



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 6, 2023

IMMEDIATELY FOLLOWING COUNCIL

Hybrid

3131 Old Perth Road.

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	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated May 23, 2023, be approved.	4 - 11
E. CONSENT REPORTS None.	
F. STAFF REPORTS	
<u>Finance &amp; Administration</u>	
F.1 2024 Budget Schedule and Process Recommended Motion: THAT Committee of the Whole recommends Council approve the 2024 budget schedule and process as presented.	12 - 21
F.2 2022 Council Remuneration and Expenses Recommended Motion: THAT Committee of the Whole recommend Council receive this report for information.	22 - 24
F.3 2022 Statement of Reserve Funds (Development Charges) Recommended Motion: THAT Committee of the Whole recommend that Council accept the Treasurer's 2022 Statement of Reserve Funds (Development Charges) as presented.	25 - 28

## Development & Engineering

- F.4 The Future of the Planning Branch - Staffing** 29 - 43

**Recommended Motion #1:**

**THAT** Committee of the Whole recommend that Council direct staff to develop job descriptions for a Policy Planner and an Engineer with associated salary ranges and report back to Council prior to the 2024 budget deliberations; and

**Recommended Motion #2:**

**THAT** Committee of the Whole recommend that Council direct staff to begin the recruitment process for Senior Plans Examiner (with a potential of adding Deputy Chief Building Official duties in the future) to be funded within the 2023 Building Branch budget, and if necessary, supplemented from building reserves.

## Protective Services

- F.5 Noise Bylaw Update** 44 - 58

**Recommended Motion:**

**THAT** the Committee of the Whole recommends that Council adopt the Noise Bylaw.

## Public Works

- F.6 Award of Princess Street Renewal** 59 - 60

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council Direct Staff to award the contract for the renewal of Princess Street to Thomas Cavanagh Construction in the Amount of \$1,464,464.64 plus HST.

## **G. NOTICE OF MOTION**

## **H. INFORMATION ITEMS**

**H.1 Mayor's Report**

- H.2 County Councillor's Report** 61 - 65

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

**H.4 Lanark County Police Services Board**

**H.5 Library Board Report**

**H.6 Information List #11-23**

**Recommended Motion:**

**THAT** the information list #11-23 be received for information.

- a. May 10, 2023, Town of Lincoln re: Municipal Heritage Register** 66
- b. May 26, 2023 Lanark County re: Paramedics Letter** 67

- c. **May 29, 2023 Ministry of Natural Resources and Forestry re: Streamlining Approvals under the Aggregate Resources Act** 68 - 69
- d. **May 30, 2023 Township of Ryerson re: Water Aerodromes** 70 - 71
- e. **May 31, 2023 Township of Limerick re: Retaining Tax Sale Proceeds** 72 - 74

**H.7 Meeting Calendar** 75 - 76

**I. OTHER/NEW BUSINESS**

**J. PENDING LIST** 77 - 78

**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**

**May 23, 2023**

**Hybrid**

**3131 Old Perth Road.**

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

Staff Present: Ken Kelly, CAO  
Jeanne Harfield, Clerk  
Casey Munro, Deputy Clerk  
Cory Smith, Director of Public Works  
David Shen, Director of Development Services & Engineering  
Kathy Davis, Director of Corporate Services  
Cyndy Woods, HR Business Partner

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

Deputy Mayor Minnille called the meeting to order at 6:55 p.m.

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

None were declared.

**C. APPROVAL OF AGENDA**

**Resolution No CW135-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Ferguson

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW136-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Souter

**THAT** the minutes dated May 9 and 16, 2023, be approved.

**CARRIED**

**E. CONSENT REPORTS**

**Resolution No CW137-23**

**Moved by** Councillor Lowe

**Seconded by** Mayor Lowry

**THAT** the consent reports E.1 - MRPC Quarterly Update - Q1 and E.3 - Recreation Department Quarterly Report - Q2 be received.

**CARRIED**

**E.1 MRPC Quarterly Update - Q1**

**E.3 Recreation Department Quarterly Report – Q2**

**E.2 Community and Economic Development Department Quarterly Report - Q2**

**Resolution No CW138-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** the Community and Economic Development Department Quarterly Report - Q2 be received as information.

**CARRIED**

**F. STAFF REPORTS**

Roads and Public Works

**F.1 Pedestrian Crossovers Downtown Core**

**Resolution No CW139-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Souter

**THAT** Council approve funds in the amount of \$11,000.00 from the approved budget from traffic calming to replace the existing pedestrian Cross over Polls on Mill Street with black mast poles to provide a more heritage feel.

**CARRIED**

**F.2 Blakeney Bridge Renewal – Pedestrian Options**

**Resolution No CW140-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council Direct Staff to notify Lanark County to move forward with Option 2: a 2 lane bridge (7.9m wide) including 0.3m shoulder, 2-3 m lanes and 1.6 m walkway protected by flexible bollards,

**AND THAT** Committee of the Whole recommend Council direct Staff to include \$180,000.00 in the 2024 Budget for Mississippi Mills share of the additional costs,

**AND THAT** Committee of the Whole recommend Council direct staff to request Lanark County complete a review of the geometry and make recommendations to the appropriate speed limit for the Blakeney Bridge and its approaches.

**CARRIED**

Development Services & Engineering

**F.3 Developing Engineering Capacity and Establishing Engineering-Related Fees/Charges (Part 1)**

**Resolution No CW141-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Ferguson

**THAT** this report be received as information.

**CARRIED**

**F.4 Developing Engineering Capacity and Establishing Engineering-Related Fees/Charges (Part 2)**

**Resolution No CW142-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Lowe

**THAT** this report be received as information.

**CARRIED**

**F.5 Developing Engineering Capacity and Establishing Engineering-Related Fees/Charges (Part 3)**

**Resolution No CW143-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**THAT**, Committee of the Whole recommend that Council approve the proposed engineering-related fees/charges and direct staff to prepare an amendment of fees/charges By-Law to implement the fees/charges.

**CARRIED**

Corporate Services

**F.6 Market Salary and Pay Equity Review**

**Resolution No CW144-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Holmes

**THAT** Committee of the Whole recommend that Council direct staff to take the necessary steps to comply with the legislative requirements of the Pay Equity Act which stipulates that the plan be updated every five (5) years; ensuring that we are maintaining pay equity and that we close any new pay gaps.

**AND THAT** Committee of the Whole recommend that Council direct staff to proceed with Option 3 as a salary survey participant for \$3,000.00, to utilize internal and external resources to complete an Internal Equity Review and Market Salary/Benefit Survey Review to ensure that our compensation practices position the Municipality with the ability to attract and retain high performing employees.

**CARRIED**

**F.7 Consolidated Benefits By-law**

**Resolution No CW145-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**THAT** Committee of the Whole recommend that Council direct staff to proceed with Option 1: approve the recommended amendments to the Consolidated Benefits By-law in its entirety. Supports best practice, removes unnecessary risk, assists with employee attraction & retention and aligns compensation practices with neighbouring Municipalities excluding item number 4- Long Term Disability (LTD) Premiums;

**AND THAT** LTD Premiums be included as part of the Pay Equity and Market Salary Review discussions.

**CARRIED**



Clerks & Administration

**F.8 Annual Integrity Commissioner Report - 2022**

**Resolution No CW146-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Souter

**THAT** the 2022 annual Integrity Commissioner report be received as information.

**CARRIED**

**F.9 Revised Code of Conduct**

**Resolution No CW147-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Souter

**THAT** Committee of the Whole recommend that Council adopt a by-law to amend Schedule A “Code of Conduct for Members of Council, Committees and Local Boards” of by-law 18- 86 Council Employee Codes of Conduct Council Staff Relations.

**CARRIED**

**F.10 Public Notice Policy**

**Resolution No CW148-23**

**Moved by** Councillor Holmes

**Seconded by** Councillor Souter

**THAT** Committee of the Whole recommends that Council adopts the updated Public Notice Policy for the Municipality of Mississippi Mills.

**CARRIED**

**G. NOTICE OF MOTION**

None

**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

None

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

Deputy Mayor Minnille provided an update from the recent County Council meeting including: Andrewsville bridge construction, \$200,000 climate action funding, June is Pride Month -flag raising on June 1st. Presentations at Committees including school board, Eastern Ontario Wardens Caucus 7 for 7 project (attainable market housing).

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

First Monday in June is the Conservation Tour.

## **H.4 Lanark County Police Services Board**

None

## **H.5 Library Board Report**

H.5.a Mississippi Mills Public Library Board Minutes - April 12, 2023

None

## **H.6 Information List #10-23**

### **Resolution No CW149-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Holmes

**THAT** the information list #10-23 be received for information;

**AND THAT** item A - Prince Edward County Resolution re: Provincial Policy Statement be pulled for further consideration

**CARRIED**

H.6.a May 10, 2023 - Prince Edward County Resolution re: Provincial Policy Statement

H.6.b May 10, 2023 - City of Cambridge Resolution re: Highway Traffic Act Amendments

H.6.c May 12, 2023 - Township of Havelock-Belmont-Methuen Resolution re: Call to Action: Review of the Cannabis Act

## **H.7 Meeting Calendar**

**I. OTHER/NEW BUSINESS**

**I.1 Memo - Committee of the Whole Chair**

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW150-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Souter

**THAT** the meeting be adjourned at 9:13 p.m.

**CARRIED**

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Jeanne Harfield, Clerk

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

**STAFF REPORT**

**DATE:** June 6, 2023  
**TO:** Committee of the Whole  
**FROM:** Kathy Davis, Director of Corporate Services, Treasurer and Deputy CAO  
**SUBJECT:** 2024 Budget Schedule and Process

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend Council approve the 2024 budget schedule and process as presented.**

**BACKGROUND:**

The annual budget process for 2024 is scheduled to begin in July of 2023, so that adequate time and attention can be given to proactive and informed budgeting. The budget schedule includes milestones for community stakeholders, Council, senior staff, and the Finance team. We are aiming for final adoption of the budget in December of 2023 so that we can begin the new year with a budget and plan in place.

**DISCUSSION:**

Identified stakeholders in the 2024 budget process include residents and community partners, Council, senior staff, and the municipality's finance team. A collaborative approach to development and adoption of the budget will help us consider the priorities and planning that meet the needs of the community in a fiscally responsible manner.

In the 2023 budget process, public input was sought by way of a survey, developed to help identify public priorities and gather input and comments from residents. We are proposing a similar process this year, as the feedback from that process was wide ranging and offered multiple perspectives for consideration. As required by the Municipal Act, all budget meetings are open to the public, however the Municipal Act does not stipulate that Municipalities must hold public meetings. The plan for the 2024 budget also includes a survey, and consideration will be given to increasing accessibility to the survey and offering varying means of response.

To enhance communication, we are once again planning a bi-weekly 'budget spotlight' bulletins which will provide information to the public about the budget, priorities, plans for spending, legislative requirements, and the decision-making process.

To ensure that Council has ample opportunity to review, ask questions, and identify additional and alternative considerations, the plan allows for multiple checkpoints and an iterative process leading up to final adoption.

Preparation by staff will incorporate operating and capital budgeting, continuation of projects in process, and consideration of planned priorities as well as those that have been identified in the past year.

A detailed timeline and task list has been developed for staff and will be presented to the Finance team and Senior Management team to ensure consistent and clear communication of deliverables and meeting dates and times. The chart below highlights timelines proposed.

Deliverable	Description	Timelines	Stakeholder(s)
Plan approval	Approval of the budget plan for the 2024 budget process	June 6, 2023	COW
Departmental budgets	Development of the first draft of departmental capital and operating budgets for 2024	July & August 2023	Senior Staff
Budget Spotlights	Bi-weekly communications to share information with the public	August to December 2023	Community
Budget Rollup	Consolidation of budget data	August & September 2023	Finance team
Budget Tabling	Tabling of first draft of budget	September 26, 2023	COW
Senior Staff Presentations	Detailed departmental budget presentations	October 10 and 12, 2023	Senior Staff, COW
Community Survey	Identification of priorities and opportunity for comments and feedback	October to November 2023	Community
Survey Results Presentation	Presentation and discussion of results and	November 14, 2023	COW

	consideration of feedback		
Final Budget Presentation		December 12, 2023	COW
Budget Adoption	Proposed date for adoption of budget depending on outcome of December 12 presentation	December 19, 2023	Council
Final Budget Spotlight	Final report on budget adoption and publishing of budget (pending adoption)	December 19, 2023	Community

To support the consideration of strategic priorities in the budget development process this year, we are proposing the following principles:

- Enhance accessibility to survey and communications so that diversity of thought and perspective is gathered and considered.
- Apply an equity lens to budgeting to support consideration for diversity of residents’ and stakeholders’ needs and priorities.
- Consider the environmental impact of different options and prepare cost benefit analysis where applicable.

**OPTIONS:**

- 1) Approve the budget plan and schedule as presented
- 2) Propose amendments or alternatives

**FINANCIAL IMPLICATIONS:**

There are no financial implications.

**SUMMARY:**

The proposed 2024 budget plan is hereby submitted for consideration and approval. The hope is that the plan allows for communication with residents, an informative approach to sharing information with Council and inviting questions and feedback during the process, ample time for senior staff to plan, and final approval by the end of calendar 2023 to allow staff to proceed with priorities and service beginning in the new year.

