



Municipality of Mississippi Mills

COMMITTEE OF THE WHOLE AGENDA

Tuesday, June 20, 2023

IMMEDIATELY FOLLOWING COUNCIL

Hybrid

3131 Old Perth Road.

---

	Pages
A. CALL TO ORDER (immediately following Council)	
B. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF	
C. APPROVAL OF AGENDA Recommended Motion: THAT the agenda be approved as presented.	
D. APPROVAL OF MINUTES Recommended Motion: THAT the minutes dated June 6, 2023 be approved.	4 - 9
E. CONSENT REPORTS Recommended Motion: THAT the following consent reports and committee minutes be received.	
E.1 Committee of Adjustment and Property Standards - March 27, 2023	10 - 13
F. STAFF REPORTS	
<u>Protective Services</u>	
F.1 Firehouse Subs Grant Recommended Motion: THAT the Committee of the Whole recommends that Council receive this report as information.	14 - 19
<u>Community Services</u>	
F.2 Mississippi Mills 2023 Pride Funding Recommended Motion: THAT Committee of the Whole approve Mississippi Mills Pride using their 2023 Municipal Grant (\$3750) towards the cost of a permanent public installation.	20 - 21

## Roads and Public Works

- F.3 Pedestrian Crossover Downtown Core** 22 - 25

**Recommended Motion:**

**THAT** Committee of the Whole recommends that Council direct staff to complete a fulsome review process as per Section 4.12 of Ontario Traffic Manual Book 12 to determine if one or both PXO crossings on Mill Street are candidates for removal;

**AND THAT** Committee of the Whole recommends that Council direct staff, upon completion of the review to provide a report to Council with options for both PXO crossings on Mill Street.

- F.4 Assumption and Dedication of Paterson Street, Part 9, Plan 26R1346 as a Highway into the Municipal Road System** 26 - 27

**Recommended Motion:**

**THAT** Committee of the Whole recommend Council Direct Staff to prepare a bylaw for the purposes of dedicating Part 9 of Plan 26R1346 as a Highway and incorporate it into the Municipal Road System.

- F.5 Award of 2023 Surface Treatment Contract** 28 - 30

**Recommended Motion:**

**THAT** the Committee of the Whole recommends that Council Award the Contract for Tender No. 22-03, Option 2, Surface Treatment Program to Thomas Cavanagh Construction Limited, in the amount of \$2,048,330.59 Plus HST.

**AND THAT** the Committee of the Whole direct staff to use surplus funds to complete large asphalt patches on hardsurfaced roads throughout Mississippi Mills.

## Development & Engineering

- F.6 Appointment of RSM as Deputy CBO** 31 - 33

**Recommended Motion:**

**THAT** Committee of the Whole recommends that Council appoint Devon Staley and Gerald Moore of RSM Building Consultants as Deputy Chief Building Officials for the Municipality until such time that an employee of the Municipality is appointed as a Deputy Chief Building Official.

## Clerks & Administration

- F.7 Procedural By-law** 34 - 87

**Recommended Motion:**

**THAT** Committee of the Whole recommends that Council adopt the Procedural By-law as presented and repeal By-law 19-127.

<b>F.8</b>	<b>Community Engagement Framework</b>	88 - 91
	<b>Recommended Motion:</b> THAT Committee of the Whole provide direction to staff on the proposed framework for the Community Engagement Strategy by July 10, 2023.	
<b>F.9</b>	<b>Delegated Authority - Summer Recess</b>	92 - 93
	<b>Recommended Motion:</b> THAT Committee of the Whole recommends that Council amend the Delegated Authority Bylaw to authorize staff to negotiate, award, and execute certain contracts between June 28 <sup>th</sup> , 2023, and August 14 <sup>th</sup> , 2023, to ensure planned work can be initiated in a timely manner.	
<b>G.</b>	<b>NOTICE OF MOTION</b>	
<b>H.</b>	<b>INFORMATION ITEMS</b>	
<b>H.1</b>	<b>Mayor's Report</b>	
<b>H.2</b>	<b>County Councillor's Report</b>	94 - 96
<b>H.3</b>	<b>Mississippi Valley Conservation Authority Report</b>	
<b>H.4</b>	<b>Lanark County Police Services Board</b>	
<b>H.5</b>	<b>Library Board Report</b>	97 - 100
<b>H.6</b>	<b>Information List #12-23</b>	
	<b>Recommended Motion:</b> THAT the information list #12-23 be received for information.	
	<b>a. Lanark County Climate Action Plan First Draft</b>	101 - 136
	All responses due by August 28, 2023.	
	<b>b. June 2, 2023 - Municipality of Huron Shores Resolution re: Health Care Crisis</b>	137 - 139
<b>H.7</b>	<b>Meeting Calendar</b>	140 - 142
<b>I.</b>	<b>OTHER/NEW BUSINESS</b>	
<b>J.</b>	<b>PENDING LIST</b>	143 - 144
<b>K.</b>	<b>ADJOURNMENT</b>	
	<b>Recommended Motion:</b> THAT the meeting be adjourned at X:XX p.m.	



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

**June 6, 2023  
Hybrid  
3131 Old Perth Road.**

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

Staff Present: Ken Kelly, CAO  
Casey Munro, Deputy Clerk  
Erin Levi, Executive Assistant to Mayor, CAO, Clerk  
Melanie Knight, Senior Planner  
Mike Williams, Director of Protective Services  
Cory Smith, Director of Public Works  
Jon Wilson, Chief Building Inspector  
Kathy Davis, Director of Corporate Services/Treasurer  
David Shen, Director of Development and Engineering

---

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

Councillor Holmes called the meeting to order at 6:00 pm.

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

None

**C. APPROVAL OF AGENDA**

**Resolution No CW151-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Resolution No CW152-23**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Souter

**THAT** the minutes dated May 23, 2023, be approved.

**CARRIED**

**E. CONSENT REPORTS**

**F. STAFF REPORTS**

**F.1 2024 Budget Schedule and Process**

**Moved by** Councillor Souter

**Seconded by** Deputy Mayor Minnille

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

**Amendment:**

**Resolution No CW153-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Ferguson

**To Insert:**

**AND THAT** results of the Community Survey be presented at the Sept 26 Committee of the Whole meeting at the same time as the tabling of the first draft of the 2024 budget.

**CARRIED**

**Resolution No CW154-23**

**Moved by** Councillor Souter

**Seconded by** Deputy Mayor Minnille

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

**AND THAT** results of the Community Survey be presented at the Sept 26 Committee of the Whole meeting at the same time as the tabling of the first draft of the 2024 budget.

**CARRIED**

**F.2 2022 Council Remuneration and Expenses**

**Resolution No CW155-23**

**Moved by** Councillor Lowe

**Seconded by** Councillor Souter

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

**CARRIED**

STAFF DIRECTION: Review the Council Remuneration bylaw and bring back recommendations, which would be effective for the next term of Council.

**F.3 2022 Statement of Reserve Funds (Development Charges)**

**Resolution No CW156-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Souter

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

**CARRIED**

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

**Resolution No CW157-23**

**Moved by** Councillor Souter

**Seconded by** Councillor Lowe

**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

**CARRIED**

**Resolution No CW158-23**

**Moved by** Mayor Lowry

**Seconded by** Councillor Lowe

**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.

**CARRIED**

**F.5 Noise Bylaw Update**

**Resolution No CW159-23**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Souter

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

**CARRIED**

**F.6 Award of Princess Street Renewal**

**Resolution No CW160-23**

**Moved by** Councillor Ferguson

**Seconded by** Councillor Torrance

**THAT** Committee of the Whole recommends 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.

**CARRIED**

**G. NOTICE OF MOTION**

None

**H. INFORMATION ITEMS**

**H.1 Mayor's Report**

None

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

Deputy Mayor Minnille gave an overview of the topics discussed at Lanark County Council.

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

None

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

An upcoming Zone 2 meeting in Brockville is on June 16th.

**H.5 Library Board Report**

Councillor Lowe highlighted some programming available at the Almonte and Pakenham Libraries and funding through the Elizabeth Kelly Foundation for STEM programming. More information can be found on the library [website](#).

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

**Resolution No CW161-23**

**Moved by** Deputy Mayor Minnille

**Seconded by** Councillor Souter



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

**CARRIED**

**H.7 Meeting Calendar**

The Committee discussed the next strategic plan meeting. CAO Kelly advised the Committee to review the vision statement; an availability notice will be circulated for a meeting prior to June 30th.

**I. OTHER/NEW BUSINESS**

Mayor Lowry thanked Councillor Holmes for taking on the role of COW Chair for the next 6 months.

**J. PENDING LIST**

Members reviewed the pending list.

**K. ADJOURNMENT**

**Resolution No CW162-23**

**Moved by** Deputy Mayor Minnille

**Seconded by** Mayor Lowry

**THAT** the meeting be adjourned at 8:51 p.m.

**CARRIED**

---

Casey Munro, Deputy Clerk



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

**MINUTES**

**March 27, 2023**

**6:00 p.m.**

**E-participation**

Committee Present: Connie Bielby  
Patricia McCann-MacMillan  
Stacey Blair  
Deputy Mayor Minnille

Committee Absent: Norm Allen

Staff Present: Melanie Knight, Senior Planner  
Jeffrey Ren, Planner  
Jennifer Russell, Building Clerk  
Melissa Fudge, Planning Technician

---

**A. CALL TO ORDER**

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

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

None

**C. APPROVAL OF AGENDA**

**Moved by** Stacey Blair

**Seconded by** Deputy Mayor Minnille

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

**CARRIED**

**D. APPROVAL OF MINUTES**

**Moved by** Deputy Mayor Minnille

**Seconded by** Connie Bielby

**THAT** the minutes dated February 27, 2023 be approved.

**CARRIED**

**E. REPORTS**

**E.1 Minor Variance Application - A-05-23/ D13-THO-23, 1211 County Road 29 North**

Jeffrey Ren, Planner with Mississippi Mills, presented an overview of the application. The Chair asked if there are any comments from the applicant, committee members or the public.

Committee members discussed the following items:

- The entrance to the property is from Highway 29, south of the proposed storage building.
- The owner has indicated to staff that he would like to consolidate the number of structures currently on the property. Some of the existing structures, including the recreation vehicle, are currently on the City of Ottawa side.
- This application was circulated to the City of Ottawa, which provided comments regarding the City of Ottawa's policies regarding setbacks from current and former rail corridors. No objections to the proposed variances were received from the City of Ottawa.
- The zoning bylaw allows reduced rear yard setbacks for properties without a principle building.
- Recommendation #2 is a condition that the applicant must obtain all applicable building permits within two years of receiving a Minor Variance, for the existing and proposed structures that require a building permit.

**Moved by** Stacey Blair

**Seconded by** Deputy Mayor Minnille

**THAT** the Municipality of Mississippi Mills Committee of Adjustment approve the Minor Variance application affecting the subject lands which are legally described as Pakenham Concession 12, East Part Lot 20; Part Road Allowance; Part 3 on Plan 26R-1589, Pakenham Ward, Municipality of Mississippi Mills, municipally known as 1211 County Road 29 North, in order to permit a new accessory building and to legalize existing accessory buildings, subject to the following conditions:

1. That the following requested Minor Variances to Zoning By-law #11-83 are approved:
  - To permit a new accessory building located approximately 40 metres away from the centreline of a County Road, whereas Section 6.27(1)(b) of the Zoning By-law requires a 45-metre setback from the centreline of a County Road.
  - To permit a reduced rear lot line setback of approximately 1.0 metre, whereas Section 11.2 of the Zoning By-law requires a 20-metre rear lot line setback.
  - To permit a reduced side lot line setback of approximately 7.0 metres, whereas Section 11.2 of the Zoning By-law requires a 20-metre side lot line setback.
2. That the Owner/Applicant obtain all required building permits and approvals within two years, to the satisfaction of the Municipality.

**CARRIED**

**F. OTHER / NEW BUSINESS**

**F.1 Introduction - Melissa Fudge Planning Technician / Secretary  
Treasurer**

Melanie Knight introduced and welcomed the new Planning Technician and Secretary Treasurer of the Committee of Adjustment, Melissa Fudge.

**G. MEETING ANNOUNCEMENTS**

The next Committee of Adjustment meeting is scheduled for Monday, April 24th @ 6:00 pm.

**H. ADJOURNMENT**

**Moved by** Connie Bielby  
**Seconded by** Stacey Blair

**THAT** the meeting be adjourned at 6:18pm.

**CARRIED**

---

Jennifer Russell, Recording  
Secretary

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Mike Williams, Director of Protective Services  
**SUBJECT:** Firehouse Subs Grant

---

### RECOMMENDATION:

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

### BACKGROUND:

Firehouse Subs is a food chain that was started in the USA in 2005 by 2 firefighters after Hurricane Katrina happened. When they opened, they also started Firehouse Subs Public Safety Foundation. This foundation receives money through either direct donation, or the majority of the funds come from rounding up to the nearest dollar with food purchases.

In 2015 they opened in Ontario and since that point they have donated 2.8 million dollars to 150 different communities. The donations they provide to organizations are for the purchase of equipment for public safety, education, or training.

### DISCUSSION:

In March of this year Mississippi Mills Fire Department sent in our application for a grant to purchase the MAGNUM Hose Line & Fire Extinguisher Training System. This portable system will allow us to train our residents and staff on the proper operation of fire extinguishers at different events. It will also provide the Fire Department an opportunity to train on how to attack propane fires in a realistic and controlled manner. Additional props can be purchased to be used with this system such as car prop, dumpsters, and stove tops.

MMFD grant was selected from the Firehouse Subs Public Safety Foundation in the beginning of May for the whole purchase price of the propane training system. The system will be delivered in the next month, then some training will be started.

**OPTIONS:**

Accept this report as information.

**FINANCIAL IMPLICATIONS:**

There is no financial implication for the municipality for receiving the grant to purchase the MAGNUM Hose Line & Fire Extinguisher Training System for the cost of \$32,770.00.

**SUMMARY:**

The MMFD received a grant to purchase a propane training prop which was contract to provide the system was awarded to AJ stone for the price of \$ 32,770.00.

Respectfully submitted by,

Reviewed by:

\_\_\_\_\_  
Mike Williams  
Director of Protective Services

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

**ATTACHMENTS:**

- 1. May 2023 Grant Recent Press Release
- 2. Magnum Training Product Sheet



**For Immediate Release**

CONTACT:  
Chief Mike Williams  
mwilliams@mississippimills.ca  
(613)256-1589 x701

## **Firehouse Subs Public Safety Foundation of Canada Awards Lifesaving Equipment Grant to The Mississippi Mills Fire Department**

*Grant is part of more than \$2.8 million given by Firehouse Subs Public Safety Foundation of Canada to public safety organizations across the U.S.*

Mississippi Mills, Ontario – Mississippi Mills Fire Department members are now better equipped to handle emergencies and keep the local community of Mississippi Mills safe thanks to a grant from Firehouse Subs Public Safety Foundation of Canada. The Foundation recognized our critical need and awarded us \$32,770 to purchase a Magnum Hose Line & Fire Extinguisher Trainer’s Package.

“We are extremely grateful to Firehouse Subs Public Safety Foundation of Canada and our local Firehouse Subs in the Ottawa Valley for providing us with this grant and positively impacting our community,” said Director of Protective Services, Mike Williams. “We are so grateful to be given the tools needed to continue to keep the citizens of Mississippi Mills safe and protected.”

The Fire Extinguisher Trainer’s Package will be used to help train both firefighters and local residents in the safe use of fire extinguishers through realistic training provided by the live fire prop. These types of initiatives create a community fire safety program which plays a key role in early fire suppression and life safety. This training will enhance the local firefighters, firefighters who attend the municipality’s Regional Training Center, local residents as well as local businesses and support groups.

The Firehouse Subs Public Safety Foundation of Canada has awarded 319 grants to public safety organizations since 2015. This grant is one of 13 Firehouse Subs Public Safety Foundation of Canada awarded to public safety organizations during the most recent grant cycle. The 13 grants will provide critical lifesaving equipment valued at more than \$362,000 across Ontario.

To donate and learn more, visit any Firehouse Subs restaurant or donate online at [CanadaHelps.org](http://CanadaHelps.org).

###

### **ABOUT FIREHOUSE SUBS PUBLIC SAFETY FOUNDATION OF CANADA**

In 2005, the Firehouse Subs Founders established the Firehouse Subs Public Safety Foundation in the U.S. with the mission of providing funding, lifesaving equipment and educational opportunities for first responders and public safety organizations. Ten years later, with the opening of the first Canadian Firehouse Subs restaurant in 2015, the Firehouse Subs Public Safety Foundation of Canada was born. Today, the Canadian Foundation continues the mission of impacting the lifesaving capabilities of local heroes and their communities and has awarded more than \$2.8 million throughout Ontario.





## MAGNUM HOSE LINE & FIRE EXTINGUISHER TRAINING SYSTEM (MAGNUM)

Whether they use a fire extinguisher or hose line, your firefighters will feel the heat when fighting the LION MAGNUM Hose Line & Fire Extinguisher Training System. The system has an output of 2.8 million BTU (550KW,) providing a realistic fire for full scale hands-on training. Smart controls shut down the propane and auto ignition only if the fire is knocked out completely to make sure they learn the skill and gain muscle memory.

With intense flames and rugged construction MAGNUM is designed for full-scale firefighter training and can be hit with nearly anything in your firefighting arsenal. Built-in wheels and easy set-up allow you to quickly create challenging training scenarios.

# Realistic hose line & extinguisher training

THE PROPANE-FED SYSTEM ALLOWS TRAINEES TO EXPERIENCE FLAMES AND REAL HEAT





**AVAILABLE PRODUCTS:** A. MAGNUM B. Hand held Controller C. Computer Monitor Prop D. Electric Motor Prop E. Trash Can Prop F. 60 lb (27kg) Propane Tank  
(Not Shown: Propane Supply Cart and Recharger)



NOTE: Product availability and design may differ based on market location.



## MAGNUM HOSE LINE & FIRE EXTINGUISHER TRAINING SYSTEM (MAGNUM)

# Specifications

### CENTRAL PILOT

The industrial-grade pilot is located in the center of the system, allowing for rapid ignition and maximum burn area. The Magnum pilot is the same ignition system used in fixed firefighter training facilities.

### FLAME TYPE SELECTION

Dual burners allow you to select either pressurized vapor fires or liquid surface fires.

### SMART CONTROLS

If the trainee fully extinguishes the flames, on-board sensors shut off the propane supply, signaling a successful evolution.

### ADD-ON PROPS

Enhance the realism of your training and prepare for different scenarios with our add-on props. Choose from the

trash can prop, propane tank prop and computer monitor prop.

### SAFETY FEATURES

- Built in Emergency-Stop
- Auto-Ignition Pilot
- Infrared Flame Safety Sensor for Propane Control

### PORTABLE

Built in handle and wheels allow for easy transport and set up.

### PHYSICAL SPECIFICATIONS

#### PROPANE STAND

- **Dimensions (L x W x H):** 29" x 15" x 54" (73.66 x 38.1 x 137.16 cm)
- **Type of Gas Used:** Propane Gas (Two Cylinders, 50 lb. or 60 lb.) (23kg. or 27kg.)

- **Adjustable Reducing Valve:** Rechargeable NiMH 7.2 V

#### BURN PAN

- **Dimensions (L x W x H):** 49" x 31" x 23" (124.46 x 78.74 x 58.42 cm)
- **Weight:** 140 lb. (63.5kg)
- **Depth of Waterbed:** 6" (15.24 cm)
- **Material:** Stainless Steel
- **Fuel Type:** Propane
- **Maximum Power:** 2,992,448 btu/h (877 kW)
- **Flame Height (Normal Max):** 9 ft. (2.74 m)
- **Length of Gas Hose:** 20' (6.10 m)

- **Cable Length for Remote Control:** 25' (7.62 m)
- **Electrical:** Internal Battery

#### CHARGER

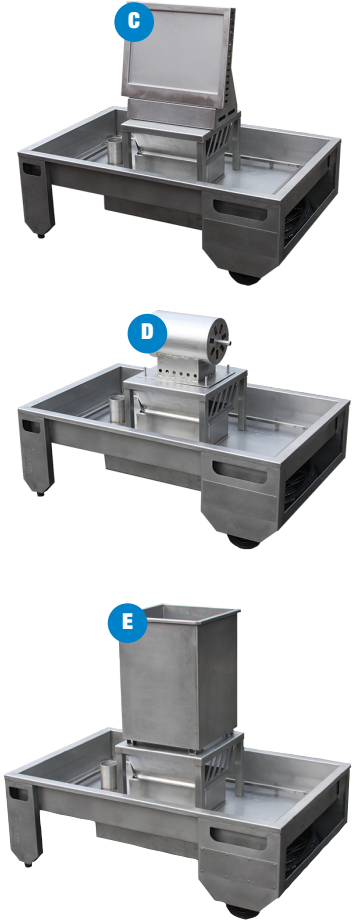
- **Input Voltage:** 120 VAC — 2 Amp
- **Charging Time:** 6-8 hours
- **Usage Cycle per Charging Cycle:** Four Hours Continuous Burn Time

**AVAILABLE PRODUCTS:** A. MAGNUM B. Hand held Controller C. Computer Monitor Prop  
D. Electric Motor Prop E. Trash Can Prop F. 60 lb (27kg) Propane Tank

(Not Shown: Propane Supply Cart and Recharger)



NOTE: Product availability and design may differ based on market location.



## Popular Packages

COMPONENT	BASE	PLUS	TRAINER'S	ULTIMATE
Magnum Hose Line & Fire Extinguisher Trainer	1	1	1	1
60 lb Propane Tank for Magnum		2	2	2
Magnum Trash Can Prop		1	1	1
Magnum Electric Motor Prop			1	1
Magnum Flat Screen Computer Monitor Prop				1
Magnum Prop Base		1	1	1

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Tiffany MacLaren, Manager Community and Economic Development  
**SUBJECT:** Mississippi Mills 2023 Pride Funding

---

### **RECOMMENDATION:**

**THAT Committee of the Whole approve Mississippi Mills Pride using their 2023 Municipal Grant (\$3750) towards the cost of a permanent public installation.**

### **BACKGROUND:**

As part of the Mississippi Mills 2023 Municipal Grant process the Mississippi Mills Pride Committee was awarded \$3750. Their application requested the funds to be used towards the cost of installing three progress pride crosswalks in Mississippi Mills.

### **DISCUSSION:**

The Pride Committee would like to work towards a permanent installation to celebrate pride and inclusivity. They are asking for council approval of the reallocation of the funds before sharing their plans with the public. The annual installation of painted crosswalks is expensive and can be difficult to coordinate with suppliers. In our climate the paint needs to be reinstated each year.

The committee would like to start a campaign to generate interest and solicit ideas from the public for more permanent projects. Some possible ideas could include a mural, a special bench, a public art piece, or something interactive like the Interval House pebble mosaic behind Almonte Old Town Hall.

The committee plans to complete this project in 2023. They will be required to return to Council with more information, including potential locations, prior to construction.

### **FINANCIAL IMPLICATIONS:**

There are no financial implications as the funding has already been allotted and transferred to the Pride Committee. The pride committee received \$3750 for 2023.

**SUMMARY:**

Staff are asking for Committee of the Whole approval to allow the Mississippi Mills Pride Committee to use the funds they received for 2023 toward a permanent installation.

