)

<i>Location / Parameter</i>	<i># Samples</i>	<i>Results Compliant with O. Reg. 170/03</i>	<i>Comments</i>
Raw Water E.Coli & Total Coliform	245	Yes	N/A
Treated Water E.Coli & Total Coliform	206	Yes	N/A
Distribution E.Coli & Total Coliform	208	Yes	N/A
Treated Water Heterotrophic Plate Count (HPC)	202	Yes	See note 1
Distribution Heterotrophic Plate Count (HPC)	204	Yes	See note 1
<small>note 1</small> HPC samples taken were compliant with requirements under O.Reg. 170/03 for results, however a non-compliance was reported as one week of HPC samples were not completed for lab analysis and as such 4 total samples were not collected for Treated Water HPC and four samples were not collected for Distribution Water HPC.			

**FINANCIAL IMPLICATIONS:**

None.

**SUMMARY:**

Ontario Regulation 170/03 requires all Municipal Drinking Water System Operating Authorities to submit an Annual Summary Report to the System Owner (Council) for information prior to March 31<sup>st</sup> of each year. The attached report prepared by Staff and OCWA satisfies all legislated obligations pursuant to this Regulation. The Municipality and OCWA's ongoing commitment to invest in system management, operational

improvements and efficiencies, capital investments, and training continues to reflect in system performance.

Respectfully submitted by,

Reviewed by:

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Zack Moshonas,  
Environmental Compliance Coordinator

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Cory Smith,  
Director of Roads and Public Works

ATTACHMENTS:

1. Mississippi Mills Water Treatment 2022 Annual Report (OCWA)

# Mississippi Mills Drinking Water System

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Waterworks # 220001290  
System Category – Large Municipal Residential

## Annual Water Report

Prepared For: Municipality of Mississippi Mills

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup> 2022

Issued: February 28<sup>th</sup>, 2023

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22

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## Report Availability

This system does not serve more than 10,000 residence and the annual reports will be available to users at the Municipality of Mississippi Mills Office. Notification will be at the Municipal Office and copies provided free of charge if requested. The Municipality of Mississippi Mills is located at 3131 Old Perth Rd., Almonte, Ontario, K0A 1A0. View the Municipalities website at [www.mississippimills.ca](http://www.mississippimills.ca)

There are no additional drinking water systems that receive drinking water from this system.

## Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	OCWA/Mississippi Mills Distribution – August 28 <sup>th</sup> 2022 100%
Municipal Drinking Water Licence Drinking Water Works Permit	Expiry Date 2026-11-25
Ministry of Labour Inspections	No Inspections for the reporting period
QEMS External Audit	<u>OCWA</u> : One (1) External On-Site Audit <u>Municipality of Mississippi Mills</u> : One (1) External On-Site Audit
AWQI's/BWA	No AWQI's for the reporting period
Non-Compliance	One (1) Non-Compliance for the reporting period
Spills	There were no Spills during the reporting period.

## System Process Description

The Mississippi Mills Drinking Water System consists of 5 drilled wells located throughout the Ward of Almonte. The system supplies water to only the Ward of Almonte and is owned by The Corporation of the Municipality of Mississippi Mills. The Ontario Clean Water Agency is the Operating Authority.

Well 3 is located in the eastern portion of the Town, approximately 60 m north of Ottawa Street and Harold Street. Well 3 is contained in its own brick construction pump house and is equipped with a submersible turbine pump rated at a capacity of 9.6 L/s at 70.7m TDH. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Well 5 is located along Almonte Street (County Road 16) near the south west end of Town. Well 5 is contained in its own brick construction pump house and is equipped with a submersible vertical pump rated at a capacity of 7.7 L/s at 120.18m TDH. A VFD was also installed to assist in flow control, reduce water pressure and electrical demand. Disinfection is achieved through injection of sodium hypochlorite

into the feeder main prior to the treated water being discharged into a chlorine contact tank. Well 6 is located in Gemmill's Park in the south end of Town, immediately east of Highway 29. Well 6 is contained in its own brick construction pump house and is equipped with a turbine pump rated at a capacity of 22.7 L/s at 101.2m TDH. A VFD assists with flow control, water pressure and electrical demand. Disinfection is achieved through injection of sodium hypochlorite into the feeder main prior to the treated water being discharged into a chlorine contact tank.

Wells 7 and 8 are located within a single pump house near the northeast edge of Town, along the north side of Paterson Street. Well 7 and 8 are enclosed within a single brick and aluminum clad vented watertight pump house. Each well is equipped with a vertical turbine pump rated at a capacity of 44.8 L/s at 69.0m TDH. Both pumps have a VFD installed to assist in flow control, water pressure and electrical demand. The pumps are located directly on top of the well casings. Disinfection is achieved through injection of liquid sodium hypochlorite into the feeder main of each well, prior to the treated water being discharged into a single chlorine contact chamber.

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
12 % Sodium Hypochlorite	Disinfection	Brenntag

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
No AWQI's during the reporting period						

### Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
O. REG 170/03	Treated Water HPC sample	Week of December 19-23 2022	Notificaiton to MECP and Incident review	Closed

### Non-Compliance Identified in a Ministry Inspection:

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no findings identified				



## Flows

The Mississippi Mills Drinking Water System is operating on average under half the rated capacity.

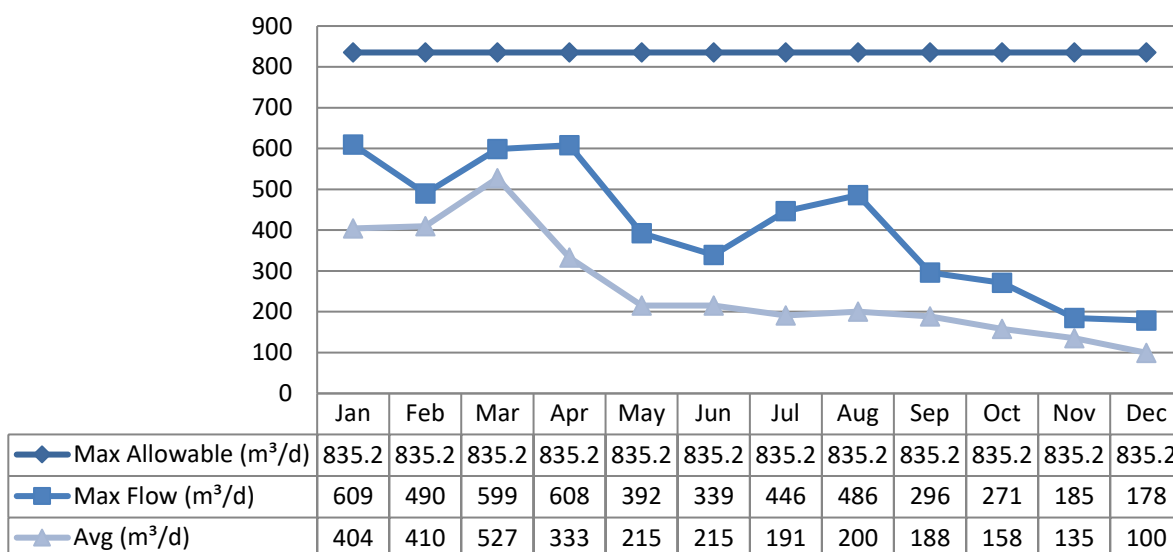
### Raw Water Flows

The Raw Water flows are regulated under the Permit to Take Water. 2022 Raw Flow Data was submitted to the Ministry electronically under permit #0568-9LUL2N. The confirmation is attached in Appendix A.

#### Well 3

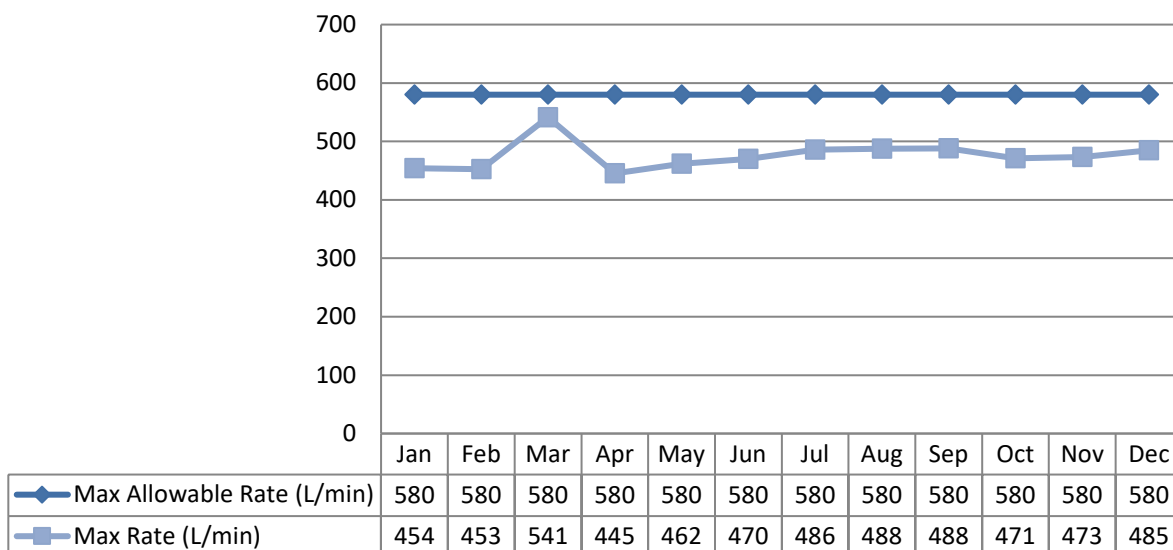
##### Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW



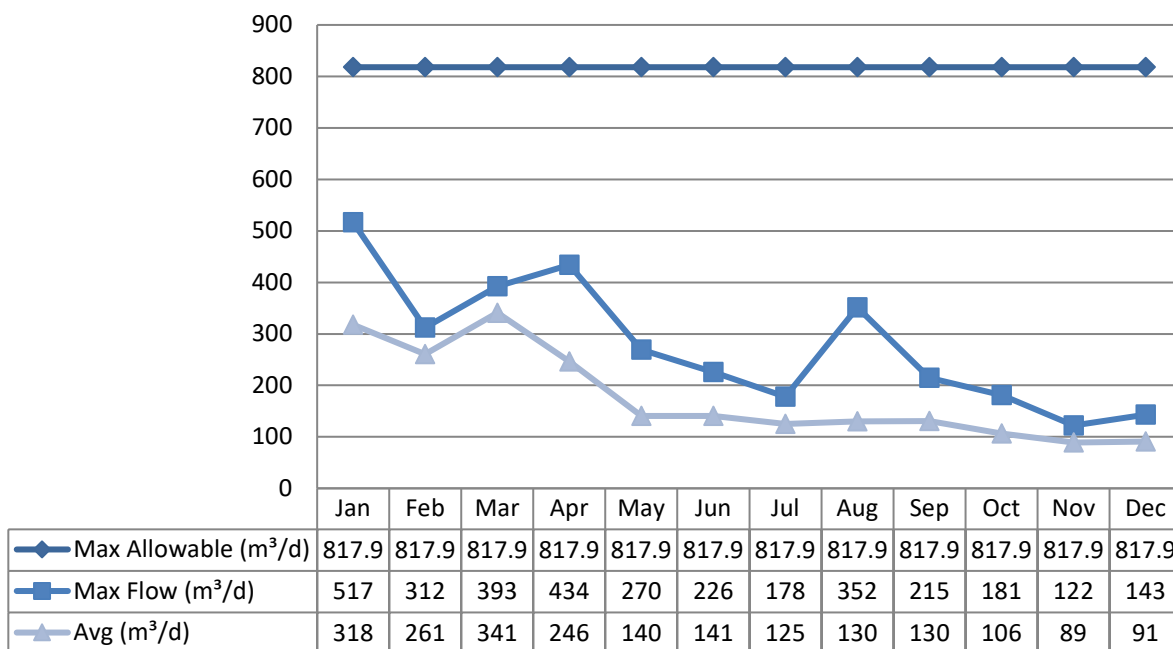
##### Monthly Rated Flows (L/min)

Max allowable rate - PTTW

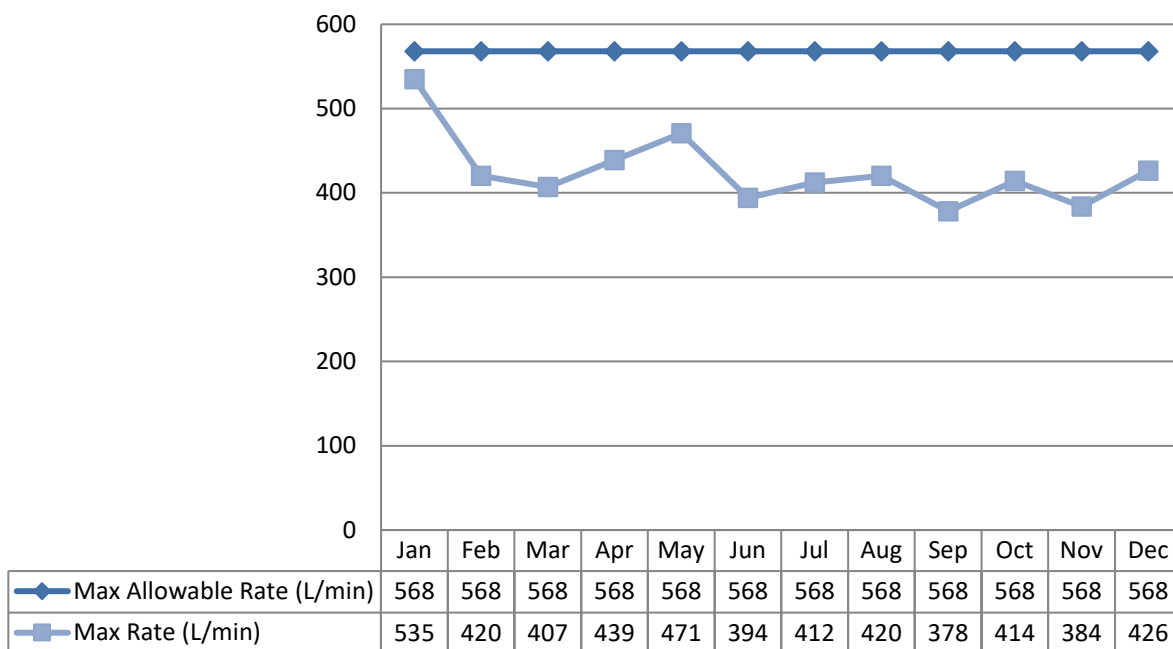


Well 5Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW

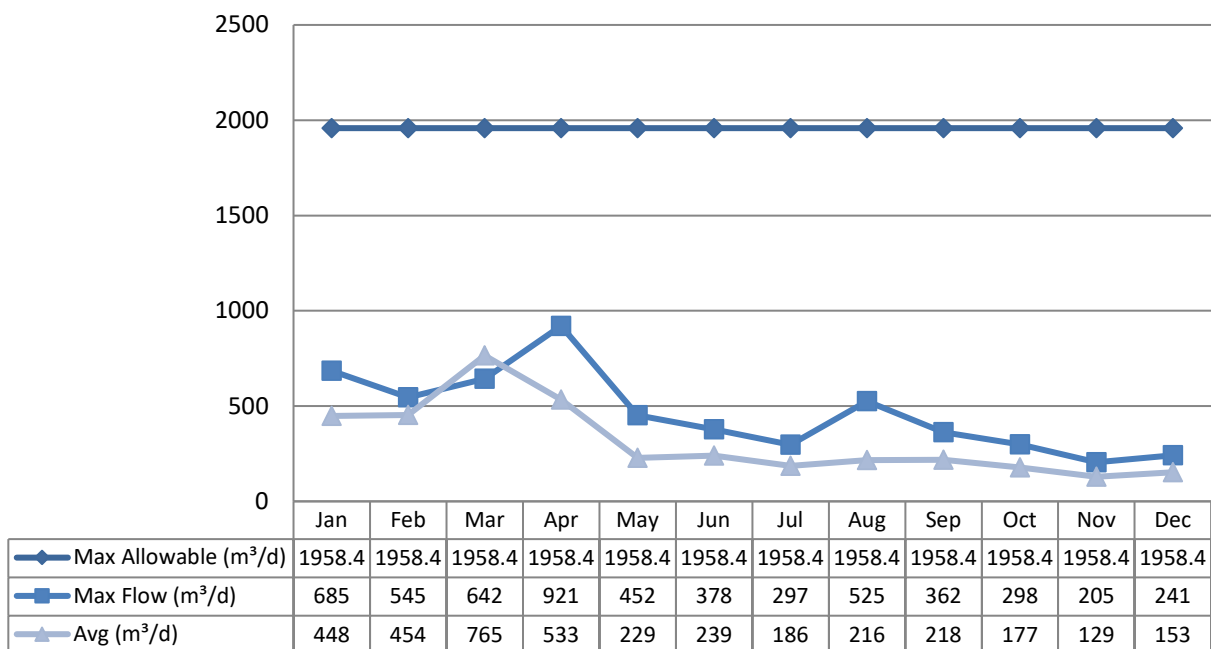
Monthly Rated Flows (L/min)