Respectfully submitted by,

Reviewed by:

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Kathy Davis,  
Director of Corporate Services, Treasurer

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Ken Kelly,  
CAO

ATTACHMENTS:

1. Powerpoint presentation: Budget Plan 2024



# Budget Process 2024

Presented June 6, 2023

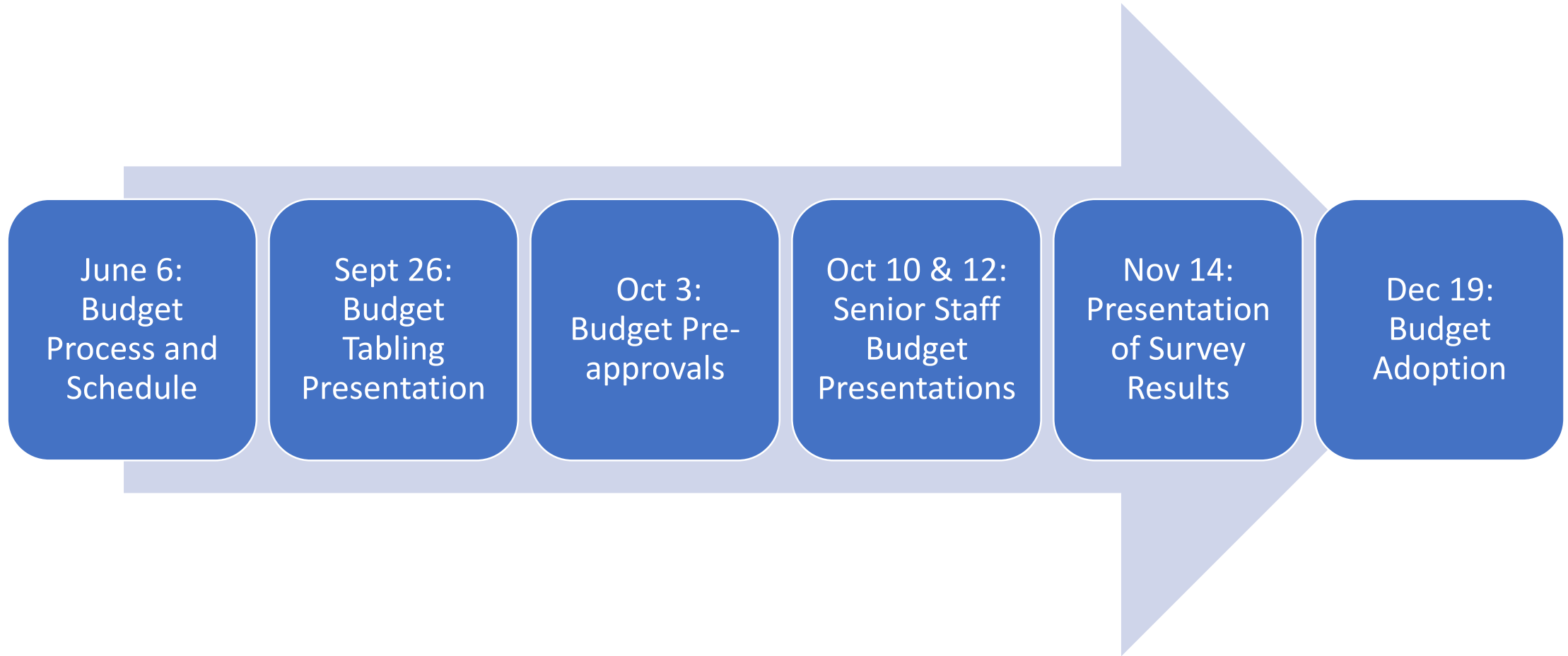


# Community

- Bi-weekly budget spotlights beginning August 7
- Survey open October 10 to November 3
- Survey results presented November 14
- Final budget spotlight December 19



# Council



# Senior Staff

Capital Forecast and  
Carryforward  
due July 4

2024 New Capital  
Projects  
due July 12

Departmental  
Operating Budget  
due July 12

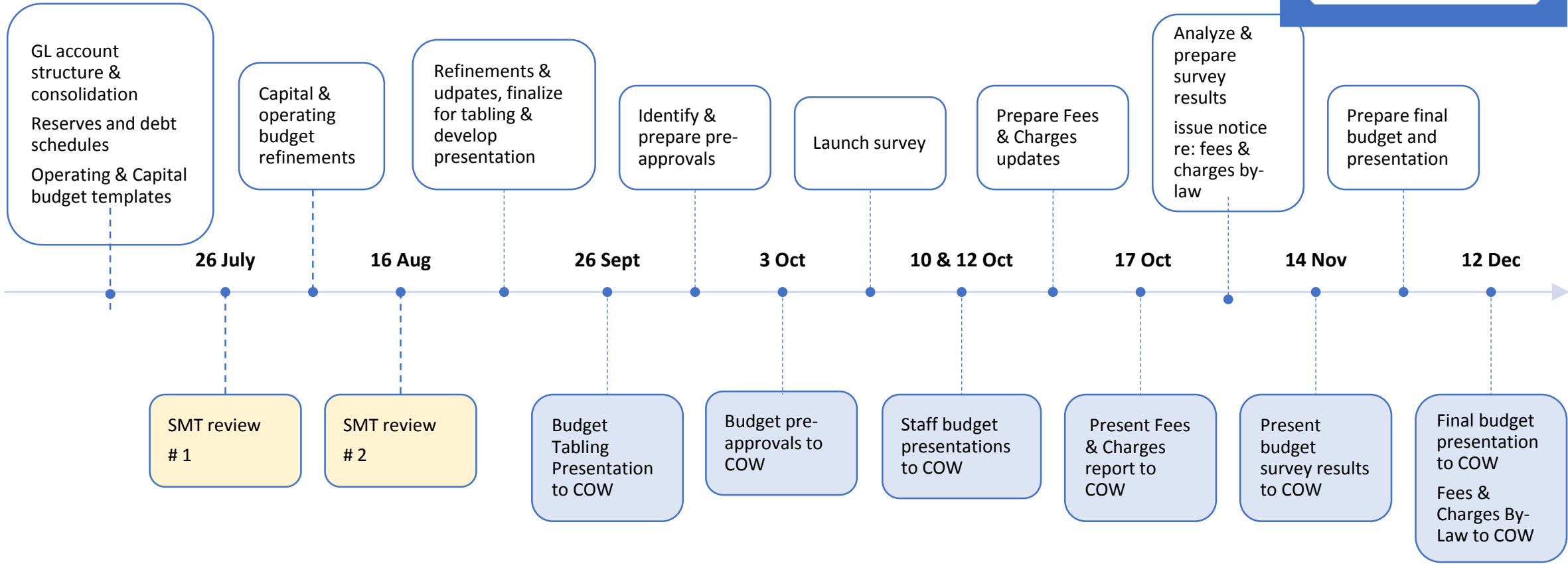
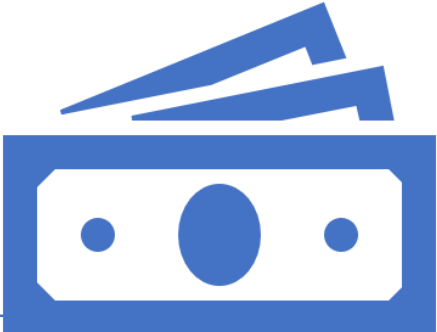
Budget Review # 1  
July 26

Operating and  
Capital Budget  
refinements  
August 9

Budget Review # 2  
August 16

Presentations to  
Council  
October 10 & 12

# Finance Team



# PUBLIC MEETING



1823 - 2023

Mississippi  
Mills

Municipality of Mississippi Mills  
3131 Old Perth Road  
Almonte, ON, K0A 1A0  
Phone: 613-256-2064

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

**STAFF REPORT**

**DATE:** June 6, 2023  
**TO:** Committee of the Whole  
**FROM:** Kathy Davis, Director Corporate Services & Treasurer  
**SUBJECT: 2022 Council Remuneration and Expenses**

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**RECOMMENDATION:**

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

**BACKGROUND:**

Section 284 (1) (a) of the Municipal Act states:

“The treasurer of a municipality shall in each year provide to the Council of the municipality an itemized statement of remuneration and expenses paid in the previous year to,

- (a) Each member of Council in respect of his or her services as a member of council or any other body, including a local board, to which the member has been appointed by Council or on which the member holds office by virtue of being a member of Council.”

**DISCUSSION:**

Attachment 1: Council Expenses 2022 identifies Council member remuneration, benefits as well as other expenses paid to or on their behalf in 2022 both from the Municipality directly as well as from local boards or other bodies. Other expenses include mileage, per diem, conference registration and communication services.

**OPTIONS:**

Receive this report for information.

**FINANCIAL IMPLICATIONS:**

Remuneration and expense costs were within the 2022 approved budget allotment.

**SUMMARY:**

The 2022 Council remuneration and expenses are provided for information as required under the Municipal Act.

Respectfully submitted by,

Reviewed by:

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Kathy Davis,  
Director Corporate Services & Treasurer

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Ken Kelly,  
Chief Administrative Officer

**ATTACHMENTS:**

1. Council Expenses 2022

**CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS  
STATEMENT OF REMUNERATION AND EXPENSES PAID TO COUNCIL FOR THE YEAR 2022  
IN ACCORDANCE WITH SECTIONS 284 (1) OF THE MUNICIPAL ACT AND BY-LAW 19-07**

**Municipality of Mississippi Mills**

<b>COUNCIL MEMBER</b>	<b>2022 REMUNERATION</b>	<b>2022 Benefits</b>	<b>2022 Other Expenses</b>	<b>2022 TOTAL</b>
Christa Lowry, Mayor	\$ 35,131	\$ 500	\$ 853	\$ 36,484
Rickey Minnille, Deputy Mayor	\$ 23,654	\$ 500	\$ 673	\$ 24,826
Denzil Ferguson, Councillor	\$ 19,935	\$ 103	\$ 4,021	\$ 24,058
Bev Holmes, Councillor	\$ 19,485	\$ 500	\$ 373	\$ 20,358
Jan Maydan, Councillor	\$ 17,245		\$ 62	\$ 17,307
John Dalgity, Councillor	\$ 17,245		\$ 130	\$ 17,375
Jane Torrance, Councillor	\$ 2,240		\$ 1,891	\$ 4,131
Vicki Lowe, Councillor	\$ 2,240		\$ 2,094	\$ 4,334
Mary Lou Souter, Councillor	\$ 2,240		\$ -	\$ 2,240
Cynthia Guerard, Councillor	\$ 12,469		\$ 113	\$ 12,582
<b>TOTAL</b>	<b>\$ 151,882</b>	<b>\$ 1,603</b>	<b>\$ 10,210</b>	<b>\$ 163,695</b>

<b>Mayor's Honorarium*</b>	<b>2022 Actual Spent</b>	<b>2022 Budget</b>	<b>2022 Unspent</b>
Christa Lowry, Mayor	\$ 2,467	\$ 3,500	\$ (1,033)

\*Mayor's honorarium as per By-Law 19-07 is budgeted for extra-ordinary expenses of the Mayor in carrying out her/his duties.

**Mississippi Valley Conservation Authority**

<b>COUNCIL MEMBER</b>	<b>2022 Per Diem</b>	<b>2022 Mileage</b>	<b>2022 Other Expenses</b>	<b>2022 TOTAL</b>
Christa Lowry, Mayor	\$ 731	\$ 36	\$ -	\$ 767
Bev Holmes, Councillor	\$ 366		\$ -	\$ 366
<b>TOTAL</b>	<b>\$ 1,097</b>	<b>\$ 36</b>	<b>\$ -</b>	<b>\$ 1,133</b>

**Mississippi River Power Corporation**

<b>COUNCIL MEMBER</b>	<b>2022 REMUNERATION</b>	<b>2022 Benefits</b>	<b>2022 Other Expenses</b>	<b>2022 TOTAL</b>
Christa Lowry, Mayor	\$ 6,000	\$ -	\$ -	\$ 6,000

**ROMA**

<b>COUNCIL MEMBER</b>	<b>2022 REMUNERATION</b>	<b>2022 Benefits</b>	<b>2022 Other Expenses</b>	<b>2022 TOTAL</b>
Christa Lowry, Mayor	\$ 1,080	\$ -	\$ -	\$ 1,080



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

**STAFF REPORT**

**DATE:** June 6, 2023  
**TO:** Committee of the Whole  
**FROM:** Kathy Davis, Director of Corporate Services & Treasurer  
**SUBJECT:** **2022 Statement of Reserve Funds (Development Charges)**

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**RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council accept the Treasurer’s 2022 Statement of Reserve Funds (Development Charges) as presented.**

**BACKGROUND:**

Annually there is a legislated requirement to present a statement to Council regarding the transactions that occurred related to Development Charges.

**DISCUSSION:**

The equity total at the end of 2022 represents the funds that are available to pay for the projects included in the Development Charges Background Study per By-law 18-88. Any unspent funds remaining on the expiry date of the by-law will be carried forward into a new by-law. The background study is available for review at any time.

The following chart provides a summary of the development charge transactions for 2022.

Attachment 1 provides details of the development charge transactions for 2022.