Respectfully submitted by,

Reviewed by:

---

Tiffany Maclaren  
Manager of Community & Economic  
Development

---

Ken T. Kelly,  
Chief Administrative Officer

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

**STAFF REPORT**

**DATE:** June 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, Director of Public Works  
**SUBJECT: Pedestrian Crossovers Downtown Core**

---

**RECOMMENDATION:**

**THAT Committee of the Whole recommends that Council direct staff to complete a fulsome review process as per Section 4.12 of Ontario Traffic Manual Book 12 to determine if one or both PXO crossings on Mill Street are candidates for removal;**

**AND THAT Committee of the Whole recommends that Council direct staff, upon completion of the review to provide a report to Council with options for both PXO crossings on Mill Street.**

**BACKGROUND:**

On June 6, 2023, direction was provided from Council to investigate the removal of 1 or both of the Pedestrian Cross Overs (PXO's) on Mill Street and provide a report back to Council with Options.

**DISCUSSION:**

Staff have completed a preliminary review of the PXO's on Mill Street including consultation with design engineers and industry experts, as well as, a review of the governing documents in Ontario including both Ontario Traffic Manual for Traffic Signals known as OTM book 12, and Ontario Traffic Manual for Pedestrian Crossing Treatments known as OTM Book 15. Both governing documents are fulsome documents, developed to provide interpretation of legal framework and consistency in the application and design of traffic signals and pedestrian crossings respectively.

The process for making determinations on the requirement for a pedestrian crossing and the appropriate selection of the pedestrian crossing device are determined in OTM book 15, with reliance on OTM book 12 to determine additional warrants on the necessity of the crossing. OTM book 12 provides 6 justifications for a crossing that should be reviewed. OTM book 12, also provides a framework for investigating the potential to remove pedestrian crossings.

Section 4.12 of OTM book 12 states the following;

#### **4.12 Removal of Existing Signals**

*If the conditions under which a signal was installed change significantly and concerns arise that the signal is no longer justified, the need may be analyzed using Justifications 1 to 6 as if the signal were a “new” installation.*

The change in width of the crossing reducing both time of crossing and also acting as a traffic calming measure may be considered as a change in condition to trigger this review.

The review to determine the warrants of removal are based on Justifications 1 to 6 of Book 12 as follows;

1. Minimum Eight-Hour Vehicle Volume
  - a. This is an evaluation of the total intersection volume and the total minor road volume. The eight hours reviewed should be the highest traffic levels for the day.
2. Delay to Cross Traffic
  - a. This review is applicable to intersections where there is significant traffic volume in one direction and the cross direction has limited access as a result.
3. Combination Warrant
  - a. This is a justification used when Justification 1 and Justification 2 do not warrant the works but are both close.
4. Minimum Four-Hour Vehicle Volume
  - a. This is a justification used when the 8 hour levels are not triggered, but crossings experience high volumes for 4 hours per day. It is primarily used for smaller municipalities
5. Collision Experience
  - a. This is a review of collision history to justify signalization when collisions at an unsignalized intersection are unusually high.
6. Pedestrian Volume
  - a. Pedestrian Volume conditions are reviewed where traffic volumes on a main road are so heavy that pedestrians experience excessive delay or hazard in crossing.

Upon review of the justifications as prescribed in OTM Book 12, a review of the warrants determine if there is a requirement for a controlled crossing. Should a controlled crossing be warranted, the selection process for the most appropriate crossing design is determined through OTM book 15. Should it be determined that a



crossing under review is not warranted, the owner would enter into the second stage of the review to determine if the removal of the crosswalk can be completed.

Key steps for the second stage that should be followed for traffic signal removal after it is determined that none of the justifications are met, and are not likely to be met for a considerable period of time, are:

- A. Determine the appropriate traffic control to be used after removal of the signal.
- B. Remove any sight-distance restrictions as necessary.
- C. If the public has not been informed through a public consultative process or formal public meeting, notify the public of the pending removal by installing an informational sign (or signs) with the legend TRAFFIC SIGNAL UNDER CONSIDERATION FOR REMOVAL (or similar) at the signalized location in a position where the sign is visible to all road users.
- D. Deactivate the signal and remove the above-ground hardware. Secure and make any underground plant safe. Add sunburst "NEW" signs along with the appropriate warning signs to indicate the new form of traffic control. Monitor the new operation and make modifications to signing if required.

The process for review requires the Municipality to complete traffic and pedestrian counts, as well as, obtain accident history. A review of the geometry and confirmation of other conditions such as separation distance from other controlled intersections need to be reviewed. In consulting with industry experts and design engineers, as well as a review of both OTM book 12 and OTM book 15, it is not recommended to remove the PXO's at either location on Mill Street at this time. It is recommended that an appropriate review as per section 4.12 of OTM book 12 be completed to determine the warrants of the crossings. At this time, staff do not have current pedestrian counts, traffic counts or collision history, for either PXO location on Mill Street. Collecting the data before the completion of the works on Mill Street will result in skewed results. It is recommended that a review occur after the completion of construction in August to obtain accurate results. During that period of time, collision data, a review of the geometry and other conditions could be completed appropriately. Upon review, alternative solutions that may include removal, replacement with alternative devices, or recommendation for the crossings to remain in place can be made based on appropriate information. Should the recommendation be for the works to remain in place, alternative posts and decorative bases can be better reviewed and options come forward at the same time.

The works to remove or replace the PXO's can take place outside of the downtown core renewal project and it is felt there is sufficient time to complete an appropriate review in August report back to Council and complete any required corrective actions before the winter season.



**OPTIONS:**

1. Council directs staff to complete a review as per section 4.12 of OTM book 12 and provide a report with recommendations after the review is completed
2. Council direct staff to leave the PXO's on Mill Street as is.

**FINANCIAL IMPLICATIONS:**

The works related to the review and report will have no financial implications. The works related to the recommended actions resulting from the review will be accompanied by the financial implications and sources of funding at that time.

**SUMMARY:**

A review of the pedestrian crossings for removal or changes to the type of crossing devices used should be completed within the prescribed framework and there is sufficient time to complete the review in August when it will not be skewed by construction and have any corrective actions completed before winter.

Respectfully submitted by,

Reviewed by:

---

Cory Smith,  
Director of Public Works

---

Ken Kelly,  
CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 20, 2023

**TO:** Committee of the Whole

**FROM:** Cory Smith, Director of Public Works

**SUBJECT: Assumption and Dedication of Paterson Street, Part 9, Plan 26R1346 as a Highway into the Municipal Road System**

---

### **RECOMMENDATION:**

**THAT Committee of the Whole recommend Council Direct Staff to prepare a bylaw for the purposes of dedicating Part 9 of Plan 26R1346 as a Highway and incorporate it into the Municipal Road System.**

### **BACKGROUND:**

Municipal Act, 2001, S.O. 2001, c.25 as amended grants authority to local municipalities to pass bylaws in respect of Municipal Highways. Part of this authority is the ability to dedicate lands as Highways and incorporate them into the Municipal Road System. This is required for various reasons primarily related to planning and expansion matters where new roads are created. On occasion, the Municipality is required to correct pre-existing issues where roadways were not properly incorporated into the road network.

### **DISCUSSION:**

In reviewing legal title on properties along Paterson Street, it was identified that a portion of Paterson street, being Part 9, of Plan 26R1346 has been considered a public highway within the meaning of section 26 of the Municipal Act, 2001, owned and maintained by and under the jurisdiction of the Municipality of Mississippi Mills. However, the title and registration of this is ambiguous. In order to provide clarity in this matter, it is recommended that a bylaw be passed to clearly dedicate these lands as a Highway and incorporate this highway into the Municipal Road System.

The lands as described are on the East half of Paterson Street, approximately from Ottawa Street, extending to just beyond Tatra Street. The portion is highlighted in Figure 1 below.

Figure 1



**OPTIONS:**

1. Recommend Council directs staff to prepare a bylaw to dedicate Part 9 of Plan 26R1346 as a Highway and assume it into the Municipal Road System, to be known as Paterson Street.
2. Recommend Council to defer this item.

**FINANCIAL IMPLICATIONS:**

There are no financial implications at this time.

**SUMMARY:**

This is a matter of providing clarification to an existing condition. The section being discussed has been considered to be part of the Municipal Road System. It is recommended that this be clarified to remove any ambiguity through registration of a bylaw dedicating these lands as a Highway and incorporating it into the Municipal Road System.

Respectfully submitted by,

Reviewed by:

---

Cory Smith,  
Director of Public Works

---

Ken Kelly,  
CAO

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

**STAFF REPORT**

**DATE:** June 20, 2022  
**TO:** Committee of the Whole  
**FROM:** Cory Smith, Director of Public Works  
**SUBJECT:** Award of 2023 Surface Treatment Contract

---

**RECOMMENDATION:**

**THAT the Committee of the Whole recommends that Council Award the Contract for Tender No. 22-03, Option 2, Surface Treatment Program to Thomas Cavanagh Construction Limited, in the amount of \$2,048,330.59 Plus HST.**

**AND THAT the Committee of the Whole direct staff to use surplus funds to complete large asphalt patches on hardsurfaced roads throughout Mississippi Mills.**

**BACKGROUND:**

The 2023 Capital Works Budget included funds to complete the following roadwork:

- Reconstruction and surface treatment of Concession 10 North Pakenham, Concession 12 Ramsay, and Blakeney Road,
- Pulverizing and placement of gravel on Concession 9 North Pakenham and Portions of Bellamy Road.
- Panmure Road was also tendered with 2 options, the first option was to reconstruct with Surface Treatment and the second was to reconstruct with Asphalt.

**DISCUSSION:**

Tender No. 23-13 for the 2023 Surface Treatment Program was released by the Municipality and subsequently closed on June 9, 2021. The advertisements were posted in the Canadian Gazette, on the Municipal Website and with MERX. A total of One (1) tender submission was received at the time of closing. The results were as follows:

<b>COMPANY</b>	<b>Option 1 Total Price (HST not Included)</b>	<b>Option 2 Total Price (HST not Included)</b>
Thomas Cavanagh Construction	\$1,944,605,.39	\$2,048,330.59

The tender submission was reviewed for accuracy and completeness. Thomas Cavanagh Construction Limited has successfully completed similar works for Mississippi Mills in the past and has a good working relationship with staff. The price received in the tender for both Option 1 which included all works, and included Panmure Road to be surface treated, and for Option 2 which included all works, and Panmure Road to be paved with asphalt were within the budgeted amount for the 2023 Surface Treatment Program.

Panmure Road has elevated traffic counts compared to many of the surrounding roads and is often used by commuters to Ottawa. The additional costs of \$105,000.00 will result in additional structural benefits to the roadway and extended lifecycle on this roadway. Panmure road faces significant challenges and would benefit from the additional structure of the asphalt pavement.

#### **OPTIONS:**

1. Award the Contract to Thomas Cavanagh Construction for Option 2 in the Amount of \$2,084,381.21 including non recoverable HST and allow for an additional 10% contingency for the project to be funded from the originally budgeted amount **with any funds remaining at the end of the project to be used for hard surface patching.**
2. Award the contract to Thomas Cavanagh Construction for Option 2 in the Amount of \$2,084,381.21 including non recoverable HST and allow for an additional 10% contingency for the project to be funded from the originally budgeted amount **and declare any funds remaining at the end of the project as surplus and available to be contributed to reserves at year end.**
3. Award the Contract to Thomas Cavanagh Construction for Option 1 in the Amount of \$1,978,830.4 including non recoverable HST and allow for an additional 10% contingency for the project to be funded from the originally budgeted amount **with any funds remaining at the end of the project to be used for hard surface patching.**
4. Award the Contract to Thomas Cavanagh Construction for Option 1 in the Amount of \$1,978,830.4 including non recoverable HST and allow for an additional 10% contingency for the project to be funded from the originally budgeted amount amount **and declare any funds remaining at the end of the project as surplus and available to be contributed to reserves at year end.**
5. Not award the contract.

**FINANCIAL IMPLICATIONS:**

The prices for the works were expected to exceed the amount budgeted due to inflation and fuel prices. Alternative funding sources have been identified to cover the costs.

	Option 1	Option 2
Tender Price Including Non-Recoverable HST (1.76%)	\$1,978,830.44	\$2,084,381.21
Contingency 10%	\$197,883.04	\$208,438.12
Total	\$2,176,713.48	\$2,292,819.33
Budgeted Amount	\$2,352,000.00	\$2,352,000.00
Amount Remaining	\$175,286.52	\$59,180.67

**SUMMARY:**

The costs of the works are well within the budgeted amount. Panmure road would benefit from upgrading to asphalt. Additional funds remaining should either option 1 or option 2 be selected can be used for large asphalt patching on various hard surfaced roads in Mississippi Mills.

Respectfully submitted by,

Reviewed by:

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

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

**ATTACHMENTS:**

1. None

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Jon Wilson, Chief Building Official  
**SUBJECT:** Deputy Chief Building Official position

---

### RECOMMENDATIONS:

**THAT Committee of the Whole recommend that Council appoint Devon Staley and Gerald Moore of RSM Building Consultants as Deputy Chief Building Official for the Municipality until such time that an employee of the Municipality is appointed as a Deputy Chief Building Official.**

### BACKGROUND:

The Municipality has a responsibility to have sufficient staff appointed for the enforcement of the Building Code Act within the Municipality. When the current Chief Building Official was appointed in January 2023, the previous by-law appointing Devon Staley and Gerald Moore of RSM Building Consultants as Chief Building Official was automatically repealed.

As noted in the Lame Duck Period Information Report from March 15, 2022 it is best practice to appoint a deputy for all statutory positions, of which the Chief Building Official is one.

### DISCUSSION:

During the evaluation to fill the permanent position of Senior Plans Examiner/Deputy Chief Building Official as presented to Committee of the Whole on June 6, 2023, staff realized the auto-repeal of the previous by-law resulted in the current Chief Building Official being the only person with the authority to issue building permits within the Municipality with no deputy appointed to act in the event they are unavailable. As noted in the staff report of June 6, 2023, there is a plan to recruit someone to fill the role of Senior Plans Examiner/Deputy Chief Building Official but having a person operational in that position is not possible in the immediate future.

There may be situations where the current Chief Building Official is unavailable, such as annual vacation. When considering the Municipality's responsibility for continuity of

business operations and service to the public, having a person already appointed in the Deputy Chief Building Official role will eliminate interruptions to daily operations.

There is an existing agreement between the municipality and RSM Building Consultants to provide support services to the Building Department and the role of Deputy Chief Building Official fits within the parameters of that agreement.

It is the expectation that this appointment is an interim measure until the permanent full-time Senior Plans Examiner/Deputy Chief Building Official position for the Municipality is filled.

**FINANCIAL IMPLICATIONS:**

Financial implications for this appointment will be limited and absorbed within the existing 2023 budget allocation.

**SUMMARY:**

In order to ensure the continuity of business and that on an interim basis that the Municipality has a backup to the Chief Building Official staff are recommending that Council adopt a by-law to appoint Devon Staley and Gerald Moore of RSM Building Consultants as Deputy Chief Building Official.

Respectfully submitted by,

Reviewed by,



---

Jon Wilson  
Chief Building Official



---

Ken Kelly  
CAO



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

**BY-LAW NO. 23-xxx**

**WHEREAS** the Municipal Act 2001, S. 2001, c.25 as amended, authorizes the Council of any municipality to appoint certain officers and employees as may be necessary for the purposes of the corporation, or for carrying into effect or enforcing any Act of By-Law of the Council;

**AND WHEREAS** the Building Code Act, SO. 1992, c.23 s.3(2) provides that the Council of each Municipality shall appoint a Chief Building Official and such Inspectors as are necessary for the enforcement of the Building Code Act in the areas in which the Municipality has jurisdiction;

**AND WHEREAS** Clause 28(0) of the Interpretation Act, R.S.O. 1990, c.l.11, as amended, confers authority to Council to appoint a Deputy Chief Building Official;

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

1. THAT Devon Staley and Gerald Moore of RSM Building Consultants are hereby appointed as Deputy Chief Building Officials for the Municipality of Mississippi Mills to act in the capacity of the Chief Building Official for the municipality in the event that the appointed Chief Building Official for the municipality is unavailable.
2. THAT this By-Law shall take force and effect on the day of its passing and shall end on the day that a municipal staff is appointed as Deputy Chief Building Official.

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

---

Christa Lowry, Mayor

---

Jeanne Harfield, Clerk

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Jeanne Harfield, Clerk & Deputy CAO  
**SUBJECT: Procedural By-law**

---

### **RECOMMENDATION:**

**THAT Committee of the Whole recommend that Council adopt the Procedural By-law as presented and repeal By-law 19-127.**

### **BACKGROUND:**

As part of governance review, Council reviewed a number of policies and by-laws and provided direction to staff. One such by-law was the Procedural By-law which was adopted in December 2019. Staff conducted a best practice review, met individually with Members of Council and presented an options report for consideration in May.

### **DISCUSSION:**

This report includes changes as directed by Council. Additionally, staff have reorganized the by-law and renumbered sections in order to make it easier to find items. A change that staff would like to highlight is that previously PART V – Order of Business and General Rules included sections for Council, Committee of the Whole and other Committees all together. In order to make it easier to understand and follow, staff have separated the three into different parts with their respective Order of Business and subsequent sections.

In the attached draft Procedural By-law the sections highlighted in yellow have been changed. All other sections remain the same. Please note, that deleted sections have been removed in their entirety and are not shown in the draft. The following list includes sections that have additions or changes:

- Definitions (Section 2)
- Annual Address (Section 7.3)
- Location of Meetings – can be held virtually or hybrid (Section 17.2)
- Regular Meeting – time start (Section 20.2)
- Notice (Section 29)
- Time Agenda Items (Section 33)
- Annual Land Acknowledgement Ceremony (Section 41)

- Delegations (Section 47 – specifically 47.2, 47.6 and 47.10)
- Public Meetings (Section 48.8)
- Council Report (Section 50)
- Quarterly Reports (Section 59)
- Consultant Reports (Section 60)
- Notice of Motion (Section 62.3)
- Other New/Business (Section 64.2)
- Statutory Committees & Working Group Agendas (Section 66-77)
  - Council Business Update (Section 73)
- Reconsideration (Section 79)

Under Statutory Committees & Working Groups Agendas there is an entirely new section (Council Business Update – Section 73). This section is intended for the Council representative or Staff Resource to provide updates on any relevant Council business. It is for information purposes only and no action shall be taken as a result of the update.

The Procedural By-law will come into force and effect following summer recess on August 1, 2023.

**OPTIONS:**

Option 1: Recommend that Council adopt the draft Procedural By-law as presented.

Option 2: Direct staff to make further edits to the Procedural By-law and bring back a revised by-law for consideration.

**FINANCIAL IMPLICATIONS:**

There are no financial implications with this report.

**SUMMARY:**

The Procedural By-law has been in place since 2019 and has been reviewed as part of the Governance Review process. This report brings together proposed changes as directed by Council. Staff are recommending that the draft by-law be adopted by Council and come into force and effect on August 1, 2023.

Respectfully submitted by,

Reviewed by:

---

Jeanne Harfield,  
Clerk & Deputy CAO

---

Ken Kelly,  
CAO

ATTACHMENTS:

1. Draft Procedural By-law 23-###

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

**BY-LAW 23-xxx**

A by-law of the Municipality of Mississippi Mills to govern the proceedings of the Council and its Committees.

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

**AND WHEREAS** Council deems it desirable to repeal By-Law 19-127 and replace it with this By-law;

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

**Table of Contents**

**PART I – GENERAL** ..... 5

    1. Short Title ..... 5

    2. Definitions..... 5

    3. Interpretation ..... 9

    4. Amendment to Procedural By-law .....10

    5. Suspension .....10

**PART II – ROLES AND DUTIES** .....11

    6. Role of Council.....11

    7. Role of the Mayor .....11

    8. Role of the Deputy Mayor .....12

    9. Role of the Committee of the Whole Chair .....12

    10. Role of CAO .....13

    11. Role of Clerk .....13

    12. Role of Deputy Clerk.....14

**PART III – RULES OF CONDUCT FOR MEMBERS AND ATTENDEES** .....15

    13. Chair at Meetings .....15

    14. Conduct of Members .....16

    15. Members of the Public.....16

16. Staff Participation .....	17
<b>PART IV – COUNCIL AND COMMITTEE MEETINGS .....</b>	<b>18</b>
17. Location.....	18
18. Meeting Schedule.....	18
19. Inaugural Meeting of Council .....	18
20. Regular Meetings .....	18
21. Special Meetings .....	19
22. Emergency Meetings .....	19
23. Inclement Weather .....	19
24. Electronic participation.....	19
25. Committee of the Whole.....	20
26. Ad-Hoc Working Groups .....	20
27. Statutory Committees.....	20
28. Closed Session .....	21
29. Notice.....	23
<b>PART V – ORDER OF BUSINESS AND GENERAL RULES .....</b>	<b>24</b>
30. General .....	24
31. Quorum.....	24
32. Order of Business .....	24
<b>33. Timed Agenda Items .....</b>	<b>24</b>
34. Council Agenda Order of Business .....	25
35. Committee of the Whole Agenda Order of Business .....	25
36. Statutory Committee or Ad-Hoc Working Group Agendas Order of Business...	26
<b>PART VI – COUNCIL AGENDAS .....</b>	<b>27</b>
37. Call to Order .....	27
38. Consideration of a Closed Session .....	27
39. O Canada.....	27
40. Moment of Silent Meditation.....	27
<b>41. Annual Land Acknowledgement Ceremony .....</b>	<b>27</b>
42. Attendance .....	27
43. Approval of Agenda .....	28
44. Disclosure of Pecuniary Interest or General Nature Thereof .....	28
45. Approval of Minutes .....	29
46. Deputations and Presentations.....	29

47. Delegations .....	29
48. Public Meetings .....	31
49. Committee of the Whole Consent Report .....	32
<b>50. Council Report .....</b>	<b>33</b>
51. By-laws .....	33
52. Announcements and Invitations .....	34
53. Adjournment .....	34
<b>PART VII – COMMITTEE OF THE WHOLE AGENDAS .....</b>	<b>35</b>
54. Call to Order .....	35
55. Disclosure of Pecuniary Interest or General Nature Thereof .....	35
56. Approval of Agenda .....	35
57. Approval of Minutes .....	35
58. Consent Reports .....	35
<b>59. Quarterly Reports .....</b>	<b>35</b>
<b>60. Consultant Presentations .....</b>	<b>35</b>
61. Staff Reports .....	36
62. Notice of Motion .....	36
63. Information Items .....	37
64. Other New Business .....	37
65. Adjournment .....	37
<b>PART VIII – STATUTORY COMMITTEES AND AD-HOC WORKING GROUPS AGENDAS .....</b>	<b>38</b>
66. Call to Order .....	38
67. Disclosure of Pecuniary Interest or General Nature Thereof .....	38
68. Approval of Agenda .....	38
69. Approval of Minutes .....	38
70. Delegations and Presentation .....	38
71. Reports .....	38
72. Business Arising out of Minutes .....	38
<b>73. Council Business Update .....</b>	<b>39</b>
74. Information and Correspondence .....	39
75. Other/New Business .....	39
76. Meeting Announcements .....	39
77. Adjournment .....	39

**PART VI – DEBATE**.....40

**78. Motion Process (Refer to Motion Table in Schedule C)**.....40

**79. Reconsideration** .....41

**80. Recorded Vote** .....41

**81. Point of Privilege**.....42

**82. Point of Order** .....43

**PART X – ENACTMENT** .....44

**PART XI – SCHEDULES**.....45

**Schedule A – Procedures for Inaugural Meeting of Council**.....45

**Schedule B – Conflict of Interest Form**.....46

**Schedule C – Motions**.....47

DRAFT



## PART I – GENERAL

### 1. Short Title

This by-law shall be cited as the “Procedural By-law”.

### 2. Definitions

**Abstain**” means to refrain from voting.

**“Acting Chair”** means any Member of Council elected to chair a meeting if the Chair is absent and otherwise unavailable.

**“Ad Hoc Working Group”** means a working group created by Council with a defined ending and project. The Ad Hoc Working Group may be comprised of volunteers, staff and a non-quorum number of Members of Council.