Max allowable rate – PTTW

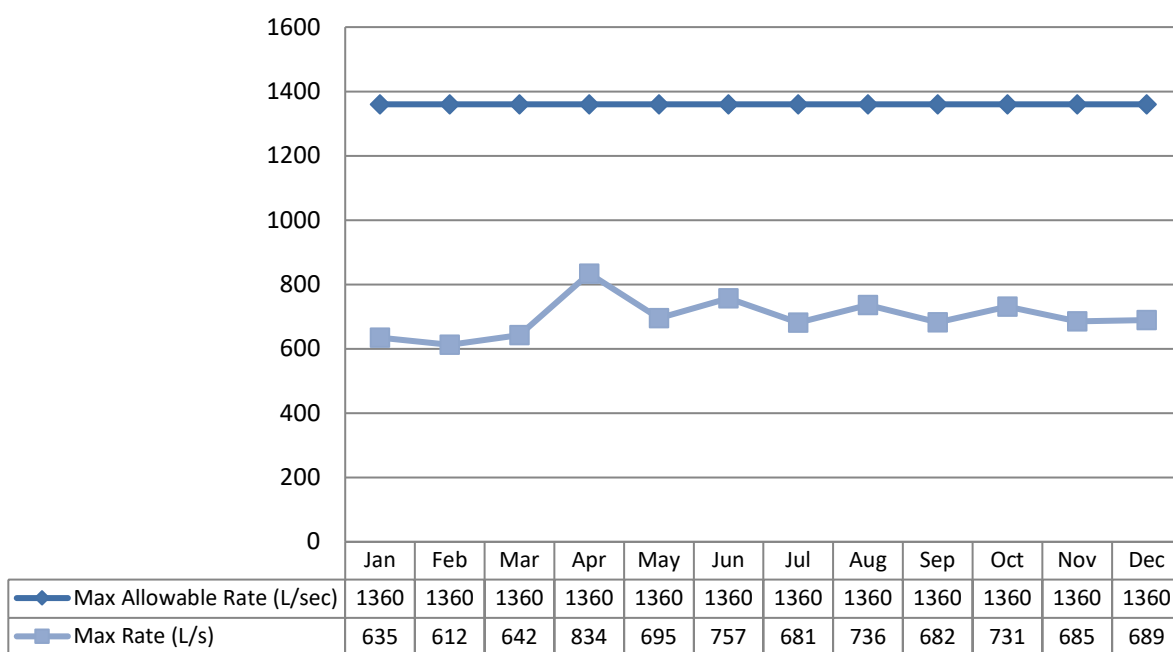


Well 6Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW

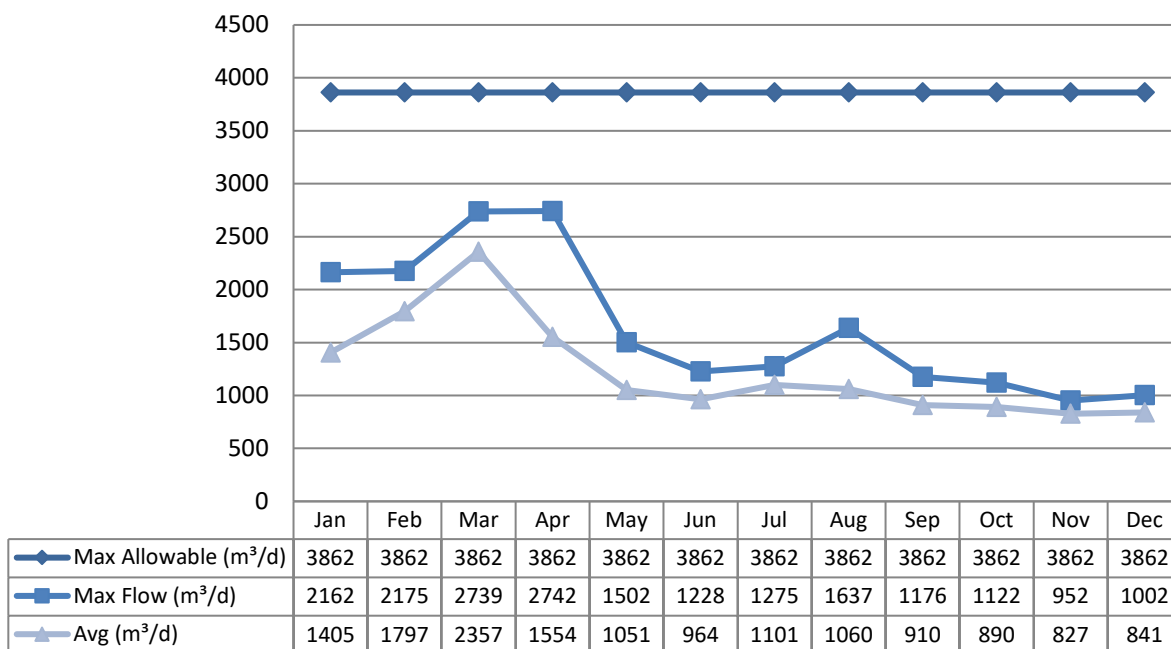
Monthly Rated Flows (L/s)

Max allowable rate – PTTW

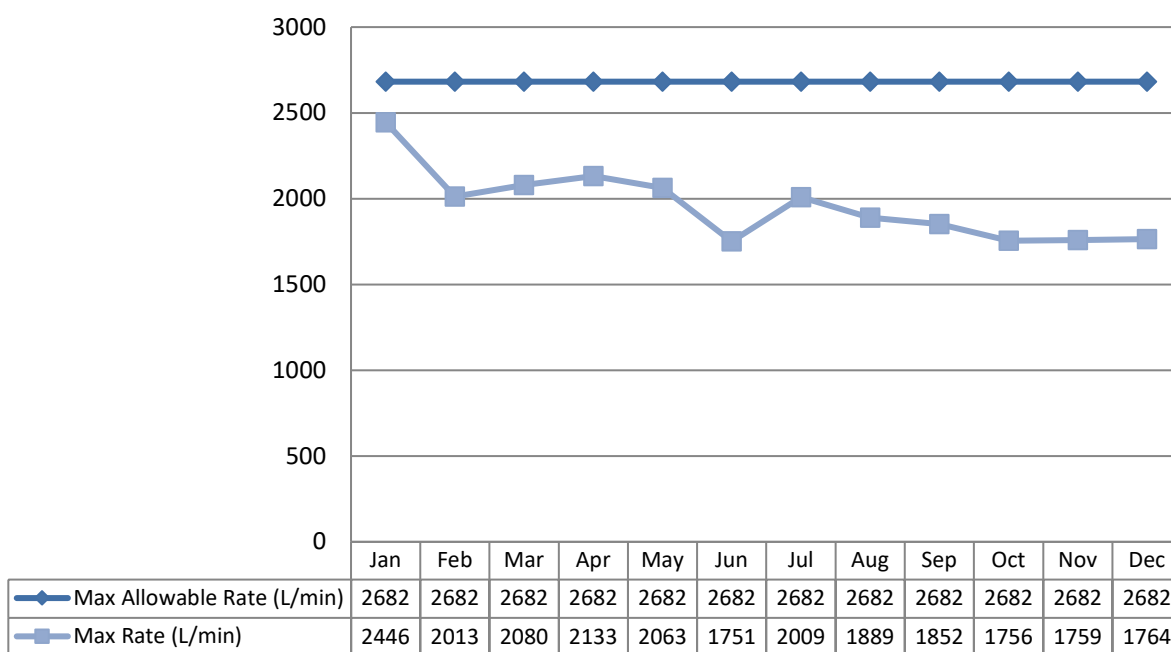


Well 7Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW

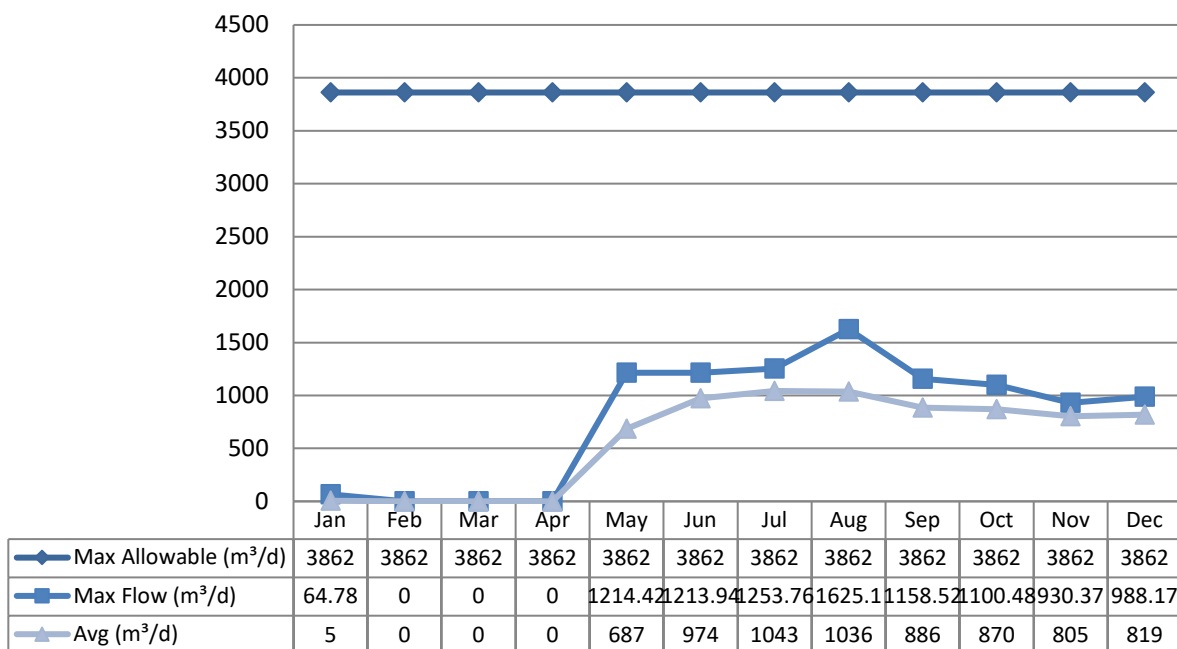
Monthly Rated Flows (L/min)

Max allowable rate - PTTW

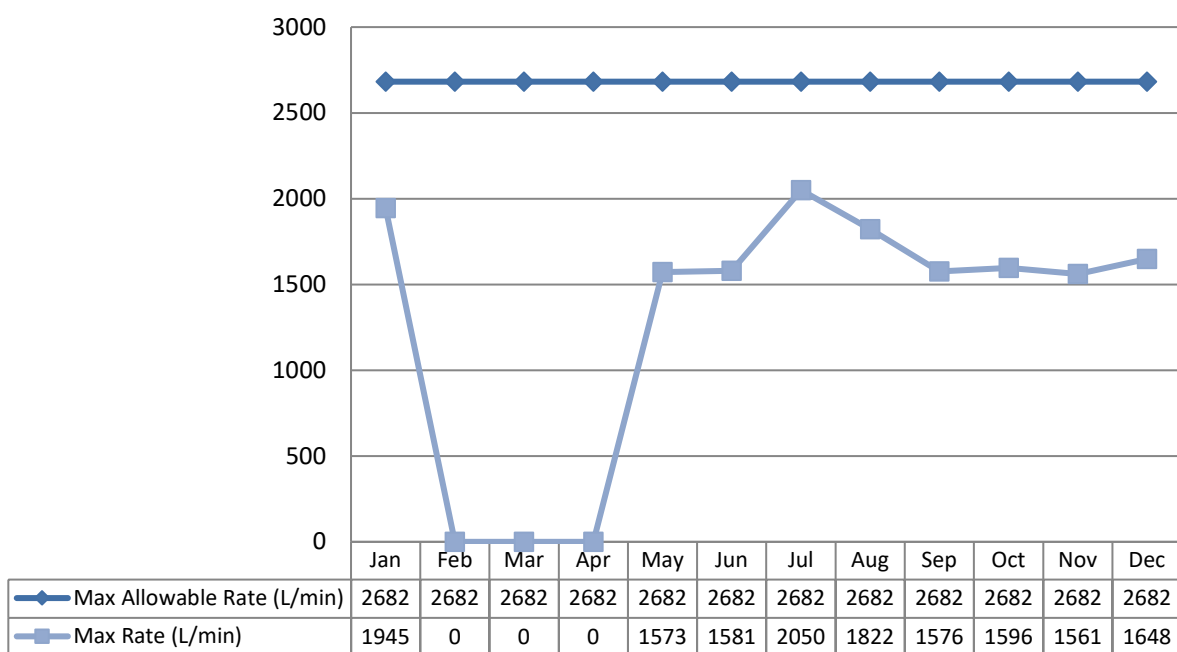


Well 8Total Monthly Flows (m<sup>3</sup>/d)

Max Allowable PTTW

**NOTE:** Well 8 was out of service to replace pump and refurbish associated equipment.Monthly Rated Flows (L/min)

Max allowable rate - PTTW

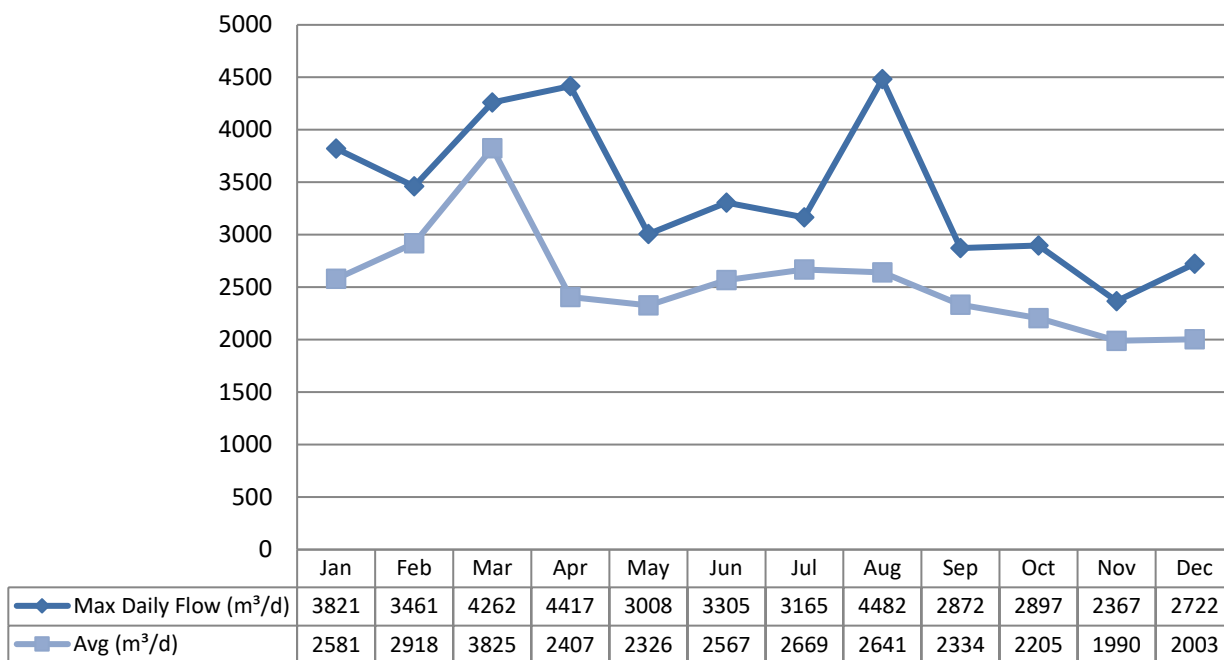


## System Water Flows

The System Water flows are regulated under the Municipal Drinking Water Licence.