<b>Equity at Dec 31/21</b>	<b>\$4,982,588.59</b>
2022 Development Charges Collected	\$2,154,572.19
2022 Interest Earned	\$164,027.89
2022 Expenditures-Capital and Operating	<b>-\$535,806.56</b>
<b>Equity at Dec 31/22</b>	<b>\$6,765,382.11</b>

**OPTIONS:**

- A. That Committee of the Whole recommends that Council accepts this report for information.

**FINANCIAL IMPLICATIONS:**

No financial implications.


**SUMMARY:**

The report provides a Summary of Development Charges for 2022 and accommodates the legislated requirement.

Respectfully submitted by,

Reviewed by:

\_\_\_\_\_  
Kathy Davis,  
Director of Corporate Services, Treasurer

  
\_\_\_\_\_  
Ken Kelly,  
CAO

**ATTACHMENTS:**

1. 2022 Development Charges Expenditures

**Municipality of Mississippi Mills  
Amount Transferred to Capital (or Other) Funds - Capital Fund Transactions**

Capital Fund Transactions	Gross Capital Cost	DC Recoverable Cost Share					Non-DC Recoverable Cost Share				
		DC By-Law Period			Post DC By-Law Period						
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
<u>Road Services</u>											
Sub-Total - Road Services	-	-	-	-	-	-	-	-	-	-	-
<u>Water and Sewer Services</u>											
Update WWW Master Plan	14,788.65	14,788.65									
Union St. Upgrade Eng. & Design	85,546.89	85,546.89									
Sub-Total - W&S	100,335.54	100,335.54	-	-	-	-	-	-	-	-	-
<u>Parks and Recreation</u>											
Community Services Master Plan	44,580.00	44,580.00									
Trail Development	7,150.00	7,150.00									
Sub-Total - Parks and Recreation	51,730.00	51,730.00	-	-	-	-	-	-	-	-	-
<b>Subtotal-Capital Transactions</b>	<b>152,065.54</b>	<b>152,065.54</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**Municipality of Mississippi Mills  
Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions**

Operating Fund Transactions	Gross Cost	DC By-Law Period					Post DC By-Law Period				
		DC Reserve Fund Draw	DC Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions	Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		<u>Daycare</u>									
Operations & Lease-CDSBEO	113,789.91	90,677.63							23,112.28		
Sub-Total - Daycare	113,789.91	90,677.63	-	-	-	-	-	-	23,112.28	-	
<u>Library</u>											
Collections	50,915.47	35,400.00						15,515.47			
Sub-Total - Library	50,915.47	35,400.00	-	-	-	-	-	15,515.47	-	-	
<b>Subtotal-Operating Transactions</b>	<b>164,705.38</b>	<b>126,077.63</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>15,515.47</b>	<b>23,112.28</b>	<b>-</b>	

**Amount Transferred to Capital (or Other) Funds - Operating Fund Transactions**

Operating Fund Transactions	Annual Debt Repayment Amount	DC Reserve Fund Draw		Post DC By-Law Period			Non-DC Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Road Services</u>									
Ottawa St. Financing	99,793.54	53,400.01	3,230.00				40,696.92	2,466.61	
Sub-Total - Road Services	99,793.54	53,400.01	3,230.00	-	-	-	40,696.92	2,466.61	-
<u>Protection</u>									
Firehall Financing	68,237.21	38,175.97	1,064.02				28,217.02	780.19	
Sub-Total - Protection	68,237.21	38,175.97	1,064.02	-	-	-	28,217.02	780.19	-
<u>Wastewater</u>									
WWTP Debt	460,546.38	65,156.07	96,637.33				120,315.23	178,437.75	
Sub-Total - Wastewater	460,546.38	65,156.07	96,637.33	-	-	-	120,315.23	178,437.75	-
<u>Parks and Recreation</u>									
SCC Debt									
Sub-Total - Parks & Recreation	-	-	-	-	-	-	-	-	-
<b>Subtotal-Operating Transactions</b>	628,577.14	156,732.05	100,931.35	-	-	-	189,229.18	181,684.56	-

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

**STAFF REPORT**

**DATE:** June 6, 2023

**TO:** Committee of the Whole

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

**SUBJECT:** **The Future of the Department of Development Services and Engineering - Staffing**

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**RECOMMENDATIONS:**

**Recommendation #1:**

**THAT Committee of the Whole recommend that Council direct staff to develop job descriptions for a Policy Planner and an Engineer with associated salary ranges and report back to Council prior to the 2024 budget deliberations; and**

**Recommendation #2**

**THAT Committee of the Whole recommend that Council direct staff to begin the recruitment process for Senior Plans Examiner (with a potential of adding Deputy Chief Building Official duties in the future) to be funded within the 2023 Building Branch budget, and if necessary, supplemented from building reserves.**

**BACKGROUND:**

This report has three parts summarizing building, engineering, and planning staffing considerations respectively. At the December 6, 2022, meeting, Council directed staff to develop a long-term staffing plan for the Planning Department. As a result, staff have provided an overall departmental overview of long-term staffing needs within this report.

**DISCUSSION:**

**Building Branch**

The third building inspector position has been staffed (starting May 23, 2023). This additional building inspector will make the inspection workload more robust and provide greater resiliency to the Branch.

There is an approved position of Deputy Chief Building Official (DCBO) currently vacant. Typically, with small municipalities the DCBO is often a designated Senior Plans

Examiner. Considering the workload of historic files, current files and future needs based on Planning Branch projections, efficient plans exam capacity will be the biggest limiting factor for Building Branch.

To ensure there is sufficient capacity within the Building Department to meet the expected needs of the near future, it is recommended to staff this position primarily as a Senior Plans Examiner with the plan of adding the DCBO rank to the position. There are a number of reasons contributing to the need for additional capacity within the Building Branch. Similar to other areas of the development and construction industry, there is a notable shortage of experienced building inspectors across the Province. This shortage has meant that employers need to invest in the recruitment of staff with the recognition that they may not be as experienced in the field and that the employer will need to ensure that adequate time and resources are available to train new staff. For the Building Branch specifically, this requires additional capacity within the Branch to provide on the job training. In addition, the permit capacity a new building inspector is not nearly as high as an experienced building inspector. A seasoned building inspector can manage a high volume of building permit inspections, while a new building inspector will need training as well as on the job experience for a number of years to be able to maintain the permit inspection capacity of an experienced building inspector.

As Council is aware, the Building Branch is also working diligently on historical building permit files and outstanding orders. At the time of writing this report, the Building Branch has over 1200 open building permits and a number of outstanding orders which need to be resolved.

Table 1 below illustrates the housing starts based on historical building permit data. As noted in Official Plan Amendment 22 (expansion to Almonte’s boundaries), the average number of building permits for housing starts was 115 permits per year for Almonte (not including the other areas of Mississippi Mills). It should be noted that the average of 115 permits per year is considered the minimum number of housing starts for Almonte only, that the Branch is anticipating in the future.

Table 1 – Housing Starts

Year	Total number of permits	Total number of housing starts	% of new housing starts
2018	427	232	54.3
2019	418	166	39.7
2020	403	147	36.5
2021	390	183	46.9
2022	364	122	33.5*
Five-year Average	400.4	170	42.5

\*Lower housing start is due to a shortage of new serviced lots available within Almonte

Based on current data, these housing starts represent an average of 42.5% of the total building permits in a given year. With the number of subdivision applications received by the Planning Branch, the Building Branch is anticipating not only a steady workload with housing starts for years to come, but also the cumulative impact of related permits for these new units, such as new decks and sheds as new residents move into their new units. The average number of inspections required for a building permit is approximately 13 individual inspections and with new building inspectors, on the job training through on-site inspections will be required to ensure that the Building Branch is not just adequately staffed but is also adequately trained.

Permit data from 2018-2022 provide a 5-year average of 170 new housing starts per year in the Municipality which represents a need for 2210 inspections based on 13 inspections per unit. Further to this, the 5-year average for the total number of inspections conducted per year is 5220. At an average of 8 inspections per day per inspector, this represents 652 working days. When considering staff leave time, training, etc., there is generally 200 working days available per Building Inspector to conduct inspections, resulting in a need for a minimum of 3.25 FTE Building Inspectors to reasonably conduct the required inspections for the Municipality. Additionally, the time required to also conduct plans reviews is over and above this 3.25 FTE, resulting in a need for at least 4.0 FTE positions within the Building Branch, not including the Building Clerk and Chief Building Official (CBO). The role of the Building Inspectors and Senior Plans Examiner are separate from the many duties of the CBO including the management of the Branch, training staff and managing some of the more complicated files and dealing with litigation matters.

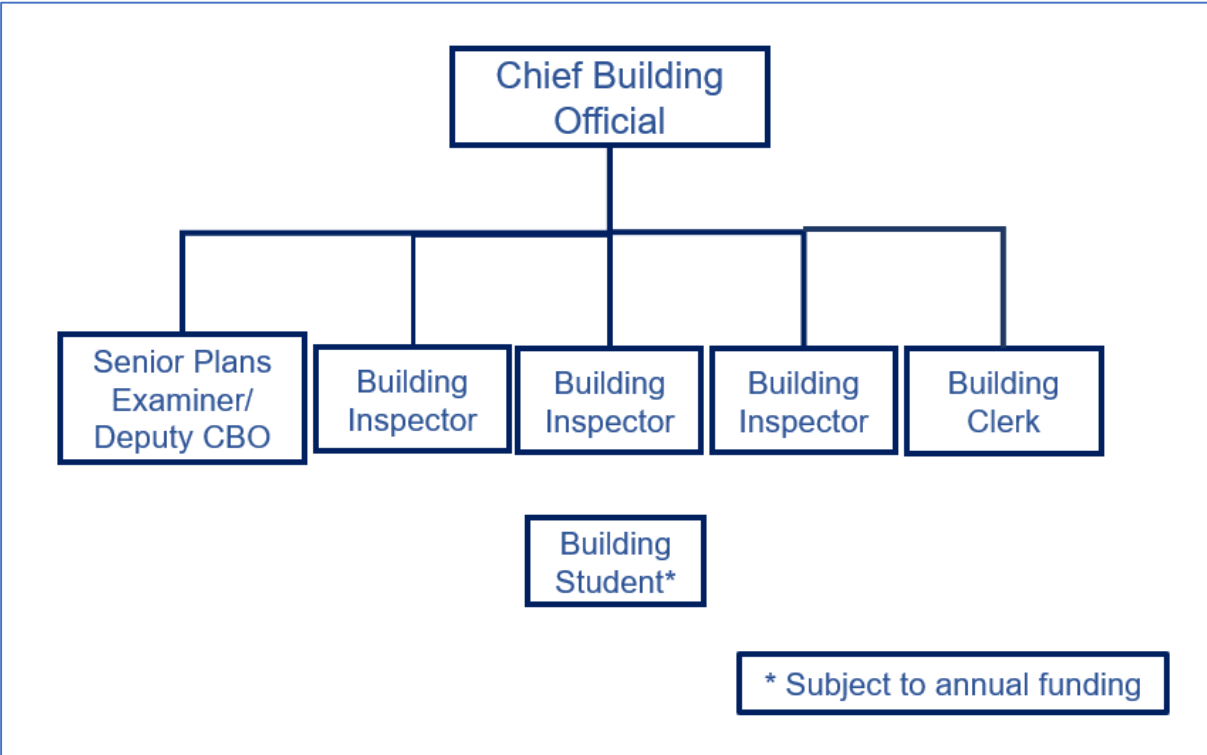
Lastly, having an additional staff person in the Building Branch will build some resiliency within the Branch. Similar to other branches within the municipality and other municipalities, staff retention is always a consideration for a Building Branch to be efficient and effective in its operation and its legislated requirements under the Building Code Act. With an additional staff person to be responsible for plans review (as well as potentially a Deputy Chief Building Official role), the Branch will be more resilient to weather potential job vacancies or an unanticipated leave of absence within the Branch.

When considering all of the above factors, the limited talent pool for experienced persons within the building official industry, and the desire to have the new person integrated with the team prior to the 2024 building season, it is recommended to begin the recruitment process in the near future.

Budget implications have been considered relative to the likely start date of later this year. The position will either be funded from existing budget capacity due to the 3<sup>rd</sup> Building Inspector being budgeted for the full year but only starting in late May or from reserve funds, if needed.

Figure 1 illustrates the organizational structure of the Building Branch with the Senior Plans Examiner position included.

Figure 1 Building Branch Organizational Structure





## **Engineering Function**

### **Work Scope and Load**

Several reports have been presented from different directions on engineering work scope and load. The Municipality has had increased development activity for some years and this trend is anticipated to continue, which has brought in more development applications and thus more technical review is required. Supporting the Planning Branch, the development engineering workload has witnessed significant increase at the same magnitude as the workload of development planning.

There is a need to conduct “Level 2” technical review at engineering level, in addition to “Level 1” comments/decisions which only deal with local requirements or preferences. The need is further strengthened by undertaking additional approval responsibilities from provincial level agencies due to regulatory changes. It is essential that the Municipality has the ability to recover cost by amending the Fees and Charges By-Law, which was presented at the [May 23, 2023, Committee of the Whole](#) meeting and is anticipated to be passed at the Council meeting of June 20, 2023.

It should be noted that after MM2048 master plan completions in early 2024, a lot of sizeable capital projects are to be initiated and significant workload in this field is to be expected.