**“Agenda”** means the written order of business for a Meeting.

**“Board”** means a municipal service board, transportation commission, board of health, planning board, or any other board, commission, Committee, body or local authority established or exercising any power under any Act with respect to the affairs or purposes of one or more municipalities, excluding a school board, conservation authority, and the Mississippi Mills Public Library Board.

**“CAO”** means the Chief Administrative Officer of the Municipality of Mississippi Mills.

**“Chair”** means the person presiding over a Meeting who has the responsibility to decide questions and points of order or practice, preserve order, and maintain decorum. The Chair may vote on all questions, except where disqualified by the Procedural By-law or any other Act, regulation or by-law.

**“Clerk”** means the Municipal Clerk of the Municipality of Mississippi Mills or his/her designate in accordance with section 228 of the *Municipal Act*.

**“Closed Session”** (also known as an “in camera Meeting”) means a Meeting, or portion thereof, closed to the public in accordance with the *Municipal Act*.

**“Committee Member”** means a Member of a committee as defined in the Committee’s Terms of Reference.

**“Committee of the Whole”** means a committee of all Council Members convened to facilitate discussion using a less formal Meeting process in which the Committee of the Whole will not generally vote on any substantive matter.

**“Confirmatory By-law”** means a by-law passed at the conclusion of each Council Meeting, confirming the actions of Council at that Meeting in respect of each resolution and other actions taken, so that every decision of Council at that Meeting shall have the same force and effect as if each and every one of them had been the subject-matter of a separately enacted by-law.

**“Consent Reports”** means a grouping of items on a Council or Committee of the Whole agenda that require no actions by Council other than receiving for information. The only time that an item should be removed from a consent agenda is if it is determined that action, a decision is required, or significant further discussion is needed.

**“Council”** means the Council of the Municipality of Mississippi Mills comprised of an elected Mayor, Deputy Mayor and Councillors from the three wards.

**“Council Member”** means a Member of Council, including the Mayor and Deputy Mayor.

**“Council Report”** means a report that will appear on a Regular Council Agenda and contain: Proclamations, Municipal Requests for Support and Time Sensitive Items or reports.

**“Defer”** means to postpone the consideration of a matter until a specific action(s) can be undertaken, such as, but not limited to, obtaining advice or circulating for public comment.

**“Delegation”** means an appearance by a person or group of persons to address Council or a Committee.

**“Deputation”** means a presentation made by Municipal Staff, Municipal consultant, committee, board, commission or an individual and or group who was requested to present by the municipality.

**“Electronic Participation”** means a member of Council or Committee who participates remotely in any open or closed Council or committee meeting via electronic means and has the same rights and responsibilities as if they were in

physical attendance, including the right to vote, and shall count towards a quorum of members.

**“Emergency”** means a matter which if not dealt with may have serious ramifications, including but not limited to, the inability to address or influence the matter at a later date.

**“Head of Council”** means the Mayor of the Municipality of Mississippi Mills or such person designated by Council to act in the place of the Mayor for specified purposes.

**“Holiday”** means those holidays listed in the Legislation Act, 2006, S.O. 2006, c. 21, Sch. F, as amended from time to time, except for Remembrance Day; and, any day as set out in a resolution or by-law passed by Council.

**“Hybrid Meeting”** means a proceeding where some members participate virtually and some members participate in-person at Council and Committee meetings.

**“Improper Conduct”** means conduct that obstructs or interferes with the deliberations or proper action of Council or a Committee.

**“Information List”** means a section of the regular Agenda that lists communications to Council and recommendations from the Clerk as to their disposition.

**“Majority”** means more than half of the votes cast by Members present who are entitled to vote.

**“Meeting”** means a gathering of a quorum of Council Members or Committee Members to materially advance the business of Council or a Committee, respectively, which includes discussions that take place via telephone, e-mail or other means provided a quorum of Members is involved and the discussion materially advances the business of Council or a Committee.

**“Member(s)”** means a Council Member(s) or Committee Member(s).

**“Municipal Act”** means the *Municipal Act*, 2001, SO 2001, c.25 as amended.

**“MFIPPA”** means the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56, as amended.

**“Municipality”** or **“Municipality of Mississippi Mills”** means the Corporation of the Municipality of Mississippi Mills.

**“Municipal Conflict of Interest Act”** means the Municipal Conflict of Interest Act, R.S.O. 1990, c. M.50, as amended.

**“Municipal Consultant”** means a professional hired by the Municipality to provide professional advice.

**“Municipal Website”** means the internet site maintained by the Municipality at [www.mississippimills.ca](http://www.mississippimills.ca)

**“Notice of Motion”** means an advance notice to Members of a matter on which Council or a Committee will be asked to take a position.

**“Order of Business”** means the sequence of business to be considered at a Meeting.

**“Pecuniary Interest”** means a direct or indirect pecuniary interest of a Member, as defined by the Municipal Conflict of Interest Act, R.S.O. 1990, Chap. M.50, as amended.

**“Point of Order”** means a matter that a Member considers to be a departure from or contravention of the rules, procedures and/or generally accepted practices of Council or a Committee.

**“Point of Personal Privilege”** means a matter that a Member considers to impugn his/her integrity or that of Council or a Committee.

**“Presentation”** means the presenting of an award, certificate, cheque or similar item to Members of the public, Council, Committee or staff.

**“Quorum”** means the majority of the total voting Members required to constitute Council or a Committee. Four (4) Council Members shall constitute a Quorum of Council.

**“Recorded Vote”** means recording in the Minutes of a Meeting the names of each Member present and their vote (i.e. in favour or opposed) on a matter or question before Council.

**“Recess”** means a short break taken during a Meeting, which may be declared at the discretion of the Chair.

**“Refer”** means to direct a matter under discussion by Council to a committee or staff for further examination.

**“Resolution”** means a motion that has been voted on.

**“Rules of Procedure”** means the applicable regulations contained in this by-law.

**“Special Meeting”** means a separate meeting of Council or committee held at a time different than a regular meeting as approved by Council or committee and which is focused on one or more particular and specific items or subjects.

**“Statutory Committee”** means Committees that are required by Provincial legislation and perform functions as specified in the relevant legislation.

**“Table”** means to postpone without setting a definite date as to when the matter will be re-discussed.

**“Vote”** means a formal indication of a choice between being in favour of a question, motion, or course of action, or opposed to the same, which is typically expressed by a show of hands unless a recorded vote is requested.

### 3. Interpretation

- 3.1. The rules and regulations contained in this By-law shall be observed in all proceedings of Council to which they apply and shall be the rules and regulations for the order and dispatch of business at meetings of Council and its committees.
- 3.2. Subject to the right of appeal, the Chair shall be responsible for interpreting the rules of procedure under this By-law with the advice and assistance of the Clerk.
- 3.3. The Clerk or the Clerks' designate shall be secretary of Council and Committee of the Whole.
- 3.4. Where procedural matters of Council or Committees of Council are not governed by the *Municipal Act*, *Municipal Conflict of Interest Act* or provisions of this By-law, Robert's Rule of Order most recent edition shall apply.
- 3.5. Whenever any reference is made in this by-law to a provincial statute, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

#### **4. Amendment to Procedural By-law**

4.1. No amendment or repeal of this by-law or any part thereof shall be considered at any meeting of Council unless:

- 4.1.1. Notice of intention of proposed amendment or repeal has been given at a previous regular meeting of Council (*Municipal Act, 2001, Part VI, Section 238, Subsection 4, as amended*);
- 4.1.2. Any amendment or repeal of this by-law or any part thereof shall require a two thirds majority vote.
- 4.1.3. The waiving of this notice by Council is prohibited.

#### **5. Suspension**

Despite [Section 4](#), two-thirds of the members present and voting at a meeting may agree to suspend a rule in this by-law for the purposes of that meeting or a particular agenda item. The motion to suspend shall only apply during the Meeting in which the motion was passed and only on such conditions, if any, as specified in the motion to suspend.

## PART II – ROLES AND DUTIES

### 6. Role of Council

6.1. It is the role of Council, pursuant to Section 224 of the *Municipal Act*:

- 6.1.1. to represent the public and to consider the well-being and interests of the Municipality;
- 6.1.2. to develop and evaluate the policies and programs of the Municipality;
- 6.1.3. to determine which services the Municipality provides;
- 6.1.4. to ensure that administrative policies, practices and procedures and controllership policies, practices and procedures are in place to implement the decisions of Council;
- 6.1.5. to ensure the accountability and transparency of the operations of the Municipality; including the activities of the senior management of the Municipality;
- 6.1.6. to maintain the financial integrity of the Municipality; and
- 6.1.7. to carry out the duties of Council under this or any other Act.

6.2. Members shall adhere to the Council Code of Conduct at all times.

### 7. Role of the Mayor

7.1. It is the role of the Mayor as Head of Council, pursuant to Sections 225 and 226.1 of the *Municipal Act*:

- 7.1.1. to act as Chief Executive Officer of the Municipality, which means
  - a. upholding and promoting the purposes of the Municipality;
  - b. promoting public involvement in the Municipality's activities;
  - c. acting as the representative of the Municipality both within and outside the Municipality, and promote the Municipality locally, nationally and internationally; and
  - d. participating in and fostering activities that enhance the economic, social and environmental well-being of the Municipality and its residents

7.1.2. to preside over Council Meetings so that its business can be carried out efficiently and effectively;

7.1.3. to provide leadership to Council;

7.1.4. without limiting the generality of Clause (c), to provide information and recommendations to Council with respect to the role of Council as described in [section 6](#) of this by-law;

7.1.5. to represent the Municipality at official functions; and

7.1.6. to carry out the duties of the Head of Council under the *Municipal Act* or any other Act

7.2. The Mayor shall sit on the Council of the County of Lanark as County Councillor.

7.3. The Mayor's Annual Address shall take place annually at 6:00 p.m. on or before the third Tuesday of **January**.

7.4. The sitting Mayor is a non-voting ex-officio Member of all Statutory Committees, unless appointed by Council as a voting Member.

## **8. Role of the Deputy Mayor**

8.1. It is the Role of the Deputy Mayor to fulfill his/her normal duties as a member of Council pursuant to Section 224 of the *Municipal Act* and shall assist the Mayor in carrying out the Mayoral responsibilities pursuant to Section 225 of the *Municipal Act*.

8.2. In the absence of the Mayor, the Deputy Mayor shall act as the Head of Council and assume certain duties of the Mayor.

8.3. The Deputy Mayor shall sit on the Council of the County of Lanark as a County Councillor.

## **9. Role of the Committee of the Whole Chair**

9.1. The Committee of the Whole Chair shall preside over Committee meetings so that its business can be carried out efficiently and effectively.



9.2. Council shall appoint a Chair for Committee of the Whole on a rotating basis every six months by alphabetical order starting with the Deputy Mayor.

9.3. All members of Council, with the exception of the Mayor, are eligible to Chair the Committee of the Whole.

## **10. Role of CAO**

10.1. The CAO shall be appointed by by-law.

10.2. In addition to those roles and duties assigned by Council and specified in Sections 227 and 229 of the *Municipal Act*, the CAO shall have the following responsibilities:

- 10.2.1. review and guide all policy recommendations prior to submission to Council;
- 10.2.2. assist Council in discharging its responsibilities and, in a non-partisan manner, to aid Members in carrying out their duties;
- 10.2.3. attend Council Meetings with the right to speak, subject to the consent of the Chair, but not to vote; and
- 10.2.4. exercise general control and management of the affairs of the Municipality to ensure its efficient and effective operation.

## **11. Role of Clerk**

11.1. The Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the *Municipal Act*, and for any other purpose as required.

11.2. In addition to those roles and duties specified under Section 228 of the *Municipal Act*, the Clerk shall have the following responsibilities:

- 11.2.1. retain the official records of the Municipality, including the minutes of the proceedings of Council, and Committees, original by-laws, and executed agreements;
- 11.2.2. attend all Meetings (whether closed or open to the public) of Council and ensure that a record of the proceedings is kept and that all resolutions are recorded without note or comment;
- 11.2.3. make such minor clerical, typographical or grammatical deletions, additions or other changes to any by-law, motion, resolution or minutes as may be required for the purpose of ensuring correct and complete implementation of Council direction;

- 11.2.4. include all reports of Committees on the Agenda of the next Regular Meeting;
- 11.2.5. effect notice to each Member and the public of every Regular Meeting and Special Meeting of Council, together with the Agenda and attachments in electronic format;
- 11.2.6. notify appropriate Municipal Staff of any resolution passed by Council that is to be acted or reported upon by staff, as well as other individuals or groups that have expressed their desire to be notified of a particular subject matter and that have provided e-mail contact information for same;
- 11.2.7. by way of delegated authority, place housekeeping or consolidation by-laws directly on the Agenda for Council approval or consideration;
- 11.2.8. exercise all powers and duties under the MFIPPA, which are hereby delegated to the Clerk; and
- 11.2.9. perform such other duties as are prescribed by law, regulation, by-law or by direction of Council.

## **12. Role of Deputy Clerk**

- 12.1. When appointed, the Deputy Clerk shall be appointed by by-law and shall be deemed a municipal officer in accordance with the *Municipal Act*, and for any other purpose as required.
- 12.2. As per section 228(2) of the *Municipal Act*, the Deputy Clerk has all the powers and duties of the Clerk as assigned under the Act and of any other provincial Act.

## PART III – RULES OF CONDUCT FOR MEMBERS AND ATTENDEES

### 13. Chair at Meetings

- 13.1. The Mayor shall Chair Council meetings in accordance with the *Municipal Act*.
- 13.2. In the absence of the Mayor the Deputy Mayor shall be the Acting Chair. In the absence of the Mayor and Deputy Mayor, the Chair of the Committee of the Whole shall Chair the Council meeting. In the absence of the Mayor, Deputy Mayor, and Chair of the Committee of the Whole, Council shall appoint by motion an Acting Chair for that meeting or portion thereof.
- 13.3. In the absence of the Committee of the Whole Chair, the Deputy Mayor shall chair the committee of the whole meeting. In the absence of the Committee of the whole Chair and Deputy Mayor, Members present shall appoint by motion an Acting Chair for that meeting or portion thereof.
- 13.4. It shall be the duty of the Chair of a meeting to:
- 13.4.1. open the meeting by calling the Meeting to order;
  - 13.4.2. ensure that business is carried out properly and efficiently;
  - 13.4.3. enforce the rules of the Procedural By-law;
  - 13.4.4. enforce order and good behavior of all Members at all times;
  - 13.4.5. expel any person for improper or disruptive conduct at a Meeting;
  - 13.4.6. adjourn the meeting when the business is concluded or at the designated time;
  - 13.4.7. ensure that all members who wish to speak on a motion have an opportunity to speak; and
  - 13.4.8. put all motions to a vote and announce the results.
- 13.5. The Chair may vote on all motions.
- 13.6. The Chair may answer questions and comment in a general way, but if the Chair wishes to participate in the debate, make a Motion, speak to a Motion under consideration or leave the chair for any other reason, the Chair shall first delegate the duties of the Chair to a Member of Council or Member of Committee in accordance with the provisions of this by-law, until the Member resumes the position of Chair.

## **14. Conduct of Members**

### 14.1. Members shall:

- 14.1.1. attend scheduled meetings;
- 14.1.2. treat the Chair, other Members, staff, and Delegates with courtesy, respect and honesty;
- 14.1.3. hold in strict confidence all information concerning matters dealt with in a Closed Session;
- 14.1.4. carefully consider and make decisions about meeting business, including seeking information and advice from staff, prior to the meeting;
- 14.1.5. vote on motions put to a vote, unless the Municipal Conflict of Interest Act prohibits it;
- 14.1.6. not leave their seat or make any noise or disturbance while a vote is being taken and until the result is declared;
- 14.1.7. respect the decision of the Mayor, Chair or Council on a question of a Point of Order, practice or interpretation related to this by-law;
- 14.1.8. when a Member is speaking, not speak or interrupt the Member except to raise a Point of Order; and
- 14.1.9. where appropriate, request that the question or motion under discussion to be read at any time during the debate.

### 14.2. In addition, Council Members shall:

- 14.2.1. act in accordance with their Oath of Allegiance and Oath of Elected/Appointed Office;
- 14.2.2. serve their constituents in a conscientious and diligent manner;
- 14.2.3. where a Councillor is involved with an issue outside the Councillor's own ward, inform the ward Councillor of such involvement and make reasonable efforts to invite the ward Councillor to any related Meetings unless the issue is clearly of Municipality-wide significance or the Councillor is the Chair of the Committee handling the matter;
- 14.2.4. attend all Council Meetings in appropriate business casual attire;
- 14.2.5. the Mayor shall wear the Chain of Office at each Council Meeting; and
- 14.2.6. not consume food in the Council Chambers during Meetings.

## **15. Members of the Public**

### 15.1. Members of the public attending a Meeting shall respect the formal and professional decorum of Council and its Committees, including:

- 15.1.1. Individuals shall refrain from public outbursts, shouting, applauding and any behaviour intended to disrupt the debate, discussion and general proceedings of Council or a Committee.

- 15.1.2. Individuals shall maintain order and shall not display signs, placards, or other items that may be considered disruptive to the formal nature of Council Meetings.
  - 15.1.3. In accordance with Section 241(2) of the *Municipal Act, 2001*, the Chair may expel any person for improper conduct/decorum at a Meeting.
  - 15.1.4. If required, the Chair may call upon the Ontario Provincial Police or any other Peace Officer to assist in the expulsion of a person from the Chamber or meeting room.
  - 15.1.5. After being expelled by the Chair as a result of improper conduct/decorum or committing a breach of any rule of order, an individual will only be permitted to return after making an apology to Council or Committee and with the consent of Council or Committee expressed by a majority vote of the Members present determined without debate.
  - 15.1.6. The Chair may unilaterally suspend the Meeting until order is restored.
  - 15.1.7. All cell phones and electronic devices shall be turned off and/or set to silent mode during a Meeting.
  - 15.1.8. Use recording devices respectfully and in accordance with section 15.2 and 15.3.
- 15.2. Recording devices are permitted only during the formal and open council/committee meetings and may only be used with permission obtained in advance of the Meeting. Recording devices shall be turned off during recesses, breaks, or suspension of Council meetings and should the Chair direct it, all persons attending a Meeting shall cease using recording devices.
- 15.3. Individuals wishing to record Council/Committee meetings shall in writing inform the Clerk by noon the day before the meeting is scheduled and obtain permission in writing prior to using any recording device.
- 15.4. Accredited members of the media are permitted to record meetings without notifying the Clerk, but shall abide by Section 15.2.

## **16. Staff Participation**

- 16.1. Municipal Staff and consultants in attendance at a Meeting may be recognized to speak at the discretion of the Chair. Members shall, whenever possible, communicate their concerns to Municipal Staff in advance of discussing them at a Meeting.

## PART IV – COUNCIL AND COMMITTEE MEETINGS

### 17. Location

17.1. Council and Committee Meetings shall be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided and made public.

17.2. Council and Committee Meetings may be held virtually or be hybrid.

17.3. All Council and Committee meetings shall be open to the public except as provided for in the *Municipal Act*.

### 18. Meeting Schedule

18.1. Prior to January 1st of every year, Council shall approve a Meeting schedule of Council for each calendar year, which may be amended. The meeting schedule shall be made available to the public on the Municipal website.

18.2. The Meeting schedule for Statutory Committees and/or Boards is determined by its Members, in accordance with each Statutory Committee's and/or Board's Terms of Reference.

### 19. Inaugural Meeting of Council

19.1. The Inaugural Meeting of Council shall be held in accordance with Schedule "A" of this By-law.

### 20. Regular Meetings

20.1. Generally, Council will hold its Regular Meetings on the first and third Tuesday of every month.

20.2. Regular and Open Meetings of Council shall generally begin at 6:00 pm unless otherwise decided and made public.

20.3. During the month of July there will be no Regular Meetings scheduled.

20.4. Where a Regular Meeting is to be held at a time or day other than as set out in this Section, notice shall provided to the public advising of the date, time, and location.

## **21. Special Meetings**

- 21.1. The Mayor or Chair may call, or the Clerk shall convene upon receiving a petition of the majority of Members specifying the purpose, a Special Meeting with a minimum forty-eight (48) hours' notice to Members, staff, media, and the public.
- 21.2. Business transacted at a Special Meeting shall include only that for which notice was provided.

## **22. Emergency Meetings**

- 22.1. The Head of Council at any time may, in the event of an emergency, call an emergency meeting of Council without giving forty-eight (48) hours' notice of the meeting, provided that the Clerk has diligently attempted to advise all Members of Council and the public immediately upon being advised of the intention of the Mayor to hold an emergency meeting.
- 22.2. The only business dealt with at an emergency meeting of Council shall be with respect to that emergency.

## **23. Inclement Weather**

- 23.1. If it appears that a storm or similar occurrence will prevent the Members from attending a Meeting, the Mayor or Chair may postpone or cancel that Meeting up to three (3) hours before the start of the Meeting, by advising the Clerk who shall assist in advising as many Members as possible, as well as the media, senior management, and interested parties. Postponement shall not be for any longer than the next Regular Meeting.

## **24. Electronic participation**

- 24.1. A member of Council or of a committee who is participating electronically in a meeting may be counted in determining whether or not a quorum of members is present at any point in time.
- 24.2. A member of a council, of a local board or of a committee of either of them can participate electronically in a meeting that is closed to the public.

## **25. Committee of the Whole**

- 25.1. Council shall conduct its business using the Committee of the Whole system which allows for freer debate and consideration of reports, by-laws, and other business matters.
- 25.2. Rules of Council will govern procedure of Committee of the Whole meetings.
- 25.3. Committee of the Whole Meetings shall generally be held in the Council Chambers at the Municipal Office located at 3131 Old Perth Road, Almonte, unless otherwise decided.
- 25.4. Committee of the Whole meetings will generally take place the first and third Tuesday's of every month immediately following Council.
- 25.5. During the month of July there shall be no regular Committee of the Whole Meetings scheduled, unless otherwise prescribed by Council.
- 25.6. The authority of the Committee of the Whole is limited to the making of recommendations to Council. No decision to take any action or do anything other than administrative in nature shall be recognized as emanating from Committee of the Whole.
- 25.7. All Committee of the Whole recommendations shall be referred to Council for ratification.

## **26. Ad-Hoc Working Groups**

- 26.1. The authority of Ad-Hoc Committees is limited to making recommendations to Committee of the Whole on a prescribe topic or project.
- 26.2. Except as provided in this By-law, all Ad-Hoc Committee meetings shall be open to the public.

## **27. Statutory Committees**

- 27.1. Council shall strike Statutory Committees as required by provincial statute.
- 27.2. Rules of Council will govern the procedure of Statutory Committees.



27.3. Every Statutory Committee shall have a terms of Reference approved by Council and Members to committees shall be appointed by Council.

27.4. The authority of Statutory Committees is limited to making recommendations to Council unless otherwise directed by statute.