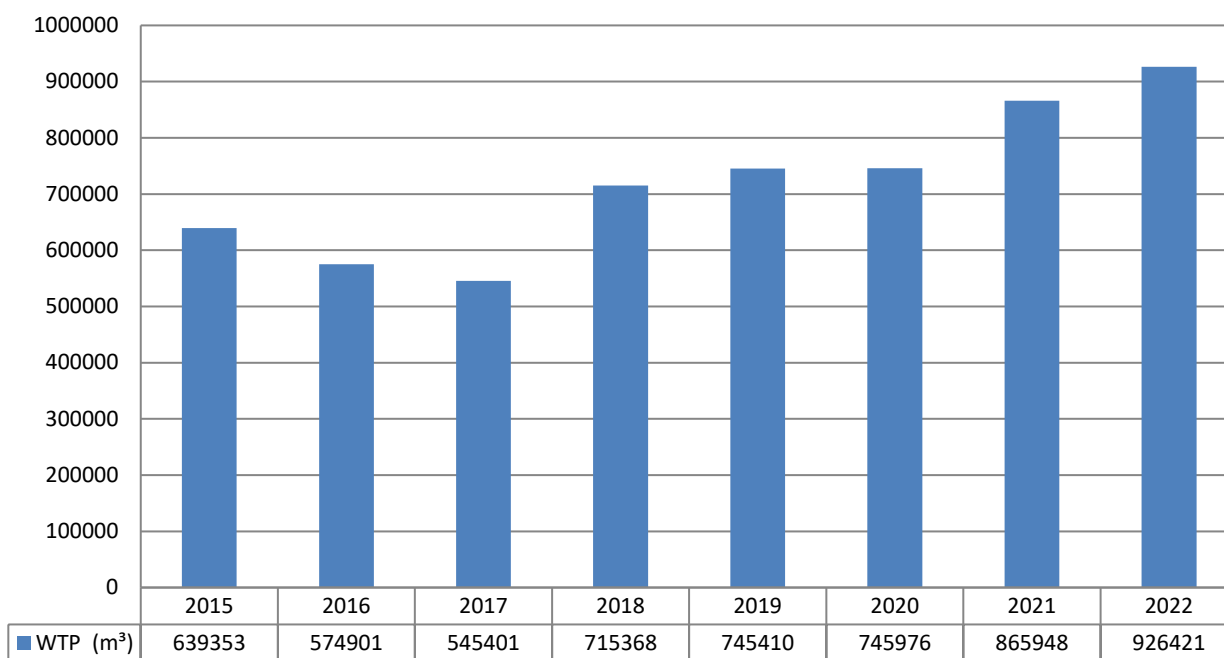
### Monthly Flows

Rated Capacity - MDWL



### Annual Total Flow Comparison

Total Annual m³



## Regulatory Sample Results Summary

### Microbiological Testing

	No. of Samples Collected *	Range of E.Coli Results		Range of Total Coliform Results		No. of HPC Samples Collected	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
MMills DWS RW Well 3	52	0	2	0	2			
MMills DWS RW Well 5	52	0	2	0	2			
MMills DWS RW Well 6	51	0	0	0	2			
MMills DWS RW Well 7	52	0	0	0	2			
MMills DWS RW Well 8	38	0	0	0	0			
MMills DWS TW Well 3	52	0	0	0	0	51	2	4
MMills DWS TW Well 5	52	0	0	0	0	51	2	2
MMills DWS TW Well 6	50	0	0	0	0	49	2	2
MMills DWS TW Well 7	16	0	0	0	0	16	2	2
MMills DWS TW Wells 7&8 combined	36	0	0	0	0	35	2	2
Distribution	208	0	0	0	0	204	2	46

\* Number of Samples collected varies due to the individual well being Out of Service for Maintenance

### Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Turbidity, On-Line (NTU) - RW6	8760	0	2.17
Turbidity, On-Line (NTU) - RW7	8760	0	2.0
Turbidity, On-Line (NTU) - RW8	8760	0	2.0
Free Chlorine Residual, On-Line (mg/L) - TW3	8760	0.4	1.87
Free Chlorine Residual, In-House (mg/L) – TW3	136	0.83	1.43
Free Chlorine Residual, On-Line (mg/L) - TW5	8760	0.53	2.0
Free Chlorine Residual, In-House (mg/L) – TW5	125	0.72	1.76
Free Chlorine Residual, On-Line (mg/L) - TW6	8760	0.56	2.17
Free Chlorine Residual, In-House (mg/L) – TW6	129	0.62	1.57
Free Chlorine Residual, On-Line (mg/L) - TW7/8	8760	0.23	1.58
Free Chlorine Residual, In-House (mg/L) – TW7/8	102	0.91	1.52
Free Chlorine Residual, On-Line (mg/L) - DW	8760	0.21	1.38
Free Chlorine Residual, DW Field (mg/L) Lab Upload - DW	209	0.71	1.53

NOTE: spikes recorded by on-line instrumentation were a result of air bubbles and various maintenance/calibration activities. All spikes are reviewed for compliance with O.Reg 170/03

### Inorganic Parameters

These parameters are tested as a requirement under O.Reg 170/03. Sodium and Fluoride are required to be tested every 5 years. Nitrate and Nitrite are tested quarterly and the metals are tested every 36

months as required under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

- MAC = Maximum Allowable Concentration as per O.Reg 169/03
- BDL = Below the laboratory detection level

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Treated Water					
Antimony: Sb (ug/L) - TW3	2022/10/13	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW5	2022/10/13	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW6	2022/10/13	<MDL 0.1	6.0	No	No
Antimony: Sb (ug/L) - TW7/8	2022/10/13	<MDL 0.1	6.0	No	No
Arsenic: As (ug/L) - TW3	2022/10/13	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW5	2022/10/13	<MDL 0.1	10.0	No	No
Arsenic: As (ug/L) - TW6	2022/10/13	0.1	10.0	No	No
Arsenic: As (ug/L) - TW7/8	2022/10/13	<MDL 0.1	10.0	No	No
Barium: Ba (ug/L) - TW3	2022/10/13	117.0	1000.0	No	No
Barium: Ba (ug/L) - TW5	2022/10/13	157.0	1000.0	No	No
Barium: Ba (ug/L) - TW6	2022/10/13	86.0	1000.0	No	No
Barium: Ba (ug/L) - TW7/8	2022/10/13	156.0	1000.0	No	No
Boron: B (ug/L) - TW3	2022/10/13	254.0	5000.0	No	No
Boron: B (ug/L) - TW5	2022/10/13	47.0	5000.0	No	No
Boron: B (ug/L) - TW6	2022/10/13	227.0	5000.0	No	No
Boron: B (ug/L) - TW7/8	2022/10/13	163.0	5000.0	No	No
Cadmium: Cd (ug/L) - TW3	2022/10/13	0.04	5.0	No	No
Cadmium: Cd (ug/L) - TW5	2022/10/13	<MDL 0.01	5.0	No	No
Cadmium: Cd (ug/L) - TW6	2022/10/13	<MDL 0.01	5.0	No	No
Cadmium: Cd (ug/L) - TW7/8	2022/10/13	<MDL 0.01	5.0	No	No
Chromium: Cr (ug/L) - TW3	2022/10/13	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW5	2022/10/13	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW6	2022/10/13	<MDL 2.0	50.0	No	No
Chromium: Cr (ug/L) - TW7/8	2022/10/13	<MDL 2.0	50.0	No	No
Mercury: Hg (ug/L) - TW3	2022/10/13	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW5	2022/10/13	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW6	2022/10/13	<MDL 0.02	1.0	No	No
Mercury: Hg (ug/L) - TW7/8	2022/10/13	<MDL 0.02	1.0	No	No
Selenium: Se (ug/L) - TW3	2022/10/13	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW5	2022/10/13	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW6	2022/10/13	<MDL 1.0	50.0	No	No
Selenium: Se (ug/L) - TW7/8	2022/10/13	1.0	50.0	No	No
Uranium: U (ug/L) - TW3	2022/10/13	0.54	20.0	No	No
Uranium: U (ug/L) - TW5	2022/10/13	0.79	20.0	No	No
Uranium: U (ug/L) - TW6	2022/10/13	0.85	20.0	No	No
Uranium: U (ug/L) - TW7/8	2022/10/13	1.27	20.0	No	No
Additional Inorganics					



	Sample Date (yyyy/mm/dd)	Sample Result	MAC	No. of Exceedances	
				MAC	1/2 MAC
Fluoride (mg/L) - TW3	2022/02/07	0.1	1.5	No	No
Fluoride (mg/L) - TW5	2022/02/07	<MDL 0.1	1.5	No	No
Fluoride (mg/L) - TW6	2022/02/07	0.2	1.5	No	No
Fluoride (mg/L) - TW7/8	2022/02/07	0.2	1.5	No	No
Nitrite (mg/L) - TW3	2022/02/07	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW3	2022/05/10	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW3	N/A	N/A	1.0	No	No
Nitrite (mg/L) - TW3	2022/11/08	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2022/02/07	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2022/05/10	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2022/08/08	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW5	2022/11/08	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2022/02/07	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2022/05/10	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2022/08/08	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW6	2022/11/08	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW7/8	N/A	N/A	1.0	No	No
Nitrite (mg/L) - TW7/8	2022/05/10	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW7/8	2022/08/08	<MDL 0.1	1.0	No	No
Nitrite (mg/L) - TW7/8	2022/11/08	<MDL 0.1	1.0	No	No
Nitrate (mg/L) - TW3	2022/02/07	0.2	10.0	No	No
Nitrate (mg/L) - TW3	2022/05/10	0.2	10.0	No	No
Nitrate (mg/L) - TW3	N/A	N/A	10.0	No	No
Nitrate (mg/L) - TW3	2022/11/08	0.2	10.0	No	No
Nitrate (mg/L) - TW5	2022/02/07	0.4	10.0	No	No
Nitrate (mg/L) - TW5	2022/05/10	0.4	10.0	No	No
Nitrate (mg/L) - TW5	2022/08/08	0.2	10.0	No	No
Nitrate (mg/L) - TW5	2022/11/08	0.3	10.0	No	No
Nitrate (mg/L) - TW6	2022/02/07	0.7	10.0	No	No
Nitrate (mg/L) - TW6	2022/05/10	0.4	10.0	No	No
Nitrate (mg/L) - TW6	2022/08/08	0.4	10.0	No	No
Nitrate (mg/L) - TW6	2022/11/08	0.5	10.0	No	No
Nitrate (mg/L) - TW7/8	N/A	N/A	10.0	No	No
Nitrate (mg/L) - TW7/8	2022/05/10	1.6	10.0	No	No
Nitrate (mg/L) - TW7/8	2022/08/08	1.2	10.0	No	No
Nitrate (mg/L) - TW7/8	2022/11/08	1.0	10.0	No	No
Sodium: Na (mg/L) - TW3	2019/07/03	41.4	20*	Yes	Yes
Sodium: Na (mg/L) - TW5	2019/07/03	60.9	20*	Yes	Yes
Sodium: Na (mg/L) - TW6	2019/07/03	44.6	20*	Yes	Yes
Sodium: Na (mg/L) - TW7/8	2019/07/03	43.5	20*	Yes	Yes

\*There is no "MAC" for Sodium. The aesthetic objective for sodium in drinking water is 200 mg/L. The local Medical Officer of Health should be notified when the sodium concentration exceeds 20 mg/L so that this information may be communicated to local physicians for their use with patients on sodium

restricted diets.

\*\* Sodium was reported as an AWQI in 2018. No regulatory reporting requirements in 2019.

#### Schedule 15 Sampling:

The Schedule 15 Sampling is required under O.Reg 170/03. This system is under the plumbing exemption. No plumbing samples were collected.

Distribution System	Number of Sampling Points	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
			Minimum	Maximum		
Alkalinity (mg/L)	6	6	281	301	N/A	N/A
pH	6	6	7.05	7.85	N/A	N/A
Lead (ug/l)	6	6	0.17	1.30	10	0

#### Organic Parameters

These parameters are tested every 36 months as a requirement under O.Reg 170/03. In the event any of the parameters exceed half of the maximum allowable concentration the parameter is required to be sampled quarterly.