Currently, the Director of Development Services and Engineering also has the senior engineer function. One technologist has been allocated to this department from Roads and Public Works in 2023.

### **Staffing Considerations**

The logged overtime of the Director has approached the upper limit of the 80-hour policy in May with many more unlogged overtime. As there is only one professional engineer in this department and the Director has many other mandates, this creates a resource allocation issue. If an Engineer were on staff and able to undertake the above noted duties, the Director’s capacity would be increased to be able to undertake many of the other strategic projects and initiatives while staff redundancy would be largely achieved.

### **Funding Opportunity**

The new engineer position is anticipated to be funded mostly by engineering services fees/charges. Figure 2 illustrates the organizational structure of the Engineering Function with the proposed engineer position included.

Figure 2 Engineering Function Organizational Structure

Director of Development  
Services and Engineering

Engineer

Engineering  
Technologist

Engineering  
Student\*

\* Subject to annual funding

## **Planning Branch**

In the previous term of Council, some organizational changes were made to the Municipality including the creation of a Senior Planner position, modifying the Junior Planner position to a Planner position.

In December 2022, Council approved the budget for a Planning Technician position and directed staff to report back on the future of the Planning Branch with respect to staffing levels and the capacity of the Planning Branch.

Since December, the Municipality has successfully filled the Planning Technician position and has completed an analysis for the future of the Planning Branch with respect to staffing capacity and level of service.

## **2022 and 2023 PLANNING ACT CHANGES**

As Council is aware, there have been many changes to the *Planning Act* and associated legislation which has increased the burden on municipalities with respect to planning applications. This increased burden includes restrictions on development charges, removing some of the role that Conservation Authority partners provide to municipalities and also introduced mandatory refunds for specific planning applications where a decision has not been made within the statutory timeframes.

## **LOOKING FORWARD TO 2024 AND BEYOND**

### **Staffing in other Planning Departments**

Staffing within Planning Departments varies greatly depending on a number of factors including the population of a municipality, organizational structure, amount and type of development applications and whether a municipality is structured as a single tier municipality or a two-tier municipality.

For smaller municipalities, Planning staff often are responsible for a variety of planning topics such as development applications, ranging from small applications with minor variances to large applications such as Official Plan Amendments, subject specific planning issues such as heritage, environmental and affordable housing.

### **Policy Projects – 2023 and Beyond**

Staff are committed to undertaking several necessary planning policy projects in 2023 and beyond. Planning policy projects can include updates to the specific policy frameworks in the Community Official Plan, updates to the Zoning By-law, or other policy projects or initiatives to improve the efficiency and effectiveness of the Planning Department's day-to-day operations such as updating design guidelines, planning fee reviews, and maintaining procedures and policies related to planning applications.

## Official Plan Amendments

Municipally initiated Official Plan Amendments are typically large projects that update the Municipality's Official Plan. Examples of these types of larger projects are Official Plan Amendment 29 (LEAR), Official Plan Amendment 22 (boundary expansion to Almonte), Official Plan Amendment 21 (five-year review) and the upcoming Official Plan Amendment 28 – Rural Village and Vitality.

The examples above are all Official Plan Amendments that take a substantial amount of research, public engagement and participation and cost to the Municipality. Below is an outline of the cost of the Official Plan Amendments that were completed either with the assistance of consultant services or lead by a consulting firm.

<b>Project</b>	<b>Cost (plus HST)</b>
Official Plan Amendment 21	\$150,000.00
Official Plan Amendment 22	\$60,000.00
Official Plan Amendment 29 (ongoing costs may occur)	\$50,938.75
LSR/Private Road Study (to be completed in 2023)	\$28,000.00

There are a number of policy projects that the Planning Branch has on the Departmental workplan for the next few years. Below is a list of these projects with estimated timeframes and costs to complete if the Department were to rely on consultants to lead the projects.

<b>Project</b>	<b>Estimated Cost (plus HST)</b>
Official Plan Amendment 28 – Rural Villages and Vitality (2023/2024)	\$60,000.00 to \$80,000.00
Public Realm/Secondary Plan (focused on Almonte downtown) (2024)	\$60,000 to \$100,000.00*
Official Plan Amendment for Five Year Review (2024)	\$60,000.00 to \$80,000.00
Official Plan Consolidation	\$10,000.00 to \$15,000.00
Zoning By-law Consolidation	\$10,000.00 to \$15,000.00
Heritage Permit Process, Heritage Register Updates, Heritage Designations (2024/ongoing)	\$25,000.00 to \$50,000.00*

\*Depends on scope of project

## Consolidations – Official Plan

A consolidation of the Official Plan has not occurred since 2020, which is the consolidation of all amendments to the Official Plan whereby these amendments are added into the text of the Official Plan. Consolidations provide an Official Plan that is clear, concise, and most importantly, up to date. It is important to note that typically

municipalities would undertake a consolidation on a regular basis – at least once a year or more often depending on the number amendments taking place.

### Zoning By-law Amendments (Housekeeping)

Zoning By-law “Housekeeping” is a series of amendments to the Zoning By-law to address issues with zoning provisions or general updates to the zoning reflecting current planning trends and policies. A housekeeping amendment was completed in 2022 for the first time in a number of years. Ideally, housekeeping amendments would take place at least a few times a year to ensure that the Zoning By-law is aligned with the Official Plan and current planning trends or changes at the provincial level.

### Consolidations - Zoning By-law

A consolidation of the Zoning By-law has not occurred since 2018, which is the consolidation of all amendments to the Zoning By-law whereby these amendments are added into the text of the by-law. Consolidations provide a Zoning By-law that is clear, concise and most importantly, up to date. It is important to note that typically municipalities would undertake a consolidation on a regular basis – at least once a year or more often depending on the number of amendments taking place. The last consolidation occurred in 2018. (Note – this paragraph is Zoning By-law and the paragraph above addresses Official Plan consolidations – it is not a repeat.)

### Specific Zoning Studies

Currently an Interim Control By-law (ICB) is in effect to address proposed developments on private roads (or without frontage on an opened, municipal road). An ICB is used to allow a municipality to “pause” certain types of developments to allow time to undertake a specific study to address an issue. Council passed an ICB in December 2021 and staff anticipated that the study could be completed within one year; however, with limited staff capacity, an additional year is required to complete the study. In order to complete the study within this calendar year, the Department has hired a planning consultant at a cost of \$28,000.00 as the current staff complement does not have capacity to undertake the study as well as keep up with the current planning application workload and day-to-day operations of the Department.

Other examples of specific zoning studies are updating the Zoning By-law to reflect Provincial changes. In 2022, the Department completed an update to the Zoning By-law for Secondary Dwelling Units (SDU). It is noted that in this case, Provincial legislation allowed municipalities two years to update their Zoning By-laws to reflect these changes and the Municipality’s update just met that timeline. This project is a good example of the importance of having staff capacity to keep the Zoning By-law up to date based on current legislation. In the case of the SDU zoning update, because the Zoning By-law took so long to be updated, there were many minor variance applications to ‘vary’ the provisions of the Zoning By-law for SDUs even though the legislation at the Provincial level permitted the development. This was an unnecessary expense and delay to applicants and could have been avoided if the Department had the staffing capacity to undertake these types of updates shortly after Provincial legislation came into effect.

## Other Planning Related Projects and Initiatives

### Heritage Permit Process

The Heritage Permit Program is another initiative that Staff have been working on in anticipation of a new term for the Heritage Committee. Currently, the Municipality does not have a formal Heritage Permit process in place for the Downtown Heritage Conservation District or for properties that are Designated under the *Ontario Heritage Act*. A formal permit process is necessary because in the past few years, the Province has made substantial changes to the *Ontario Heritage Act* that limits a Municipality's timeframe for formal decisions related to designated properties and if Municipality's are unable to make a decision in the statutory timeframe of 90 days, are deemed to be approved.

Knowing the importance of the heritage inventory in Mississippi Mills, especially in Downtown Almonte both for its identity and as an economic generator, it is important that the Heritage Permit Process be formally developed to ensure that decisions are made not only within a timely manner, but also with the appropriate rigour required by the *Ontario Heritage Act*. Staff are currently working on this project; however, due to staffing constraints, there has been a delay in implementing a formal heritage permit process.

In addition, with the changes from Bill 23, the list of properties with potential to be designated now needs to be acted upon within the next two years (by December 2024). There are a number of properties on this list and with the support and guidance of the Heritage Committee, staff are developing a priority list for these properties. Without additional staff capacity, the Department will have to rely solely on consulting services to undertake the necessary technical review and analysis of these properties to determine which should move forward to designation.

### Other Projects and Initiatives

The following are other projects and initiatives that have been identified for the Planning Department's workplan, in addition to planning applications and the day-to-day operation of the planning department:

- Update to the Urban and Rural Design Guidelines
- Establishing a Legal Non-Conforming Process
- Establishing a process to evaluate requests to purchase municipally owned lands
- Finalizing the Boundary Road Agreement with the City of Ottawa (joint project with Public Works)
- Subdivision and Site Plan Control Agreements – review of special conditions
- Review of Zoning By-law and Parking By-law for the parking of recreational vehicles
- Participation in the Master Plan reviews (Infrastructure and Transportation Master Plans)
- Continue participation in the County's review of their Official Plan

Having a dedicated Policy Planner, whose primary role is to maintain the Official Plan, Zoning By-law and related planning policies, procedures and guidelines would greatly assist the Department in ensuring that these documents are up to date and reflect current planning trends. In addition, it would reduce the reliance on consulting firms to undertake much of the work listed above.

### **Ongoing Provincial Changes (Bill 108, 109 and Bill 23)**

There have been a series of legislative amendments that affect municipalities – with the majority impacting the planning process.

The results of Bill 23 will require amendments to the Community Official Plan, Zoning By-law, Site Plan Control By-law as well as a number of anticipated changes to the Development Charges By-law and potentially the introduction of new policies and procedures.

The Department is currently working on the first series of amendments to implement the changes; however, it is anticipated that additional changes will come in the fall with the finalization of the updated Provincial Policy (Planning) Statement (PPS). A new PPS will require an update to the Official Plan to ensure that the local planning policies align with the new provincial direction.

### **Peer Review Consultants**

Other changes have also impacted the programs and services that the MVCA previously provided to the Municipality including peer review services on subject specific studies.

Any specialized studies, such as Environmental Impact Studies, Hydrogeological Studies, Heritage Impact Studies require specialized subject matter experts to provide peer review services. While this would most likely not be the role of a Policy Planner, having dedicated staff to manage the third-party reviews and consultants who provide these services would also greatly benefit the planning application process and ensure that applications are dealt with efficiently and effectively and within the mandatory timeframes (avoiding refunds).

## **PLANNING BRANCH – STAFFING**

### **Current Staffing Complement**

The 2023 Planning Branch consists of three, full-time employees (FTEs), a Senior Planner, Planner and Planning Technician. The By-law Lead Hand (commonly referred to as the Planning Clerk) is a shared resource with By-law Services and so only 50% of this role is dedicated to the Planning Branch for administrative support.

### **Consultant Fees**

As noted above, there are annual consulting fee costs for the Planning Branch to undertake necessary policy updates. Having a Policy Planner embedded in the

Planning Branch will not completely eliminate the need for consultants as there are still subject matter experts that will need to be hired to assist with the specific policy projects related to areas of environment, heritage and to assist with topic-specific research.

### **Policy Planner Positions**

Setting aside the workload demands on the Planning Branch and anticipated costs for consultants to complete necessary policy projects, there are qualitative benefits of having a Policy Planner position embedded within the Planning Department.

Policy planning is a complicated topic with many competing priorities and impacts. Having a dedicated staff resource to manage the planning policy framework for the Municipality embeds a certain amount of resiliency within the Branch to not only keep up with changing legislation, but also to provide a clear and concise interpretation and implementation of planning policy over the long term. Often planning policy questions or confusion arise because of a lack of consistency with interpretation of policies and the implementation of these policies through Planning Act applications. One of the roles of the Policy Planner is to ensure that the implementation of planning policy is made consistently to avoid issues where one planning application may be analyzed differently than another application.