27.5. Except as provided in this By-law, all Statutory Committee meetings shall be open to the public.

## 28. Closed Session

28.1. As per section 239(2) and (3) of the *Municipal Act*, a Meeting, or portion thereof, may be closed to the public only if the subject matter being considered is:

<b>239(2)(a)</b>	the security of the property of the Municipality or local board
<b>239(2)(b)</b>	personal matters about an identifiable individual, including municipal or local board employees
<b>239(2)(c)</b>	a proposed or pending acquisition or disposition of land by the Municipality or local board
<b>239(2)(d)</b>	labour relations or employee negotiations
<b>239(2)(e)</b>	litigation or potential litigation, including matters before administrative tribunals, affecting the Municipality or local board
<b>239(2)(f)</b>	advice that is subject to solicitor-client privilege, including communications necessary for that purpose
<b>239(2)(g)</b>	a matter in respect of which a council, board, committee or other body may hold a Closed Meeting under another Act;
<b>239(2)(h)</b>	information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them
<b>239(2)(i)</b>	a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization
<b>239(2)(j)</b>	a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value

<b>239(2)(k)</b>	a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board
<b>239(3)(a)</b>	a request under the <i>Municipal Freedom of Information and Protection of Privacy Act</i> , if the council, board, commission or other body is the head of an institution for the purposes of that Act
<b>239(3)(b)</b>	an ongoing investigation respecting the municipality, a local board or a municipally-controlled corporation by the Ombudsman appointed under the <i>Ombudsman Act</i> , an Ombudsman referred to in subsection 223.13 (1) of this Act, or the investigator referred to in subsection
<b>239(3.1)</b>	A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied: <ol style="list-style-type: none"> <li>1. The meeting is held for the purpose of educating or training the members.</li> <li>2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.</li> </ol>

28.2. Before holding a Meeting or part of a Meeting that is to be closed to the public, Council or the Committee shall state by resolution:

- 28.2.1. the fact of the holding of the Closed Session, including the date and time; and
- 28.2.2. the general nature of the matter to be considered at the Closed Session.

28.3. A vote may be only held during a closed meeting if:

- 28.3.1. The vote is for a procedural matter or for giving directions or instructions to officers, employees or agents of the Municipality or persons retained by or under contract with the Municipality.

28.4. Where a Meeting or part of a Meeting is closed to the public, all persons not specifically invited to remain by the Council shall retire from the Chambers.

28.5. Upon resuming open session, the Mayor shall state:

- 28.5.1. The matters which were considered; and
- 28.5.2. Confirmation that no motions were carried in camera other than procedural motions or directions to staff.

28.6. Municipal Staff and Members shall not release or in any way divulge any confidential information or any aspect of Closed Session deliberations, unless expressly authorized or required by law or a resolution of Council.

28.7. All closed sessions shall be audio recorded and retained as per the Municipality's Record Retention Schedule and secured by the Municipal Clerk. The recordings shall not be considered the official record of the meeting.

## **29. Notice**

29.1. Notice of all Council, Committee of the Whole, Committees and Working Groups shall be in keeping with the Municipality's Public Notice By-law 23-033.

DRAFT

## **PART V – ORDER OF BUSINESS AND GENERAL RULES**

### **30. General**

- 30.1. The Clerk, or Deputy Clerk, shall be present at all Regular Meetings, Closed Sessions, and Special Meetings.
- 30.2. The CAO shall attend Council and Committee of the Whole meetings (both open and closed sessions) with the right, as given by the Chair, to speak but not to vote.
- 30.3. Other staff shall attend a meeting as directed by the CAO.

### **31. Quorum**

- 31.1. At any meeting a quorum consists of a majority of Members.
- 31.2. If no quorum is present thirty (30) minutes after the time appointed for a Meeting of Council or Committee, the Clerk shall record the names of the Members present and the meeting shall stand adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
- 31.3. If quorum is lost during a meeting, the Chair shall declare the meeting recessed or adjourned until the date of the next regular or other meeting called in accordance with the provisions of this By-law.
- 31.4. When quorum is lost as a result of declarations of pecuniary interest by one or more Members present, the remaining Members shall be deemed to constitute quorum, provided the number is not fewer than two (2).

### **32. Order of Business**

- 32.1. The business shall be taken up in the order it stands on the agenda unless otherwise directed by a majority vote of the Members present.

### **33. Timed Agenda Items**

- 33.1. The Clerk may assign how much time will be spent on an agenda item. The amount of time assigned will be listed on the agenda.
- 33.2. Timed agenda items may be used for the following:
  - 33.2.1. Delegations

33.2.2. Presentations (including Consultant Presentations)

33.2.3. Deputations

33.2.4. Public Meetings

33.2.5. Or other agenda items as deemed appropriate

### **34. Council Agenda Order of Business**

34.1. The Clerk shall prepare an Agenda with the Order of Business outlined below for Regular Meetings.

- A. Call to Order
- B. Consideration of a Closed Session
- C. O Canada
- D. Moment of Silent Meditation
- E. Attendance
- F. Approval of Agenda
- G. Disclosure of Pecuniary Interest or General Nature Thereof
- H. Approval of Minutes
- I. Delegations, Deputations, and Presentations
- J. Public Meetings
- K. Committee of the Whole Report
- L. Council Report**
- M. By-laws
- N. Announcements and Invitations
- O. Confirmatory By-law
- P. Adjournment

34.2. As per [Section 41](#), there shall be the Annual Land Acknowledgement Ceremony which will appear on the Council Agenda as its own item following the Moment of Silent Meditation.

### **35. Committee of the Whole Agenda Order of Business**

35.1. The Clerk or designate shall prepare an Agenda with the Order of Business outlined below:

- A. Call to Order
- B. Disclosure of Pecuniary Interest or General Nature Thereof
- C. Approval of Agenda
- D. Approval of Minutes
- E. Consent

F. Quarterly Reports

G. Consultant Presentations

H. Staff Reports

I. Notice of Motion

J. Information Items

K. Other New Business

L. Adjournment

**36. Statutory Committee or Ad-Hoc Working Group Agendas Order of Business**

36.1. The Committee Secretary designate shall prepare an Agenda with the Order of Business outlined below:

A. Call to Order

B. Disclosure of Pecuniary Interest or General Nature Thereof

C. Approval of Agenda

D. Approval of Minutes

E. Delegations and Presentation

F. Reports

G. Business Arising out of Minutes

H. Council Business Update

I. Information and Correspondence

J. Other/New Business

K. Meeting Announcements

L. Adjournment

## PART VI – COUNCIL AGENDAS

### 37. Call to Order

37.1. The Mayor or Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.

### 38. Consideration of a Closed Session

38.1. A Meeting, or portion thereof, may be closed to the public only if the subject matter being considered adheres to [Section 28](#) of this by-law;

38.2. All closed sessions shall adhere to the provisions contained within this by-law ([Section 28](#)).

### 39. O Canada

39.1. Those present shall stand for O Canada prior to proceeding with the business before a Council Meeting.

### 40. Moment of Silent Meditation

40.1. Following the singing of O Canada Members shall remain standing for a moment of silent reflection or meditation.

40.2. The Mayor may dedicate the moment of meditation to an individual, event, or organization as appropriate.

### 41. Annual Land Acknowledgement Ceremony

41.1. At a meeting in the month of January, Council shall **hold a ceremony to** acknowledge and dedicate the land on which Council gathers as the traditional territory of the Algonquin Anishinaabe.

### 42. Attendance

42.1. Attendance shall be recorded at all Council meetings by the Clerk or designate.

### **43. Approval of Agenda**

- 43.1. Items of an urgent nature only may be added to an agenda and shall require a two-thirds majority vote.
- 43.2. Whenever possible, the Clerk shall endeavor to circulate supplementary items and supporting documentation to Council and make it publicly available.

### **44. Disclosure of Pecuniary Interest or General Nature Thereof**

- 44.1. Where a Member has any pecuniary interest, direct or indirect, as defined by the Municipal Conflict of Interest Act, in any matter and is present at a Meeting of the Council or Committee at which the matter is the subject of consideration, the Member shall:
  - 44.1.1. prior to any consideration of the matter at the Meeting, disclose the interest and the general nature thereof; and
  - 44.1.2. not take part in the discussion of or vote on any question with respect to the matter; and
  - 44.1.3. not attempt in any way before, during and/or after the Meeting to influence the voting on any such question.
- 44.2. Members shall declare a conflict of interest in accordance with the Code of Conduct for Members of Council, Committees and Local Boards.
- 44.3. Where a Meeting is not open to the public and a Member has a pecuniary interest in a matter, as defined by the Municipal Conflict of Interest Act, in addition to complying with the requirements of Section 100, the Member shall forthwith leave the Meeting for the part of the Meeting during which that matter is under consideration.
- 44.4. Where the pecuniary interest of a Member has not been disclosed by reason of his/her absence from a particular Meeting, the Member shall disclose his/her pecuniary interest and otherwise comply at the first Meeting of Council or Committee attended by him/her after that Meeting.
- 44.5. The Member shall provide such declaration in writing using the prescribed form attached in (Schedule B) to the Clerk and any such record shall appear in the minutes of that particular Meeting.



44.6. The Clerk shall maintain a conflict of interest registry in which a copy of the following shall be made publicly available on the Municipal website:

- 44.6.1. Date of conflict
- 44.6.2. Member conflict pertains to
- 44.6.3. Specific agenda item and topic
- 44.6.4. Reason for conflict

44.7. A Member shall not ask another Member or Municipal Staff whether that Member should declare a pecuniary interest or conflict of interest. It is the sole duty of the Member to determine if the agenda item or topic is a conflict.

44.8. A Member has the right to consult with the Municipality's appointed Integrity Commissioner for guidance and advice on potential conflicts.

#### **45. Approval of Minutes**

45.1. The minutes of a Council Meeting shall record:

- 45.1.1. the place, date and time of the Meeting;
- 45.1.2. the names of the Presiding Officer(s) and attendance record of the Members and staff present;
- 45.1.3. disclosure of pecuniary interest;
- 45.1.4. the reading, if requested, correction and adoption of the minutes of prior Meeting(s);
- 45.1.5. all other proceedings of the Meeting without note or comment;
- 45.1.6. the mover and seconder of all motions; and
- 45.1.7. the time of adjournment.

45.2. The Clerk shall present the minutes, without note or comment, of any previous Open and Closed Council or Committee Meetings to Council for approval. The minutes once approved shall be signed by the Mayor and Clerk.

#### **46. Deputations and Presentations**

46.1. The Clerk has discretion to schedule Deputations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

#### **47. Delegations**

47.1. The Clerk has discretion to schedule Delegations at Meetings, subject to the volume of material on a given Regular Agenda, taking into account the following factors: order in which the requests were made; urgency of the

request; subject matter relating to an agenda item; and frequency of delegations from the same individual/group.

47.2. Generally there will be no more than two (2) delegations per meeting, unless the Clerk determines that due to a light agenda or subject matter more may be scheduled.

47.3. Persons desiring to present information on matters of fact or make a request of Council shall give notice to the Clerk by completing and submitting the prescribed form no later than 12:00 noon fourteen (14) days prior to the Meeting of Council or Committee.

47.4. Upon confirmation from the clerk, the delegate shall ensure that all material to be included in the agenda (presentation and background information) shall be submitted to the Clerk no later than eight (8) days prior to the Council meeting.

47.5. The delegate(s) shall be limited in speaking to not more than ten (10) minutes. A delegation consisting of more than five (5) persons shall be limited to two (2) speakers, each limited to speaking not more than five (5) minutes.

47.6. Where delegate(s) use presentations, staff shall recommend that presentations not exceed seven (7) slides in length.

47.7. The subject matter of a Delegation does not have to relate to a matter on the Agenda for that Meeting.

47.8. At the discretion of the Clerk, persons may generally only appear before Council or Committee once every six (6) months on different topics.

47.9. No Delegate shall:

47.9.1. speak disrespectfully of any person;

47.9.2. use intemperate, coarse or abusive language or non-parliamentary language;

47.9.3. speak on any subject other than the subject for which they have received approval to address Council or a Committee;

47.9.4. disobey the rules of procedure or a decision of the Mayor or Chair; or

47.9.5. speak to Council about matters:

a. involving current or pending litigation;

b. involving insurance claims;

c. involving administrative complaints that have not been reported and investigated through the Customer Service process;

- d. beyond the jurisdiction of Council; or
- e. contrary to MFIPPA; or
- f. related to funding, grants or other monetary support.

**47.10. The Clerk may schedule a delegation more than once per year for priority items as determined by the Municipality.**

47.11. The Mayor or Chair may curtail any Delegation for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the delegation is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

47.12. During or following a Delegation, Members may ask specific questions relating to the presentation for the purpose of clarification without statement or comment. Debate between Members is not permitted during the Delegation.

47.13. Following a Delegation, Council shall adopt a motion:

- 47.13.1. to receive as information; or
- 47.13.2. to refer to another item listed on the Meeting agenda; or
- 47.13.3. to refer to a committee or staff for a report; or
- 47.13.4. to refer to New Business (Committee of the Whole agenda) for consideration.

## **48. Public Meetings**

48.1. Council shall hold Public Meetings, as required, by law for purposes under the Planning Act, R.S.O. 1990, c. P.13, as amended; Development Charges Act, 1997, S.O. 1997, c. 27; or any other Act. Such a Meeting shall be conducted at a Regular or Special Council Meeting.

48.2. Council may also hold Public Meetings relating to matters within Council or a Committee's jurisdiction to allow for public input and feedback. Such a Meeting may be conducted at a Regular or Special Council Meeting or follow an alternate format such as a public information session, open house, or participation workshop.

48.3. Municipal Staff shall provide notice of the time, date, and location of Public Meetings by publication on the Municipal Website, weekly block ad and other means as required by the relevant Act.

- 48.4. Individuals shall sign the 'Public Meeting Sign-in Sheet' prior to being permitted to speak to Council or a Committee. The Mayor or Chair shall call upon individuals based on the order in which they signed in.
- 48.5. All comments are to be addressed through the Mayor or Chair.
- 48.6. The length of time each individual has to address Council or a Committee shall be at the discretion of the Mayor or Chair.
- 48.7. No motions shall be made as a result of comments made during a Public Meeting.
- 48.8. Members present may pose questions for clarity purposes only, statements relating to their position shall not be permitted. No debate or discussion amongst Members present shall take place.
- 48.9. During Public Meetings, no Member of the public shall:
- 48.9.1. speak disrespectfully of any person;
  - 48.9.2. speak on items involving insurance claims;
  - 48.9.3. speak on administrative complaints that have not been reported and investigated through the Customer Service process;
  - 48.9.4. speak on matters beyond the jurisdiction of Council; or
  - 48.9.5. contrary to MFIPPA.
- 48.10. The Mayor or Chair may curtail a speaker for disorder or any other breach of this or any by-law. When the Mayor or Chair rules that the speaker is concluded, the individual/group shall withdraw from the podium or equivalent immediately.

#### **49. Committee of the Whole Consent Report**

- 49.1. The report from Committee of the Whole to Council shall be submitted to Council in the form of a Consent Report, and shall be dealt with by Council as follows:
- 49.1.1. The Committee of the Whole report shall be presented by the Chair, who shall move the adoption of the report;
  - 49.1.2. Council members shall identify any items contained on the Consent Report which they wish to speak to and that matter shall be removed from the consent agenda for separate discussion and vote; and
  - 49.1.3. The items on the Committee of the Whole Consent Report, which have not been pulled, shall be voted on in one motion.

## 50. Council Report

50.1. The Council Report shall be drafted by the Clerk in consultation with the Mayor, Deputy Mayor and CAO.

50.2. The Council Report shall consist of the following:

50.2.1. Proclamation Requests

50.2.2. Municipal Resolutions requesting support

50.2.3. Time Sensitive Matters

50.2.4. Notice of Reconsideration

50.3. Proclamation Requests shall be addressed to the Clerk and submitted fourteen (14) in advance of the Council meeting to be included in the Council Report.

50.4. Proclamation Requests shall adhere to the Proclamation Policy.

50.5. Municipal Resolutions requesting support shall be placed on the Council Report following review with the Mayor, Deputy Mayor and CAO

50.6. No Municipal Resolution requesting support that is insensitive, derogatory, or seeking political party support shall be considered.

50.7. Time Sensitive Matters may include the following, please note other time sensitive items may be added that are not included in the list below:

50.7.1. Staff reports that require Council approval in a timely manner

50.7.2. Council resolutions for time sensitive items

50.7.3. Award of tenders or contracts with deadlines

50.8. Notice of Reconsideration shall include the Council Resolution being reconsidered and follow the procedures for reconsideration as outlined in [section 79](#).

## 51. By-laws

51.1. All by-laws shall be given first, second and third readings in a single motion, unless a Member wishes to discuss the contents of a by-law, at which time the subject by-law shall be removed from the motion and dealt with separately.

51.2. Every by-law which is passed by Council shall be sealed with the seal of the corporation, signed by the Mayor or the Chair of the Meeting at which the by-law was passed and by the Clerk and shall be deposited with the Clerk for custody.

51.3. At the conclusion of all Council Meetings, a Confirmatory By-law shall be brought forward to confirm the actions of Council at the Meeting in respect of each resolution and other actions taken. A Confirmatory By-law when introduced shall be taken as read and finally adopted without debate.

## **52. Announcements and Invitations**

52.1. Each Member of Council may make any announcements and extend any invitations that have been received since the previous Council Meeting.

## **53. Adjournment**

53.1. Regular Council and Committees shall adjourn four (4) hours after the commencement of the meeting.

53.2. Unfinished business as a result of adjournment shall be automatically tabled to the next Regular Meeting.

53.3. Council may by simple majority, extend a meeting with a one-time motion. The Motion shall include the length of time the meeting will be extended by.

## PART VII – COMMITTEE OF THE WHOLE AGENDAS

### 54. Call to Order

54.1. Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.

### 55. Disclosure of Pecuniary Interest or General Nature Thereof

55.1. Shall follow the same rules and procedures as outlined in [section 44](#).

### 56. Approval of Agenda

56.1. Shall follow the same rules and procedures as outlined in [section 43](#).

### 57. Approval of Minutes

57.1. Shall follow the same rules and procedures as outlined in [section 45](#).

### 58. Consent Reports

58.1. Information items such as but not limited to: Committee meetings, reports from outside agencies, etc. that do not require action or direction, or are of an administrative nature, may be included as “Consent Reports” unless required by regulations or directed by Council.

### 59. Quarterly Reports

59.1. Each department shall prepare a quarterly report that will be presented to Committee of the Whole on a schedule determined by the Clerk or designate.

59.2. Quarterly reports will be for information purposes only, no action shall be taken as a result of the information provided in the Quarterly report

### 60. Consultant Presentations

60.1. Presentations from consultants shall appear on the Committee of the Whole agenda.

60.2. All materials relating to the presentation shall be included in the Committee of the whole Agenda unless prohibited by MFIPPA or section 239(2) and (3) of the *Municipal Act*.

60.2.1. Consultant reports that are confidential may be presented to Council in a Closed Session.

60.3. Consultant Presentations that require action shall be followed up with a staff report.

## 61. Staff Reports

61.1. Staff reports will generally be given in writing and attached to the meeting agenda. All staff reports shall have a recommendation for Committee of the Whole and adhere to the staff report template.

## 62. Notice of Motion

62.1. At a Regular Meeting a Member shall give notice that they intend to introduce a motion at a subsequent Meeting of Council to initiate any measure within the jurisdiction of Council.

62.2. Notice may be given in writing or verbally, if the notice of motion is given verbally, it shall not be considered until the subsequent regular meeting.

62.3. Prior to a Member bringing forward a verbal notice of motion, the member shall consult with the Clerk and notify the Committee of the Whole Chair.

62.4. In order for a notice of motion to be considered at a regular meeting, it shall be submitted in writing to the Clerk at a minimum of 7 days prior to the Council meeting.

62.5. A Notice of Motion shall first be discussed with the appropriate Department Head or CAO prior to introducing it.

62.6. A motion for which notice has been given shall be added under Other/New Business on the agenda.

62.7. If a motion is introduced and not brought forward in the next two (2) subsequent Meetings of a Regular Council Meeting, the motion expires.

62.8. No delegations shall be permitted to speak on a Notice of Motion.



### **63. Information Items**

- 63.1. Information Items are matters that are principally for the information of Members and may not require action or response.
- 63.2. Communications intended to be presented must be legible, signed by the author(s), include their address and must not contain any defamatory allegations, or impertinent or improper information. The Clerk may return Communications that do not comply with this Section.
- 63.3. Communications are generally considered public documents and are therefore subject to the MFIPPA.
- 63.4. The Clerk shall produce an Information List for each Regular Meeting of Committee of the Whole.

### **64. Other New Business**

- 64.1. Under Other/New business Committee of the Whole shall consider:
  - 64.1.1. Items that are circulated on the agenda;
  - 64.1.2. Items referred to New Business pursuant to a delegation;
  - 64.1.3. Items raised by a Member that, in the opinion of the Member, are of urgent concern and within the jurisdiction of Council, or are of general interest.

64.2. All items placed under Other/New Business shall include a recommendation for Members consideration.

### **65. Adjournment**

- 65.1. Shall follow the same rules and procedures as outlined in [section 53](#).

## **PART VIII – STATUTORY COMMITTEES AND AD-HOC WORKING GROUPS AGENDAS**

### **66. Call to Order**

66.1. Committee or Ad-Hoc Working Group Chair shall call the Members to order as soon after the appointed time of the Meeting if there is a quorum present.

### **67. Disclosure of Pecuniary Interest or General Nature Thereof**

67.1. Shall follow the same rules and procedures as outlined in [section 44](#).

### **68. Approval of Agenda**

68.1. Shall follow the same rules and procedures as outlined in [section 43](#).

### **69. Approval of Minutes**

69.1. Shall follow the same rules and procedures as outlined in [section 45](#).

### **70. Delegations and Presentation**

70.1. The Committee Secretary has discretion to schedule Delegations and Presentations at Meetings, subject to the volume of material on a given Regular Agenda.

70.2. Delegations and Presentations shall be limited to topics or projects identified within the terms of reference of the Statutory Committee or Working Group.

### **71. Reports**

71.1. This section shall include reports drafted by staff or Members as directed or as required by statute.

### **72. Business Arising out of Minutes**

72.1. Shall include action or carry-forward items or information from previous meetings.

- 72.2. Members present shall not introduce new items for discussion in this section, new items shall be brought forward under “Other/New Business”

### **73. Council Business Update**

- 73.1. Council Member representative or staff resource may provide relevant information or updates.
- 73.2. This update may be verbal.
- 73.3. No action may be taken as a result of this update as it is intended for information purposes only.

### **74. Information and Correspondence**

- 74.1. Shall include any relevant information or correspondence received by the municipality and relevant to the Committees or Working Groups purview.

### **75. Other/New Business**

- 75.1. Shall include information for consideration by the Committee or Working Group.
- 75.2. The Committee Secretary shall endeavor to include information in the agenda package.
- 75.3. Items may be introduced verbally.
- 75.4. Items discussed will appear on the subsequent agenda under “Business Arising out of Minutes”.
- 75.5. Only urgent matters may be decided on at the same meeting as it was introduced.

### **76. Meeting Announcements**

- 76.1. Used to determine upcoming meetings.

### **77. Adjournment**

- 77.1. The Chair shall call for a motion to adjourn.

## PART VIX – DEBATE

### 78. Motion Process

(Refer to Motion Table in Schedule C)

- 78.1. All motions shall be read aloud by the Chair and then moved and seconded before being debated.
- 78.2. All motions that have been moved and seconded shall be recorded in the minutes.
- 78.3. After a motion has been moved and seconded, it shall be deemed to be in the possession of Council or Committee and open for debate. Council or Committee may consent to the withdrawal of the motion at anytime before amendment or decision.
- 78.4. When a motion is under debate, no other motion shall be received, except a motion to amend, defer, refer, table, divide the question, or call the question.
- 78.5. The Chair shall call the vote immediately after all Members desiring to speak to the Motion have spoken.
- 78.6. After the Chair has called the vote, no Member shall speak to the motion nor shall any other motion be made until after the result of the vote has been declared.
- 78.7. Every Member present shall be deemed to vote against a Motion if they decline or abstain from voting, unless disqualified from voting by reason of a declaration of pecuniary or conflict of interest.
- 78.8. A Motion on which the voting results in a tie shall be considered defeated.
- 78.9. The manner of determining the vote on a Motion shall be by show of hands.
- 78.10. No vote shall be taken at any Meeting by any method of secret voting, except where permitted or required by law.
- 78.11. The Chair shall announce the result of every vote.

## 79. Reconsideration

79.1. Only a resolution of Council may be reconsidered.

79.2. Council may reconsider an entire resolution that was decided during any term of Council. A reconsideration of a portion of a resolution shall not be permitted. Such reconsideration can either amend the previous decision or rescind it.