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
<b>Treated Water</b>					
Alachlor (ug/L) - TW3	2022/10/13	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW5	2022/10/13	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW7/8	2022/10/13	<MDL 0.3	5.00	No	No
Alachlor (ug/L) - TW6	2022/10/13	<MDL 0.3	5.00	No	No
Azinphos-methyl (ug/L) - TW3	2022/10/13	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW5	2022/10/13	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW7/8	2022/10/13	<MDL 1.0	20.00	No	No
Azinphos-methyl (ug/L) - TW6	2022/10/13	<MDL 1.0	20.00	No	No
Benzene (ug/L) - TW3	2022/10/13	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW5	2022/10/13	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW7/8	2022/10/13	<MDL 0.5	1.00	No	No
Benzene (ug/L) - TW6	2022/10/13	<MDL 0.5	1.00	No	No
Benzo(a)pyrene (ug/L) - TW3	2022/10/13	<MDL 0.006	0.01	No	No
Benzo(a)pyrene (ug/L) - TW5	2022/10/13	<MDL 0.006	0.01	No	No
Benzo(a)pyrene (ug/L) - TW7/8	2022/10/13	<MDL 0.006	0.01	No	No
Benzo(a)pyrene (ug/L) - TW6	2022/10/13	<MDL 0.006	0.01	No	No
Bromoxynil (ug/L) - TW3	2022/10/13	<MDL 0.5	5.00	No	No
Bromoxynil (ug/L) - TW5	2022/10/13	<MDL 0.5	5.00	No	No
Bromoxynil (ug/L) - TW7/8	2022/10/13	<MDL 0.5	5.00	No	No
Bromoxynil (ug/L) - TW6	2022/10/13	<MDL 0.5	5.00	No	No
Carbaryl (ug/L) - TW3	2022/10/13	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW5	2022/10/13	<MDL 3.0	90.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Carbaryl (ug/L) - TW7/8	2022/10/13	<MDL 3.0	90.00	No	No
Carbaryl (ug/L) - TW6	2022/10/13	<MDL 3.0	90.00	No	No
Carbofuran (ug/L) - TW3	2022/10/13	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW5	2022/10/13	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW7/8	2022/10/13	<MDL 1.0	90.00	No	No
Carbofuran (ug/L) - TW6	2022/10/13	<MDL 1.0	90.00	No	No
Carbon Tetrachloride (ug/L) - TW3	2022/10/13	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW5	2022/10/13	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW7/8	2022/10/13	<MDL 0.2	2.00	No	No
Carbon Tetrachloride (ug/L) - TW6	2022/10/13	<MDL 0.2	2.00	No	No
Chlorpyrifos (ug/L) - TW3	2022/10/13	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW5	2022/10/13	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW7/8	2022/10/13	<MDL 0.5	90.00	No	No
Chlorpyrifos (ug/L) - TW6	2022/10/13	<MDL 0.5	90.00	No	No
Diazinon (ug/L) - TW3	2022/10/13	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW5	2022/10/13	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW7/8	2022/10/13	<MDL 1.0	20.00	No	No
Diazinon (ug/L) - TW6	2022/10/13	<MDL 1.0	20.00	No	No
Dicamba (ug/L) - TW3	2022/10/13	<MDL 10.0	120.00	No	No
Dicamba (ug/L) - TW5	2022/10/13	<MDL 10.0	120.00	No	No
Dicamba (ug/L) - TW7/8	2022/10/13	<MDL 10.0	120.00	No	No
Dicamba (ug/L) - TW6	2022/10/13	<MDL 10.0	120.00	No	No
1,2-Dichlorobenzene (ug/L) - TW3	2022/10/13	<MDL 0.5	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW5	2022/10/13	<MDL 0.5	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW7/8	2022/10/13	<MDL 0.5	200.00	No	No
1,2-Dichlorobenzene (ug/L) - TW6	2022/10/13	<MDL 0.5	200.00	No	No
1,4-Dichlorobenzene (ug/L) - TW3	2022/10/13	<MDL 0.5	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW5	2022/10/13	<MDL 0.5	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW7/8	2022/10/13	<MDL 0.5	5.00	No	No
1,4-Dichlorobenzene (ug/L) - TW6	2022/10/13	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW3	2022/10/13	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW5	2022/10/13	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW7/8	2022/10/13	<MDL 0.5	5.00	No	No
1,2-Dichloroethane (ug/L) - TW6	2022/10/13	<MDL 0.5	5.00	No	No
1,1-Dichloroethylene (ug/L) - TW3	2022/10/13	<MDL 0.5	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW5	2022/10/13	<MDL 0.5	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW7/8	2022/10/13	<MDL 0.5	14.00	No	No
1,1-Dichloroethylene (ug/L) - TW6	2022/10/13	<MDL 0.5	14.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW3	2022/10/13	<MDL 5.0	50.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Dichloromethane (Methylene Chloride) (ug/L) - TW5	2022/10/13	<MDL 5.0	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW7/8	2022/10/13	<MDL 5.0	50.00	No	No
Dichloromethane (Methylene Chloride) (ug/L) - TW6	2022/10/13	<MDL 5.0	50.00	No	No
2,4-Dichlorophenol (ug/L) - TW3	2022/10/13	<MDL 0.2	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW5	2022/10/13	<MDL 0.2	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW7/8	2022/10/13	<MDL 0.2	900.00	No	No
2,4-Dichlorophenol (ug/L) - TW6	2022/10/13	<MDL 0.2	900.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW3	2022/10/13	<MDL 1.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW5	2022/10/13	<MDL 1.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW7/8	2022/10/13	<MDL 1.0	100.00	No	No
2,4-Dichlorophenoxy acetic acid (2,4-D) (ug/L) - TW6	2022/10/13	<MDL 1.0	100.00	No	No
Diclofop-methyl (ug/L) - TW3	2022/10/13	<MDL 0.9	9.00	No	No
Diclofop-methyl (ug/L) - TW5	2022/10/13	<MDL 0.9	9.00	No	No
Diclofop-methyl (ug/L) - TW7/8	2022/10/13	<MDL 0.9	9.00	No	No
Diclofop-methyl (ug/L) - TW6	2022/10/13	<MDL 0.9	9.00	No	No
Dimethoate (ug/L) - TW3	2022/10/13	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW5	2022/10/13	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW7/8	2022/10/13	<MDL 1.0	20.00	No	No
Dimethoate (ug/L) - TW6	2022/10/13	<MDL 1.0	20.00	No	No
Diquat (ug/L) - TW3	2022/10/13	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW5	2022/10/13	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW7/8	2022/10/13	<MDL 5.0	70.00	No	No
Diquat (ug/L) - TW6	2022/10/13	<MDL 5.0	70.00	No	No
Diuron (ug/L) - TW3	2022/10/13	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW5	2022/10/13	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW7/8	2022/10/13	<MDL 5.0	150.00	No	No
Diuron (ug/L) - TW6	2022/10/13	<MDL 5.0	150.00	No	No
Glyphosate (ug/L) - TW3	2022/10/13	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW5	2022/10/13	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW7/8	2022/10/13	<MDL 25.0	280.00	No	No
Glyphosate (ug/L) - TW6	2022/10/13	<MDL 25.0	280.00	No	No
Malathion (ug/L) - TW3	2022/10/13	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW5	2022/10/13	<MDL 5.0	190.00	No	No
Malathion (ug/L) - TW7/8	2022/10/13	<MDL 5.0	190.00	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Malathion (ug/L) - TW6	2022/10/13	<MDL 5.0	190.00	No	No
Metolachlor (ug/L) - TW3	2022/10/13	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW5	2022/10/13	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW7/8	2022/10/13	<MDL 3.0	50.00	No	No
Metolachlor (ug/L) - TW6	2022/10/13	<MDL 3.0	50.00	No	No
Metribuzin (ug/L) - TW3	2022/10/13	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW5	2022/10/13	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW7/8	2022/10/13	<MDL 3.0	80.00	No	No
Metribuzin (ug/L) - TW6	2022/10/13	<MDL 3.0	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW3	2022/10/13	<MDL 0.5	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW5	2022/10/13	<MDL 0.5	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW7/8	2022/10/13	<MDL 0.5	80.00	No	No
Monochlorobenzene (Chlorobenzene) (ug/L) - TW6	2022/10/13	<MDL 0.5	80.00	No	No
Paraquat (ug/L) - TW3	2022/10/13	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW5	2022/10/13	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW7/8	2022/10/13	<MDL 1.0	10.00	No	No
Paraquat (ug/L) - TW6	2022/10/13	<MDL 1.0	10.00	No	No
PCB (ug/L) - TW3	2022/10/13	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW5	2022/10/13	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW7/8	2022/10/13	<MDL 0.05	3.00	No	No
PCB (ug/L) - TW6	2022/10/13	<MDL 0.05	3.00	No	No
Pentachlorophenol (ug/L) - TW3	2022/10/13	<MDL 0.2	60.00	No	No
Pentachlorophenol (ug/L) - TW5	2022/10/13	<MDL 0.2	60.00	No	No
Pentachlorophenol (ug/L) - TW7/8	2022/10/13	<MDL 0.2	60.00	No	No
Pentachlorophenol (ug/L) - TW6	2022/10/13	<MDL 0.2	60.00	No	No
Phorate (ug/L) - TW3	2022/10/13	<MDL 0.3	2.00	No	No
Phorate (ug/L) - TW5	2022/10/13	<MDL 0.3	2.00	No	No
Phorate (ug/L) - TW7/8	2022/10/13	<MDL 0.3	2	No	No
Phorate (ug/L) - TW6	2022/10/13	<MDL 0.3	2	No	No
Picloram (ug/L) - TW3	2022/10/13	<MDL 5.0	190	No	No
Picloram (ug/L) - TW5	2022/10/13	<MDL 5.0	190	No	No
Picloram (ug/L) - TW7/8	2022/10/13	<MDL 5.0	190	No	No
Picloram (ug/L) - TW6	2022/10/13	<MDL 5.0	190	No	No
Prometryne (ug/L) - TW3	2022/10/13	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW5	2022/10/13	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW7/8	2022/10/13	<MDL 0.1	1	No	No
Prometryne (ug/L) - TW6	2022/10/13	<MDL 0.1	1	No	No
Simazine (ug/L) - TW3	2022/10/13	<MDL 0.5	10	No	No
Simazine (ug/L) - TW5	2022/10/13	<MDL 0.5	10	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Simazine (ug/L) - TW7/8	2022/10/13	<MDL 0.5	10	No	No
Simazine (ug/L) - TW6	2022/10/13	<MDL 0.5	10	No	No
Terbufos (ug/L) - TW3	2022/10/13	<MDL 0.5	1	No	No
Terbufos (ug/L) - TW5	2022/10/13	<MDL 0.5	1	No	No
Terbufos (ug/L) - TW7/8	2022/10/13	<MDL 0.5	1	No	No
Terbufos (ug/L) - TW6	2022/10/13	<MDL 0.5	1	No	No
Tetrachloroethylene (ug/L) - TW3	2022/10/13	<MDL 0.5	10	No	No
Tetrachloroethylene (ug/L) - TW5	2022/10/13	<MDL 0.5	10	No	No
Tetrachloroethylene (ug/L) - TW7/8	2022/10/13	<MDL 0.5	10	No	No
Tetrachloroethylene (ug/L) - TW6	2022/10/13	<MDL 0.5	10	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW3	2022/10/13	<MDL 0.5	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW5	2022/10/13	<MDL 0.5	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW7/8	2022/10/13	<MDL 0.5	100	No	No
2,3,4,6-Tetrachlorophenol (ug/L) - TW6	2022/10/13	<MDL 0.5	100	No	No
Triallate (ug/L) - TW3	2022/10/13	<MDL 10.0	230	No	No
Triallate (ug/L) - TW5	2022/10/13	<MDL 10.0	230	No	No
Triallate (ug/L) - TW7/8	2022/10/13	<MDL 10.0	230	No	No
Triallate (ug/L) - TW6	2022/10/13	<MDL 10.0	230	No	No
Trichloroethylene (ug/L) - TW3	2022/10/13	<MDL 0.5	5	No	No
Trichloroethylene (ug/L) - TW5	2022/10/13	<MDL 0.5	5	No	No
Trichloroethylene (ug/L) - TW7/8	2022/10/13	<MDL 0.5	5	No	No
Trichloroethylene (ug/L) - TW6	2022/10/13	<MDL 0.5	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW3	2022/10/13	<MDL 0.2	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW5	2022/10/13	<MDL 0.2	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW7/8	2022/10/13	<MDL 0.2	5	No	No
2,4,6-Trichlorophenol (ug/L) - TW6	2022/10/13	<MDL 0.2	5	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW3	2022/10/13	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW5	2022/10/13	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW7/8	2022/10/13	<MDL 10.0	100	No	No
2-methyl-4-chlorophenoxyacetic acid (MCPA) (ug/L) - TW6	2022/10/13	<MDL 10.0	100	No	No
Trifluralin (ug/L) - TW3	2022/10/13	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW5	2022/10/13	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW7/8	2022/10/13	<MDL 0.5	45	No	No
Trifluralin (ug/L) - TW6	2022/10/13	<MDL 0.5	45	No	No
Vinyl Chloride (ug/L) - TW3	2022/10/13	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW5	2022/10/13	<MDL 0.2	1	No	No

	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Vinyl Chloride (ug/L) - TW7/8	2022/10/13	<MDL 0.2	1	No	No
Vinyl Chloride (ug/L) - TW6	2022/10/13	<MDL 0.2	1	No	No
<b>Distribution Water</b>					
Trihalomethane: Total (ug/L) Annual Running Average - DW	2022	16	100	No	No
HAA Total (ug/L) Annual Running Average - DW	2022	5.3	80.0	No	No

MAC = Maximum Allowable Concentration as per O.Reg 169/03

BDL = Below the laboratory detection level

### Additional Legislated Samples

The following two tables are the sample results from additional samples collected at Well 5:

The first table contains the results of samples collected because the adjoining lands where once used for storage of electrical transformers and hydro poles. The transformers and hydro poles are no longer stored at the adjoining lands but sampling will continue. Please note that these samples are Raw Water and not Treated Water. There is no MAC / IMAC (Maximum Acceptable Concentration / Interim Maximum Acceptable Concentration) for raw water but the treated water MAC / IMAC have been provided for reference.

The second table contains the results of samples collected due to the wells' proximity to the decommissioned wastewater treatment lagoons. These results help to assess the integrity of the lagoon cells.

Raw Water: Well 5 Parameter	Unit of Measure	Sample Date	Result Value	ODWS	
				MAC	IMAC
Arsenic	ug/L	July 4, 2022	<0.0001		25.0
Chromium	ug/L	July 4, 2022	<0.002	50	
PCBs (Polychlorinated Biphenyls)	ug/L	July 4, 2022	<0.05		3.0

Treated Water Parameter	Unit of Measure	Treated Water: Well 5 Annual Average 2022
TKN (Total Kjeldahl Nitrogen)	mg/L	0.1
Total Phosphorus	mg/L	<0.01
o-Phosphate (O-PO4)	mg/L	<0.002
Dissolved Reactive Phosphorus	mg/L	<0.004
NH3 + NH4 as N	mg/L	<0.01

## Major Maintenance Summary

WO #	Description
2636287	Capital Reservoir Commission
2638130	Miscellaneous Capital Items < \$200
2776110	Capital Well 6 Water Damage
2962641	Capital Well 6 Ceiling Repair
2964202	Capital Capital Controls SCADA Deficiency Repair
3014544	Capital Replacement Distribution Analyzer pH Probe
3066632	Capital DWQMS SAI Global External Audit
3104283	Capital Injector Check Valves
2637925	Capital New Flow Control Valve for Well #3
2638104	Capital Blanket Items under \$200
2638125	Capital Blanket Items under \$200
2638156	Capital Well System Communication Fail
2639245	Capital New Pressure Gauges for Well Pumping Stations
2676567	Capital Tower Inspection
2677579	Capital Chlorine Parts
2678752	Capital Chlorine Injection Panel Replacement Parts
2680917	Capital Well 8 Pull and Inspect
2680919	Capital Reservoir - Dual Pilot Valve Upgrade for PRV
2722272	Capital Well 8 Replacement Project
2723724	Capital Reservoir Door Locks Changed
2758015	Capital Leak Detection
2777347	Capital Well Communication Loss SCADA Passwords
2817806	2022 Annual Monitoring Report, Mississippi Mills (Almonte), Ontario
2821088	Capital Reports Not Generating Capital Controls
2867351	Capital New Dehumidifier for Tower
2868667	Capital Pressure Wash Water Tower



WO #	Description
2874081	Capital Replacement BPVs/PRVs for Hypo Panels
2963334	Capital Capital Controls SCADA Slow and Freezing
3018268	Capital Replace Heater Well 5

## Distribution Highlights

Distribution Highlights were provided by the Municipality of Mississippi Mills.

### Compliance Report Card

In August 2022, the MECP completed a detailed on-site Inspections for the Distribution system. The Inspection report rating was 100%. A desktop QEMS External Audit was completed and there were no reported non-conformances.

### Maintenance & Operations

The following programs were completed in 2022:

- The water main flushing program (spring and fall)
- The valve exercising program continued
- Inspections and leak detection
- Radio frequency meter upgrades
- Several repairs – watermain, valves, hydrants, services, and curb stops


### Commissioning:


The following projects were commissioned in 2022:

- Almonte Street Storage Reservoir
- Mill Street – Phase 1, 2 & 3 of downtown Almonte infrastructure project
- 333 Country Street watermain
- 36 Main Street East watermain connection

# Appendix A

## WTRS Data and Submission Confirmation





Ministry of the Environment,  
Conservation and Parks

| [WT DATA](#) | [USER PROFILE](#) | [CONTACT US](#) | [HELP](#) | [HOME](#) | [LOGOUT](#) |

Location: [WTRS](#) / [WT DATA](#) / [Input WT Record](#) WTRS-WT-008

Water Taking Data submitted successfully.

**Confirmation:**


Thank you for submitting your water taking data online.

Permit Number: 8175-AQPHA8  
Permit Holder: THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS.  
Received on: Feb 15, 2023 1:47 PM

This confirmation indicates that your data has been received by the Ministry, but should not be construed as acceptance of this data if it differs from that specified on the Permit Number, assigned to the Permit Holder stated above.

[Print Confirmation](#) [Return to Main Page](#)

TOWN OF MISSISSIPPI MILLS | 2023/02/15  
version: v4.5.0.21 (build#: 22)  
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# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** March 21, 2023

**TO:** Committee of the Whole

**FROM:** Zack Moshonas, Environmental Compliance Coordinator

**SUBJECT:** Mayors' Monarch Pledge 2023 Workplan

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### RECOMMENDATION:

**THAT Committee of the Whole recommend Council to approve the Mayors' Monarch Pledge Workplan and direct Staff to implement the Workplan as presented;**

**AND THAT Committee of the Whole recommend Council to approve \$5,000 be funded through the Vegetation Management account to implement the Workplan;**

**AND THAT Committee of the Whole recommend Council to endorse and sign the National Wildlife Federation Mayors' Monarch Pledge.**

### BACKGROUND:

The National Wildlife Federation developed the Mayors' Monarch Pledge which is an initiative where Municipal leaders commit to implementing action items with the goal of developing habitat for the Monarch butterfly and raising community awareness about the decline in the Monarch population. By adopting this pledge and implementing the Workplan, Mississippi Mills will join many other cities, towns, and municipalities who are taking action to help the Monarch. The Workplan includes areas where the Municipality can lead by action as well as empowering community members to participate and take action.

The workplan includes five action items which can be implemented in 2023:

1. Issue a proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat;
2. Host or support a native plant seed giveaway;
3. Launch a PR campaign to encourage residents to plant monarch gardens at their homes;
4. Add or maintain milkweed or nectar producing plants in public community gardens / at municipal facilities; and
5. Launch, expand, or continue an invasive species removal program that supports the reestablishment of native habitats for monarchs and other pollinators.

**FINANCIAL IMPLICATIONS:**

Staff recommend that Council approve the Monarch Pledge Workplan budget of \$5,000 which will be funded by the 2023 Vegetation Management account which has a balance of \$50,000 and will be used for vegetation management throughout the Municipality.

Respectfully submitted by,

Reviewed by:

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Zack Moshonas,  
Environmental Compliance Coordinator

---

Cory Smith,  
Director of Roads and Public Works

Approved by,

---

Ken Kelly,  
Chief Administrative Officer

**ATTACHMENTS:**

1. Mayors' Monarch Pledge Workplan



## CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

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## Mayors' Monarch Pledge

The Monarch butterfly has experienced significant declines in population that are attributed to the loss of summer breeding habitat across Canada and the USA and the loss of winter habitat in south-central Mexico and coastal California. The Monarch is classified as endangered by the Committee on the Status of Endangered Wildlife in Canada.

The Mayors' Monarch Pledge was developed as municipalities can play a critical role to help the Monarch population. Municipalities can provide habitat at public parks, community gardens, schools, and municipal facilities. They can also host community workshops, native plant/seed giveaways, and Monarch themed events to help educate residents about the cultural significance of Monarchs and how to create habitat.

## Pledge Action Items

"Mayors and heads of local or tribal government who have taken the Mayors' Monarch Pledge must commit to implement at least three of the 30 following action items within a year of taking the pledge. At least one action must be taken from the "Program & Demonstration Gardens" section. Mayors that complete eight or more actions will receive special recognition as part of the National Wildlife Federation's Mayors' Monarch Pledge Leadership Circle, and those that complete 24 or more actions will be recognized as a Monarch Champion."

Five action items have been selected that can be potentially enacted in 2023.