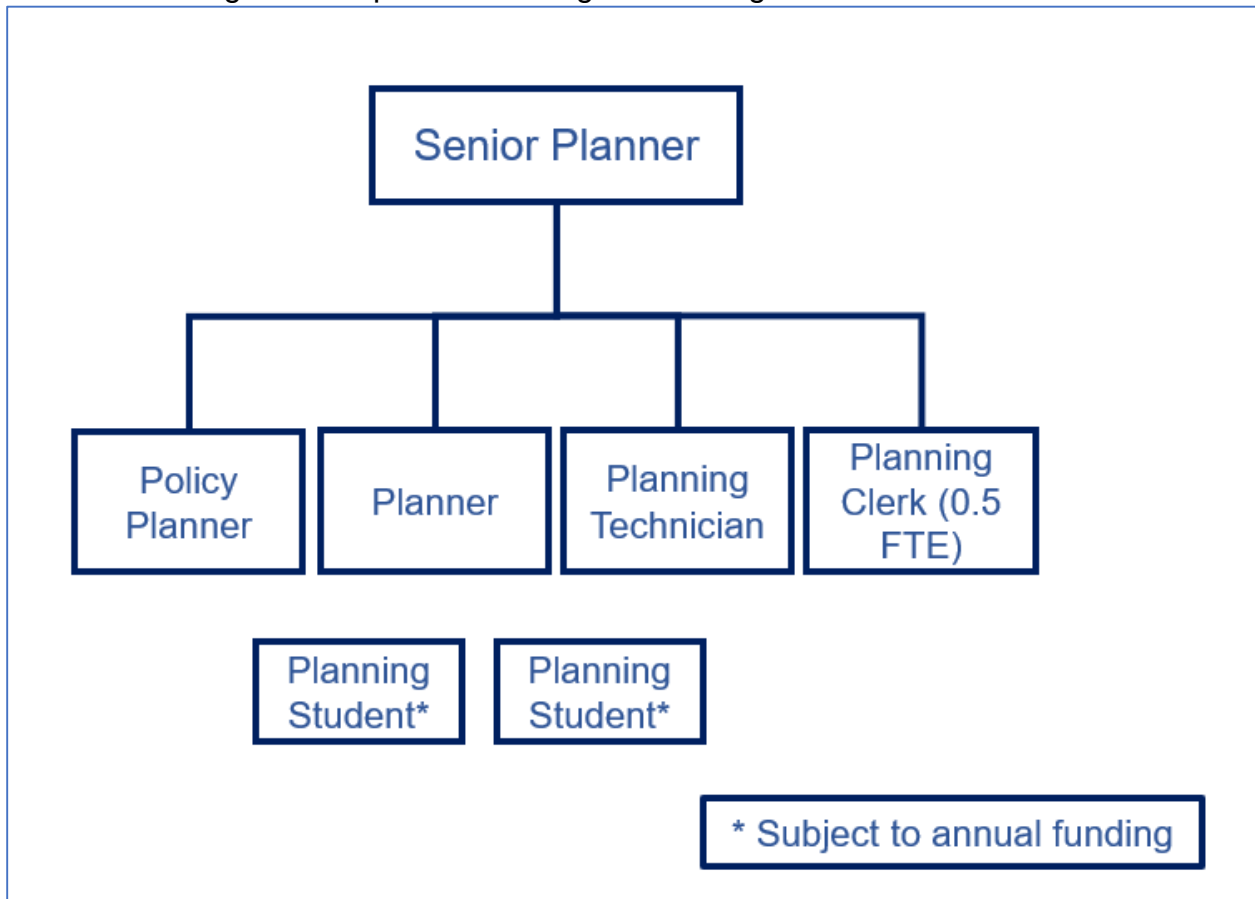
In addition, when the Branch experiences a large influx of planning applications, there is additional staff to assist with these applications. Having current planning policies in place will also reduce the circumstances whereby applicants are needing to amend the Zoning By-law or Official Plan policies only because the Planning Branch does not have the capacity to keep up to date with changing legislation or current planning trends.

The challenge with policy planning is that it has to compete with other planning work that has strict timelines for completion if a dedicated resource for policy planning projects does not exist. The Senior Planner and Planner positions can also undertake policy planning projects but this will occur only when time permits and other priority work such as application review allows. As Council is aware a housekeeping amendment and update to the Secondary Dwelling Unit provisions in the Zoning By-law were completed in 2022; however, with the influx of development applications, the Branch has needed to hire a consultant to complete the LSR/private road study at a cost of \$28,000. The reason for this is because planning applications with mandated timelines and mandatory refunds, take priority in the Branch.

As staff are unable to predict when planning applications are submitted, it is difficult to develop firm workplans for policy projects as they are essentially at the mercy of higher priority planning applications. Figure 3 illustrates the organizational structure of the Planning Branch with the proposed Policy Planner position included.



Figure 3 Proposed Planning Branch Organizational Structure



**Overall Structure of Development Services and Engineering**

Please refer to Attachment A for the proposed organizational structure reflecting the future of the Development Services and Engineering Department. It should be noted that a dashed line links the Senior Planner position and the proposed Engineer position reflecting a direct supporting function of this Engineer position to the Planning Branch.

**OPTIONS:**

Option #1

At this time, the recommendation is to develop a Policy Planner and an Engineer position with associated salary ranges and report back to Council in the fall prior to the budget deliberations. At that time, staff will present a full cost analysis and budget implications on the recommended staffing additions.

Option #2

Council does not pass the recommendation and staff will not undertake the process to develop job descriptions with associated salaries and the Municipality can continue to

rely on consulting services and staff overtime on an as needed, ad hoc basis for projects and tasks.

**FINANCIAL IMPLICATIONS:**

As recommended by staff, no budget implications are noted at this time. If Council approves the recommendation, staff will return with a report outlining the budget implications of the recommended staffing positions.

**SUMMARY:**

In summary, the Department of Development Services and Engineering is facing staffing capacity challenges and the addition of a Policy Planner and an Engineer in the Department would assist greatly in ensuring that the Department is operating as efficiently and effectively as possible. The Senior Plans Examiner/DCBO will provide more capacity and resiliency in the Building Branch. The recent changes to many Provincial Acts modifying many current planning processes and policies and increasing the burden on municipalities as well as the current and anticipated planning application workload will impact the ability of the Department to keep the planning policy framework up to date with current (and future) legislative changes and provide adequate engineering review services.

In the spirit of continuous improvement and trying to operate efficiently and effectively, the Department is recommending that Council direct staff to develop job descriptions for a Policy Planner and an Engineer with associated salary ranges and report back to Council prior to the 2024 budget deliberations.

All of which is respectfully submitted by,



\_\_\_\_\_  
Melanie Knight  
Senior Planner



\_\_\_\_\_  
Jon Wilson  
Chief Building Official

Approved by



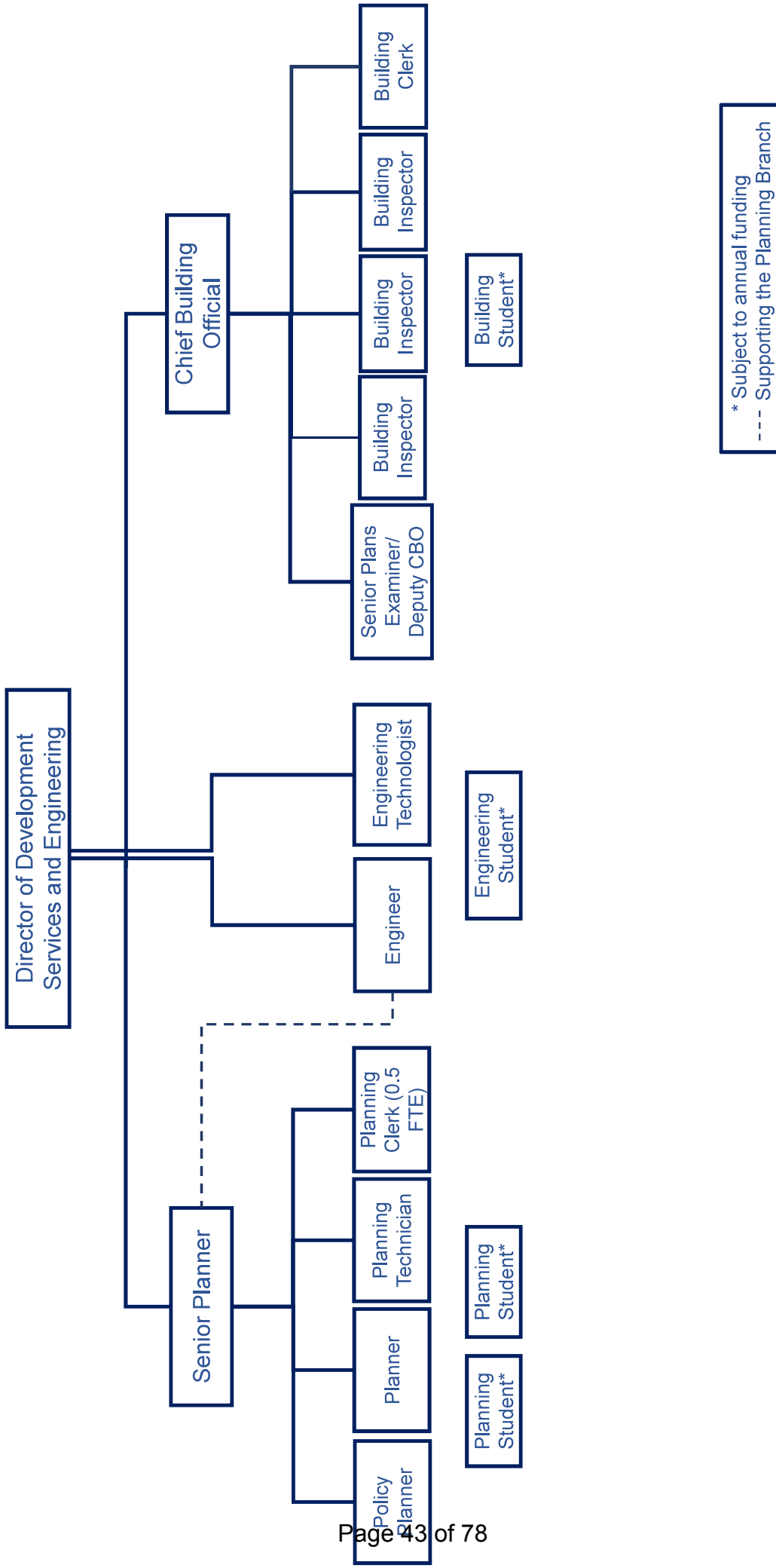
\_\_\_\_\_  
David Shen  
Director of Development Services  
and Engineering



\_\_\_\_\_  
Ken Kelly  
CAO

**ATTACHMENTS:**

Attachment A: Overall Structure of the Department of Development Services and Engineering



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

**STAFF REPORT**

**DATE:** June 6, 2023  
**TO:** Committee of the Whole  
**FROM:** Mike Williams, Director of Protective Services  
**SUBJECT:** Noise Bylaw Update

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**RECOMMENDATION:**

**THAT the Committee of the Whole recommends that Council adopt the Noise Bylaw.**

**BACKGROUND:**

The Committee of the Whole directed staff to review and consider making changes to the amendments to the Noise Bylaw 02-89 Amendment. Also requested for the total number of incidents where fines were issued for noise.

**DISCUSSION:**

Conversation was held with various committee members with regards to some clarification and some wording changes to some points of the amended Bylaw. The following were some of the discussion points:

- Definition of Noise
- Under Schedule B, Prohibitions # 7,8,9 we separated number 8 and 9 to give a clear separation of when you are protecting livestock.

<b>Prohibitions</b>	<b>Prohibited Period of Time</b>	
	<b>Prohibited Periods of Time in Settlement Areas</b>	<b>Prohibited Periods of Time in Other Areas</b>
7. The discharge of firearms for the purpose of practice or testing	Any time	7:00 p.m. of one day to 9:00 a.m. the following day.
8. Discharge of firearms for the protection of livestock and crops.	Any time	N/A

9. The discharge of firearms for the purpose of Hunting. As per the Fish and Wildlife Conservation Act, 1997	Any time	Check local sunrise-sunset times. You may only hunt from half an hour before sunrise to half an hour after sunset
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- Under Schedule B, Prohibitions # 18 we removed this whole prohibitions.

18. Yelling, shouting, hooting, whistling or singing.	Any time	Any time
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**OPTIONS:**

Definition of Noise

Option 1:

*Noise means any sound whatsoever which is likely to annoy, disturb or injure, endanger or detract from the reasonable use and enjoyment of property or the comfort, repose, health, peace or safety of persons within the limits of the Municipality, and includes any sounds deemed to be noises in this By-law;*

Option 2:

*Noise means a sound, especially one that is loud or unpleasant or that causes disturbance.*

**FINANCIAL IMPLICATIONS:**

There is no financial implication for this report.

**SUMMARY:**

Following Council direction, staff brought forward proposed revisions to the Noise By-law 02-89. The revisions reflect current legislation and a legal review of the current by-law. Staff are recommending that the new Noise By-law be approved and that By-law 02-89 be repealed.

Respectfully submitted by,

Reviewed by:

---

Mike Williams  
Director of Protective Services

---

Ken Kelly,  
CAO

ATTACHMENTS:

List all attach:

- Draft Noise By-Law 23-XX Updated May 30
- By-Law 23-XX Schedule Word Version with Fines

# THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

## BY-LAW NO. 23- XXX

(repeals 02-89)

**BEING** a By-law to regulate noise.

**WHEREAS** under Section 129 of the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended, councils of local municipalities may pass By-laws prohibiting or regulating with respect to noise and vibration.

**AND WHEREAS** section 429 of the *Municipal Act, 2001*, S.O. 2001, c. 25., as amended, authorizes a municipality to establish a system of fines for offences under a By-law of the municipality passed under the said Act.

**AND WHEREAS** it is the intent of Council to regulate noise and vibration within the Municipality.

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

### 1. DEFINITIONS:

For the purposes of this By-law,

*Auxiliary Equipment* means any device, attachment, delivery body or apparatus attached to a motor vehicle, either permanently or temporarily, for the purpose of

- 1) hauling property, vehicles or animals; or
- 2) preserving cargo through the use of heating or refrigerating systems

*By-law Enforcement Officer* means a person appointed by the Municipality to enforce the by-laws of the Municipality.