79.2.1. No resolution shall be reconsidered more than once during the term of Council.

79.2.2. A motion to reconsider shall not be reconsidered.

79.3. No motion for reconsideration shall be in order if the Municipality has taken any steps to implement the decision such as entering into a contract or spending public money in furtherance of the decision.

79.4. Only a Member of Council who voted with the majority in respect of a previous decision or who was absent from the vote or was not a Member of Council at the time may move or second a motion for reconsideration.

79.5. A motion to reconsider shall be introduced by way of a Notice of Reconsideration to Council and placed under "Council Report" on the Council Agenda.

79.6. Debate on a motion for reconsideration shall be confined to reasons for or against reconsideration.

79.7. No delegations shall be permitted to speak on a Notice of Motion to reconsider.

79.8. If a motion to reconsider is decided in the affirmative, reconsideration of the original motion shall become the next order of business.

79.9. No motion to reconsider may be tabled more than one (1) year after the original decision.

## 80. Recorded Vote

80.1. If a Member present at a Council Meeting at the time of a vote requests immediately before or after the taking of the vote that the vote be recorded,

each Member starting with the requester of the recorded vote and moving alphabetically from that Member through the list with the Mayor or Chair voting last, shall announce his/her vote upon request openly and individually unless otherwise prohibited by statute. The Clerk shall record the same and announce the result of the vote.

- 80.2. Recorded votes shall not be permitted in the Committee of the Whole.
- 80.3. Notwithstanding the clause above (80.2), a recorded vote may be called in the Committee of the Whole only if the vote is lost.
- 80.4. Where a Member abstains from voting during a recorded vote, the abstention will be counted as a negative vote.

## **81. Point of Privilege**

- 81.1. A Member may rise at any time on a Point of Privilege where such Member feels that the health, safety, rights, or integrity of his/her own person, the Council, a Committee Member, Staff or anyone present at the Meeting has been called into question by another Member or by anyone present at the Meeting.
- 81.2. A point of privilege shall take precedence over any other matter except during verification of a vote.
- 81.3. A Member shall state the point of privilege to the Chair at the time of the occurrence.
- 81.4. A Member shall not be permitted to enter into any argument or introduce any motion not related to the point of privilege.
- 81.5. Upon hearing a Point of Privilege, the Chair decides and states his/her ruling.
- 81.6. When the integrity of the CAO or other employees of the Corporation has been questioned, the CAO shall be permitted to make a statement to the Members.
- 81.7. Where a Chair rules that a breach of privilege has taken place, they demand that the offending Member or individual apologize and, failing such an apology, requires said Member or individual to vacate the Meeting room for the duration of the Meeting.

- 81.8. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 81.9. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

## **82. Point of Order**

- 82.1. A member may raise a point of order to a perceived violation of the rules of procedure, except during the verification of a vote.
- 82.2. A Member shall state the point of order to the Chair at the time of the occurrence and shall quote the appropriate section of this By-law.
- 82.3. The Chair shall decide upon the point of order and advise the Member of the decision.
- 82.4. Unless a Member immediately appeals the Chair's decision, the decision of the Chair shall be final.
- 82.5. If the decision of the Chair is appealed, the Member has the right to state his/her case, the Chair has the right to reply and the Council or Committee decides the question of whether the decision of the Chair be sustained without further debate through the question "Shall the ruling of the Chair be upheld?". The decision of the majority of the Members who are present at the Meeting is final.

**PART X – ENACTMENT**

This by-law shall come into effect on August 1, 2023.

**THAT** By-law No. 19-127 and any other by-laws that contravene this by-law shall be and are hereby repealed.

**BY-LAW** read, passed, signed and sealed in open Council this ## day of Month, 2023.

---

Christa Lowry, Mayor

---

Jeanne Harfield, Clerk

DRAFT



## PART XI – SCHEDULES

### Schedule A – Procedures for Inaugural Meeting of Council

1. The inaugural Meeting of the Council shall be held on the first day of the Term of Council at a time and place determined by the person who has been certified by the Clerk to be elected as Mayor
2. The Mayor Elect and Clerk shall be responsible for the format, agenda content, and arrangements for the Inaugural Meeting, but the agenda shall include the declaration of office, pursuant to Section 232 of the *Municipal Act*.
3. The Head's Inaugural Address shall take place at the Inaugural Meeting of Council.
4. Every Member of Council shall make and subscribe a "Declaration of Office" and an "Oath of Allegiance" at the Inaugural Meeting of Council as per section 232 (1) of the *Municipal Act, 2001*, S.O. 2201, c. 25, as amended.
5. If a Member is absent, the "Declaration of Office" and "Oath of Allegiance" shall take place at the next subsequent Meeting of Council.
6. The Clerk or designate shall prepare an Agenda with the following categories:
  - CALL TO ORDER
  - O'CANADA
  - ROYAL ANTHEM
  - ATTENDANCE
  - LAND ACKNOWLEDGEMENT
  - DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE
  - BLESSING OF COUNCIL
  - MAYOR'S INAUGURAL ADDRESS
  - CONFIRMATORY BY-LAW
  - ADJOURNMENT



**Schedule B – Conflict of Interest Form**

**DECLARATION OF INTEREST**

Meeting Type:  
(Council, Committee of the Whole, Statutory  
Committee, or Working Group)

\_\_\_\_\_

Meeting Date:

\_\_\_\_\_

I, \_\_\_\_\_, declare a potential, deemed, pecuniary  
interest with respect to Agenda Item No. \_\_\_\_\_, being

\_\_\_\_\_, as  
(Name of Report or Title of Topic)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

### Schedule C – Motions

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Adjourn</b>	<b>YES</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall immediately rise and no further proceedings shall take place</li> <li>• all unfinished business on the agenda shall be included on the agenda of the next meeting</li> </ul>	<ul style="list-style-type: none"> <li>• the meeting shall resume at the point immediately prior to the point at which the motion to adjourn was moved</li> <li>• a subsequent motion to adjourn at the same meeting may not be introduced prior to further business being conducted</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not include qualifications or additional statements</li> <li>• shall always be in order except when a Member is speaking or the Members are voting</li> </ul>
<b>Extend Curfew</b>	<b>YES</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall indicate the additional length the meeting will continue for (beyond the four (4) hour time limit)</li> </ul>	<ul style="list-style-type: none"> <li>• the Chair shall immediately declare the meeting adjourned</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall always be in order except when a Member is speaking or the Members are voting</li> <li>• shall require a simple majority vote of the Members present</li> </ul>
<b>Recess</b>	<b>YES EXCEPT AT COMMITTEE</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to any other motion being moved</li> </ul>	<ul style="list-style-type: none"> <li>• the meeting shall recess</li> </ul>	<ul style="list-style-type: none"> <li>• the meeting shall not recess</li> </ul>	<b>TIME ONLY</b>	<ul style="list-style-type: none"> <li>• shall be in order if no question is pending</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Withdraw</b>	<b>YES</b> Mover & Seconder of the main motion	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to any other motion being presented</li> </ul>	<ul style="list-style-type: none"> <li>• the motion is withdrawn</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• majority vote</li> <li>• shall be in order if decision has not been made</li> </ul>
<b>Close Debate (Call the Question)</b>	<b>YES</b>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall apply to the motion or amendment under debate</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall immediately vote on the question without further debate or comment</li> </ul>	<ul style="list-style-type: none"> <li>• debate shall continue</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not be permitted in any committee</li> <li>• shall require a Two-Thirds' vote of the Members present</li> </ul>
<b>Defer (Postpone/ Table)</b>	<b>YES</b>	<b>YES</b> <b>DATE AND TIME ONLY</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to the main motion</li> <li>• shall be resolved prior to the preceding motion</li> </ul>	<ul style="list-style-type: none"> <li>• no further debate until motion returns to the agenda</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion</li> </ul>	<b>YES</b> <b>DATE AND TIME ONLY</b>	<ul style="list-style-type: none"> <li>• shall not include qualifications or additional statements</li> <li>• shall preclude amendment, but not debate, to the preceding motion until the motion to defer to a certain date and/or time is resolved</li> </ul>
<b>Refer (Commit)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall preclude any amendment or debate to any previous motion unless resolved in the negative</li> </ul>	<ul style="list-style-type: none"> <li>• there shall be no further debate</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall state the committee, employee or solicitor of the Municipality to which the matter shall be referred</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Amend Main Motion (Primary Amendment)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall vote on the main motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion or</li> <li>• secondary amendment may be proposed</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall not propose a negative to the main motion</li> <li>• shall not propose two distinct proposals of amendment to the main motion</li> <li>• shall not change the intent of the main motion</li> <li>• shall have only one motion to amend the main motion at one time</li> </ul>
<b>“Friendly” Amendment</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall vote on the main motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the main motion or</li> <li>• secondary “friendly” amendment may be proposed</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not propose a direct negative to the main motion</li> <li>• shall not propose two distinct proposals of amendment to the main motion</li> <li>• shall not change the intent of the main motion</li> <li>• shall have only one motion to</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Amend Amendment (Secondary Amendment)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the primary amending motion</li> </ul>	<ul style="list-style-type: none"> <li>• Council shall vote on the primary amending motion as amended</li> </ul>	<ul style="list-style-type: none"> <li>• vote on the primary amending motion</li> <li>• propose a secondary amendment</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not propose a direct negative to the primary amending motion</li> <li>• shall not propose two distinct proposals of amendment to the primary amending motion</li> <li>• shall not change the intent of the primary amending motion</li> <li>• shall have only one motion to amend the primary amending motion at one time</li> <li>• an amendment of the third degree is not permitted</li> </ul>
<b>Defer Indefinitely (postpone/Table Indefinitely)</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall be resolved prior to the main motion</li> <li>• Shall be resolved prior to any preceding motion</li> </ul>	<ul style="list-style-type: none"> <li>• the preceding motion and any amendments thereto shall be Council's consideration indefinitely.</li> <li>• The motion may defer indefinitely may be reconsidered</li> </ul>	<ul style="list-style-type: none"> <li>• disposition of the main motion</li> <li>• Cannot put forward another motion to defer indefinitely regarding the main motion</li> </ul>	<b>NO</b>	<ul style="list-style-type: none"> <li>• shall not include qualifications or additional statement</li> <li>• Shall preclude amendment, but not debate, to the preceding motion until the motion to defer indefinitely is resolved.</li> </ul>

Motion Ranking	Moved & Seconded	Debatable	Disposition Priority	If Affirmative	If Negative	Amendable	Conditions
<b>Divide</b>	<b>YES</b>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall receive disposition prior to the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• the debate and vote shall be on separate and distinct proposals from the main motion</li> </ul>	<ul style="list-style-type: none"> <li>• disposition of the main motion in its entirety</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• shall only be in order when the main motion to be divided contains two or more separate and distinct proposals</li> <li>• divide when pecuniary interest declared</li> </ul>
<b>Main</b>	<b>YES</b>	<b>YES</b>	N/A	<ul style="list-style-type: none"> <li>• the motion is carried</li> </ul>	<ul style="list-style-type: none"> <li>• the motion is defeated</li> </ul>	<b>YES</b>	<ul style="list-style-type: none"> <li>• majority vote unless otherwise provided</li> </ul>

### Ranking Motions

The following list ranks motions in descending order, such that each takes precedence and shall be decided upon before other motions ranking below it in the list:

1. Adjourn
2. Extend Curfew
3. Recess
4. Withdraw
5. Close Debate (Call the Question)
6. Defer (Postpone/Table)
7. Refer
8. Amend Amendment
9. Amend Main Motion
10. Defer Indefinitely (postpone/table indefinitely)
11. Divide
12. Main Motion

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 20, 2023

**TO:** Committee of the Whole

**FROM:** Jeanne Harfield, Clerk & Deputy CAO  
Ashley Kulp, Communications Coordinator

**SUBJECT: Community Engagement Framework**

---

### **RECOMMENDATION:**

**THAT Committee of the Whole provide direction to staff on the proposed framework for the Community Engagement Strategy by July 10, 2023.**

### **BACKGROUND:**

The Clerks Department has been in the process of conducting a governance review of policies and procedures. An element of this process included developing a comprehensive community engagement strategy.

### **DISCUSSION:**

The former Communications Coordinator developed a framework that will be utilized when developing the final community engagement strategy. The framework presented is to provide Members with the framework and to garner feedback in the development stages of the strategy. Staff will then incorporate feedback into the final strategy which will be presented for consideration in August. The goals, principals and vision may be changed as a result of building out the engagement strategy. This framework is being presented to Council to provide a general overview of what will be included in the final strategy.

The purpose of the framework is to develop a community engagement strategy to ensure the Municipality is meeting the needs of its residents and promoting a healthy and inclusive community. With the vision being, that:

- Residents are well informed about the functions, actions, and processes of the municipal government.
- Aim to increase understanding on how and why decisions are made and contribute to the decisions of municipal government by weighing in on issues that impact them.



- Municipal government consults and engages with the public to understand their interests, issues, opinions, and perspectives, and factors that into plans and decisions.

A consistent approach to engaging community supports municipal employees and decision makers to incorporate the values, interests, needs and desires of our community in the municipal decision-making processes.

The overall goals for the strategy include the following:

- Support the Municipality's strategic goals through transparent, accountable, consistent and accessible community engagement.
- Build engagement opportunities that inspire community stakeholders to shape Mississippi Mills' future.
- Make it easy for the community to participate and sustain an informed public.
- Ensure participation reflects diversity in our Municipality and seek understanding of community perspectives.
- Build staff capacity to lead community engagement processes.
- Build community stakeholder trust in the Municipality's decision-making process.

The final engagement strategy will be guided by the following principles:

- A shared responsibility - Engaging people in a meaningful way encourages participation and provides members of Council additional tools when making decisions.
- Relationship-building and perspective seeking – to garner diverse input from individuals or organizations across Mississippi Mills.
- Proactive, timely, and transparent – Set expectations for timelines for engagement, the process and how engagement results will be considered.
- Inclusive and accessible – Ensuring that tools used will be inclusive and accessible in order to accommodate and encourage engagement.
- Innovative and continuously improving – The Clerk's Department will continue to review best practices and areas that we can grow in order to adapt and encourage continued and greater engagement.

As with all communications-related strategies, target audiences will be identified and will include: residents, community and service groups, Indigenous community and diverse populations, employees, other municipalities and other levels of government or associations.

The strategy will also investigate tools that can be leveraged to facilitate engagement and include options as well as associated costs. Tools explored may include: postcards (direct mail for smaller scope projects), water/tax bill inserts, social media (Facebook, Twitter, Instagram, YouTube), e-Newsletter, website (new software or add on to existing website), press releases, digital sign, advertising, FAQs, info booths, and event calendar. There are also techniques that can be utilized by staff to facilitate engagement

such as: focus groups, public meetings, open houses, workshops, site visit (guided or self-guided), information videos, or surveys.

The following is the timeline associated with the development of the strategy will be as follows:

Date	Deliverable
July 10, 2023	Members of Council to provide comments to staff on the framework.*
August 15, 2023	Present draft Community Engagement Strategy to Committee of the Whole
September 5, 2023	Final approval by Council of Community Engagement Strategy
Fall 2023	Develop a step-by-step engagement handbook, complete with resources for staff (handouts, etc.)
Ongoing	Evaluate the success of project-specific engagements

\*Depending on what option is recommended to Council.

By following this framework, the Municipality can create an effective community engagement strategy that promotes a healthy and inclusive community and meets the needs of residents, businesses, and other stakeholders.

*\*\*Follow International Association of Public Participation (IAP2) Canada spectrum: Inform, Consult, Involve, Collaborate. For each, include Goal, Action, Outcomes.*

**OPTIONS:**

Option 1: Council Members provide input to staff by July 10<sup>th</sup>, to be included in the final Community Engagement Strategy.

Option 2: Direct staff to proceed with the drafting of the final Community Engagement Strategy without input from Council.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

**SUMMARY:**

This report provides Members with the framework of the Community Engagement Strategy. Staff is seeking input from Council which will then be incorporated into the final strategy. This framework is subject to change and will be used as a guiding document by staff when drafting the Community Engagement Strategy, a draft Community Engagement Strategy will be presented to Committee of the Whole on August 15, 2023.

Respectfully submitted by,

and by:

---

Jeanne Harfield,  
Clerk & Deputy CAO

---

Ashley Kulp,  
Communications Coordinator

Reviewed by,

---

Ken Kelly,  
CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** June 20, 2023  
**TO:** Committee of the Whole  
**FROM:** Ken T. Kelly, CAO  
**SUBJECT:** **Delegated Authority during Summer Break**

---

### RECOMMENDATION:

**THAT Committee of the Whole recommends that Council amend the Delegated Authority By-law 13-18 to authorize staff to negotiate, award, and execute certain contracts between June 28<sup>th</sup>, 2023, and August 14<sup>th</sup>, 2023 to ensure planned work can be initiated in a timely manner.**

### BACKGROUND:

There are no Committee of the Whole or Council meetings planned between June 28<sup>th</sup>, 2023 and August 14<sup>th</sup>, 2023.

We have at least two major projects that will require award of contracts so that the work can take place:

1. Sidewalk tender for 2023 program as per approved Budget, and
2. Managed Services Provider contract for IT Services.

### DISCUSSION:

In 2018, Council approved the following changes to the Delegated Authority By-law 13-18 to delegate authority if Council is in a lame duck position.

A.14 The Statutory Officers consisting of the CAO, the Clerk and the Treasurer, acting as a collective, shall have the authority to take action, where necessary, on certain restrictions listed in Section 275 (3) of the Municipal Act, 2001 during a “lame duck” period:

- The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- The hiring or dismissal of any employee of the municipality; and
- Making any expenditure or incurring any other liability which exceeds \$50,000.

\*\*\* The CAO may consult with the Municipal Solicitor, where appropriate, prior to exercising that delegated authority; and the CAO on behalf of

the group will advise Council in writing prior to exercising that delegated authority.

Staff are requesting a similar level of authority be granted during the summer recess period in order to allow necessary work to be awarded and initiated prior to the return of Council in August. The proposed amendment would read as follows:

The Statutory Officers consisting of the CAO, the Clerk and the Treasurer, acting as a collective, shall have the authority to take action, where necessary in order to allow necessary work to be awarded and initiated **during summer recess (after the last regular meeting in June and the first regular meeting in August):**

- The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;
- The hiring or dismissal of any employee of the municipality; and
- Making any expenditure or incurring any other liability which exceeds \$50,000.

\*\*\* The CAO may consult with the Municipal Solicitor, where appropriate, prior to exercising that delegated authority; and the CAO on behalf of the group will advise Council in writing prior to exercising that delegated authority.

In the event of a declared emergency, we have provisions within the Emergency Response Plan that will provide the necessary staff authorization to make decisions..

#### **FINANCIAL IMPLICATIONS:**

The financial implications associated with this report will be those approved in the budget process.

#### **SUMMARY:**

The *Municipal Act, 2001* provides Council with the ability to delegate authority for restricted acts so as to ensure business continuity and effective management of the corporation relating to Section 275 restrictions on lame duck Councils. In 2018, Council approved changes to the Delegated Authority By-law. The additional amendment would only come into effect during the summer recess and would end the day of the first regular meeting in August. In this year, that would mean this provision would be in force from June 28, 2023 until August 14, 2023.

Prepared and Reviewed by:

---

Ken Kelly, CAO

## **MEDIA RELEASE**

---

***For immediate release***

***June 7, 2023***

Here are the highlights from the Lanark County Council meeting held June 7, 2023.

**Vegetation Management Updates Presented:** Council accepted an update on vegetation management plan activities that was presented at the recent public works committee meeting by Climate Environmental Coordinator Elizabeth Gallant.

Gallant indicated since the program began in 2016, the amount of spot spraying for wild parsnip has dropped dramatically and there has been no boom spraying since 2019, while hand removal of the noxious weed has increased significantly. This summer a crew of six summer students and one temporary full-time staff person will be pulling wild parsnip. "County forces are controlling wild parsnip by hand on 370 kilometres or 66 per cent of the county road system," Gallant said. "This is only feasible for very light wild parsnip infestations. Some areas will require targeted spot spraying of heavy wild parsnip patches."

Control of phragmites consists of monitoring and mowing with a remote-control mower two to four times per year in wet areas to prevent spread and seed production. New, young or small cells identified this year will be spaded by hand. A few dry cells may be selected for herbicide in the fall. "Herbicide control has been the only effective strategy to eradicate phragmites at dry sites," Gallant said.

Pollinator habitat restoration has consisted of passive restoration, such as reducing mowing along roadsides to allow for naturalization while removing invasive plants in order to open up space for native species. Active restoration includes seeding following wild parsnip removal, hydroseeding at construction projects, planting, and working in conjunction with the Canadian Wildlife Federation (CWF) on a Monarch Habitat Restoration Project. Other activities have included workshops, education and awareness, tours and training, and participating in the Mayors' Monarch Pledge through the National Wildlife Federation.

Gallant said staff will monitor pollinator restoration projects to control invasive plants. Four different locations along County Road 1 (Rideau Ferry Road) have been tilled and seeded with native wildflower mix and mycorrhizae (fungi) to improve native plant growth. A new pollinator patch is being created on County Road 6 in partnership with CWF. For more information, contact Elizabeth Gallant, Climate Environmental Coordinator, at 1-888-9-LANARK, ext. 3114.

**Tourism Activities Outlined:** Council accepted a tourism update presented by Tourism and Corporate Relations Coordinator Vanessa Dow at the recent economic development committee meeting. Dow outlined current projects, including a new Trails Map now available, updating the tourism website with a new look and focused content, continuing to support municipalities with \$5,000 toward their tourism projects, updating billboards for a more dynamic approach, and creating social media content and stories that build on existing themes to draw visitors.

Activities moving forward include ongoing collaboration with municipalities and partner organizations, developing publications; partnering with stakeholders to develop a consistent vision and narrative for

## MEDIA RELEASE

tourism initiatives (branding and identity); and sharing resources by creating a cache of photos for use by partners and seeking other ways to combine efforts.

“This direction for tourism maintains alignment with the 2020-2025 strategic plan while adjusting for new information and collecting data for the next plan,” Dow said. “Lanark County Tourism will continue to provide supportive leadership in the tourism space, serving as a hub of information and amplifying the work of our partners.” For more information, contact Vanessa Dow, Tourism and Corporate Relations Coordinator, at 1-888-9-LANARK, ext. 1701.

**EORN Plans Proceeding:** Council received a report from Marco Smits, policy analyst for the Eastern Ontario Regional Network (EORN), providing an overview of the organization and an update on the cell gap project at the recent economic development committee meeting.

EORN is a non-profit organization created in 2010 by the Eastern Ontario Wardens’ Caucus (EOWC). It is dedicated to improving rural connectivity, supporting economic growth and enhancing quality of life, and helps to create innovative public-private partnerships to address the digital divide and support rural eastern Ontario communities. Phase 1 of the project was completed in 2015 and improved broadband service, and the cell gap project (Phase 2) is underway. Smits explained in Phase 1 was a \$175 million build with a \$260 million value. More than 5,500 km of new fibre was placed and 63 business parks and four First Nations reserves were connected.

He explained the current project is about fixing the gaps in the cellular networks in eastern Ontario. A business plan was submitted to federal and provincial governments in 2017 following detailed analysis. They committed support in 2019, and EORN launched a request for proposals in 2020, awarding a contract to Rogers in 2021. New tower construction began in 2022, and the first ones are now in service. Smits explained new towers are required to fill in the gaps to avoid dropped cell calls. “As vehicles move along a roadway, signal strength decreases the further you get away from the cell tower you are connected to. Unless there is another tower further up the road, your call will drop.”