1. Issue a proclamation to raise awareness about the decline of the monarch butterfly and the species' need for habitat.
2. Host or support a native plant seed giveaway. (*From Programs and Demonstration Gardens section*)
3. Launch a PR campaign to encourage residents to plant monarch gardens at their homes.
4. Add or maintain milkweed or nectar producing plants in public community gardens / at municipal facilities. (*From Programs and Demonstration Gardens section*)
5. Launch, expand, or continue an invasive species removal program that supports the reestablishment of native habitats for monarchs and other pollinators. (*From Programs and Demonstration Gardens section*)



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

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## Implementation

	Action Item	Implementation Option
1	Proclamation	<p>Issue a proclamation that would declare August 20 as the “Flight of the Monarch Day” (FOMD), included below. Other Towns and Cities in Ontario have issued this proclamation such as Pickering, Ajax, Markham, Toronto, and Newmarket. The Toronto and Region Conservation Authority has developed public engagement materials for the FOMD as well.</p> <p>The FOMD can integrate into other events occurring in Mississippi Mills on August 20<sup>th</sup> if possible.</p>
2	Host a seed giveaway event	Potentially in conjunction with FOMD, staff (and community members) can host a native wildflower seed giveaway event. This event could be funded through the invasive vegetation management budget (wild parsnip) and would see community members receiving native seeds that contribute to monarch habitats. This event may be completed in partnership with other municipal departments and/or community groups.
3	PR campaign to raise awareness of monarch gardens	In conjunction with FOMD and a seed giveaway event, this campaign can span our social media platforms as well as our website.
4	Plant milkweed / nectar producing plants at municipal facilities and/or community gardens	<p>Plants such as wildflowers, milkweed, and nectar producing plants can be planted at the following locations:</p> <ul style="list-style-type: none"> <li>• Municipal Office</li> <li>• Municipal Arenas</li> <li>• Community gardens in the Villages and Almonte</li> <li>• Other areas as identified</li> </ul>
5	Launch invasive species removal program that supports the re-establishment of native habitats for	A pilot program was run on a portion of Sugarbush road where wildflowers were planted with the goal of outcompeting the invasive wild parsnip plant. While a formal review of this initiative has not been completed, this initiative can be supported again in 2023 through this pledge with funds contributing to additional seeds for this area. The conversation with the local community members who



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	monarchs and other pollinators	spearheaded this project should be restarted to see how the Municipality could support this plot further. Additional pilot projects can be run in other areas that are affected by invasive species (wild parsnip) to remove and replace with native plants.
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**National Flight of The Monarch Day Proclamation**

WHEREAS: Monarch butterflies are one of the most iconic and cherished insects in North America. Their epic 5,000-kilometre migration from eastern Canada to the forests of central Mexico begins in late August each year. In 2013, the eastern population of monarch butterflies dropped by 95 per cent, the smallest recorded population since the mid-1990s. Since 2013, the population has rebounded, thanks in part to the collective efforts of thousands of individuals, groups and communities across Canada, but the monarch's future remains in serious peril. Flight of the Monarch Day is an opportunity to celebrate the growing movement to protect monarch butterflies and the astonishing phenomenon of their migration as their epic journey southward begins.

THEREFORE, I do hereby proclaim August 20, 2023 as Flight of the Monarch Day.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**MEETING DATE:** March 21, 2023

**TO:** Committee of the Whole

**FROM:** Melanie Knight, Senior Planner

**SUBJECT:** **Zoning By-law Amendment – Z-02-23**  
**Concession 12, Lot 6 (Pakenham)**  
**Pakenham Ward, Municipality of Mississippi Mills**  
**Municipally Known as 816 Concession 12 S Pakenham**

**OWNER:** William (John) Grainger and Katherine Armstrong

**APPLICANT:** Tracy Zander, ZanderPlan

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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 legally known as Concession 12, Lot 6 (Pakenham), Pakenham Ward, Municipality of Mississippi Mills, municipally known as 816 12<sup>th</sup> Concession S Pakenham, from Rural (RU) and Agricultural (A) to site specific Rural and Agricultural zones (RU-41 and A-45) in order to permit site specific provisions and to prohibit residential uses, similar in effect to the details in Attachment A.**

### **BACKGROUND:**

The purpose of the application is to rezone the subject lands as a result of the conditional approval of a severance of a surplus farm dwelling (B22-071). The severed lot to be rezoned is approximately 0.49 ha in size and contains the existing dwelling as well as two barns (to be decommissioned) and a shed. The retained lands to be rezoned are approximately 68.8 ha in size and are currently part of a larger farming operation.

The severed lot was included in the circulation of this Zoning By-law Amendment in an abundance of caution as a survey of the severed lot has yet to be completed and the Department wants to confirm the proposed side yard and rear yard setbacks of the proposed severed lot to determine if any site-specific zoning provisions are required.

### **PURPOSE AND EFFECT:**

The purpose of the Zoning By-law Amendment is to rezone the retained lands to prohibit any future residential dwellings in accordance with the Agricultural and Rural

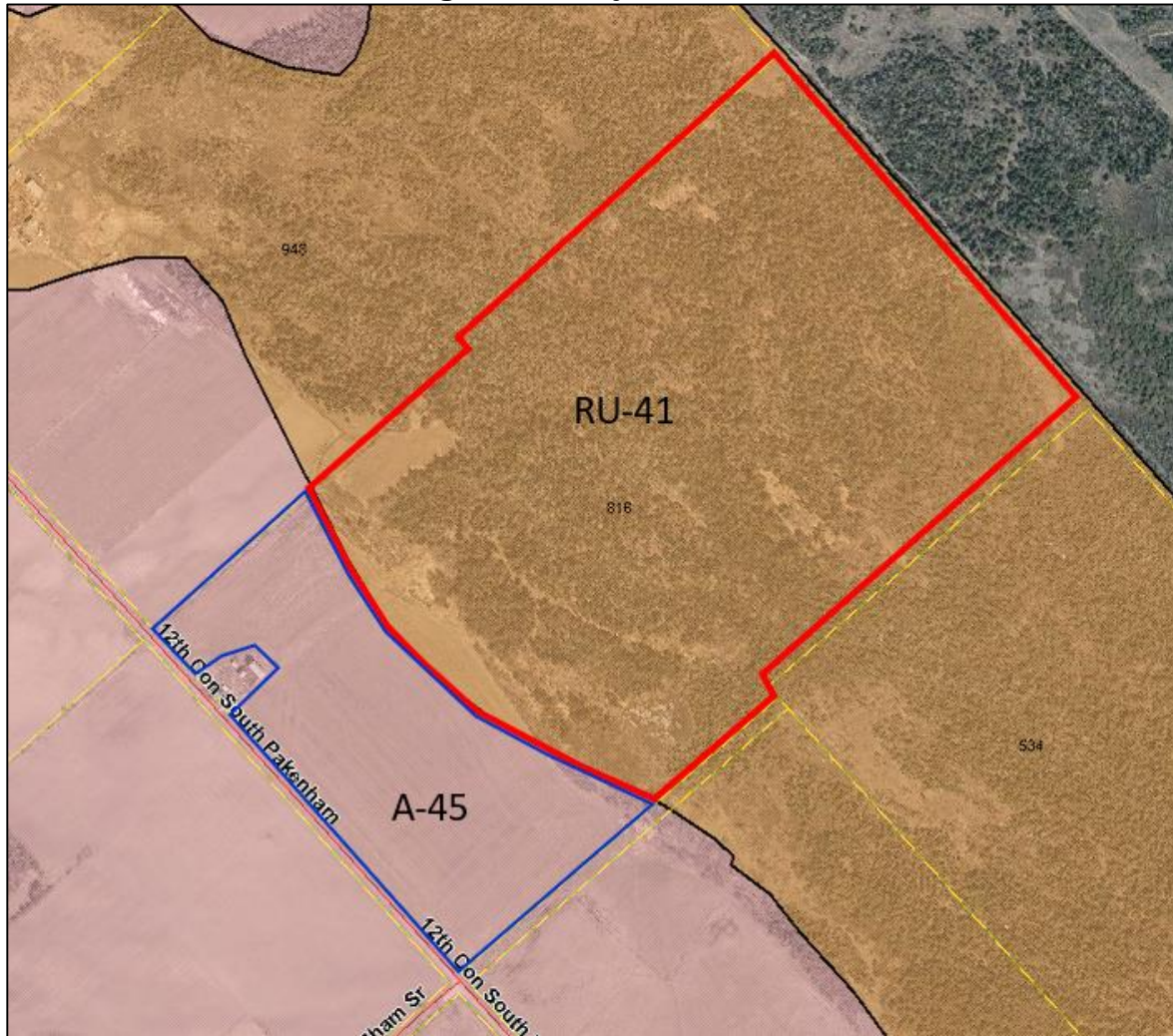


policies of the Official Plan as it pertains to surplus farm dwelling severances.

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

As illustrated in Figure 1, the subject property is located on the east side of 12th Concession South Pakenham and is surrounded by a mix of rural, non-farm residential uses and agricultural uses.

**Figure 1: Subject Lands**



- Area to be rezoned from Agricultural (A) to a site specific Agricultural Zone (A-45)
- Area to be rezoned from Rural (RU) to a site specific Rural Zone (RU-41)

### **PROPOSED DEVELOPMENT:**

As previously mentioned, the proposed amendment is to appropriately rezone the subject lands as a condition of severance for a surplus farm dwelling. No further development is proposed at this time.

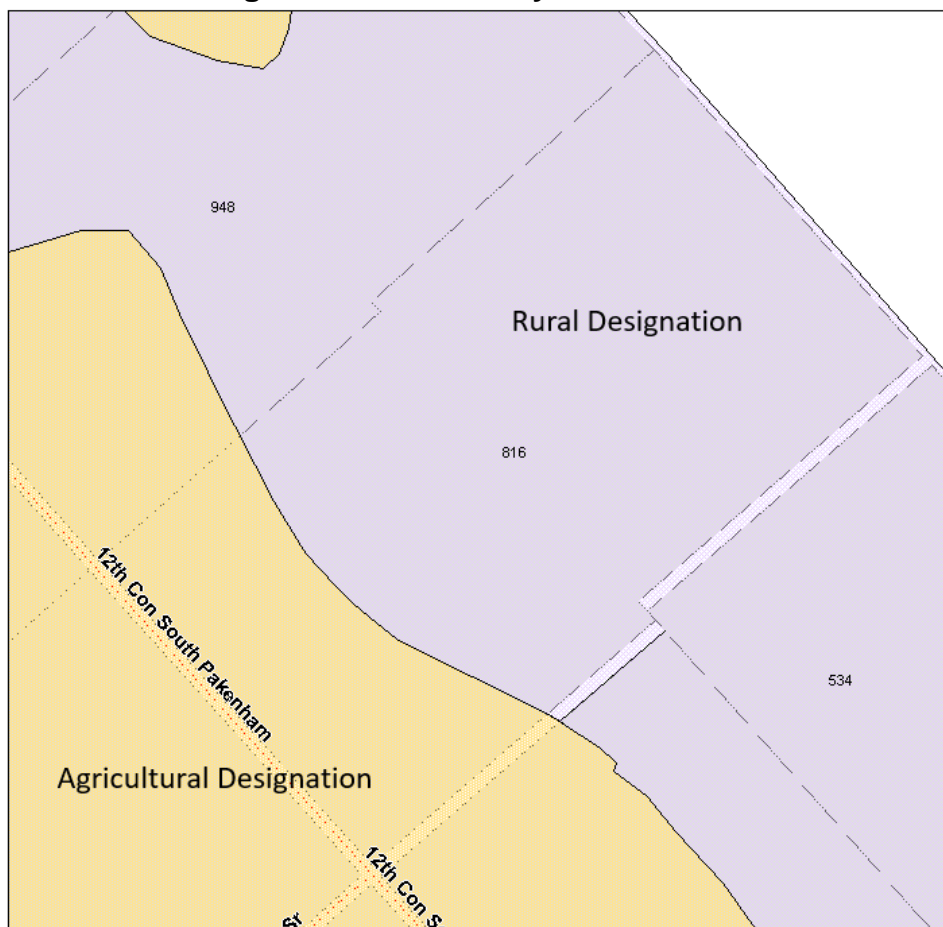
### **SERVICING & INFRASTRUCTURE:**

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

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

The subject lands are designated both “Agriculture” and “Rural” in the Community Official Plan (COP). Both the Agriculture and Rural designation permits agricultural uses, rural uses, non-farm residential dwellings and related accessory uses. The proposed severance is within the Agricultural designation and as such, the Agricultural designations apply. Figure 2 provides an illustration of the applicable designations for the subject property.

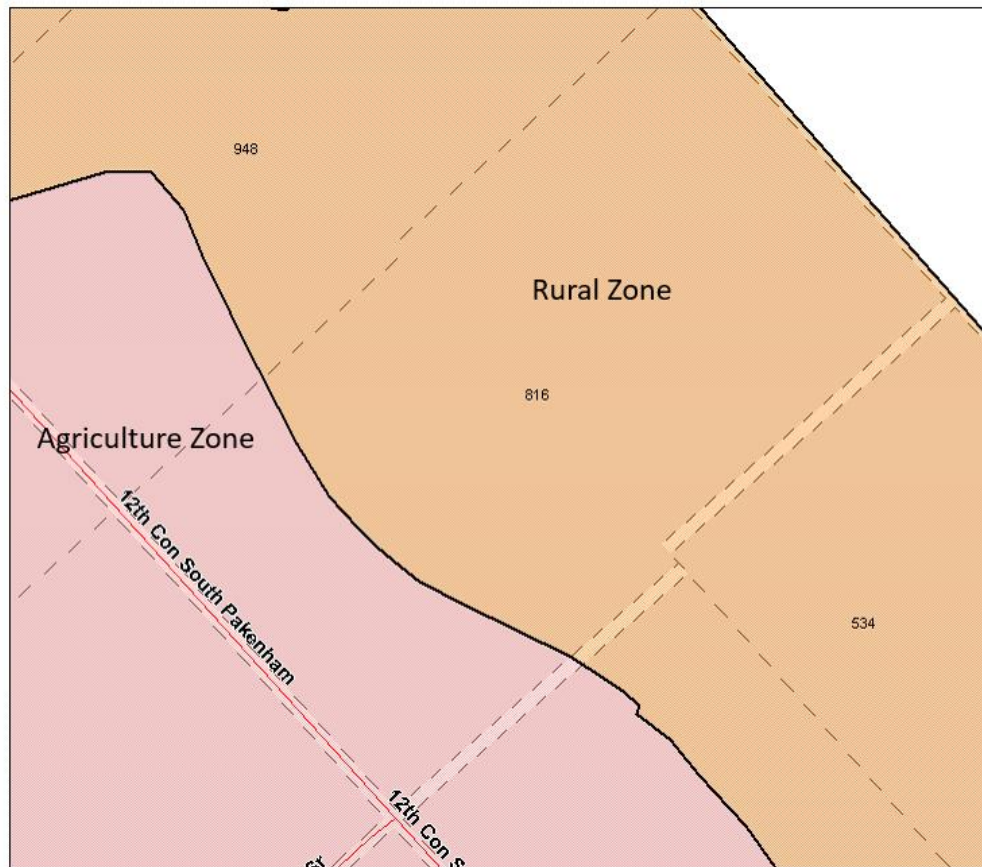
**Figure 2 – Community Official Plan**



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

The property is zoned Agricultural (A) and Rural (RU) in Zoning By-law 11-83. The Rural and Agricultural zones permit a variety of agricultural uses including a single detached dwelling and specific performance standards for agricultural uses as well as non-farm residential uses. Figure 3 provides an illustration of the applicable zoning for the subject property.

**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, no questions or comments were received.

**EVALUATION:**

**Community Official Plan (COP)**

The Official Plan provides the policy framework to evaluate Consent applications for the purposes of farm consolidation in both the Rural and Agricultural designations. Farm-related severances may be considered where the surplus farm dwelling was constructed prior to the adoption of the Official Plan (December 13, 2005) which is being made surplus as part of a farm consolidation where farm holdings are being expanded, subject to a Zoning By-law Amendment which prohibits the construction of a new residential dwelling on the farmland as a result of the severance.

The lot area and frontage for the surplus farm dwelling should be kept to a minimum in order to keep as much land in agricultural production as possible. In addition,



undersized agricultural properties may be considered provided the severed agricultural lands are consolidated with an abutting agricultural property.

According to the Municipality's records, the dwelling was constructed in the 1890's. The proposed severed lot is minimized keeping as much agricultural lands in operation as possible. The applicant owns additional agricultural parcels in the area as part of an overall farming operation and most recently expanded their operation in 2019/2020 as part of the purchase of lands resulting from another surplus farm severance (B19-055). The retained lands will continue to remain within the larger, recently expanded farming operation.

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**

The property is split zoned Rural (RU) and Agricultural (A) in Zoning By-law 11-83. The Zoning By-law provides for a variety of agricultural uses including a single detached dwelling and specific performance standards for agricultural uses as well as non-farm residential uses.