*Construction* includes erection, alteration, repair, dismantling, or demolition of a structure, structural maintenance, painting, land clearing, earth moving, grading, excavating, the laying of pipe and conduit whether above or below ground level, street and highway building, pouring of concrete, equipment installation and alteration and the structural installation of construction components and materials in any form or for any purpose and includes any work in connection therewith;

*Conveyance* includes a vehicle and any other device employed to transport a person or persons or goods from place to place but does not include any such device or vehicle if operated only within a building;

*Council* means the Council of the Corporation of the Municipality;

*Construction Equipment* means any equipment, tool or device designed and intended for use in construction, and includes any equipment, tool or device designed and intended for use in automotive repair;

*Firearms* means any class or type of gun or other firearm, including shotguns, rifles, air guns, spring guns, pellet guns, tranquillizer guns, or any other barreled weapon from which any shot, bullet, missile or projectile may be discharged;

*Fire Chief* means the person so appointed by the Council of the Municipality;

*Highway* means a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

*Hunting* means the pursuit, laying in wait for, chasing, or shooting at of wildlife, in accordance with a valid hunting license or government-recognized exemption;

*Inhabitant* means any owner, tenant, occupier or licensee of real property within the Municipality of Mississippi Mills;

*Motor Vehicle* includes an automobile, motorcycle, and any other vehicle propelled or driven otherwise than by muscular power; but does not include all-terrain vehicles, snowmobiles, other vehicles running only upon rails, construction equipment, farm tractor or a self-propelled implement of husbandry;

*Motor Conveyance* - means a conveyance propelled or driven other than by muscular, gravitational or wind power and includes snowmobiles, all-terrain vehicles and off-road motorcycles;

*Municipality* means the Corporation of the Municipality of Mississippi Mills;

*Noise* means any sound whatsoever which is likely to annoy, disturb or injure, endanger or detract from the reasonable use and enjoyment of property or the comfort, repose, health, peace or safety of persons within the limits of the Municipality, and includes any sounds deemed to be noises in this By-law;

*Other Areas* - means any lands within the geographic limits of the Municipality that are not Settlement Areas as defined in this By-law;

*Person* includes any individual, physical or corporate entity, partnership or any association and the heirs, executors, administrators, successors and assigns or other legal representative thereof to whom the context may apply;

*Point of Reception* means any point on premises where noise, sound or vibration originating from other than those premises is received;

*Public Holiday* means a public holiday as defined in the Ontario *Employment Standards Act, 2000*, S.O. 2000, c. 41, as amended from time-to-time.



*Premises* means a parcel of land and any buildings and structures on it, and includes private property, a place of business, a public highway, private road, lane, pathway, and sidewalk;

*Settlement Areas* means any lands that are designated Village Boundary, Settlement, Rural Settlement Area or Hamlet in the Municipality's Official Plan, as amended from time to time.

*Solid Waste Bulk Lift* means a vehicle designated to load, unload and transport containers for handling refuse;

*Trailer* means any vehicle capable of being used for the living, sleeping or eating accommodation of persons that is self-propelled or so constructed that it is suitable for being attached to a motor vehicle for the purpose of being drawn or propelled by the motor vehicle and includes trailers used solely for the purpose of transporting goods or other items.

## **2. SCHEDULES and SEVERABILITY**

2.1 The **Schedules A, B, and C** attached to this By-law shall be read with and form part of this By-law.

2.2 Should any section or provision of this By-law for any reason be declared invalid by a court of competent jurisdiction, such declaration does not affect the validity of the By-law as a whole and all the remaining sections or provisions of this By-law remain in full force and effect until repealed.

## **3. GENERAL PROHIBITION**

3.1 No person shall cause, emit or permit the emission of noise within the Municipality.

## **4. SPECIFIC PROHIBITIONS**

4.1 The sounds listed in Schedule "A" – General Prohibitions are deemed to be noises.

4.2 The sounds listed in Schedule "B" - PROHIBITIONS BY TIME AND PLACE are deemed to be noises if they can be heard from a Point of Reception and are emitted within the Prohibited Periods of Time identified in section 3 of the Schedule.

## **5. EXEMPTIONS**

Notwithstanding section 3.1 of this By-law, it shall be lawful to permit the emission of noises identified in Schedule "C" to this By-law.

## **6. GRANT OF EXEMPTION BY COUNCIL**

### **6.1 Application to Council**

Notwithstanding anything contained in this By-law, any person, prior to emitting or permitting the emission of a noise prohibited under this By-law, may make application to

Council to be granted an exemption and Council may by resolution grant the exemption applied for or any exemption of lesser effect and any exemption granted shall specify the time period during which it is effective and may contain such terms and conditions that Council considers appropriate.

## **6.2 Details of Application for Exemption**

The application mentioned in subsection 6.1 shall be made in writing and shall contain:

- a. the name and address of the applicant;
- b. a description of the source of sound or vibration in respect of which the exemption is sought;
- c. the period of time for which the exemption is sought; and
- d. the reasons why the exemption should be granted.

## **6.3 Decision**

In deciding whether to grant the exemption, Council shall give the applicant and any person opposed to the application an opportunity to be heard and may consider such other matters as it considers appropriate. Decisions shall be made in a manner that is consistent with the rights and freedoms guaranteed under the *Constitution Act, 1982*.

## **6.4 Breach**

Breach by the applicant of any of the terms or conditions of the exemption shall render the exemption null and void.

## **7. PENALTY**

Every person who contravenes any of the provisions of this By-law is guilty of an offence and, upon conviction under the *Provincial Offences Act*, Chap P.33, R.S.O. 1990 as amended, is liable to a fine of not more than \$10,000 for a first offence and \$25,000 for any subsequent offence.

## **8. SHORT TITLE**

The short title of this By-law shall be the Noise Control By-law.

## **9. COMMENCEMENT**

This By-law shall come into effect on the day that it is passed.

## **10. ENFORCEMENT**

This By-law shall be enforced by any By-law Enforcement Officer.

## **11. REPEAL**

**THAT** By-law 02-89 of the Municipality of Mississippi Mills is hereby repealed.

**BY-LAW READ** a first and second time this xx day of xx 2023.

**BY-LAW READ** a third time, passed, signed and sealed in open Council this xx day of xx 2023.

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Christa Lowry, Mayor

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Jeanne Harfield, Clerk

## **SCHEDULE A**

### **By-law 23 – xx**

#### **SPECIFIC PROHIBITIONS**

1. The operation of any combustion engine or pneumatic device without an effective exhaust muffling device in good working order and in constant operation.
2. The operation of a vehicle or a vehicle with a trailer resulting in banging, clanking, squealing or other like sounds due to improperly secured load or equipment, or inadequate maintenance.
3. The operation of an engine or motor vehicle or item of attached auxiliary equipment for a continuous period exceeding five minutes, while such vehicle is stationary in a Settlement Area, unless:
  - a. the vehicle is in an enclosed structure constructed so as to effectively prevent excessive noise emission; or
  - b. the original equipment manufacturer specifically recommends a longer idling period for normal and efficient operation of the motor vehicle in which case such recommended period shall not be exceeded; or
  - c. operation of such engine or motor is essential to a basic function of the vehicle or equipment, including but not limited to operation of ready-mixed concrete trucks, lift platforms, or refuse compactors and heat exchange systems during normal operation; or
  - d. weather conditions justify the use of heating or refrigerating systems powered by the motor engine for the preservation of perishable cargo or for the safety and welfare of the operator, passengers or animals; or
  - e. prevailing low temperatures make longer idling periods necessary, immediately after starting the motor or engine; or
  - f. the idling is for the purpose of cleaning and flushing the radiator and associated circulation system for seasonal change of antifreeze, cleaning of the fuel system, carburettor or the like, when such work is performed other than for profit; or
  - g. the operation of such motor is essential to maintain radio and computer equipment for police, ambulance, fire vehicles and other emergency vehicles.
4. The operation of a motor vehicle horn or other warning device except where required or authorized by law, or in accordance with generally recognized safety practices.
5. The operation of any item of construction equipment without the originally installed exhaust muffling, intake-muffling or other sound attenuation device, or an equally or more effective replacement, which device is in good working order and in constant operation.

**SCHEDULE B**

**By-law 23 - xx**

**PROHIBITIONS BY TIME AND PLACE**

1. For the purpose of this By-law, the owner of the animal or bird creating the sound under the provisions of Section 3, paragraph 12 of this Schedule shall be deemed to be the person responsible for the creation of the said sound.

2. The codes used in section 3 of this Schedule shall have the following meaning:

<b>Code</b>	<b>Prohibited Periods of Time</b>
<b>A</b>	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays).
<b>B</b>	7:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays).
<b>C</b>	7:00 p.m. of one day to 9:00 a.m. the following day.
<b>D</b>	Half an hour after sunset to half an hour before sunrise the following day.

### 3. PROHIBITIONS:

The following sounds are deemed to be noise if they can be heard from a Point of Reception during the Prohibited Periods of Time identified in this table.

Prohibitions	Prohibited Period of Time	
	Prohibited Periods of Time in Settlement Areas	Prohibited Periods of Time in Other Areas
1. The operation of any auditory signaling device, including without limitation: the ringing of bells or gongs, the blowing of horns, sirens or whistles, or the production or reproduction of the amplification of any similar sounds by electronic means, except where required or authorized by statute, regulation, or generally recognized safety standards.	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
2. The operation of any electronic device or group of connected electronic devices incorporating one or more loudspeakers or other electro-mechanical transducers, and intended for the production, reproduction or amplification of sound.	Any time	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
3. All selling or advertising by shouting or outcry or amplified sound.	Any time	Any time
4. Loading, unloading, delivery, packing, unpacking or otherwise handling any containers, products, materials or refuse whatsoever, unless necessary for the maintenance of essential services.	7:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays).	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
5. The operation of construction equipment.	7:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays).	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
6. The detonation of fireworks except those authorized by the Fire Chief and explosive devices except those in connection with construction activities under paragraph 5.	Any time	Any time

Prohibitions	Prohibited Period of Time	
	Prohibited Periods of Time in Settlement Areas	Prohibited Periods of Time in Other Areas
7. The discharge of firearms for the purpose of practice or testing	Any time	7:00 p.m. of one day to 9:00 a.m. the following day.
8. Discharge of firearms for the protection of livestock and crops.	Any time	N/A
9. The discharge of firearms for the purpose of Hunting. As per the Fish and Wildlife Conservation Act, 1997	Any time	Check local sunrise-sunset times. You may only hunt from half an hour before sunrise to half an hour after sunset
10. The operation of a combustion or electric engine that is used in, or is intended for use in, a drone, toy or a model or replica of a larger device, which toy, model or replica has no function other than amusement, and which is not a conveyance.	Any time	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
11. The operation of any motor conveyance other than on a highway or private driveway.	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
12. The venting, release or pressure relief of air, steam or other gaseous material, product or compound from any autoclave, boiler pressure vessel, pipe, valve, machine, device or system.	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
13. Persistent barking, whining, calling, crowing or other similar persistent noise by any domestic animal or bird.	Any time	Any time
14. The operation of a solid waste bulk lift or refuse compacting equipment.	7:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays).	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)

<b>Prohibitions</b>	<b>Prohibited Period of Time</b>	
	<b>Prohibited Periods of Time in Settlement Areas</b>	<b>Prohibited Periods of Time in Other Areas</b>
15. Musical instruments or noise making instruments, devices, or equipment.	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
16. Any sound (horns, etc.) required for, or used in connection with the proper conduct of sporting events or games being conducted in facilities or lands designed for that purpose.	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
17. The operation of commercial car wash equipment.	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
18. The operation of any powered or non-powered tool for domestic purposes other than snow removal.	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)	11:00 p.m. of one day to 7:00 a.m. the following day (9:00 am on Sundays & Public Holidays)
19. Omit cause or permit excessive noise as defined.	Any time	Any time



## **SCHEDULE C**

### **By-law 23-xx**

#### **EXEMPTIONS TO THE NOISE BY-LAW**

1. Noise from the use of bells, chimes or clocktowers normally associated with religious or school activities.
2. Noise reasonably necessary or normally associated with any event or activity authorized by Council, including a carnival, midway, circus, sporting event, recreational, musical, entertainment, festival, or parade.
3. Noise from the detonation of fireworks authorized by the Fire Chief.
4. All noises normally associated with a lawful agricultural operation as defined in the Farming and Food Production and Promotion Act, including animal sounds, the operation of farm equipment and machinery, providing that animals are kept under normal farm practices and providing reasonable maintenance of machinery and equipment inhibits noise according to manufacturer's specifications.
5. Noise caused by authorized non-emergency work carried out by or on behalf of the Municipality unless such noise emission is of a longer duration, or a nature more disturbing, than is reasonably necessary.
6. Noise reasonably necessary or normally associated with annual fall fairs operated by an agricultural association incorporated under *the Agricultural and Horticultural Organizations Act*, R.S.O. 1990, c. A.9. or its successor legislation, provided the fair is operated on property owned or leased by the agricultural association.
7. Noise made in connection with emergency measures:
  - (a) for the immediate health, safety or welfare of the inhabitants of the Municipality or other persons; or
  - (b) for the preservation or restoration of services and property; unless such sound or vibration is clearly of a longer duration, or nature or is more disturbing than is reasonably necessary for the accomplishment of such objective.
8. This By-law does not apply to noise that can be heard through a common shared wall or floor by two adjacent dwelling units within an apartment, condominium or townhouse building, row buildings or carriage homes unless the noise is audible from the exterior of the building.
9. Noise generated by sanding, salting, clearing of snow or the removal of snow.
10. Any noise required by statute, regulation, or generally recognized safety standards