EORN’s goal is to achieve 99 per cent coverage in eastern Ontario for cell phone calls, 95 per cent coverage for standard service level supporting email, web browsing and social media services, and 85 per cent coverage for high-definition service supporting video conferencing, movie streaming and more. The work is expected to be completed by 2025. The project aims to close coverage gaps, increase capacity, improve public safety (9-1-1) and municipal services (e.g., paramedics, public works), improve economic development opportunities and tourism experience, and build capacity for future deployment of fixed wireless and new technology roll outs.

Investment in the project includes \$150 million from Rogers, \$71 million each from the Ontario and federal governments and \$10 million from EOWC partners. Lanark County’s portion is \$581,851. Nine out of 10 tower upgrades in Lanark County have been completed, with one new build and 16 more planned, along with one co-location completed out of five planned. For more information, contact Kurt Greaves, CAO, at 1-888-9-LANARK, ext. 1101.

**Vital Signs Report Presented:** Council received the Lanark County 2023 Vital Signs Report presented by Perth & District Community Foundation Executive Director Victoria Gibb-Carsley at the recent economic development committee meeting.

## MEDIA RELEASE

Gibb-Carsley explained Vital Signs is a community check-up designed to help decision makers. The last report was in 2017. The updated report focuses on collaboration and consists of themes such as health and well-being; children and youth; people at work; belonging, leadership and civic engagement; transportation; environment and nature; arts and culture; safety; housing; and wealth and income gaps. The report is informed by 2021 Census data from Statistics Canada, research projects conducted by local partners and a series of community consultations.

Gibb-Carsley said the county's population has increased by 13 per cent to 75,625 since 2011, and the median age (49) has risen by three years. She reviewed highlights in many of the themes, and said areas of need identified in the report include affordable housing, transportation options, basic income and living wages, mental health supports, affordable and accessible child care, support for community-based solutions, support to access arts and culture (especially rurally), and partnering with community organizations. View the full report at [www.pdcf.ca](http://www.pdcf.ca). For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

**Small Business Advisory Centre Updates Received:** As part of its ongoing orientation, council received a report from Cindy James, Manager of the Small Business Advisory Centre, at the recent economic development committee meeting. The centre is a free, confidential resource to help local small businesses start and grow. There are 54 locations across Ontario that receive core funding from the province. The local centre is in partnership with Lanark County, Smiths Falls and northern Leeds-Grenville and has served the community for 35 years.

James explained the centre offers advisory services about business planning and referrals, and it hosts webinars/events, training and programs. It is the local service provider for Ontario programs such as Summer Company and Starter Company Plus. The latter is a competitive training program that has been running since 2017 with 75 successful grant recipients totalling \$375,000. The Summer Company program helps students to develop, plan and start up a full-time summer business with the help of a \$1,500 grant. Bi-weekly coaching is provided and those who complete the program are awarded an additional \$1,500. Since 2000, 82 students have completed the program locally.

James said the new Small Business Centre's [www.sbcontario.ca](http://www.sbcontario.ca) hub connects the 54 centres and offers self-paced e-learning on a range of topics. Last year, the centre fielded more than 1,700 inquiries, conducted more than 350 consultations and offered 37 webinars/in-person workshops with more than 1,200 attendees. Learn more at [www.smallbizcentre.ca](http://www.smallbizcentre.ca). For more information, contact Jasmin Ralph, Clerk, at 1-888-9-LANARK, ext. 1502.

**Upcoming Meetings: County Council, Wednesday, June 21, 5 p.m.;** Public Works, June 21 (following County Council); Economic Development, June 21 (following Public Works). **NOTE: There are no regular meetings in July. County Council, Wednesday, Aug. 2, 5 p.m.;** Community Services, Aug. 2 (following County Council); Corporate Services, Aug. 2 (following Community Services). Watch for details about public access to meetings on agendas and through online notifications. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!



**MISSISSIPPI MILLS PUBLIC LIBRARY BOARD**  
**MINUTES**  
Regular Meeting

A regular meeting of the Mississippi Mills Public Library Board was held on May 10, 2023 at 1:30 p.m. at the Pakenham branch.

1. **CALL TO ORDER**

The meeting was called to order at 1:33 p.m.

2. **ATTENDANCE:**

**PRESENT:**

Barbara Button, Chair  
Alison Ball  
Emma Kinsman  
Vicki Lowe, Council Representative  
Mary Lumsden  
Cathy Peacock  
Warren Thorngate  
Christine Row, staff

**ABSENT:**

Jeff Fraser  
Leanne Czerwinski, Vice-Chair

3. **APPROVAL OF AGENDA**

**Resolution No. 23-23**

**Moved by** W. Thorngate

**Seconded by** M. Lumsden

**THAT** the MMPLB approves the agenda with the addition of the Covid-19 Vaccination Policy and minutes for committees.

**CARRIED**

4. **DECLARATION OF ANY CONFLICTS OF INTEREST**

[None]

5. **DELEGATIONS OR PRESENTATIONS**

[None]

6. **MINUTES OF THE PRECEDING MEETING**

**Resolution No. 24-23**

**Moved by** C. Peacock

**Seconded by** W. Thorngate

**THAT** the MMPLB Board approves the April 12 minutes as presented.

**CARRIED**

7. CONSENT ITEM

- a) Correspondence- Lanark STEM Program
- b) Reports- CEO report, Friends update
- c) Incidents- [None]

**Resolution No. 25-23**

**Moved by** M. Lumsden

**Seconded by** A. Ball

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

**CARRIED**

8. UPDATES

- a) Plan review – MMPL 2023 Technology Plan  
The Board reviewed the 2023 Technology Plan.
- b) Communications Committee- Members received talking points from Pride in Mississippi Mills for future Pride events.
- c) HR Committee- Members decided to review HR-01 Hiring and Orientation Policy with other HR policies.
- d) Policy Committee

**Resolution No. 26-23**

**Moved by** A. Ball

**Seconded by** M. Lumsden

**THAT** the MMPLB approve Equity, Diversity and Inclusion FN-06 and Accessibility and Staff HR-12 as presented.

**CARRIED**

- e) March 31, Financial Statement  
MMPLB reviewed the financial statement.
- f) Closed session

**Resolution No. 27-23**

**Moved by** C. Peacock

**Seconded by** W. Thorngate

**THAT** the MMPLB enter into an in camera session at 2:10 p.m. to address a topic pertaining to personal matters about an identifiable individual, including municipal or local board employees.

**CARRIED**

**Resolution No. 28-23**  
**Moved by C. Peacock**  
**Seconded by E. Kinsman**

**THAT** the MMPLB meeting moves out of in camera at 2:22 p.m.

**CARRIED**

MMPLB provided staff direction.

9. FOR DISCUSSION/DECISION

[None]

10. OTHER/NEW BUSINESS

a) Hiring and Orientation Policy (HR-01) Appendix A: Covid-19 Vaccination Policy

**Resolution No. 29-23**  
**Moved by C. Peacock**  
**Seconded by A. Ball**

**THAT** the MMPLB remove Appendix A: Covid-19 Vaccination Policy in the Hiring and Orientation Policy (HR-01) in light of the World Health Organization's declaration that Covid-19 is no longer a health emergency AND subject to reinstatement if required.

**CARRIED**

b) Committee meeting minutes

Committees will send minutes of meetings to Christine and they will be included under consent items in the next Board meeting agenda.

11. COMMUNICATIONS

a) List of all services available at the Pakenham branch included in the Pakenham survey.

b) The Elizabeth Kelly Foundation has approved funding for the Mississippi Mills Public Library to manage the pilot Lanark STEM (Robotics) Program to be delivered at all five library systems (Carleton Place, Lanark Highlands, Mississippi Mills, Perth and Smiths Falls) throughout the summer.

c) The Library Board has removed the Vaccination Policy.

12. NEXT MEETING

Wednesday, June 14 at 1:30 p.m. at the Almonte branch.

13. ADJOURNMENT

**Resolution No. 30-23**

**Moved by** W. Thorngate

**Seconded by** M. Lumsden

**THAT** the meeting be adjourned at 2:49 p.m.

**CARRIED**

# Lanark County Climate Action Plan

## Acknowledgements

### 2021-2022 Climate Action Committee Members

John Fenik	Chair (June 2021 to February 2022), Town of Perth
Rickey Minnille	Chair (February 2022 to November 2022), Mississippi Mills
Susan Brandum	Climate Network Lanark
Gord Harrison	Climate Network Lanark
Richard Kidd	Beckwith Township
Ross Rankin	Town of Carleton Place
Paul Kehoe	Drummond/North Elmsley Township
Jeannie Kelso	Lanark Highlands
Tony Hendriks	Town of Perth
Shawn Pankow	Town of Smiths Falls
Bob Argue	Tay Valley Township
Kathryn Maton	Mississippi Mills
Klaas Van Der Meer	Montague Township
Michelle Rabbetts	Lanark County
Kurt Greaves	Lanark County
Jasmin Ralph	Lanark County

### 2023 Climate Action Working Group Members

Toby Randell	Chair, Town of Carleton Place
Judy Brown	Town of Perth
Rickey Minnille	Mississippi Mills
Rob Rainer	Tay Valley Township
Elizabeth Gallant	Lanark County
Kurt Greaves	Lanark County
Jasmin Ralph	Lanark County
Representatives from Climate Network Lanark, Smiths Falls, and each of the local municipalities are called upon as needed	

We would like to acknowledge all local municipalities, community members, Climate Network Lanark, Greenscale Incorporated, and Sustainable Kingston for their contributions to the development and preparation of the Lanark County Climate Action Plan, as well as Bob Argue for his contributions to the development of the Lanark County Climate Lens for all council decisions. The collective knowledge and insight of all members was critical to developing a framework to reduce greenhouse gas emissions and reduce the impact of climate change in Lanark County.

## Executive Summary

To be completed.

## Table of Contents

<b>Introduction and Overview</b> .....	4
<b>About Lanark County</b> .....	4
<b>Lanark County’s Climate Commitment</b> .....	4
<b>A Changing Climate</b> .....	8
<b>Introduction to Climate Change</b> .....	8
<b>Climate Change in Lanark County</b> .....	10
<b>Impacts of Climate Change</b> .....	10
<b>Planning for Corporate Change</b> .....	11
<b>Corporate Emissions Inventory</b> .....	11
<b>Corporate Business as Usual Forecast</b> .....	12
<b>Corporate Emissions Reduction Targets</b> .....	13
<b>Taking Action - Corporate Climate Action Plan</b> .....	13
<b>Overview and Structure</b> .....	13
<b>Theme 1 – Education</b> .....	14
<b>Theme 2 – Transportation and Equipment</b> .....	15
<b>Theme 3 – Buildings and Energy</b> .....	16
<b>Theme 4 – Waste Diversion and Management</b> .....	17
<b>Theme 5 – Lanark County Housing Corporation</b> .....	17
<b>Planning for Community Change</b> .....	19
<b>Community Emissions Inventory</b> .....	19
<b>Community Business as Usual Forecast</b> .....	20
<b>Community Emissions Reduction Targets</b> .....	21
<b>Taking Action - Community Climate Action Plan</b> .....	21
<b>Overview and Structure</b> .....	21
<b>Theme 1 – Transportation</b> .....	22
<b>Theme 2 – Buildings and Energy</b> .....	24
<b>Theme 3 – Natural Heritage and Resources</b> .....	25
<b>Theme 4 – Waste Diversion and Management</b> .....	27
<b>Theme 5 - Planning</b> .....	29
<b>Implementing the Plan</b> .....	29
<b>Key Implementation Strategies</b> .....	29
<b>Priority Goals</b> .....	32

<b>Oversight and Governance .....</b>	<b>34</b>
<b>Monitoring and Reporting .....</b>	<b>34</b>
<b>Limitations .....</b>	<b>35</b>
<b>Greenhouse Gas Accounting .....</b>	<b>35</b>
<b>Geography and Population Density.....</b>	<b>35</b>
<b>Appendix.....</b>	<b>36</b>

## Introduction and Overview

### About Lanark County

Lanark County has a population of 75,760 and is located southwest of Ottawa on the traditional territory of the Omàwiniwiniwag (Algonquin) (Figure 1). Lanark County is an upper-tier municipality comprised of eight thriving lower-tier municipalities: Lanark Highlands, Mississippi Mills, Carleton Place, Drummond North Elmsley, Perth, Tay Valley, Beckwith, Montague; and one separated town: Smiths Falls.

Lanark County has a rich geographic landscape. Situated on Precambrian and Paleozoic bedrock, Lanark County covers over 300,000 hectares of which nearly 58% is forested<sup>1</sup>. Lanark County spans both the Rideau Valley and Mississippi Valley Watersheds and is home to over 100 lakes, rivers, and waterfalls, and at least 47 provincially significant wetlands<sup>2,3</sup>. This landscape supports a diversity of flora and fauna and provides the vast agricultural, recreational, economic, and social opportunities for which Lanark County is known.

Holding the title of the Maple Syrup Capital of Ontario, Lanark County is rich in history and rooted in traditions. The rural areas and quaint towns depict the heritage of this region through their preserved architecture and infrastructure.



**Figure 1.** Map of Lanark County.

### Lanark County's Climate Commitment

As municipal governments influence or control roughly half of Canada's greenhouse gas emissions, they are in a unique position to be leaders in climate change mitigation and adaptation initiatives<sup>4</sup>.

Municipalities can use their regulatory power to effectively address climate change and greenhouse gas emissions through land-use planning, community energy planning, zoning, by-laws, grants, and funding opportunities. While municipal governments can play a strong role in climate leadership, all levels of government and community members will need to participate in climate action to see meaningful

<sup>1</sup> The Geology of Lanark County, 2009 <https://lanarkcountytourism.com/wpcontent/uploads/2014/08/LanarkCountyGeology.pdf>

<sup>2</sup> About Lanark County, <https://lanarkcountytourism.com/about-lanark-county/>

<sup>3</sup> Keddy, P.A. (2008), Earth, Water, Fire: An Ecological Profile of Lanark County, Arnprior, Ontario: General Store Publishing House, p. Map 14

<sup>4</sup> Climate and sustainability, Federation of Canadian Municipalities, <https://fcm.ca/en/focus-areas/climate-and-sustainability>



reductions in greenhouse gas emissions. The creation of the Lanark County Climate Action Plan provides the County, municipalities, and community members with methods to collectively create a more resilient community for the future.

Lanark County is dedicated to working collaboratively with its nine member municipalities to improve and support sustainability in the county. In 2012, Lanark County adopted its first [Sustainable Communities Official Plan](#) (SCOP) to integrate sustainable practices into land use policies. Lanark County identified climate change and air quality as a main theme of the SCOP; thus, the County committed to reducing greenhouse gas emissions and other air pollutants, while also planning for changes in the climate and natural environment. To achieve these commitments, Lanark County began the process of developing a Climate Action Plan with the Partners for Climate Protection (PCP) program in 2019.

### **Partners for Climate Protection Program**

The PCP program from [ICLEI—Local Governments for Sustainability \(ICLEI Canada\)](#) and the [Federation of Canadian Municipalities](#) assists municipalities in taking action against climate change by reducing municipal greenhouse gas emissions. The PCP program uses a five-step framework to guide municipalities towards carbon reductions:

**Milestone 1** – Creating a greenhouse gas emissions inventory and forecast

**Milestone 2** – Setting an emissions reduction target

**Milestone 3** – Developing a local action plan

**Milestone 4** – Implementing the local action plan

**Milestone 5** – Monitoring progress and reporting results

The publication of the Lanark County Climate Action Plan marks the completion of Milestone 3 of the PCP program. Lanark County is now in the process of implementing the Climate Action Plan, while also helping local municipalities develop their own corporate Climate Action Plans and achieve their climate goals.

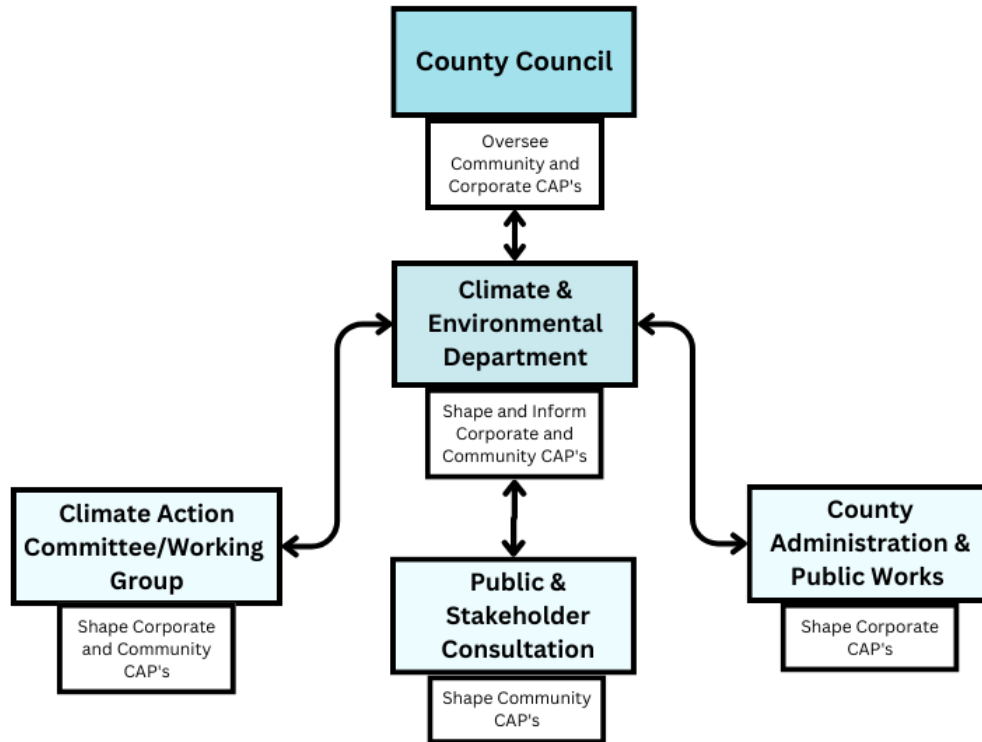
The plan's primary objectives are to work with stakeholders to reduce greenhouse gas emissions within Lanark County, while also preparing the community for present and future changes.

### **Climate Action Plan Development**

The Lanark County Climate Action Plan is divided into two main sections: 1) the Corporate Climate Action Plan, which outlines how the County will address climate change and reduce greenhouse gas emissions from its municipal operations, and 2) the Community Climate Action Plan, which outlines how the County will address climate change and reduce greenhouse gas emissions from the community at large.

Since 2019, community representatives, municipal staff, and local organizations have worked together to develop the framework and set the trajectory of the Climate Action Plan (Figure 2). The Climate Action Committee was active from June 2021 to November 2022 and was made up of representatives from all lower-tier municipalities and the Town of Smiths Falls, Climate Network Lanark, and Lanark County. Together, the Climate Action Committee provided strategic direction for the development of

Lanark County’s Climate Action Plan and recommendations for climate action initiatives in Lanark County. The Climate Action Working Group emerged in February 2023 and will continue for the remainder of this Council term (2023-2026). The working group is made up of three elected officials from Lanark County Council, members of the Executive Management Team of the County, and Lanark County staff. Representatives from each lower-tier municipality, the Town of Smiths Falls, and Climate Network Lanark are included as needed dependent on the topic and scope of the item discussed. The Climate Action Working Group provides direction for the implementation and reporting of Lanark County’s Climate Action Plan.



**Figure 2.** Collaborative structure of the corporate and community Climate Action Plans.

Public and stakeholder consultation has been an important component of creating the Climate Action Plan. Feedback from community members and local organizations has been included in the plan to ensure the interests of Lanark County citizens are represented. In October 2021, a stakeholder survey was sent to local organizations including those in the health, education, trades, business, energy, agriculture and food security, and natural resource sectors. The responses from this stakeholder survey were incorporated into the Climate Action Plan. In November 2022, Lanark County hosted a climate action information session where the public could learn about the Climate Action Plan and ongoing initiatives. The first draft of the Climate Action Plan was also made available for a six-week public comment period before being finalized.

As we proceed with the implementation of the Climate Action Plan, engagement will be critical in meeting our emission reduction targets. Partnerships with local businesses and organizations will be key in mobilizing citizens to act against climate change. County staff will continue to strive to create meaningful opportunities for all community members to become more informed and involved with

climate action. Key avenues of community engagement will be the [Lanark County Climate Action Information Page](#), newsletter, County website, educational seminars, public events, and other media outlets.

### **Sustainable Lanark**

Lanark County maintains its commitment to the 19 themes of Sustainable Lanark as identified in the Sustainable Communities Official Plan (SCOP), which include age-friendly communities, healthy communities, safety, and diversity<sup>5</sup>. As climate change affects different communities in diverse ways and can exacerbate existing societal issues, it is important that these core themes of Sustainable Lanark are integrated into the Climate Action Plan to reduce the disproportionate effects of climate change.

According to the Government of Canada, the health of vulnerable communities may be at an increased risk due to climate change. These communities include:

- Seniors
- Youth and children
- Indigenous people
- Racialized populations
- People with disabilities
- People who are pregnant
- Emergency first responders
- People in northern and remote communities
- People who are socially and economically disadvantaged
- People who are immunocompromised and or living with a pre-existing illness<sup>6</sup>

Inevitably, despite Lanark County's best efforts to reduce our greenhouse gas emissions, increases in heat and extreme weather events will still happen. To ensure the resilience of our communities, including those most vulnerable, on-going collaboration with community groups seeking equity and justice will be a necessary component of the evolution of this plan. Adaptation to climate change will be an important component to future revisions of both new and existing plans.

---

<sup>5</sup> Lanark County (2012), *Sustainable Communities Official Plan* <https://www.lanarkcounty.ca/en/doing-business/resources/documents/Planning/Microsoft-Word---SCOP---Adopted-with-approved-MMAH-Modifications-June-18-2013.pdf>

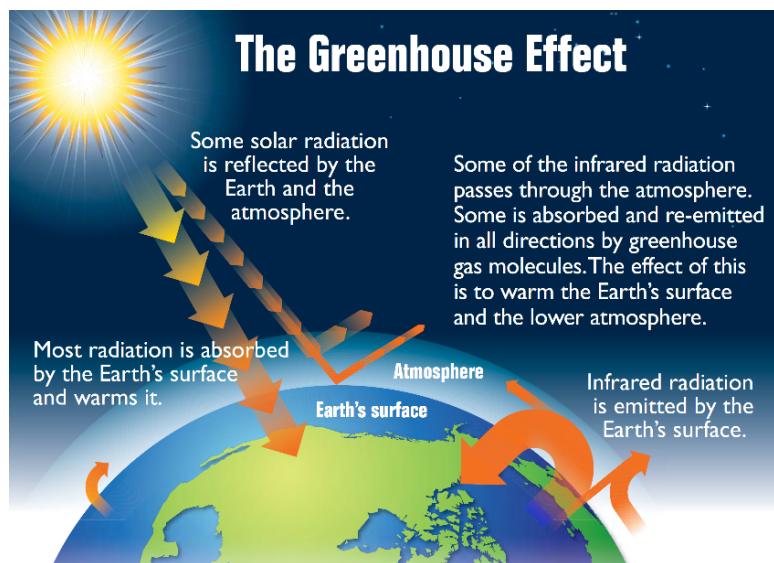
<sup>6</sup> Government of Canada (2022), *Who is most impacted by climate change* ( <https://www.canada.ca/en/health-canada/services/climate-change-health/populations-risk.html> )

# A Changing Climate

## Introduction to Climate Change

Climate change is the long-term shift in weather conditions measured by changes in temperature, precipitation, winds, and other indicators. Climate change can involve changes in average conditions, as well as changes in the frequency and severity of extreme weather events such as heat waves, flooding, droughts, and storms<sup>7</sup>. These shifts in climate conditions can occur naturally due to changes in the sun's activity or large volcanic eruptions. However, since the 1800s, human activities have been the main cause of climate change, primarily due to the burning of fossil fuels like coal, oil, and gas<sup>8</sup>. As fossil fuels are burned through activities like driving, heating homes, and powering equipment, greenhouse gases are released into the atmosphere. Greenhouse gases are also released through other human practices such as waste management (e.g., solid waste sent to landfills), land-use decisions (e.g., development and forestry), and agricultural activities (e.g., livestock and manure management).