As noted above, the Official Plan provides the policy framework for surplus farm dwelling severances with the requirement that the retained lot be appropriately rezoned to prohibit future residential uses. The recommended Zoning By-law Amendment includes this prohibition as well as some site-specific performance standards (lot area) for the retained lot in recognition of the split-zoning of the property. In the case of lots containing more than one zone, the Zoning By-law requires that each individual zone meet the minimum provisions of the Zoning By-law as if the zone were considered 'its own lot'. Specifically, Section 3.24 states:

#### **3.2.4 More Than One Zone on a Lot**

*Where a lot has two or more of its parts classified in different zones, then the provisions for each zone shall apply to each part as if said part was a separate lot, except that the lot area requirement for a permitted use in an Agricultural zone may include any part of that lot that may be zoned Environmental Protection.*

With respect to the severed lot, based on the severance sketch submitted with the Consent Application, the existing dwelling appears to enjoy a legal non-conforming front yard setback. This legal non-conforming right carries forward with the severed lot and so does not need to be addressed in the site-specific zoning.

### **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 amendments to implement the Official Plan policies for surplus farm dwelling, including prohibiting residential uses on the retained lands, 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,



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Melanie Knight, MCIP, RPP  
Senior Planner



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Ken Kelly  
CAO

**ATTACHMENTS:**

1. Attachment A – Proposed Zoning By-law

## 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 Rural (RU) Zone to Rural (RU-41) for the lands identified in Schedule 'A', which are legally described as Concession 12, Lot 6, Pakenham Ward, Municipality of Mississippi Mills.
2. That Section 12 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 12.3:

“12.3.41 Notwithstanding the 'RU' zoning, on those lands delineated as 'RU-41' on Schedule 'A' to this By-law, may be used in compliance with the RU zone provisions contained in this by-law, excepting however that:

  - i. All residential uses are prohibited.”
3. That Schedule 'A' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from the Agricultural (A) Zone to Rural (A-45) for the lands identified in Schedule 'A', which are legally described as Concession 12, Lot 6, Pakenham Ward, Municipality of Mississippi Mills.
4. That Section 11 to By-law No. 11-83, as amended, is hereby further amended by adding the following Subsection to Section 11.3:

“11.3.45 Notwithstanding the 'A' zoning, on those lands delineated as 'A-45' on Schedule 'A' to this By-law, may be used in compliance with the A zone provisions contained in this by-law, excepting however that:

  - i. The minimum lot area is 16 ha.
  - ii. All residential uses are prohibited.”

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 **4<sup>th</sup> of April 2023**.

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Christa Lowry, Mayor

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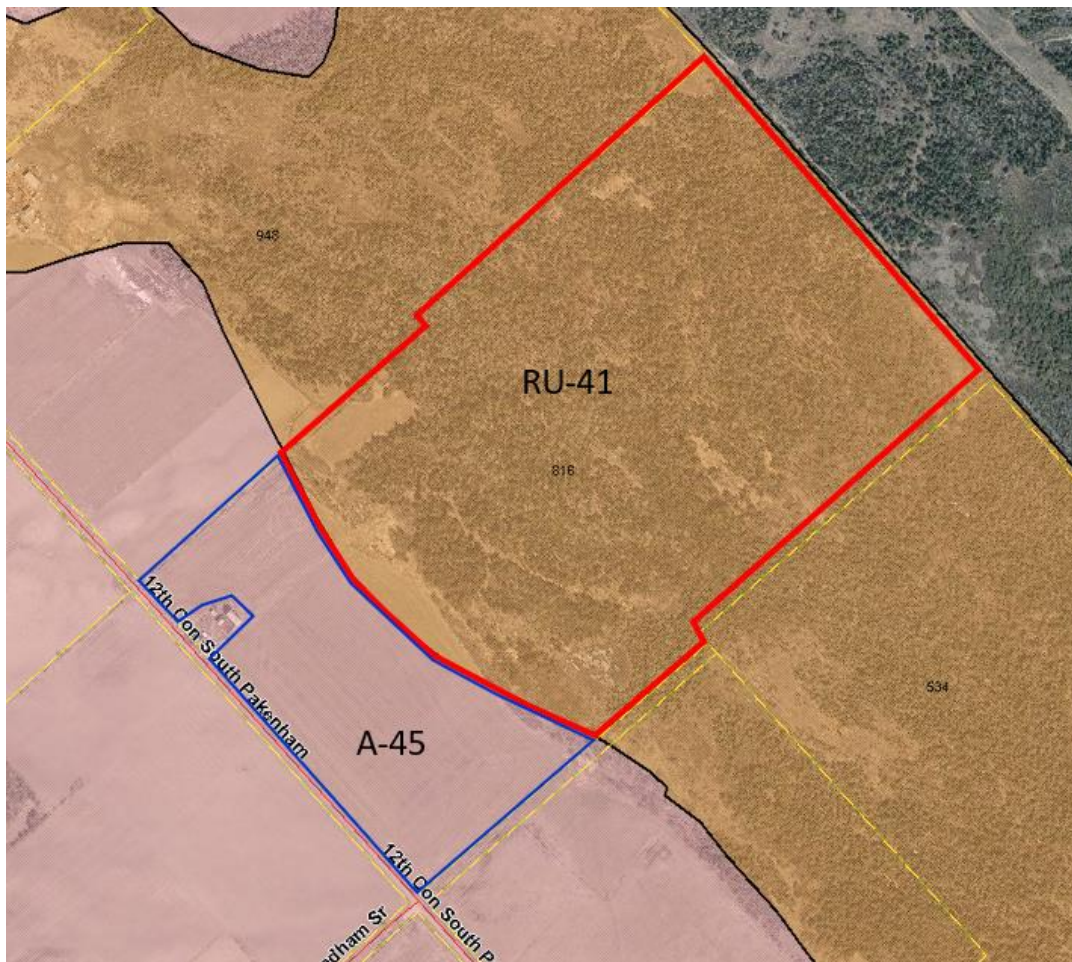
Jeanne Harfield, Clerk



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

**Schedule “A”**

**Lands Subject to the Amendment**

Concession 12, Lot 6 (Pakenham)  
Pakenham Ward, Municipality of Mississippi Mills  
Municipally known as 816 12<sup>th</sup> Concession S Pakenham



-  Area to be rezoned from Rural (RU) to Rural Special Exception Zone 41 (RU-41)
-  Area to be rezoned from Agriculture (A) to Agriculture Special Exception Zone 45 (A-45)



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

**STAFF REPORT**

**DATE:** March 21, 2023  
**TO:** Committee of the Whole  
**FROM:** Calvin Murphy, Recreation Manager  
**SUBJECT:** **Community Services Master Plan**

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**RECOMMENDATION:**

**THAT** Committee of the Whole recommends Council approve the directional plan for the completion of the **Community Services Master Plan**.  
**AND THAT** the following members of Council be appointed to the **Community Services Master Plan Steering Committee**; \_\_\_\_\_ & \_\_\_\_\_.

**BACKGROUND:**

As part of the strategic plan process that took place in 2020, Council agreed to complete a Community Services Master Plan to help guide the delivery of recreation and culture services/events, childcare services for the Municipality. This plan would include reviewing all Recreation and Culture and Childcare services and would establish the strategic direction and help shape and lead the delivery over the next 10 years. A steering committee was appointed to help direct the project.

In April, 2021 Council discussed conducting a Joint Recreation Cost Sharing Agreement Public Survey to gather information from the public on recreation services offered in the community.

At the April 6, 2021 Council meeting the following resolution was carried.

**Resolution No 060-21**  
**Moved by Councillor Holmes**  
**Seconded by Councillor Guerard**

**WHEREAS** recreation facilities, programs and services play a vital role in our community and in the lives of our residents;

**AND WHEREAS**, it is deemed important to Council to make an informed decision on the level of recreation services offered in our community;

**AND FURTHERMORE THAT** Council appoint a Steering Committee to oversee the project;

**AND THAT** Staff be directed to engage a consulting company to develop, conduct and analyze the survey results under the direction of the Steering Committee;

**AND THAT** the process and price for the public survey be brought to Council for approval.

**CARRIED (Recorded Vote 4 to 3)**

The Steering Committee met in May 2021 and it was decided at this time to incorporate this into the survey portion of the Community Services Master Plan. After much review and discussion, the RFP was put together and advertised accordingly with a closing date of July 29<sup>th</sup>, 2021, for submissions. At the closing only one (1) submission was received. The Steering group met in August 2021 to review and discuss and the consensus was that the one proposal lacked in certain areas and seeing that it was the only proposal received, the feeling was that the RFP should be sent out a second time in the fall with the intention of generating more interest from additional firms. In early November 2021 the RFP was released a second time with a closing date of December 13<sup>th</sup>, 2021. At the deadline three (3) proposals were received. In January 2022 the Steering Committee met to review the proposals. The Steering Committee once again felt the proposals lacked in different areas in particular the area of public relations, experience with public surveys and consulting with Community Organizations.

After two unsuccessful attempts to receive bids for this RFP the Steering Committee directed The Recreation Manager to reach out to different municipalities who had recently completed Community Services Master Plans over the last few years and see which consulting firms they used and if they were happy with the quality of work that was completed. The Recreation Manager was advised to forward the RFP directly to these firms to see if there was any interest in the project. The Recreation Manager did receive a list of reputable firms that had recently completed Recreation Master Plans in surrounding municipalities and forwarded the RFP to these firms. Unfortunately, no response was received from any of the firms.

The Recreation Manager did follow up with one of the firms that the proposal was forwarded to and investigated reasons why no proposal was received from them. The main reason that the firm provided was the fact that due to COVID, completing any in person (face to face) consulting with individuals was not possible on their end. Staff from the firm were still working from their own residence with no indication of returning to the office. All consultation with groups, staff and members of the public would have to be completed through zoom meetings etc. When forming the RFP the steering committee did feel the need for some in person consulting as part of the project to ensure all parties/groups had a chance to participate accordingly.

On March 22<sup>nd</sup>, 2022, the Steering Committee met to review and discuss the project in more detail. At this time CAO Kelly provided information on a more local management consulting firm (Goss Gilroy Inc.) that could complete the public consultation component of the project. This firm would focus solely on a survey type approach to the project that would include gathering of information from the Municipality from a Recreation, Culture and Daycare perspective, developing and conducting a survey that members of the public could take part in through either an online survey or telephone interview. In discussions with Goss Gilroy, they did indicate that most of the interviews and discussions would be conducted through online methods but there could be some in person discussion with staff, council and small working groups if required. All information gathered from the public would be received through online survey or paper surveys. The Steering Committee agreed that after two unsuccessful attempts to try to solicit a reputable firm to complete the project this was the best alternative to proceed with.

At the June 21st 2022 Committee of The Whole meeting, Council passed a motion awarding Goss Gilroy Inc the work to proceed with a Public Consultation online survey for residents including Workshop Facilitation to develop a Framework for the Community Services Master Plan and Inclusion of paper surveys in the amount of \$67,637.50 plus H.S.T.

In the fall of 2022 Public Consultation including an online survey and paper copies for residents occurred and this was followed by a Workshop Facilitation with Senior Staff to develop a Framework for the Community Services Master Plan. This information is being brought forward to you today for review.

## **DISCUSSION:**

The Municipality delivers several community focused services including Childcare, Library, Culture and Recreation. These services, that involve the social interaction of people, are the fabric of the community. This project will develop a shared understanding of the services and the future direction they will take in conjunction with the changes and growth of the Municipality.

### **Project Scope:**

This Master Plan will include reviewing all recreation parks, facilities, programming, culture, public art, heritage, staffing components of the Recreation and Culture department, as well as Childcare services. The Library's Strategic Plan will also be consulted and inform this review.

The final community services plan will incorporate age friendly planning principles and all services/programs will be considered using a lens of to ensure equality, diversity and inclusivity. The report will include input from municipal departments including Public Works, Building and Planning as these departments work closely with Recreation and Culture, Libraries and Childcare.

Input will also be obtained from local groups who provide valuable community and recreational services including but not limited to the Almonte Curling Club, Almonte Tennis Club, Almonte / Pakenham Minor Hockey Association, Pakenham Curling Club, Mississippi Mills Youth Centre, Carebridge Community Support, Bridging Generations Pakenham, Almonte Learning and Lectures, Mississippi Valley Field Naturalists, Almonte Lawn Bowling, Mississippi Mills Museums, Community Hall Committees (Union Hall, Clayton hall and Friends of the Cedar Hill School House).

Mississippi Mills festival and event organizing committees will be consulted, this group includes but is not limited to Naismith 3 on 3, Celtfest, North Lanark Agricultural Society, Folkus, Almonte in Concert, and Puppets Up.

Service Clubs provide vital community services in Mississippi Mills. Targeted discussions will be had with the Almonte and Pakenham Civitan Clubs, The Almonte Legion, The Lions Club and The Masons.

The examples above of clubs, associations, organizations, societies etc.. is not intended to be an exhaustive list and also includes entities that are not operated or under the management of the Municipality. The list of those to be consulted will be approved by the Steering Committee.

The process will include consultation with outside organizations whose activities contribute the quality of life for residents of Mississippi Mills. These organizations include Almonte and Pakenham schools, Almonte General Hospital, the Leeds Lanark and Grenville Health Unit and the Ottawa Valley Health Team.

### **Project Goal/Objective:**

Upon completion of the Community Services Master Plan we should have established a strategic document to guide the future planning and development of parks, facilities, recreation services, cultural assets, museums, festivals and events, libraries, childcare services for the next 10 years. Goals will be shared with the Library Board to ensure library service is aligned with the Master Plan. It is also a goal of the CSMP that Municipal partners and stakeholders will have an understanding of the direction that the Municipality will be implementing over the next 10 years.

The Municipality is dedicated to strengthening its commitment to equity, diversity, and inclusion through the creation of our Community Services Master Plan. Equity, diversity, and inclusion is defined as the ability to embrace and celebrate difference among our population in ways that provide equity of opportunity and that contribute to inclusive and safe community spaces. In addition, particular attention will be paid to developing and maintaining accessible age-friendly programs and facilities. Age-friendly communities help create more accessible environments for people of all ages and abilities.

### **Approach:**

Staff recommends a Steering Committee be created to guide the overall work of the project as well as review recommendations at key steps in the project to ensure that the recommendations align with Council and Corporate direction. We suggest the Steering Committee be comprised of two members of Council, CAO and key departmental staff Recreation Manager, Manager of Community & Economic Development, and Childcare Manager.

The Steering Committee will meet at key times in the project to review deliverables and provide overall strategic guidance.

Building on the broad consultation that has been completed and key findings presented to Council as part of this report we will continue this work with focus groups of key stakeholders in each business line (recreation, culture, childcare, museums and events) and a deep dive into key themes for these services.

Key themes that could be explored include:

- the level of capital cost recovery for users.
- measurement to consider facility operational cost vs. value of programs and services.
- Review of current pricing model for various facility and users and establishment of an overall objective for rental fees. (is the goal programming or profit or both)
- objectives for facility user groups to be age friendly (seniors and youth), diversity/equality/inclusivity, adopting a code of conduct if one is not in place for an umbrella association, allowing public access to facilities and reporting on these objectives annually;
- approach to program delivery – facilitate or deliver with municipal staff or volunteers;
- museum network cooperation and collaboration including a review of museum municipal funding structure and process;
- review of municipal support for festivals and cultural events; including municipality funded and organized events, as well as events organized by arm's length volunteer committees, in municipal facilities.
- future approach to early childhood education programming; and
- any other themes that the Steering Committee recommends to be developed.

A report capturing "What We Heard" will be developed as a deliverable for the project.

Staff will also complete a review and analysis of comparable municipalities community master plans including their approach to service delivery for policies, metrics, comparable programming, facilities, capacity, partner funding, third party support, as well capital and operational budgets. Childcare services will also be incorporating information such as strategic plans for the Province and Lanark County for childcare program delivery as well as Leeds Grenville Lanark District Health Unit. Previous reports of the Municipality will also be used as input to project.

A report capturing the “Municipal Comparison” will be developed as a deliverable for the project.

Using the broad consultation, focus group input, comparison to other municipalities we will develop three potential scenarios for the future service delivery approach, future capital needs and supporting policy framework. These scenarios will be high level for feedback and seek direction on a preferred option for further development. The scenarios will be published for feedback.

Council will be provided with the three scenarios and the feedback on these scenarios in order to provide direction on the preferred option to be developed as the Master Plan. Staff will take this direction and further refine and develop the direction into a Master Plan for presentation to Council for consideration.

The key steps in our suggested process are elaborated in more detail below.

### **Phase 1** (Timeline – Spring/Summer 2023)

1. Information Gathering on the socio-demographic profile(population and age) of Mississippi Mills. Coming from the MM 2048(umbrella project).
2. Presentation April 13 as part of the MM 2048 Public Information Center.
3. Consult with stakeholders/focus groups on issues and opportunities. (discussion will include cost recovery contributions/programming opportunities etc...
4. Benchmark approach, programs, services and policies from other neighbouring communities.
5. Draft a Mission Statement and Guiding Principles to direct the delivery of parks, facilities, childcare, cultural programming, events delivery/promotion and recreation services. Principles will be shared with the Library Board.
6. Draft options based on each service.
7. Consult with stakeholders/focus groups on the options.