**SCHEDULE “D”**  
**THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**NOISE By-law No.23 – XXX**

**PART 1 - PROVINCIAL OFFENCES ACT**  
**SET FINE SCHEDULE**

<b>Item</b>	<b>Column 1 Short Form Wording</b>	<b>Column 2 Provisions creating or defining offence</b>	<b>Column 3 Set Fine</b>
1	Operate a combustion engine or pneumatic device without a muffler	Section 4.1 Schedule A.1	\$125.00
2	Operate an engine of vehicle stationary in residential area for more than 5 minutes	Section 4.1 Schedule A.3	\$125.00
3	Operate a motor vehicle horn except where required	Section 4.1 Schedule A.4	\$125.00
4	Operate construction equipment without a muffler	Section 4.1 Schedule A.5	\$125.00
5	Operate Auditory signaling device during prohibited period	Section 4.2 Schedule B.3.1	\$125.00
6	Operate any electronic device incorporating loudspeakers intended for the production, reproduction, or amplification of sound	Section 4.2 Schedule B.3.2	\$125.00
7	Operate construction equipment during prohibited period	Section 4.2 Schedule B.3.5	\$125.00
8	Detonation of Fireworks	Section 4.2 Schedule B.3.6	\$125.00
9	Discharge of firearm during prohibited period	Section 4.2 Schedule B.3.7, B.3.8, B.3.9	\$125.00
10	Operate toys or models with combustion or electrical engines during prohibited period	Section 4.2 Schedule B.3.10	\$125.00
11	Operate motorized conveyance other than on highway during prohibited period	Section 4.2 Schedule B.3.11	\$125.00
12	Persistent barking of domestic animals	Section 4.2 Schedule B.3.13	\$125.00
13	Use musical instruments during prohibited period	Section 4.2 Schedule B.3.15	\$125.00
14	Operate commercial car wash during prohibited period	Section 4.2 Schedule B.3.17	\$125.00
15	Omit, Cause or Permit as defined in this bylaw	Section 4.2 Schedule B.3.19	\$125.00

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

**STAFF REPORT**

**DATE:** June 6, 2023  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, Director of Public Works  
**SUBJECT: Award of Princess Street Renewal**

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**RECOMMENDATION:**

**THAT Committee of the Whole Recommend Council Direct Staff to award the contract for renewal of Princess Street to Thomas Cavanagh Construction in the Amount of \$1,464,464.64 plus HST.**

**BACKGROUND:**

In 2022 the design for the Princess Street renewal was initiated. The works were completed by JP2G Consultants Inc. under the standing offer contract for engineering services. The project was identified in the 2018 Water and Wastewater master plan as a required upgrade to support future development in Almonte. This is the first project to receive approval under the Consolidated Linear Infrastructure approval process. The work for the renewal was approved in the 2023 Budget in the amount of \$1,617,376.00, with \$821,850.00 being funded in the water and sewer budget and \$795,526.00 being funded in the Transportation Budget.

**DISCUSSION:**

In May of 2023, the project for the Renewal went out to Tender. The project was advertised on MERX, the Municipal Website, and the Canadian Gazette. All requirements of the Procurement Policy have been met.

A total of 1 tender submission was received.

Name of Contractor	Tender Amount (Excluding HST)
Thomas Cavanagh Construction	\$1,464,464.64

Thomas Cavanagh was the low bid on this tender. The Tender was reviewed by staff for completeness and accuracy and determined to be a compliant Tender. Thomas Cavanagh Construction has completed several projects of a similar nature with the Municipality and has a good working relationship with staff. It should also be noted that

Thomas Cavanagh Construction submitted a preliminary schedule demonstrating that the works can be completed by October 2023.

**OPTIONS:**

The following options are provided;

1. The Contract for Princess Street renewal be awarded to Thomas Cavanagh Construction in the amount of \$1,464,464.64 plus HST.
2. The Contract of Princess Street renewal not be awarded and staff be directed to retender the works.

**FINANCIAL IMPLICATIONS:**

The tendered amount falls within the amount budgeted in the 2023 Budget. A summary of the financials is below.

Tendered amount by Thomas Cavanagh Construction including non-recoverable HST.	\$1,490,239.22
7% Contingency and Engineering Review	\$104,316.75
Total Value of Works	\$1,594,555.97
Total Amount Budgeted	\$1,617,376.00
Amount Remaining	\$22,820.03

The tendered amount along with 7% for engineering review and contingency is within the budgeted amount. Given the nature and complexity of these works, staff feel that 7% for engineering review and contingency is reasonable. Contract administration will be done primarily by in house staff.


**SUMMARY:**

The tender process was completed in accordance with the procurement policy, the low bid was reviewed and found to be compliant and within the budgeted amount. Thomas Cavanagh Construction is a competent contractor that has completed several similar projects for the Municipality. It is recommended by Staff that the contract be awarded to Thomas Cavanagh Construction.

Respectfully submitted by,

\_\_\_\_\_  
Cory Smith,  
Director of Public Works

Reviewed by:

  
\_\_\_\_\_  
Ken Kelly,  
CAO

## **MEDIA RELEASE**

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*For immediate release*

*May 24, 2023*

Here are the highlights from the Lanark County Council meeting held May 24, 2023.

**Lanark Lodge Strategic Plan Adopted:** Council has adopted the 2023-2028 Lanark Lodge Strategic Plan. In a presentation to the community services committee of the whole earlier this month, Director of Long-Term Care Carey Duncan provided an overview of the process in 2022 and early 2023 undertaken by People Minded Business that led to the finalized plan.

Duncan explained local, regional, provincial and international trends were identified, and key stakeholder groups were consulted. "In total, 174 stakeholders were engaged, including residents, team members, county councillors and community partners," she said. "During these discussions, a clear understanding of the internal and external environment with which Lanark Lodge currently operates emerged, as did central messages and themes about what matters most to stakeholders in the present and looking ahead to the future."

Trends such as elections, legislation, inflation, market growth, the health human resource crisis, resident acuity levels, equality, diversity, inclusion, demography and long-term impacts of COVID-19 were considered, along with assets and numerous considerations or challenges.

Three key strategic priorities were identified:

1. Centre of excellence and learning, with goals focused on residents, the team and the facility.
2. Inclusion and belonging – ensuring individuality is respected and all voices are heard and valued.
3. Working better together: Collaborating and partnering for the well-being of residents, employees and long-term care.

The Lodge's mission, vision and values statements were also revisited to ensure they align with the new strategic directions and accurately reflect values championed by the Lodge.

"Execution of the strategic priorities and implementation plan will require investment over the next five years and will be captured under the annual budget preparation and through funding from the Ministry of Long-Term Care," Duncan said. "We are confident the Lanark Lodge 2023-2028 strategic plan will ensure continued, outstanding care for our residents."

A link to the full document can be found here:

<https://lanarkcounty.civicweb.net/FileStorage/5391B63F04FD4A37BD2D4CCF842CD143-LL-06-2023%20Attachment%20B.pdf>. For more information, contact Carey Duncan, Director of Long-Term Care, at 1-888-9-LANARK, ext. 7101.

**Municipal Tools to Support Affordable Housing Updated:** Council has received the Municipal Tools to Support Affordable Housing Update document, which was presented by Director of Social Services Emily Hollington at the community services committee meeting earlier this month.

## MEDIA RELEASE

Hollington provided background and explained the updated document takes new census information into account. The process began in 2021 with a series of special committee meetings to gain a better understanding of the housing and homelessness situation in the county and existing programs and services. The resulting study made recommendations to the county and local municipalities to strengthen planning and municipal tools that encourage development of affordable housing, which is a goal outlined in the 10-Year Housing and Homelessness Plan.

SHS Consulting analysed needs, opportunities, barriers and trends and created a toolkit for municipalities. The results of the study were approved in April 2022, but it has been updated to include the latest census data.

Gaps identified in the study included a need for a more diverse housing supply in Lanark County, a wider range of affordable rental housing options and an adequate supply of affordable housing to support economic growth and community well-being. Goals were set to address these gaps. The report recommended actions pertaining to policy and regulations, funding, partnerships and awareness and advocacy.

Several actions are to be considered in the county's official plan update, including:

- Developing an affordable housing incentive to encourage the development of affordable rental housing (Affordable Housing Capital Grant program launched in 2023)
- Facilitating partnerships among non-profit and for-profit residential developers and community agencies (28 rent-geared-to-income units are underway with partners)
- Developing a county-wide rental housing database (available now on county website)
- Convening a Yes In My Back Yard (YIMBY) team for awareness and advocacy (campaign held in 2022 and another planned this year)
- An awareness campaign with community agencies on how residents and housing partners can contribute to the development of a more diverse housing supply (six public information sessions held so far with a larger session planned this year)
- Develop and share an annual housing report card (shared annually in June)
- Advocate to federal government for increased funding (AMO homelessness proclamation passed this year).

Hollington said next steps include policy considerations for the county's official plan update, continued implementation of the report's recommendations and the annual report card to be released in June. A link to the full final report can be found here:

<https://lanarkcounty.civicweb.net/FileStorage/CA5C1AD6677E4D309DD4F3A2030EF22A-Municipal%20Tools%20to%20Support%20Affordable%20Housing%20Repo.pdf>. For more information, contact Emily Hollington, Director of Social Services, at 1-888-9-LANARK, ext. 2101.

**Support for 7 in 7 Housing Plan:** Council received a presentation regarding the Eastern Ontario Wardens' Caucus (EOWC) Regional Housing Plan called "7 in 7." The report was presented by EOWC Chair Peter Emon and Hastings County CAO Jim Pine at the corporate services committee meeting earlier this month. The EOWC consists of wardens and CAOs from 13 regions spanning Kawartha Lakes to the Quebec border, excluding the City of Ottawa.

## MEDIA RELEASE

The “7 in 7” project seeks to address the issue of a lack of affordable community housing rental units across the region, noting approximately 12,000 to 14,000 units are needed to clear wait lists in its jurisdiction, and the average wait time for community housing “is almost five years across all unit types, and as high as 10 years for some units.”

The EOWC is proposing taking a regional leadership role to deliver 7,000 new affordable community rental units over seven years, and to incent an additional 21,000 attainable units from private and non-profit sectors. They noted Ontario aims to build 1.5 million homes by 2031, and affordable community rental housing must be included. The EOWC would seek investment from member municipalities, the federal and provincial governments and partners. An estimated \$3.1 billion invested is expected to generate three times that amount in economic activity. For Lanark County, this translates into an investment of \$149 million and 336 units over seven years.

Emon and Pine emphasized that public-private partnerships are key to the plan. “The EOWC has a history of delivering on time and on budget. The plan would draw from experience and successes of the Eastern Ontario Regional Network procurement model and the Eastern Ontario Leadership Council skills ad markets knowledge.” A regional business case will be completed this summer to cover the project’s full scope. Over the next few months, the EOWC will seek senior government support and initiate Indigenous consultations and discussion with private and non-profit sectors, with an aim to launch a zone pilot project and prepare requests for proposals by Winter 2024.

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

**Support for Stop-Arm Camera Resolution:** Council has agreed to support a resolution urging the provincial government to require all school buses to have stop-arm cameras installed and paid for by the province for the start of the 2023-2024 school year and to underwrite the costs for the implementation and ongoing annual costs for Administrative Monetary Penalties (AMP) in small and rural municipalities.

The resolution highlights the large number of students that travel in school vehicles daily in Ontario, adding the Ministry of Transportation’s statistics show the rate of vehicles blowing by stopped school buses is more than 30,000 times every day. The province passed the Safer School Zones Act in 2017, which authorized the use of automated school bus stop-arm camera system to detect incidents when vehicles failed to stop when a school bus is stopped and the stop-arm is extended.

The Association of Municipalities of Ontario (AMO) made a submission to the province in 2019 supporting the use of the AMP program for the collection of fine revenues for stop-arm and other infractions, such as automated speed enforcement technologies in school and community safety zones. The resolution notes police resources cannot be spread any thinner to enforce Highway Traffic Act offences throughout municipalities and costs of establishing the AMP program are substantial and may be out of reach for small municipalities.

The resolution is to be circulated to Premier Doug Ford, Attorney General Doug Downey, Minister of Education Stephen Lecce, provincial opposition parties, the AMO and all municipalities in Ontario. For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

## MEDIA RELEASE

**Support for Strengthening Codes of Conduct:** Council has passed a motion that supports the call of the Association of Municipalities of Ontario (AMO) for the provincial government to introduce legislation to strengthen municipal Codes of Conduct and compliance with them in consultation with municipal governments.

The motion highlights increasing incidents of disrespectful behaviour and workplace harassment occurring amongst members of municipal councils, as well as the serious and negative effects this has on the people involved and the public perception of local government. “Municipal Codes of Conduct are helpful tools to set expectations of council member behaviour,” it says, adding: “Municipal governments do not have the necessary tools to adequately enforce compliance with municipal Codes of Conduct.”