Greenhouse gases get their name because when they are released in the atmosphere, they act as an insulator, trapping the sun's heat and keeping the Earth's surface warm<sup>9</sup>. This process is referred to as the "greenhouse effect" because greenhouse gases make the earth warmer, just as a greenhouse is warmer than its surroundings (Figure 3). As humans increase the concentration of greenhouse gases, particularly carbon dioxide (CO<sub>2</sub>), more heat is trapped in the atmosphere and the Earth's temperature rises. Since humans are emitting greenhouse gases at a rate faster than ever before, climate change threatens to warm the planet to levels that have never been experienced in the history of human civilization, making it extremely challenging for human societies and the natural world to adapt<sup>10</sup>.



**Figure 3.** The greenhouse effect<sup>11</sup>.

<sup>7</sup> Government of Canada (2019), *Causes of climate change* <https://www.canada.ca/en/environment-climate-change/services/climate-change/causes.html>

<sup>8</sup> United Nations, *What Is Climate Change?* (<https://www.un.org/en/climatechange/what-is-climate-change#:~:text=Climate%20change%20refers%20to%20long,activity%20or%20large%20volcanic%20eruptions>)

<sup>9</sup> Ibid 7

<sup>10</sup> Ibid 7

<sup>11</sup> Energy Education, *Greenhouse effect* [https://energyeducation.ca/encyclopedia/Greenhouse\\_effect](https://energyeducation.ca/encyclopedia/Greenhouse_effect)

### **What is the difference between weather and climate?**

Weather refers to the day-to-day state of the atmosphere relative to a place and time. Weather can be described by the heat, dryness, sunshine, cloud cover, wind, and rain conditions of a place at a certain time. Weather is more variable than climate and is usually assessed for a localized area over a short period of time (i.e., minutes, hours, days, weeks). Climate, however, refers to the long-term weather conditions in a place or region over a long period of time. An assessment of climate is usually 30 years or more. To differentiate between the two concepts, climate can be described as “what you expect”, whereas weather is “what you get”. As climate change progresses, weather patterns change which results in a shift in what you can expect in the region<sup>12</sup>.

### **What is the difference between global warming and climate change?**

The terms “global warming” and “climate change” are often used interchangeably, but they are not the same. Global warming is a term that describes the long-term increase in global average surface temperature. Global warming is only one aspect of climate change. Climate change more broadly describes the long-term changes that are happening to our planet such as rising sea levels, increased frequency and severity of extreme weather events, and accelerated ice melt<sup>13</sup>.

### **Why do some places experience record-breaking cold and snowfall if the climate is warming?**

A warming climate results in the disruption of the Earth’s natural processes. Extreme cold in areas is due to the decreasing stability of the polar vortex. Polar vortices are low-pressure systems located in the north and south poles. The low pressure of this vortex typically keeps cold air contained in the arctic regions. As the arctic warms, the pressure in the vortex weakens resulting in the expansion of the polar vortex into more temperate areas<sup>14</sup>. Additionally, a warmer climate results in more water vapor in the air which can lead to greater than average snowfall in some areas<sup>15</sup>.

### **Why be concerned about a degree or two change in the average global temperature?**

Even though one or two degrees seems insignificant, this increase in average global temperature can create widespread changes with negative impacts on natural and human systems in Lanark County and around the world. For example, some oceanic island countries are at risk of losing their entire nations due to rising sea levels<sup>16</sup>. In Canada, some of the top climate change risks include changes to agriculture and food systems, coastal communities, ecosystems, fisheries, forestry, geopolitical dynamics, governance and capacity, human health and wellness, Indigenous ways of life, northern communities, physical infrastructure, and water<sup>17</sup>.

---

<sup>12</sup> NASA (2017), *Weather or climate change?* <https://climate.nasa.gov/explore/ask-nasa-climate/2632/weather-or-climate-change/>

<sup>13</sup> NASA (2022), *What’s the difference between climate change and global warming?* <https://climate.nasa.gov/faq/12/whats-the-difference-between-climate-change-and-global-warming/>

<sup>14</sup> Science (2021), *Linking Arctic variability and change with extreme winter weather in the United States* <https://www.science.org/doi/10.1126/science.abi9167>

<sup>15</sup> EPA (2022), *Frequently Asked Questions About Climate Change* <https://www.epa.gov/climatechange-science/frequently-asked-questions-about-climate-change#weather-climate>

<sup>16</sup> Scientific Reports (2019), *Vulnerability to climate change of islands worldwide and its impact on the tree of life* <https://www.nature.com/articles/s41598-019-51107-x>

<sup>17</sup> Council of Canadian Academies (2019), *Canada’s Top Climate Change Risks* <https://www.cca-reports.ca/reports/prioritizing-climate-change-risks/#:~:text=Canada%E2%80%99s%20Top%20Climate%20Change%20Risks%20identifies%2012%20major,life%2C%20northern%20communities%2C%20physical%20infrastructure%2C%20and%20water.%20>

## Climate Change in Lanark County

Heat waves, floods, droughts, and storms have always been present in Ontario and Lanark County. However, the frequency and intensity of these extreme weather events are shifting. These changes threaten our local health, safety, environment, and economy. Between 1948 and 2008, the average annual temperature in Ontario increased by 1.5°C<sup>18</sup>. By 2050, it is estimated that the average annual temperature in Ontario could increase by another 2.5°C to 3.7°C<sup>19</sup>. These changes are expected to be felt locally in Lanark County.

Climate projections are simulations of Earth's future climate conditions based on assumptions of the concentrations of greenhouse gases and other atmospheric constituents. These projections capture the relationships between human actions, emissions, and climate change to help us plan and adapt to future climate conditions.

By 2050, if no action is taken to mitigate climate change, Lanark County could experience<sup>20</sup>:

- A 2.1°C increase in average annual temperature
- A 14% increase in length of the frost-free season
- Roughly 5 heat waves per year (at least 3 days or longer exceeding 30°C)
- A 2 day increase in the length of heat waves, resulting in heat waves lasting around 6 days
- 15 extremely hot days (+32°C) per year
- An 8% increase in maximum 3-day precipitation
- A 15 day decrease in the number of frost days, meaning we will only experience 58 days below 0°C per year
- A 64 day increase in the number of days above 30°C, bringing the total to 95 days per year

While these changes may seem small, they will have widespread and unpredictable environmental, social, and economic consequences.

## Impacts of Climate Change

Without intervention, climate change will impact all aspects of life in Lanark County. The following list, though not exhaustive, summarizes the key risks and impacts that Lanark County may experience as a result of climate change<sup>21</sup>.

- Heat and drought, impacting local water supply and agricultural practices
- More ice days, threatening safety and damaging infrastructure
- Damage to infrastructure, risking critical water, sanitary, and power systems
- Loss of native biodiversity, increasing the introduction of invasive species, pests, and disease
- Mental health challenges caused by climate change stressors
- Illness and disease due to increased heat stress and poor air quality
- Increase in zoonotic and vector borne diseases

---

<sup>18</sup> Ontario Ministry of Health and Long Term Care (2016), *Ontario Climate Change and Healthy Modelling Study Report*. [Ontario Climate Change and Health Vulnerability and Adaptation Assessment Guidelines \(gov.on.ca\)https://www.health.gov.on.ca/en/common/ministry/publications/reports/climate\\_change\\_toolkit/climate\\_change\\_health\\_modelling\\_study.pdf](https://www.health.gov.on.ca/en/common/ministry/publications/reports/climate_change_toolkit/climate_change_health_modelling_study.pdf)

<sup>19</sup>Government of Ontario (2021), *Climate change* <https://www.ontario.ca/page/climate-change>

<sup>20</sup> Climate Atlas of Canada, <https://climateatlas.ca/>

<sup>21</sup> Environment and Climate Change Canada (2019), *Canada in a Changing Climate Report* <https://changingclimate.ca/CCCR2019>.

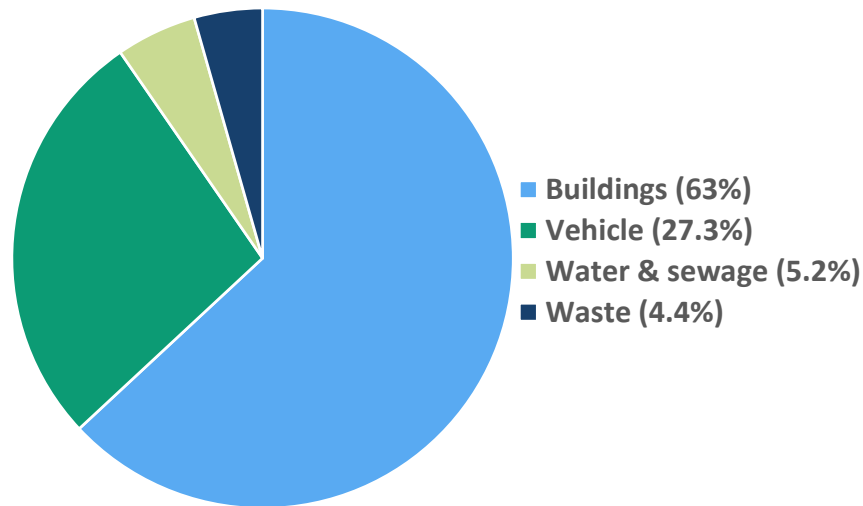
- Disruptions to the economy as infrastructure and assets are threatened
- Soil erosion and nutrient loss impacting local agricultural systems

## Planning for Corporate Change

### Corporate Emissions Inventory

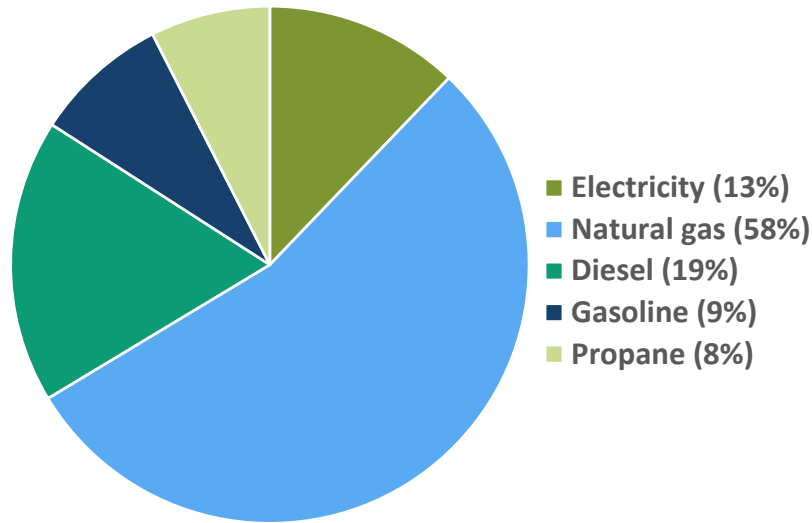
To achieve Milestone 1 of the Partners for Climate Protection Program, Lanark County completed a corporate greenhouse gas emissions inventory for our base year (2019). The sectors that the corporate greenhouse gas emissions inventory tracks include corporate buildings, vehicles, water and sewage, and waste. The inventory identifies which corporate sectors use the most energy and have the greatest emissions and, thus, can be used to focus resources and emission reduction strategies accordingly. The greenhouse gas inventory also provides an important benchmark from which to measure the success of the Corporate Climate Action Plan over time.

In 2019, 2,462 tonnes of CO<sub>2</sub>e were emitted from Lanark County corporate operations. Corporate greenhouse gas emissions were estimated using electricity and gas bills, fuel reports, and waste collection tonnage reports. The largest source of corporate emissions are County-owned buildings, which account for 63% of total emissions (Figure 4). Corporate vehicles are another large source of corporate emissions, accounting for 27% of corporate emissions.



**Figure 4:** Lanark County's corporate greenhouse gas emissions by sector from the baseline year 2019.

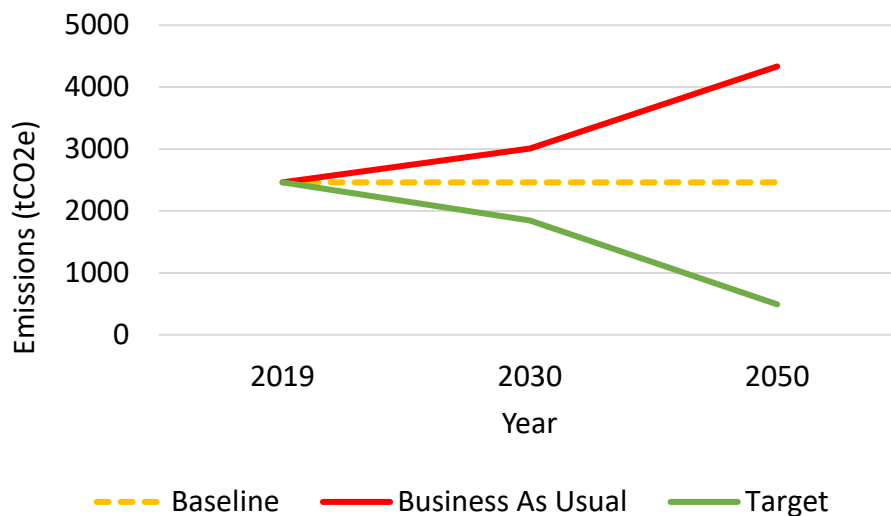
Natural gas is the energy source responsible for the largest proportion (58%) of greenhouse gas emissions in Lanark County's corporate operations (Figure 5). The remaining greenhouse gas emissions are sourced from diesel (19%), electricity (13%), gasoline (9%), and propane (<1%).



**Figure 5.** Lanark County's corporate greenhouse gas emissions by energy source.

### Corporate Business as Usual Forecast

Business as usual (BAU) scenarios are created to help understand what would happen to greenhouse gas emissions if no action were taken. These scenarios are valuable in setting targets as any target must offset the forecasted growth in emissions. Without action, it is projected that the corporate greenhouse gas emissions will rise by 76% by 2050, for a total of 4333 tonnes CO<sub>2</sub>e (Figure 6). The business as usual forecast assumes that corporate emissions will grow linearly with population growth. Since not all corporate sectors are expected to expand significantly by 2050 (e.g., administration and public works buildings), the current assumption of a one-to-one relationship between corporate emissions and population growth is likely an overestimation. Thus, the corporate business as usual forecast will be adjusted to reflect proposed plans for Lanark County corporate operations.



**Figure 6.** Lanark County corporate greenhouse gas emissions under different scenarios (baseline, business as usual, targets).



## Corporate Emissions Reduction Targets

Lanark County's 2019 greenhouse gas emissions inventory will serve as the baseline for corporate emissions reduction targets. Recognizing that different mitigation actions take varying levels of time to develop, gain traction, and result in a measurable change in greenhouse gas emissions, Lanark County will adopt mid- and long-term emissions reduction targets. Lanark County has set the following corporate emissions reduction targets:

**25% below 2019 levels by 2030**

**80% below 2019 levels by 2050**

The mid- and long-term targets will be assessed regularly and have the potential to be increased upon progress and technological advancements.

## Taking Action - Corporate Climate Action Plan

### Overview and Structure

The Corporate Climate Action Plan outlines how Lanark County will reduce greenhouse gas emissions in its corporate operations and services including County-owned buildings, fleet, streetlights, water and sewage treatment, and solid waste. While these emissions make up a small proportion of all of Lanark County's emissions, creating a corporate Climate Action Plan presents an opportunity for the County to demonstrate leadership in climate action.

During the Corporate Climate Action Plan development process, 24 goals were identified to reduce Lanark County's corporate greenhouse gas emissions and build resilience to the impacts of climate change. Working with the Lanark County Climate Action Committee, these goals were refined and prioritized based on the following four guiding principles:

- 1. Create a climate conscious culture and community**
- 2. Eliminate fossil fuels**
- 3. Optimize energy/water efficiency and increase renewable energy generation**
- 4. Sustainably manage waste towards a circular economy**

These guiding principles serve as the vision for the plan and provide a framework for current and future additions to the Climate Action Plan.

The Corporate Climate Action Plan is organized by five major themes which seek to address the greatest areas of greenhouse gas emissions within the corporation of Lanark County:

- 1. Education**
- 2. Transportation and equipment**
- 3. Buildings and energy**
- 4. Waste diversion and management**
- 5. Lanark County Housing Corporation**

Theme 5 outlines actions that can be taken through the improvement of the Lanark County Housing Corporation (LCHC). The LCHC provides over 500 dwellings for low-income tenants in 29 developments

across the County<sup>22</sup>. County staff are currently working to identify opportunities and secure funding to reduce the climate impact of the LCHC and create opportunities for tenants to participate in climate change mitigation and adaptation.

Each corporate goal has information on potential benefits, cost and funding source, department or person responsible, approximate timeframe for completion, and estimated greenhouse gas reductions. The goals may evolve over time as the plan progresses.

## Theme 1 – Education

Education is the first theme of the Corporate Climate Action Plan. Reducing corporate emissions will be a collective effort of all Lanark County staff and decision makers. By building their knowledge, attitudes, and behaviours towards climate change, Lanark County will be able to respond more promptly to reach our emission reduction targets.

<b>Goal 1.1 - Modify all Council reports to include a section for climate impact to assess every Council decision using the climate lens tool for whether it reduces or eliminates the use of fossil fuels and adheres to the four pillars of Sustainable Lanark</b>	
Potential Benefits	Reduce fossil fuels, encourage a climate conscious culture
Cost & Funding Source	None
Person or Department Responsible	CAO / Clerk
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Indirect; Medium
<b>Goal 1.2 - Raise staff awareness of corporate climate initiatives through mini campaigns</b>	
Potential Benefits	Encourage a climate conscious culture
Cost & Funding Source	None
Person or Department Responsible	Climate Environmental Department
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Low
<b>Goal 1.3 - Raise staff awareness of corporate climate initiatives through mini campaigns</b>	
Potential Benefits	Encourage a climate conscious culture
Cost & Funding Source	None
Person or Department Responsible	Climate Environmental Department
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Low

<sup>22</sup> Lanark County (2020), Tenant Resources <https://www.lanarkcounty.ca/en/family-and-social-services/tenant-resources.aspx>

## Theme 2 – Transportation and Equipment

Corporate fleet, which includes Lanark County owned vehicles and equipment, is the second largest emitting corporate sector, responsible for 27.3% of corporate greenhouse gas emissions. Transitioning to electric vehicles and equipment will be essential in reaching our corporate emission reduction targets. Where electric options are not available, the County will explore the use of low-carbon fuel.

<b>Goal 2.1 - Upgrade 16 gas and 3 diesel fleet vehicles to electric vehicles by 2030 when electric vehicles are available/vehicles reach end of life</b>	
Potential Benefits	Reduce fossil fuels, increase EV uptake
Cost & Funding Source	High; Public Works Budget
Person or Department Responsible	Director Public Works
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; High
<b>Goal 2.2 - Install electric vehicle charging stations at the County administration buildings for County fleet charging and for staff, councillors or the public to use</b>	
Potential Benefits	Reduce fossil fuels, encourage a climate conscious culture
Cost & Funding Source	Medium; Public Works / Climate Change Budget
Person or Department Responsible	Facilities Coordinator
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Indirect; Low
<b>Goal 2.3 - The procurement of any replacement or new County fleet or equipment be electric in nature, unless an electric option is not available</b>	
Potential Benefits	Reduce fossil fuels
Cost & Funding Source	Medium; Public Works Budget
Person or Department Responsible	Director Public Works
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; Medium
<b>Goal 2.4 - All new hand power tool purchases to be electric</b>	
Potential Benefits	Reduce fossil fuels
Cost & Funding Source	Low; Public Works Budget
Person or Department Responsible	Director Public Works
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; Low

### Theme 3 – Buildings and Energy

Corporate buildings, which include County offices, Lanark Lodge, and the Lanark County Housing Corporation (LCHC) portfolio, are responsible for the largest source of corporate greenhouse gas emissions (63%). To reach the corporate emissions reduction targets, it will be necessary to reduce fossil fuel usage, improve energy efficiency, and increase renewable energy generation in corporate buildings.

<b>Goal 3.1 - Plan for the rebuild of all County buildings to be net-zero</b>	
Potential Benefits	Reduce fossil fuel, reduce energy costs, reach net-zero
Cost & Funding Source	High; County Budget
Person or Department Responsible	CAO
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; High
<b>Goal 3.2 - Conduct a building automation system maintenance/commissioning</b>	
Potential Benefits	Reduce fossil fuels, reduce energy costs
Cost & Funding Source	Low; County Budget
Person or Department Responsible	Facilities Coordinator
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; Medium
<b>Goal 3.3 - Install solar systems on municipal buildings where possible</b>	
Potential Benefits	Increase renewable energy generation, reduce fossil fuels
Cost & Funding Source	Medium; County Budget
Person or Department Responsible	Facilities Coordinator
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; Medium
<b>Goal 3.4 - Install motion sensors for indoor lighting and automatic timers on all equipment that can be turned off at night</b>	
Potential Benefits	Reduce energy costs
Cost & Funding Source	Low; County Budget
Person or Department Responsible	Facilities Coordinator
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; Low
<b>Goal 3.5 - Optimize heating and cooling efficiency in all County buildings to reduce energy consumption</b>	
Potential Benefits	Reduce fossil fuels, reduce energy costs
Cost & Funding Source	None
Person or Department Responsible	Facilities Coordinator
Approximate Timeframe for Completion	Short-term

Expected GHG Reduction	Direct; Medium
------------------------	----------------

## Theme 4 – Waste Diversion and Management

Although waste accounts for only 4% of corporate emissions, Lanark County will continue to improve our waste management practices to reduce the amount of waste that enters the landfill.

<b>Goal 4.1 - Join the Blue Communities Project and phase out the sale of bottled water in municipal facilities and at municipal events</b>	
Potential Benefits	Reduce plastic waste, encourage a climate conscious culture
Cost & Funding Source	None
Person or Department Responsible	Climate Environmental Department & Local Municipalities
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Indirect; Low
<b>Goal 4.2 - Install water refill stations in all municipal buildings to replace water coolers</b>	
Potential Benefits	Reduce fossil fuels from water transportation, reduce plastic waste
Cost & Funding Source	Low; County Budget
Person or Department Responsible	Facilities Coordinator
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Low
<b>Goal 4.3 - Launch an enhanced recycling program for plastic, glass, metal and food waste (e.g., Terracycle 25% of waste)</b>	
Potential Benefits	Increase recycling, divert waste from landfills
Cost & Funding Source	Low; County Budget
Person or Department Responsible	Climate Environmental Department
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Indirect; Low
<b>Goal 4.4 - Purchase 100% recycled paper</b>	
Potential Benefits	Reduce waste, encourages a climate conscious culture
Cost & Funding Source	Low; County Budget
Person or Department Responsible	All departments
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Indirect; Low

## Theme 5 – Lanark County Housing Corporation

The Lanark County Housing Corporation (LCHC) is captured within the corporate buildings sector in the greenhouse gas emissions inventory and accounts for 47% of corporate emissions alone. The LCHC

provides over 500 dwellings for low-income tenants, in 29 developments across the County. The affordable housing sector faces unique challenges in undertaking energy efficiency projects including, but not limited to, an aging housing stock and limited staff and resource capacity. The Climate and Environmental Department will continue to work with the LCHC to help reduce its climate impact.