Stake holders/focus groups that will be consulted as part of this next phase will include the following and others as suggested by the Steering Committee:

1. Service Groups (Legions, Lions Club etc..)
2. Community Partner Organizations (MMYC, All My Relations, Bridging Generations, MM Pride, Carebridge, Health Unit, MM Library)
3. Recreation Park User groups (Disc Golf, Almonte Soccer Club, Almonte Tennis Club)
4. Recreation Facility User groups (APMHA, Almonte Curling Club, Almonte Lawn Bowling Club etc..)
5. Festival User Groups (Highland games, Celtfest, Puppets Up, Claytonfest etc..)
6. AOTH Performance Groups (Folkus, Almonte in Concert etc.)
7. Community Halls (Union Hall, Clayton Hall, Friends of Cedar Hill School House)
8. Organizations that offer recreation programs (Judo, Yoga Programs, Naismith Basketball, Almonte Lectures, Almonte Dance Academy, Senior Shuffleboard, Recreation Department lead programming, Naismith Basketball)
9. Childcare groups include:

- (Current Parents, Parents on waiting list, Past parents, RECE, Public Health)
10. Mississippi Mills Museums (mix of users and organizations)
  11. Organizations whose activities contribute to quality of life for Mississippi Mills residents: MM public and secondary schools, Almonte General Hospital, Leeds, Lanark and Grenville Health Unit, Ottawa Valley Health Team.
  12. Organizations offering unique expertise in accessibility, equity, diversity, and inclusion including Bridging Generations, MMYC, Carebridge Community Support, All My Relations, Interval House, We All Belong, Lanark County Support Service, Lanark Community Support and Pride Mississippi Mills.

Develop a “What We Heard” report to capture the input..

Develop the “Municipal Comparison” report to capture the findings of the municipal analysis.

## **Phase 2** (Timeline Fall-Winter 2023)

This phase will bring the research and public feedback together to formulate the Community Services Master Plan.

1. Develop Options report for consultation and feedback.
2. The Steering Committee will decide upon the mechanism for consultation. One option could be to test options with focus groups – happens at the Fall PIC for MM 2048
3. Council presentation of options for decision.
4. Develop preferred options report to present to Council.
5. Draft Master Plan with recommendations for facilities, programs, services and staffing etc.. including a supporting implementation plan.
6. Development of a fulsome public facing document(Community Services Guide) to identify community services, recreation programs and activities. This communication document could be used to educate residents on events, programs and activities that are available and could be contributing to their enjoyment and quality of life. This document would include all recreational programs and events, those organized by the Municipality or by outside organizations.
7. Finalize the Master Plan.

## **FINANCIAL IMPLICATIONS:**

At this point in time there are no financial implications associated with the report. However, there maybe funds required to bring together the information gathered during this next phase of the project.

**SUMMARY:**

In order for the Community Services Master Plan to proceed in a timely fashion, it is highly recommended that Council approve the recommendation above.

Respectfully submitted by,

Reviewed by:

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Calvin Murphy,  
Recreation Manager

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Ken Kelly,  
CAO

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Tiffany Maclaren  
Manager of Community &  
Economic Development

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Anita Legault  
Director of Childcare Services



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** March 21, 2023

**TO:** Committee of the Whole

**FROM:** Ken T. Kelly, Chief Administrative Officer

**SUBJECT:** Steering Committee members for 34 Victoria St. – Carebridge Community Support project.

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### RECOMMENDATION:

**THAT** Committee of the Whole recommend to Council appoint the following members to a Steering Committee to represent the Municipality on the Carebridge Community Support housing development at 34 Victoria St; \_\_\_\_\_ & \_\_\_\_\_.

### BACKGROUND:

The municipality is in a unique position whereby it owns an inventory of vacant land. Knowing the need for affordable housing units across the municipality and generally in the County, staff have identified a potential opportunity to be the catalyst in an affordable housing development with the vacant property located at 34 Victoria Street (Figure 1).

Figure 1



At its meeting held March 15, 2022 Council approved entering into an agreement with Carebridge Community Support to develop this property into affordable units that Carebridge would manage. Council also approved an exemption from building and planning fees for not-for-profit housing developments and an from payments of cash-in-lieu of parkland.

**Resolution Number 083-22**

**Title: Affordable Housing, Attainable Housing and Housing Supply Directions Report**

**Date: Tuesday, March 15, 2022**

**Moved by Deputy Mayor Minnille**

**Seconded by Councillor Holmes**

**THAT Council authorize Staff to develop a Memorandum of Understanding with Carebridge Community Support Corporation for the development of a not-for-profit housing development at the municipally owned property at 34 Victoria Street based on the principles as detailed in Document 3.**

Carebridge is ready to start working on the development of this project and has invited the Municipality to participate on the project steering committee by appointing two members of Council to the steering committee.

**FINANCIAL IMPLICATIONS:**

There are no additional financial impacts of this report.

**SUMMARY:**

Carebridge Community Support is ready to start planning for this development and has asked the Municipality if it wishes to participate in a steering committee for the project. If so, they are asking that two members of Council be appointed to represent the position of the Municipality on the steering committee.

Respectfully submitted by,

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Ken T. Kelly,  
Chief Administrative Officer

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

**STAFF REPORT**

**DATE:** March 21, 2023  
**TO:** Committee of the Whole  
**FROM:** Andrew Hodge, Deputy Treasurer  
**SUBJECT:** Audit Services

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council approves Option A to authorize staff to extend the contract for audit services for the 2022 fiscal year-end.**

**BACKGROUND:**

In 2013, the municipality issued an RFP for audit services for the fiscal year ends 2013, 2014 and 2015. The contract was awarded to Allan and Partners LLP.

The original contract allowed for an extension which was approved by Council on May 19, 2015, as follows:

**Resolution No. 174-15**

**Moved by Councillor Ferguson**

**Seconded by Councillor Watters**

**BE IT RESOLVED THAT** Council of the Corporation of the Town of Mississippi Mills approves extending the Town's contract for audit services with Allan Chartered Accountant Professional Corporation for the fiscal years 2016, 2017 and 2018.

**CARRIED**

On April 15<sup>th</sup>, 2019, there was a report by the Treasurer for an extension of the audit services for the fiscal year-ends 2019, 2020, and 2021, through a delegation of authority as referenced in the Procurement By-law 18-14. It noted as follows:

In 2018, the Municipality passed a new Procurement By-law 18-14. Section IX 4 b (iii) allows for single source procurement where "there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial." Also from this

section, "the rationale for the selection of single source procurement by a Department Head shall be submitted in writing to the CAO to include in an information report to Council."

In October 2021 Allan and Partners LLP merged operations with KPMG LLP. The Municipality's existing contract with KPMG LLP would expire following the 2021 fiscal year-end audit services if it is not extended. The other option would be to issue a new RFP for audit services. The drafting, issuing, receiving, reviewing, and awarding of an RFP could potentially take until midway through 2023 to complete and would have no guaranteed results, with the risk of causing an extended inability to complete the 2022 year-end financial statements.

### **DISCUSSION:**

Staff recently contacted the firm to determine what the fees might be if the contract was further extended and was provided with the following quote which includes completion of the annual FIR:

Fiscal year-end 2022 - \$31,000 plus HST

In 2018 the Municipality passed a new Procurement By-law, By-law 18-14. Section IX 4 b (iii) allows for single source procurement where "there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial." Also from this section, "the rationale for the selection of single source procurement by a Department Head shall be submitted in writing to the CAO to include in an information report to Council."

The increase in fees between the 2021 fiscal year-end pricing and 2022 fiscal year-end pricing is \$5,200 before HST and is not substantial. This increase includes an amount that is a "One-time including adoption of new CAS 315 auditing standard effective December 31, 2022" in the amount of \$2,500 as shown on page 6 of the attachment to this report. It is not expected that issuing an RFP for audit services would provide the desired results as few accounting firms are experienced in municipal audits and municipal accounting requirements.

Staff are satisfied with the services provided by KPMG LLP. KPMG LLP staff are very experienced in municipal audits and include assistance and advice as part of their services.

Due to the statutory requirements of municipalities producing audited year-end financial statements and the reporting timelines, the RFP process would require extended amounts of time before the audit could be performed and potentially completed. This timeframe would be anticipated to prevent meeting standard reporting timelines.

By extending the contract for audit services by one fiscal year it would allow for the completion of fiscal year-end 2022, and staff would then have time to prepare an RFP that would start with the 2023 year-end audit services.

**OPTIONS:**

Option A: Authorize staff to extend the contract for audit services for the 2022 fiscal year-end.

Option B: Authorize staff to extend the contract for audit services for the 2022, 2023, and 2024 fiscal year-ends.

Option C: Authorize staff to Conduct an RFP for audit services that would include the 2022 fiscal year-end.

**FINANCIAL IMPLICATIONS:**

The issuing of an RFP for Audit Services could result in unanticipated cost variances beyond the known cost for 2022 fiscal year-end.

**SUMMARY:**

Staff recommend that the Municipality's contract for audit services with KPMG LLP be further extended to include the 2022 fiscal year-end.

Respectfully Submitted

Approved by

Andrew Hodge,  
Deputy Treasurer

Ken Kelly,  
CAO

**ATTACHMENTS:**

KPMG – 2022 Fee Quote for Mississippi Mills

## MEDIA RELEASE

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*For immediate release*

**March 8, 2023**

Here are the highlights from the Lanark County Council meeting held March 8, 2023.

**County Takes Mayor's Monarch Pledge:** Warden Peter McLaren has taken the Mayors' Monarch Pledge for Lanark County in 2023.

At the public works committee meeting last month, Climate Environmental Coordinator Elizabeth Gallant explained the pledge, through the National Wildlife Federation, gives municipalities in North America the opportunity to commit to creating habitat for the monarch butterfly and pollinators and to educate residents about how they can make a difference at home and in their community. The monarch butterfly's eastern populations have declined by 90 per cent in recent years.

Taking the pledge requires a commitment to at least three action items from a list of 30. "Lanark County has taken the Mayors' Monarch pledge annually since 2019," she said. "In 2020, 2021 and 2022 the county received special recognition for completing eight actions as a member of the Mayors' Monarch Pledge Leadership Circle. The actions complement the county's long-term goals for pollinators on roadsides as part of the Integrated Vegetation Management Plan."

For 2023, three new actions are planned:

- Raising awareness about the decline of the monarch butterfly and the species' need for habitat.
- Facilitating or supporting a milkweed seed collection and propagation effort.
- Building awareness and creating habitat by engaging students, teachers and the community in planting native milkweed and pollinator-friendly native nectar plants.

The county is also incorporating weeding and mowing to allow for native prairie and plant habitats, uses native milkweed and nectar plants on county properties where appropriate, integrates monarch butterfly conservation into planning, and aims to use chemicals that are not harmful to pollinators. For more information, contact Elizabeth Gallant, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

**More Information Sought for Andrewsville Bridge Decision:** Council passed a motion to refer a report on the Andrewsville Bridge back to public works staff to collect more information.

The motion followed a delegation at the public works committee of the whole meeting last month by representatives of Friends of Andrewsville Bridge, as well as a detailed report by Public Works Manager Sean Derouin. Council is considering the future of the bridge, which was constructed in 1904. The bridge spans the Rideau River and provides access to the Parks Canada swing bridge that crosses the Rideau Canal at Nicholson's Locks. It has had a 5-tonne load limit since 1952, and inspections have identified it has outlived its service life and continues to deteriorate. Since 2018 it has been closed to vehicles in the winter to reduce further damage by de-icing chemicals. It is estimated it will need to be permanently closed to passenger vehicles within five years. Jurisdiction of the bridge is

## MEDIA RELEASE

shared between Lanark County and the United Counties of Leeds and Grenville (UCLG). Its average annual daily traffic count is approximately 200 vehicles.

Derouin indicated five options are being considered:

1. Rehabilitation of the existing bridge
2. Constructing a new single-lane bridge with reconstruction of the current approach
3. Complete removal of the existing bridge
4. Conversion to a pedestrian bridge
5. Do nothing and close the bridge to traffic

“An evaluation of options completed using a weighted scoring matrix resulted in option four as the preferred solution,” Derouin said. Public consultation took place between Nov. 1, 2022 and Feb. 24, 2023, with 32 responses received. The selection of the preferred option by Lanark and UCLG councils will determine how the environmental assessment study proceeds. UCLG is also currently considering the options.

Council has requested clarification related to applying development charges to the project, the application of a climate lens and further information related to growth pressures on the bridge, including potential changes to travel routes, and additional information about emergency services access. As well, more information related to UCLG’s decision and their growth impact was requested. For more information, contact Sean Derouin, Public Works Manager, at 1-888-9-LANARK, ext. 3194.

**Municipal Trails Overview Provided:** As part of ongoing orientation, council accepted a report providing an overview of Lanark County trails as presented by CAO Kurt Greaves at the economic development committee meeting last month.

The trails include:

- Baird Trail, 3 km hiking (Heron Mills, Lanark Highlands)
- Tay River Pathway, 1 km accessible trail behind Lanark Lodge
- Conboy, 3 km hiking (Cameron Side Road, Tay Valley)
- Tay Havelock Trail, 25 km multi-use (Tay Valley)
- Ottawa Valley Recreational Trail (OVRT), 61 km multi-use (Montague to 417 Arnprior)

Greaves noted the Lanark Lodge Family Council raised \$80,000 and organized the construction of the Tay River Pathway, which is an accessible trail leading to a viewing platform on the Tay River.

He also outlined the history of the OVRT, from its inception as the Brockville and Ottawa Railway Company. It eventually extended across Renfrew County and linked to the transcontinental line. Canadian Pacific gave notice it was discontinuing the line in 2010. Lobbies to save the railway were unsuccessful, and Lanark, Renfrew and Papineau-Cameron began negotiating for the purchase of the line in 2011. Lanark County’s 61.2 km portion cost \$110,000 plus a \$14.9 million tax receipt. The whole property was appraised at more than \$77 million. The new trail opened in October 2018 following years of preparation, including bridge work, gravel, stone dust, fencing, signage, gates and guide rails/culverts. More than \$2 million has been invested in the trail.



## MEDIA RELEASE

Greaves noted municipalities and other partners have contributed to enhancements to the OVRT, such as the “Carleton Junction” in Carleton Place, the Carleton Place Bridge in partnership with snowmobile clubs, and the Alameda Project in Almonte. In 2018, the OVRT won an award of excellence from the Economic Development Council of Ontario.

Greaves said an endeavour to complete a Lanark County Ring Trail is underway, including the K&P Trail from Renfrew to Kingston (Mississippi Valley Conservation Authority owns the Lanark County portion), the Tay Havelock Trail and the OVRT. There are 25 kms to fill in between Glen Tay and Smiths Falls.

For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

**Valley Heartland Services Outlined:** Council accepted a report by Valley Heartland Community Futures Development Corporation outlining activities in partnership with the county.

The report was presented by Valley Heartland’s Tina Stevens, General Manager, and Amber Coville, Business Development and Program Officer, at the economic development committee meeting last month.

Valley Heartland is part of a network of community futures offices across Canada established in 1985 to support business development in rural and remote communities. Valley heartland covers all of Lanark County, Smiths Falls, and North Leeds. Federal funding through FedDev Ontario supports three pillars: business loans, business services and community development support.

Local boards of directors manage the community investment fund to stimulate economic development in rural communities. It provides repayable loans to small- and medium-sized enterprises. The loans are described as flexible, community focused and relationship based. Locally the loans are up to \$300,000. Currently \$7 million in loans are active in the community.

Valley Heartland staff support businesses through developing growth strategies, business plan writing and review, market and industry research and troubleshooting specific challenges. They respond to hundreds of enquiries, lead an average of 245 business advisory meetings per year and host workshops and training events. A new website will soon include interactive business calculators, new resources and on-demand learning.

As well, the Valley Heartland Innovation Centre is a facility for accessing services, including a training room, digital media lab and turnkey rental offices. Chair Rob Dyke says the impact of Valley Heartland is clear and compelling. “Through localized efforts we, like other Community Futures offices across the nation, support rural businesses like no other organization, with advisory, programming and flexible lending backed by a local volunteer board and staff.”

For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

**Upcoming Meetings: County Council, Wednesday, March 22, 5 p.m.;** Public Works, March 22 (following County Council); Economic Development, March 22 (following Public Works). **County**  
99 Christie Lake Rd., Perth, ON K7H 3C6 \* Tel.: 1-888-9-LANARK \* Fax: 613-267-2964 \*





## MEDIA RELEASE

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

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# MISSISSIPPI MILLS PUBLIC LIBRARY BOARD

## MINUTES

### Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on February 9 at 3:30 p.m. at the Almonte branch and through Zoom.