The resolution asks for legislation to encompass AMO’s recommendations, including:

- Updating municipal Codes of Conduct to account for workplace safety and harassment
- Creating a flexible administrative penalty regime, adapted to the local economic and financial circumstances of municipalities across Ontario
- Increasing training of municipal Integrity Commissioners to enhance consistency of investigations and recommendations across the province
- Allowing municipalities to apply to a member of the judiciary to remove a sitting member if recommended through the report of a municipal Integrity Commissioner
- Prohibit a member so removed from sitting for election in the term of removal and the subsequent term of office.

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

**Support for First Responders:** Council passed a motion to support legislative measures to help protect first responders from violence, particularly those found in Bill C-321: An Act to Amend the Criminal Code.

The private members bill received first reading on March 9, 2023 and seeks an amendment of the Criminal Code to require courts to consider an assault against a health-care professional or a first responder to be an aggravating circumstance for the purpose of sentencing.

In its letter of support, council notes “paramedics and other first responders provide an essential and valuable service in our community and often subject to increased levels of violence due to the nature of their jobs. It is essential that all levels of government unite to demonstrate the importance of the safety and well-being of all first responders.”

The letter is to be circulated to Minister of Justice and Attorney General David Lametti, all Ontario municipalities and the Association of Municipalities of Ontario. For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

**Upcoming Meetings: County Council, Wednesday, June 7, 5 p.m.;** Community Services, June 7 (following County Council); Corporate Services, June 7 (following Community Services). **County Council, Wednesday, June 21, 5 p.m.;** Public Works, June 21 (following County Council); Economic





## **MEDIA RELEASE**

Development, June 21 (following Public Works). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

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<b>Moved By</b>	Councillor Miriam Mutton	<b>Resolution No.:</b> 179-23
<b>Last Name Printed</b>	Mutton	
<b>Seconded By</b>	Councillor Aaron Burchat	<b>Council Date:</b> May 23, 2023
<b>Last Name Printed</b>	Burchat	

WHEREAS at the Regular Council meeting on May 23, 2023, Council considered a Resolution from the Town of Lincoln, regarding the Municipal Heritage Register;

NOW THEREFORE BE IT RESOLVED THAT Council support the Town of Lincoln's resolution on the Municipal Heritage Register.



**May 24<sup>th</sup>, 2023**

**The Honourable David Lametti, PC, MP  
Minister of Justice and Attorney General of Canada  
284 Wellington Street  
Ottawa, ON K1A 0A6**

**via email and mail**

Dear Mr. Lametti,

The Council of the County of Lanark wishes to express its support for legislative measures to help first responders from violence, particularly those found in Bill C-321.

Paramedics and other first responders provide an essential and valuable service in our community and often subject to increased levels of violence due to the nature of their jobs.

It is essential that all levels of government unite to demonstrate the importance of the safety and well-being of all first responders.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jasmin", with a long horizontal flourish extending to the right.

Jasmin Ralph, Clerk  
613-267-4200 ext. 1502

Cc: All Ontario Municipalities  
Association of Municipalities of Ontario

## **RE: Streamlining of Approvals under the *Aggregate Resources Act* and Supporting Policy**

Greetings,

Ontario's aggregate industry plays a key role in our government's vision to Build Ontario, supporting vital development and jobs across the province. The Ministry of Natural Resources and Forestry (the ministry) is proposing changes to [Ontario Regulation 244/97](#) under the *Aggregate Resources Act* to expand the list of changes that can be made to existing pit or quarry site plans without ministry approval, called self-filing changes (subject to conditions and eligibility), as well as seeking feedback on a new policy that provides direction for making changes to licences, permits and site plans that do require ministry approval.

The ministry is proposing to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed, provided they satisfy detailed eligibility requirements and specified conditions. If approved, five additional site plan changes will be added to the list of self-filed amendments in the regulation. These are:

- Enabling recyclable aggregate material to be imported (concrete, asphalt, bricks, glass, or ceramics) to aggregate sites
- Adding or relocating entrances or exits to aggregate sites when the operator can provide proof of the relevant road authority approval for the change
- Adding, removing or changing portable processing equipment at aggregate sites (e.g., for crushing or screening aggregate material)
- Adding, removing or changing portable concrete or asphalt plants where required for public authority projects
- Adding, removing or changing above-ground fuel storage at aggregate sites

In addition, the ministry is proposing a new policy to clarify requirements including notification requirements when amendments are proposed to existing licenses, permits, or site plans that require ministry approval. The ministry is also outlining criteria or considerations to determine whether these changes are significant or not.

Amendment requests can include changes to site plans, conditions of a licence or permit, or any other information normally included on licences, permits, or wayside permits (e.g., name of operator, address, etc.). Amendment requests can vary in type and complexity ranging from small or administrative changes to significant changes to operations and rehabilitation. Significant changes may require consultation and notification.

We invite you to review the changes and offer comments.

**Ministry of Natural Resources and Forestry**

Resources Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

**Ministère des Richesses Naturelles et des Forêts**

Direction des politiques de planification et d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

A complete summary of the proposed regulatory and policy changes can be found on the Environmental Registry at the following address: [www.ero.ontario.ca](http://www.ero.ontario.ca). Then search for notice: 019-6767.

There are several ways you can comment on this proposal, including:

1. Directly through the Environmental Registry posting (click on the "Submit a comment" button)
2. By email to [aggregates@ontario.ca](mailto:aggregates@ontario.ca), or
3. By mail to:

Resources Development Section  
Ministry of Natural Resources and Forestry  
300 Water Street, 2nd Floor South  
Peterborough, ON K9J 3C7

If you have any questions, you can contact Jamie Prentice at [aggregates@ontario.ca](mailto:aggregates@ontario.ca).

Sincerely,

Jennifer Keyes,  
Director, Resources Planning and Development Policy Branch



## CORPORATION OF THE TOWNSHIP OF RYERSON

**Date:** May 30, 2023

**Resolution Number:** R- 101 - 23

**Moved by:** Councillor Abbott

**Seconded by:** Councillor Patterson

WHEREAS some proponents of water aerodromes claim federal jurisdiction to bypass provincial and municipal authorities and build massive docks and boathouses under the guise of the Aeronautics Act;

AND WHEREAS Transport Canada does not require proponents of water aerodromes to follow the same registration and certification procedures as land aerodromes;

AND WHEREAS Transport Canada's current regulations for water aerodromes fail to state that mixed-use docks and structures are not permitted;

AND WHEREAS Transport Canada does not require a proponent to be transparent with local authorities about their intentions or submit a building permit and final construction plans;

AND WHEREAS Transport Canada does not require a proponent to provide the municipality with a copy of the water aerodrome registration or certification documents;

AND WHEREAS Registration and certification of water aerodromes are done without environmental impact assessments from provincial and municipal authorities;

AND WHEREAS Registration and certification of water aerodromes are done without safety assessments from local authorities;

AND WHEREAS Transport Canada's loopholes in the regulations lead to lengthy court battles paid by provincial and municipal jurisdictions.

NOW THEREFORE, be it resolved that the Council of the Township of Ryerson supports efforts to raise awareness about the loopholes in current regulations regarding water aerodromes that allow proponents to build massive docks and boathouses without municipal consultation, approval, or adherence to bylaws and regulations.

AND FURTHERMORE, The Council of the Township of Ryerson endorses the letter from the Three Mile Lake Community Club Inc. and calls on Transport Canada to:

- Amend current legislation regarding water aerodromes to require mandatory consultation and transparency with provincial and municipal authorities prior to construction.

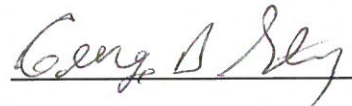
- State that 'mixed-use' docks and structures will not be permitted

AND FURTHERMORE, the Council of the Township of Ryerson urges all mentioned in this resolution to support petition e4364 to the Minister of Transport, Omar Alghabra.

Petition e-4364 - Petitions (ourcommons.ca)

AND FURTHERMORE, be it resolved that this resolution be forwarded to neighbouring municipalities, the Association of Municipalities of Ontario (AMO), the Federation of Canadian Municipalities (FCM), Federation of Northern Ontario Municipalities (FONOM), Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO), MP Scott Aitchison, MP Marcus Powlowski (Haliburton-Kawartha Lakes-Brock, Ontario), Graydon Smith MPP.

Carried  Defeated

  
 \_\_\_\_\_  
 (Chair Signature)

Declaration of Pecuniary Interest by: \_\_\_\_\_

<b>RECORDED VOTE</b>					
Vote called by Clerk in random order, Chair to vote last					
<b>Members of Council</b>		<b>Yea</b>	<b>Nay</b>	<b>Abstention</b>	<b>Absent</b>
Councillors	Beverly Abbott				
	Glenn Miller				
	Delyne Patterson				
	Dan Robertson				
Mayor	George Sterling				



The Honorable Steve Clarke  
Minister of Municipal Affairs and Housing  
[Minister.mah@ontario.ca](mailto:Minister.mah@ontario.ca)

The Honorable Peter Bethlenfalvy  
Minister of Finance  
[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

*DEVLIVERED VIA EMAIL*

May 31, 2023

**RE: Municipalities Retaining Surplus Proceeds from Tax Sales**

Dear Premier Ford,

Please be advised that at the Regular Council Meeting of April 17, 2023, the Township of Limerick Council passed the following motion, supporting the resolution from the Council of the Town of Essex regarding Municipalities Retaining Surplus Proceeds from Tax Sales.

**Motion052-2023**

Moved by Councillor Grace Hamm

Seconded by Councillor Jan MacKillican

That Council support item '9.2.5' of correspondence from the Town of Essex regarding Municipalities Retaining Surplus Proceeds from Tax Sales.

**Carried**

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at [clerk@township.limerick.on.ca](mailto:clerk@township.limerick.on.ca).

Best Regards,

Victoria Tisdale  
Clerk-Treasurer  
Township of Limerick

cc. Ric Bresee – MPP, Hastings-Lennox and Addington  
Association of Municipalities of Ontario  
All Ontario Municipalities

Victoria Tisdale, Clerk Treasurer  
[clerk@township.limerick.on.ca](mailto:clerk@township.limerick.on.ca)  
Telephone: 613-474-2863  
Fax: 613-474-0478

Nicole Ilcio, Deputy Clerk Treasurer  
[assistant@township.limerick.on.ca](mailto:assistant@township.limerick.on.ca)  
Telephone: 613-474-2863  
Fax: 613-474-0478





**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**Honourable Steve Clark**

March 22, 2023

Ministry of Municipal Affairs and Housing  
College Park 17<sup>th</sup> Floor, 777 Bay Street  
Toronto, ON M7A 2J3

RE: The Reinstatement of Legislation Permitting a Municipality to Retain Surplus Proceeds from Tax Sales

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Dear Honourable Steve Clark,

At its Regular Council Meeting held on March 6, 2023, Mayor Bondy brought forward a Notice of Motion for Council's consideration regarding the reinstatement of previous legislation permitting a municipality to retain surplus proceeds from tax sales. It was discussed that, prior to being repealed by the Modernizing Ontario's Municipal Legislation Act, 2017, Section 380(6) of the Municipal Act, 2001 allowed for a municipality to retain surplus proceeds from tax sales within their jurisdiction. It was further noted that the Public Tax Sale process is burdensome to a municipality who invest a considerable amount of time and money recovering these proceeds for the potential sole benefit of the Crown in Right of Ontario.

As a result of this discussion, Council passed the following resolution:

**R23-03-081**

Moved by: Mayor Bondy

Seconded by: Councillor Allard

**That** Council direct Administration to send a letter to all relevant taxation bodies, including the Ministry of Municipal Affairs, the Ministry of Finance, Essex County Council, MPP Anthony Leardi, Association of the Municipalities of Ontario and all other municipalities in Ontario urging them to re-instate previous legislation that permitted a Municipality to apply for and retain the surplus proceeds from a tax sale in their jurisdiction.

**Carried**

I trust you will find this satisfactory. If you have any questions or comments, please feel free to contact the undersigned.

Yours truly,

**Shelley Brown**

Acting Clerk

[sbrown@essex.ca](mailto:sbrown@essex.ca)



**CORPORATION OF THE TOWN OF ESSEX**

33 Talbot Street South, Essex, Ontario, N8M 1A8

p: 519.776.7336 f: 519.776.8811 | [essex.ca](http://essex.ca)

**c.c. Honourable Peter Bethlenfalvy, Minister of Finance**

[minister.fin@ontario.ca](mailto:minister.fin@ontario.ca)

**Mary Birch, Interim Chief Administrative Officer**

[mbirch@countyofessex.ca](mailto:mbirch@countyofessex.ca)

**Anthony Leardi, MPP**

[anthony.leardi@pc.ola.org](mailto:anthony.leardi@pc.ola.org)

**Association of Municipalities of Ontario ("AMO")**

[resolutions@amo.on.ca](mailto:resolutions@amo.on.ca)

**All other municipalities in Ontario**



# COUNCIL CALENDAR

## June 2023

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



# COUNCIL CALENDAR

## July 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1 Canada Day
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

**Summer  
Recess**



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**June 23, 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 calmong and speed management policies.	2023
Transportation Master Plan	Development Services	Staff to work with consultants to complete the Transportation Master Plan	2023
Community Services Master Plan	Recreation	Staff to develop a Community Services Master Plan.	2023