1. WELCOME AND INTRODUCTIONS
2. ELECTION OF CHAIR AND VICE CHAIR

**Resolution No. 01-23**

**Moved by** C. Peacock

**Seconded by** W. Thorngate

**THAT** the MMPLB Board elects B. Button as Chair of the Board.

**CARRIED**

**Resolution No. 02-23**

**Moved by** J. Fraser

**Seconded by** C. Peacock

**THAT** the MMPLB Board elects L. Czerwinski as the Vice Chair of the Board.

**CARRIED**

3. CALL TO ORDER

The meeting was called to order at 3:47 p.m.

4. ATTENDANCE:

**PRESENT:**

Cathy Peacock

Alison Ball

Barbara Button

Leanne Czerwinski

Jeff Fraser

Emma Kinsman

Vicki Lowe, Council Representative

Mary Lumsden

Warren Thorngate

Christine Row, staff

**ABSENT:**

5. APPROVAL OF AGENDA

**Resolution No. 03 -23**

**Moved by** C. Peacock

**Seconded by** J. Fraser

**THAT** the MMPLB approves the agenda as presented.

**CARRIED**

6. DECLARATION OF ANY CONFLICTS OF INTEREST

[None]

7. DELEGATIONS OR PRESENTATIONS

a) 2021 Audit - KPMG

**Resolution No. 04 -23**

**Moved by** J. Fraser

**Seconded by** W. Thorngate

**THAT** the MMPLB Board approves Financial Statements of Mississippi Mills Public Library Board Year ended December 31, 2021 as presented.

**CARRIED**

b) Orientation – Year 1- Governance Roles & Responsibilities Orientation (includes:  
Cut to the Chase, 10 Things You Need to Know as a New Library Board Member, The Public  
Library Sector in Ontario, MMPL Board By-laws, MMPL 2017-2026 Strategic Plan, MMPL  
2021 Annual Report)  
Board Member Contact Information  
Board Legacy Document  
Information Sheet for Library Board Members  
2023 Draft Budget

8. MINUTES OF THE PRECEDING MEETING

**Resolution No. 05-23**

**Moved by** J. Fraser

**Seconded by** C. Peacock

**THAT** the MMPLB Board approves the November 18, 2022 minutes as presented.

**CARRIED**

9. CONSENT ITEM

a) Correspondence- None

- b) Reports- CEO report, 2023 CEO Work Plan
- c) Incidents- None
- d) MMPL Step Increase Dates 2023

**Resolution No. 06-23**

**Moved by** L. Czerwinski

**Seconded by** E. Kinsman

**THAT** the MMPLB accepts the consent items as presented.

**CARRIED**

10. UPDATES

- a) Policy review – None
- b) Financial Statement - None

11. FOR DISCUSSION/DECISION

- a) Processing Assistant to Library Assistant report

**Resolution No. 07-23**

**Moved by** W. Thorngate

**Seconded by** A. Ball

**THAT** the MMPLB approves the recommendation to move employees number 0744 and 1007 from Processing Assistant to Library Assistant effective January 1, 2023.

**CARRIED**

12. OTHER/NEW BUSINESS

- a) B. Button will write a letter of congratulations to Berta Abaroa Madrigal in recognition of her completion of the two year intensive Advancing Public Library Leadership program.
- b) J. Fraser extended appreciation to the past board members for a great term.

13. NEXT MEETING

- L. Czerwinski will send an online poll to members to determine future meeting dates.

14. ADJOURNMENT

**Resolution No. 08- 23**

**Moved by** W. Thorngate

**Seconded by** M. Lumsden

**THAT** the meeting be adjourned at 5:05 p.m.

**CARRIED**



# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg  
Legislative Services Department  
Victoria Hall  
55 King Street West  
Cobourg, ON K9A 2M2

Brent Larmer  
Municipal Clerk/  
Director of Legislative Services  
Telephone: (905) 372-4301 Ext. 4401  
Email: blarmer@cobourg.ca  
Fax: (905) 372-7558

**SENT VIA EMAIL**

March 2, 2023

David Piccini, Member of Provincial Parliament  
Hon. Doug Ford, Premier  
Hon. Steve Clark, Minister of Municipal Affairs and Housing  
Hon. Merrilee Fullerton, Minister of Children, Community and Social Services  
Hon. Sylvia Jones, Minister of Health

## **Re: Town of Cobourg Resolution – Homeless and Unsheltered Persons**

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At a meeting held on February 27, 2023, the Municipal Council of the Town of Cobourg approved the following Resolution #045-23:

### **Homeless and Unsheltered Persons**

*Moved by Deputy Mayor Nicole Beatty*

*Seconded by Councillor Adam Bureau*

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and



# THE CORPORATION OF THE TOWN OF COBOURG

The Corporation of the Town of Cobourg  
Legislative Services Department  
Victoria Hall  
55 King Street West  
Cobourg, ON K9A 2M2

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Municipal Clerk/  
Director of Legislative Services  
Telephone: (905) 372-4301 Ext. 4401  
Email: [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca)  
Fax: (905) 372-7558

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

**045-23**

**Carried**

If you have any questions regarding this matter, please do not hesitate to contact the undersigned at [blarmer@cobourg.ca](mailto:blarmer@cobourg.ca) or by telephone at (905)-372-4301 Ext. 4401.

Sincerely,

Brent Larmer  
Municipal Clerk/Director of Legislative Services  
Returning Officer  
Legislative Services Department



<b>Moved By</b>	Deputy Mayor Nicole Beatty	<b>Resolution No.:</b>
<b>Last Name Printed</b>	BEATTY	045-23
<b>Seconded By</b>	Councillor Adam Bureau	<b>Council Date:</b>
<b>Last Name Printed</b>	BUREAU	February 27, 2023

WHEREAS at the Regular Council meeting on February 27, 2023, Council considered a Delegation Action from the Committee of the Whole meeting on February 21, 2023, regarding Homelessness and Unsheltered Residents with an understanding and appreciation of the impacts and importance of the issue of homelessness has to the local community; and

WHEREAS the Town of Cobourg acknowledges that there are complex issues which can be presented through the challenges of homelessness and a lack of transitional and affordable housing, which are most significantly felt at the local level on a daily basis; and therefore have a measurable and detrimental impact on the well-being of all citizens of the Town of Cobourg; and

WHEREAS the Town of Cobourg does not have the resources, capacity or tools to address these complex challenges without the partnership of the designated service providers being the County of Northumberland, and the Province of Ontario;

NOW THEREFORE BE IT RESOLVED THAT Council acknowledges that homelessness in the Town of Cobourg is a social, economic and health crisis; and

FURTHER THAT Council requests the support of the County of Northumberland as the regional service manager and facilitator of the Community Safety and Well-Being Taskforce by including Cobourg representatives and people with lived experience on it in an effort to address the local issues of homelessness in the Town of Cobourg; and

FURTHER THAT Council requests a need for immediate action from the Province of Ontario to develop, resource and implement a comprehensive plan to prevent, reduce and ultimately end homelessness in Ontario; and,

FURTHER THAT Council invites the delegates to submit their presentations to the Northumberland County Social Services Standing Committee and County Council and member municipalities; and

FURTHER that a copy of this motion be sent to all Northumberland County Lower-Tier municipalities for support; and

FURTHER THAT that a copy of this motion be sent to Premier Doug Ford, MPP David Piccini, the Minister of Municipal Affairs and Housing; the Minister of Children, Community and Social Services, the Minister of Health, HKPR Board of Health, the Association of Municipalities of Ontario (AMO) and all 444 municipalities in Ontario.

***Recorded vote requested by Councillor Adam Bureau***

	<b>For</b>	<b>Against</b>	<b>Absent</b>
Councillor Adam Bureau	X		
Councillor Aaron Burchat	X		
Councillor Brian Darling	X		
Councillor Miriam Mutton	X		
Councillor Randy Barber	X		
Mayor Lucas Cleveland		X	
Deputy Mayor Nicole Beatty	X		
TOTAL:	<b>6</b>	<b>1</b>	



March 6, 2023

To All Ontario Municipalities

**Resolution re Reducing Municipal Insurance Costs**

Please be advised the Council of the Municipality of Chatham-Kent, at its regular meeting held on March 6, 2023 passed the following resolution:

“Whereas Chatham-Kent has faced multiple double digit increases to insurance premiums over the past years;

And Whereas the costs on insurance are having a significant impact on municipal budgets in Chatham-Kent and around the Province;

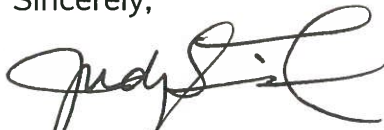
Now Therefore, Council direct administration to engage with other municipalities, the Association of Municipalities of Ontario, and any other relevant municipal associations, to determine what tools may be available to reduce insurance costs, including cooperative purchasing of insurance, creation of a municipal reciprocal insurance provider, or legislative changes to address insurance costs to municipalities.

And administration report back to Council regarding the result of this engagement and any recommended Council resolutions to support improvements to municipal insurance in Ontario.

Further that administration be directed to forward this motion to all other municipalities in Ontario seeking support and collaboration on this issue.”

If you have any questions or comments, please contact Judy Smith at [ckclerk@chatham-kent.ca](mailto:ckclerk@chatham-kent.ca)

Sincerely,



Judy Smith, CMO  
Director Municipal Governance/Clerk

C AMO



Monday, March 13, 2023

**WOWC Supports Huron County's Call for Cannabis Act Review**

At the regular meeting of the Western Ontario Wardens' Caucus held on March 10, 2023, the following resolution was passed:

Moved by R. Ehgoetz, seconded by K. Marriott:

THAT the Huron County resolution, re Call to Action - Cannabis Act Review, be supported." –  
CARRIED

The Huron County Warden's letter is attached for your reference.

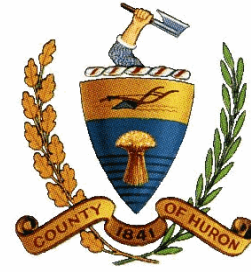
Sincerely,

A handwritten signature in black ink that reads "Glen McNeil".

Glen McNeil  
Chair, Western Ontario Wardens' Caucus

**OFFICE OF THE WARDEN**

Corporation of the County of Huron  
1 Courthouse Square  
Goderich, Ontario N7A 1M2  
www.HuronCounty.ca  
Phone: 519.524.8394  
Toll Free: 1.888.524.8394



February 1, 2023

Sent via email.

**Re: Call to Action: Review of the Cannabis Act**

Please note that on February 1, 2023 Huron County Council passed the following motion:

Moved by: Councillor G. Finch and Seconded by: Councillor M. Anderson

THAT:

The Council of the County of Huron approve the report by CAO Meighan Wark dated February 1, 2023 titled Report to Council: Cannabis Act Information as presented;  
AND FURTHER THAT:

The Council of the County of Huron advocate for improvements to the Cannabis Act and current legislative framework for cannabis in Canada by sending the report titled *Report for Council: Cannabis Act Information*, including the correspondence found in the appendices, to the Western Ontario Warden's Caucus (WOWC) for discussion and consideration;

AND FURTHER THAT:

The Council of the County of Huron approve forwarding Call to Action Letters to the following for support:

- Federation of Canadian Municipalities (FCM)
- All Municipalities in Ontario
- Ministry of Agriculture, Food and Rural Affairs (OMAFRA)
- Premier of Ontario
- Provincial Minister of the Environment, Conservation and Parks
- Provincial Minister of Agriculture
- Provincial Minister of Municipal Affairs and Housing
- Member of Parliament
- Federal Minister of Agriculture and Agri-Food
- Federal Minister of Health

CARRIED

The County of Huron calls for a review and amendments to the Cannabis Act and the current legislative framework for cannabis in Canada.

To be clear, the County of Huron is not against or opposed to cannabis and we appreciate the role that both the federal and provincial governments provide in assisting municipalities. However, when new legislation is implemented, it is often at the municipal level that the impacts of change can be observed, and notations can be made for areas of improvement. It is vital that municipal governments pay attention and provide information and recommendations to higher levels of government so that continual improvements can be made over time.

It is in this spirit that we provide the following recommendation:

As a municipal government for one of Canada's most agriculturally productive regions and a popular tourism destination, we have been in the position to observe the last several years of legal cannabis production under the Cannabis Act as managed by Health Canada.

Under the current legislative and regulatory framework, we have observed, and continue to observe, serious odour impacts on local communities and residents from cannabis production facilities; including concerns from local medical practitioners about these impacts. Most often, these odour impacts arise from properties used for 'The Production of Cannabis for Own Medical Purposes by a Designated Person'.

In our local municipal experience, these facilities are often established without complying with local municipal zoning and nuisance by-laws, often contain hundreds of cannabis plants for each of the four assigned individuals, and usually do not include adequate odour controls to manage impacts on surrounding homes, public facilities, and the community at large.

To help manage public impacts of cannabis production facilities, we request that all production facilities, including facilities used by a designated person to produce cannabis for an individual's medical purposes, to require confirmation from the local municipality that the facility/site selected complies with all local municipal by-laws and regulations prior to an application being approved by Health Canada. We also request that Health Canada implement a system of minimum setbacks between cannabis production facilities and sensitive odour receptors, including homes and public facilities.

As an agricultural community, we have had extensive experience with the Ontario Ministry of Agriculture, Food and Rural Affairs' Minimum Distance Separation (MDS) Formula, an approach which has been used to successfully manage land use conflicts resulting from odour between livestock facilities and sensitive receptors for almost 50 years. We believe a system based on MDS would be appropriate to manage the

impacts of Health Canada's approved cannabis facilities, including both licensed commercial producers and designated growers for individuals.

In conclusion, we strongly recommend further notice and enhanced consultation with municipal governments when drafting and implementing legislation and regulations related to cannabis production, as there is a direct impact on local municipal operations, local residents, and in some cases, serious issues of non-compliance with local municipal by-laws.

Sincerely,

A handwritten signature in black ink, appearing to read "Glen McNeil".

Glen McNeil  
Warden, Huron County  
On behalf of Huron County Council

**Ministry of Energy**

Office of the Minister

77 Grenville Street, 10<sup>th</sup> Floor  
Toronto ON M7A 2C1  
Tel.: 416-327-6758

**Ministère de l'Énergie**

Bureau du ministre

77, rue Grenville, 10<sup>e</sup> étage  
Toronto ON M7A 2C1  
Tél. : 416-327-6758



March 13, 2023

Her Worship Christa Lowry  
Mayor  
Municipality of Mississippi Mills  
3131 Old Perth Road, PO Box 400  
Almonte ON K0A 1A0  
clowry@mississippimills.ca

Dear Mayor Lowry:

I am writing to thank you for your Council's leadership and support for our government's work to ensure that Ontarians can count on a reliable, affordable and clean electricity grid.

Ontario's economy and population are continuing to grow, and work to electrify transportation and industrial processes is advancing. To support this growth, we know we have to be ready to build out our electricity system to keep up with rising demand.

New electricity generation and storage are needed to enable that electrification, support a growing population and attract new investment in the province's economy. As you know, at our government's direction the Independent Electricity System Operator (IESO) is working to procure new resources through competitive processes that will ensure the long-term reliability of the system while keeping costs down for ratepayers.

Your partnership is vital to developing these new energy projects, and further to my letter of December 23, 2022, the IESO has made it very clear that for projects to be eligible to compete in the procurements, a municipal council resolution declaring support for that project was mandatory. This is to ensure that proposed projects are only built in willing host communities.

I was pleased to learn that your Council has passed such a resolution declaring that your community is supportive of future energy development. I'd like to personally recognize you as one of Ontario's Energy Champions.

Thank you again for supporting our work to build out Ontario's world-class electricity system and for doing your part to keep it reliable, affordable and clean.

Sincerely,

A handwritten signature in black ink, appearing to read "Todd Smith".

Todd Smith  
Minister

c: Hon. Joe Oliver, PC, Board Chair, IESO  
Lesley Gallinger, President and Chief Executive Officer, IESO



# 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 3PM Heritage	16	17	18
19	20	21 6PM Council 7PM COW	22	23	24	25
26	27 6PM Committee of Adjustment	28	29	30	31	



# COUNCIL CALENDAR

## April 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 6PM Council 7PM COW	5	6	7 Good Friday	8
9	10 Easter Monday	11	12	13	14	15
16	17	18 6PM Council 7PM COW	19 3PM Heritage	20	21	22
23	24 6PM Committee of Adjustment	25	26	27	28	29
30						





**Municipality of Mississippi Mills**  
**PENDING LIST**  
**March 21, 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
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
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
Blue Box Transition Options	Public Works	Staff to bring back preferred options for the blue box transition	2023
Traffic Calming and Speed Management on Municipal Roads	Public Works	Staff to bring back an update to the traffic calming and speed management policies.	2023
Transportation Master Plan	Development Services	Staff to work with consultants to complete the Transportation Master Plan	2023
Planning Department - Long Term Staffing Plan	Development Services	Staff to develop a long term staffing plan for the planning department.	2023
Community Services Master Plan	Recreation	Staff to develop a Community Services Master Plan.	