<b>Goal 5.1 - Complete energy audits to identify the most effective energy-saving opportunities and prioritize projects when possible</b>	
Potential Benefits	Identify opportunities to improve efficiency and reduce energy costs and greenhouse gas emissions
Cost & Funding Source	High; GMF / Social Services Budget / Climate Change Budget
Person or Department Responsible	Social Services Department
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; High
<b>Goal 5.2 - Construct new buildings to be energy efficient</b>	
Potential Benefits	Reduce fossil fuels, reduce energy costs
Cost & Funding Source	High; GMF / Social Services Budget
Person or Department Responsible	Social Services Department
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; High
<b>Goal 5.3 - Consider electric heat pumps in the replacement of electrical baseboards and gas furnaces/boilers at end of life</b>	
Potential Benefits	Reduce fossil fuels, reduce energy costs, increase tenant comfort
Cost & Funding Source	High; GMF / Social Services Budget
Person or Department Responsible	Social Services Department
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; High
<b>Goal 5.4 - Improve building envelope performance to reduce demand on heating and cooling systems, reduce energy loss, and increase tenant comfort (e.g., increase existing insulation, replace windows and doors with high efficiency models as needed)</b>	
Potential Benefits	Reduce fossil fuels, reduce energy costs, increase tenant comfort
Cost & Funding Source	Medium; Social Services Budget
Person or Department Responsible	Social Services Department
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; High
<b>Goal 5.5 - Improve domestic hot and cold water system efficiency to reduce energy costs and losses (e.g., upgrading to high efficiency systems when system is at end of life, installing pipe insulation and tank insulator blankets etc.)</b>	
Potential Benefits	Reduce fossil fuels, improve efficiency, reduce energy costs
Cost & Funding Source	Medium; Social Services Budget

Person or Department Responsible	Social Services Department
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; Medium
<b>Goal 5.6 - Replace appliances beyond their service life with Energy Star models</b>	
Potential Benefits	Reduce fossil fuels, improve efficiency, reduce energy costs
Cost & Funding Source	Medium; Social Services Budget
Person or Department Responsible	Social Services Department
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; Medium
<b>Goal 5.7 - Encourage energy efficient practices by increasing tenant education (e.g., providing energy efficient tips through mailing list, posters in common spaces etc.)</b>	
Potential Benefits	Improve efficiency, reduce energy costs
Cost & Funding Source	None
Person or Department Responsible	Climate Environmental Department / Social Services Department
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Indirect; Low
<b>Goal 5.8 - Explore the conversion of areas to pollinator habitat on managed properties</b>	
Potential Benefits	Increase pollinator habitat, reduce emissions from mowing and maintenance, increase resident engagement
Cost & Funding Source	Low; CC budget
Person or Department Responsible	Climate Environmental Department / Social Services Department
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; Low

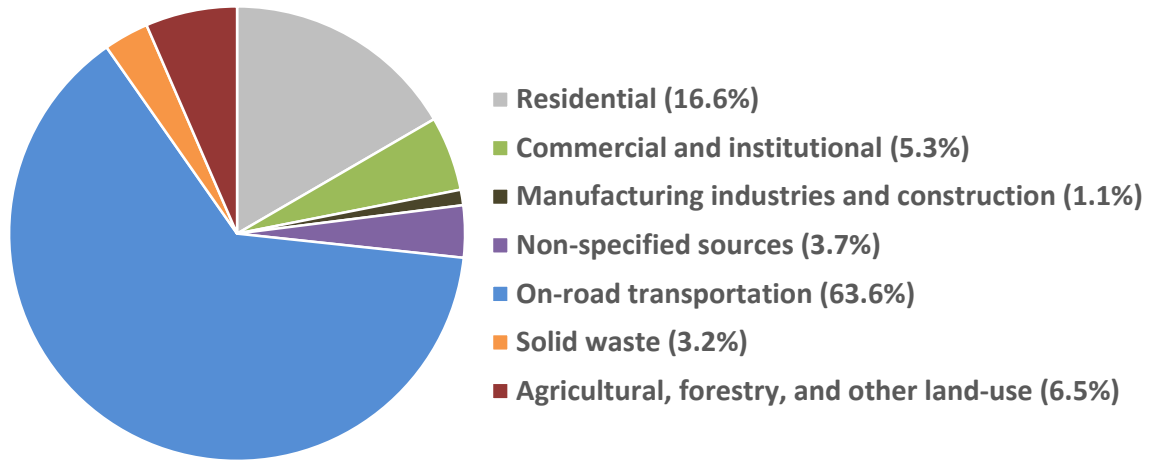
## Planning for Community Change

### Community Emissions Inventory

To achieve Milestone 1 of the Partners for Climate Protection Program, Lanark County completed a community greenhouse gas emissions inventory for our base year (2019). The sectors that the community emissions inventory tracks include stationary energy, transportation, waste, agriculture, and forestry. The greenhouse gas inventory identifies which community sectors use the most energy and have the greatest emissions and, thus, can be used to focus resources and emission reduction strategies accordingly. The community greenhouse gas inventory also provides an important basis from which to measure the success of the Community Climate Action Plan over time.

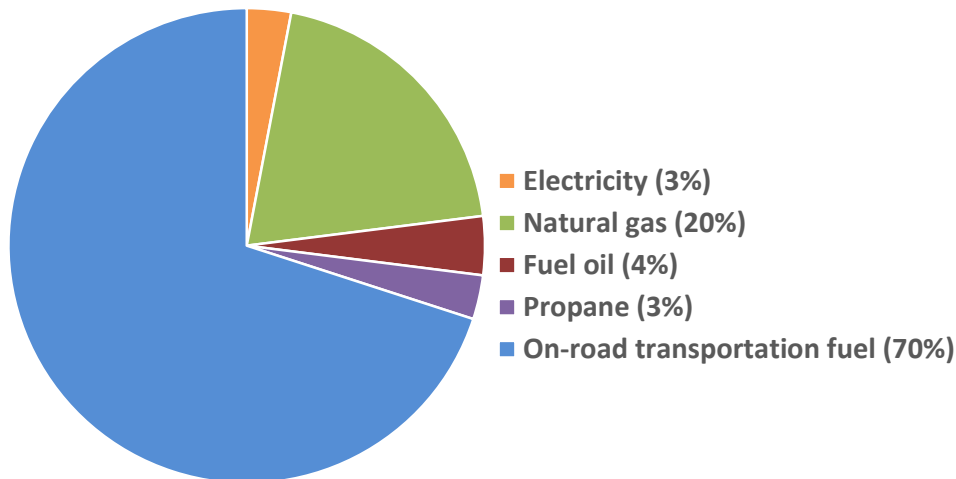
In 2019, 696,972 tonnes of CO<sub>2</sub>e were emitted from the Lanark County community as a whole. Community greenhouse gas emissions were estimated using total electricity and gas data from Hydro One, Enbridge, and Ottawa River Power Corp.; vehicle registration and vehicle kilometres travelled data

from the Clean Air Partnership; waste data from each municipality; and forest carbon sequestration and livestock emission estimates from Greenscale. On-road transportation is the largest source of greenhouse gas emissions in the community, accounting for 63.6% of total emissions (Figure 7). The second largest source of community emissions is residential buildings, which account for 16.6% of community emissions.



**Figure 7:** Lanark County's community greenhouse gas emissions by sector from the baseline year 2019.

On-road transportation fuel is the energy source responsible for the largest proportion (70%) of greenhouse gas emissions from Lanark County as a whole (Figure 8). The remaining greenhouse gas emissions are sourced from natural gas (20%), electricity (3%), fuel oil (4%), and propane (3%).



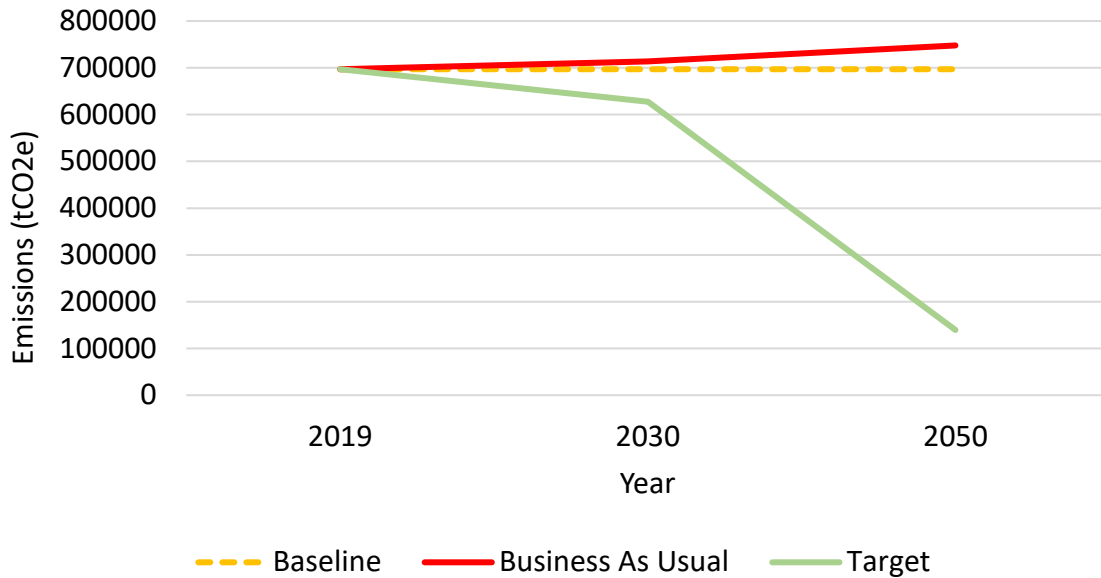
**Figure 8.** Lanark County's community greenhouse gas emissions by energy source.

### Community Business as Usual Forecast

Business as usual (BAU) scenarios are created to help understand what would happen to greenhouse gas emissions if no action were taken. Without action, by 2050, it is projected that community emissions will increase to 747,821 tonnes CO<sub>2</sub>e. The emissions are based on several assumptions including the



expected growth rate of this area. These scenarios are valuable in setting targets as any target must offset the forecasted growth. The community BAU scenario assumes a 0.92% annual compounded growth in all sectors except solid waste/wastewater (1.84%) and agriculture/forests (0%). It factors in a 0.75% reduction in transportation and stationary energy sectors, taking into consideration efficiency improvements and increased carbon intensity of the provincial electricity grid, which reflects a net BAU growth of 0.17% per year for those two sectors.



**Figure 9.** Community greenhouse gas emissions under different scenarios (baseline, business as usual, emission reduction targets).

### Community Emissions Reduction Targets

Lanark County’s 2019 greenhouse gas emissions inventory will serve as the baseline for community emission reduction targets. Recognizing that different mitigation actions take varying levels of time to develop, gain traction, and result in a measurable change in greenhouse gas emissions, Lanark County will adopt mid- and long-term emissions reduction targets. Lanark County has set the following community emissions reduction targets:

**10% below 2019 levels by 2030**

**80% below 2019 levels by 2050**

The mid- and long-term targets will be assessed regularly and have the potential to be increased upon progress and technological advancements.

## Taking Action - Community Climate Action Plan

### Overview and Structure

The Community Climate Action Plan outlines how Lanark County will reduce greenhouse gas emissions in the community at large. Community sources of greenhouse gas emissions include stationary energy (residential, commercial, institutional, and industrial); transportation; and waste.

During the Community Climate Action Plan development process, a variety of goals were identified to reduce Lanark County’s greenhouse gas emissions and build resilience to the impacts of climate change. Through a deliberative process with the Lanark County Climate Action Committee, these goals were refined and prioritized based on the following four guiding principles:

1. Create a climate conscious culture and community
2. Eliminate fossil fuels
3. Optimize energy/water efficiency and increase renewable energy generation
4. Advance the use of nature-based solutions in climate change management
5. Sustainably manage waste towards a circular economy
6. Collaborate with community stakeholders
7. Increase funding, accessibility, and education

The Community Climate Action Plan is organized by five major themes:

1. Transportation
2. Buildings and Energy
3. Natural Heritage and Resources
4. Waste Diversion and Management
5. Planning

The Community Climate Action Plan consists of 21 goals. Each community goal consists of a recommended approach, which outlines specific actions to help implement and achieve the goal. The recommended approaches do not outline each action needed to achieve the goal, but rather act as a guide for progressing towards each goal in the interim version of the Climate Action Plan. Recommended approaches may evolve over time as the plan and technology progress.

### Theme 1 – Transportation

On-road transportation is the largest emitting community sector, responsible for 63.6% of community greenhouse gas emissions. Due to the geographic size and dispersed nature of Lanark County, community members, particularly commuters and those living in rural areas, are highly dependent on personal vehicles for transportation. The goals outlined in this section address how Lanark County aims to reduce emissions in the transportation sector.

<b>Goal 1.1 - Increase electric vehicle uptake and local charging infrastructure for public access</b>	
Recommended Approach	Contract companies to install chargers on public streets, and municipal buildings or property to increase public access to charging
	Launch an educational campaign for a electric vehicles that encourages vehicle owners to take advantage of electric vehicle subsidy programs
Potential Benefits	Reduce fossil fuels, increase electric vehicle uptake
Cost & Funding Source	Medium; Provincial gas tax and NRCan Zero Emission Vehicle Infrastructure Program
Person or Department Responsible	County and local municipalities
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; Medium
<b>Goal 1.2 - Electrify municipal and community fleet vehicles as part of their replacement cycle</b>	

Recommended Approach	Partner with Lanark Transportation Association to electrify fleet
	Encourage local municipalities to take advantage of electric vehicle subsidy programs
Potential Benefits	Reduce fossil fuels, increase electric vehicle uptake
Cost & Funding Source	NRCan Zero Emission Vehicle Infrastructure Program
Person or Department Responsible	Climate and Environmental Department; partner with Lanark Transportation
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Direct; High
<b>Goal 1.3 - Explore the use of low-carbon fuels (e.g., biodiesel blends) in suitable municipal fleet vehicles</b>	
Recommended Approach	Connect with municipalities who use biodiesel as a means to reduce greenhouse gas emissions (e.g., City of Brampton, York Region, Guelph, Kingston etc.)
	Combine local municipalities' procurement needs for biodiesel for use in heavy-duty diesel fleets
Potential Benefits	Reduce fossil fuels
Cost & Funding Source	TBD
Person or Department Responsible	County and local municipalities
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Direct; Medium
<b>Goal 1.4 - Develop an Active Transportation Master Plan as part of the Official Plan</b>	
Recommended Approach	Encourage active transportation (i.e. walking and cycling) by coordinating and expanding accessible trails, comfortable walking routes, safe pedestrian crossing, and cycling infrastructure such as connecting trails and paved shoulders
	Facilitate policy changes to create 15-minute communities that are less car-dependent than conventional subdivisions
	Partner with school boards to create walking school bus program
Potential Benefits	Reduce fossil fuels, improve public health and accessibility
Cost & Funding Source	Medium; Public Works
Person or Department Responsible	Public Works, Planning Department, CAO, partner with local public health unit
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Indirect; Low
<b>Goal 1.5 - Reduce single occupancy automated vehicle trips by providing local transit, carpooling and ridesharing solutions suitable for rural communities</b>	
Recommended Approach	Investigate and plan to adopt innovative public transit systems that are being implemented in similar small towns and rural communities
	Launch a county-wide carpool program that also encourages carpooling by promoting and strengthening the local carpool lot network
Potential Benefits	Reduce fossil fuels, improve accessibility
Cost & Funding Source	TBD
Person or Department Responsible	CAO, Climate and Environmental Department; partner with Lanark Transportation

Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; Medium

## Theme 2 – Buildings and Energy

Residential, commercial, industrial, and institutional buildings are responsible for 21.9% of community emissions, largely due to the use of natural gas. The following 5 goals outline how Lanark County plans to address emissions within community buildings.

<b>Goal 2.1 - Develop and support the delivery of a local home energy retrofit program</b>	
Recommended Approach	Investigate and develop a municipal loan or municipally led financing program for deep energy retrofits
	Organize energy retrofit training sessions and workshops for contractors and residents
	Update the list of energy efficiency programs on the county website
	Expand the existing Insulate Lanark program
	Establish neighborhood action networks to advise homeowners on actions they can take to improve the energy efficiency of their homes
Potential Benefits	Reduce fossil fuels, increase energy efficiency, reduce costs, improve home comfort, increase participation in programs and incentives
Cost & Funding Source	High; GMF (home energy retrofit program) and CC budget, Canada Greener Homes Grant
Person or Department Responsible	Climate and Environmental Department, Climate Network Lanark, CAO
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; High
<b>Goal 2.2 - Launch a campaign to increase energy/water retrofits within the industrial, commercial, and institutional sector</b>	
Recommended Approach	Raise awareness of available funding opportunities for energy/water retrofits
Potential Benefits	Reduce fossil fuels, increase energy efficiency, reduce costs, increase participation in programs and incentives
Cost & Funding Source	Low; County Resources
Person or Department Responsible	Climate and Environmental Department
Approximate Timeframe for Completion	Short-term
Expected GHG Reduction	Direct; High
<b>Goal 2.3 - Establish green building standards that enforce climate resilient and adaptive building designs to increase energy efficiency</b>	
Recommended Approach	Provide incentives and/or recognition to builders and building owners for achieving high performing energy and water efficiency standards
	Stimulate the development of high-performance new building construction towards net-zero
Potential Benefits	Reduce fossil fuels, reduce energy cost, stakeholder, and community engagement
Cost & Funding Source	Medium; Canada Greener Homes Grant, CC budget

Person or Department Responsible	Climate and Environmental Department
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; High
<b>Goal 2.4 - Encourage ground mount solar photovoltaics (PV) developments where suitable (for net metering and microgrids) and solar thermal for domestic hot water use</b>	
Recommended Approach	Identify underutilized municipal and private lands that could be suitable for ground-mounted solar PV (e.g., large parking lots, industrial/business parks, brownfields)
	Connect with local renewable energy co-ops for financing and local investment opportunities
Potential Benefits	Reduce fossil fuels, reduce energy costs, increase renewable energy generation
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; High
<b>Goal 2.5 - Explore opportunities to utilize other renewable fuel sources and technologies where feasible</b>	
Recommended Approach	Engage and provide information to citizens on renewable fuel sources and technologies they can utilize
	Explore cooperative purchasing approaches to procure a regional supply of renewable natural gas (RNG)
Potential Benefits	Reduce fossil fuels
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Indirect; High

**Theme 3 – Natural Heritage and Resources**

Natural features, including wetlands, forests, and other green spaces are important carbon sinks within Lanark County. These spaces will also play an important role in climate adaptation as they offer essential services including stormwater management, water filtration, air quality improvements, and heat reduction. Lanark County will continue to work to protect our natural features while also increasing our understanding of them.

<b>Goal 3.1 - Increase the managed forested area and tree canopy within Lanark County</b>	
Recommended Approach	Collaborate with local municipalities to create an urban forest/reforest strategy (1 Million Trees Program) and/or a tree preservation policy
Potential Benefits	Sequester carbon, protect natural resources, increase forest cover, improve public health and access to greenspace, improve biodiversity
Cost & Funding Source	Medium; CC budget and local municipal budgets

Person or Department Responsible	Climate and Environmental Department, County Planner, and local municipalities; Partner with RVCA
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Medium (Carbon offsets)
<b>Goal 3.2- Conduct studies to determine and protect the carbon sequestration and climate resilience value of wetlands, greenspaces and other naturalized areas within the County</b>	
Recommended Approach	Support the identification, protection, restoration, and creation of wetlands
	Work with local Conservation Authorities, NGOs, and lake associations to protect watershed health (i.e., through promotion of stewardship practices, water resources management, hazard mitigation, land-use planning, and drinking water source protection)
	Promote backyard pollinator habitat creation with native plants to protect native biodiversity and store carbon in the soil
	Protect and restore areas that have high carbon sequestration and biodiversity values by providing funding and resources to support local organizations committed to supporting landowner stewardship (ALUS Lanark)
Potential Benefits	Sequester carbon, protect natural resources, increase forest cover, improve public health and access to greenspace, improve biodiversity
Cost & Funding Source	Medium; CC budget, Public Works budget
Person or Department Responsible	Climate and Environmental Department, County Planner and local municipalities; Partner with RVCA, MVCA Ducks Unlimited, Climate Network Lanark, The Land Between, Lake Associations, Canadian Wildlife Federation, ALUS
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Medium
<b>Goal 3.3 - Include the use of green infrastructure and natural heritage to serve local needs as the County continues to develop</b>	
Recommended Approach	Work with local municipalities, Indigenous Peoples, agencies, NGOs, and others to map, assess, protect, restore, manage, and monitor natural heritage systems where a key approach is to strengthen related land use policies and practices
	Enforce urban design and redevelopment approaches that incorporate natural systems and green infrastructure into site improvements, greenspaces, and stormwater management
Potential Benefits	Sequester carbon, protect natural resources, restore degraded land, improve landscape connectivity, prevent carbon loss from land use change, improve biodiversity, improve climate change mitigation, preserve and/or improve ecosystem services
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department, County planner, local municipalities; partner with The Land Between and Ducks Unlimited Canada
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Low
<b>Goal 3.4 - Allow cooperative farming and community gardening on suitable County-owned lands and encourage local farms to produce more food for local consumption</b>	

Recommended Approach	Encourage local farms to produce more food for local consumption by advocating for funding and municipal by-laws that support local food storage infrastructure, abattoirs, food processing, and on-farm slaughter
	Make County lands available for cooperative farming and community gardening
Potential Benefits	Produce local food for local consumption, reduce food transportation emissions, farmer engagement
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department, CAO
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Indirect; Low
<b>Goal 3.5 - Promote the adoption of sustainable livestock and crop management practices</b>	
Recommended Approach	Advance ecological agriculture practices and sustainable livestock management practices through some form of public-private partnership
	Explore options to provide training and/or agronomic consultation
	Seek and support financial supports for farmers to invest in no-till agriculture equipment
Potential Benefits	Sequester carbon, protect natural resources, restore degraded land
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department; partner with agricultural organizations
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Medium
<b>Goal 3.6 - Promote biogas energy recovery for use in aerobic digestion - combined heat and power (AD-CHP) systems on farms</b>	
Recommended Approach	Explore the creation of a biogas farmers' cooperative and other strategic partnerships that aim to increase education and affordability of implementing these types of systems
Potential Benefits	Sequester carbon
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Indirect; Low

**Theme 4 – Waste Diversion and Management**

Waste only accounts for 3.2% of Lanark County’s community emissions. However, emissions from the waste sector are projected to grow the most proportionally from 2019 – 2050 when compared to other sectors due to the roughly one-to-one relationship between population growth and waste production. Lanark County will continue to assist local municipalities and community members in improving their waste management practices to support a circular economy.

<b>Goal 4.1 - Identify sustainable solid waste and recycling solutions for municipalities</b>	
Recommended Approach	Conduct a waste audit that includes all organic materials and recyclables and evaluates GHG produced in the transportation of materials to the waste sites
	Divert municipal solid waste from landfills by investigating waste conversion or recycling solutions such as Sustane Technologies Inc. proposal to build a facility in Renfrew County
	Launch soft plastics recycling system
Potential Benefits	Divert organic waste and recyclables from landfills, reduce methane production, sustainable waste management, community engagement
Cost & Funding Source	TBD
Person or Department Responsible	Climate and Environmental Department, CAO, local municipalities
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Direct; Medium
<b>Goal 4.2 - Optimize organic waste diversion</b>	
Recommended Approach	Explore opportunities to improve organic waste diversion and provide compost and resources to residents, businesses, farmers, and other stakeholders (e.g., fungal dominant compost, yard waste, scrap wood)
	Promote online platforms that allow residents, farmers, and businesses to connect with people in Lanark County who will receive and compost their organic waste (e.g., Sharewaste)
	Create a unifying plan for organic waste management systems that benefits from a large reach/bulk buying and that promotes additional household organic waste management systems (e.g., Pay As You Throw)
	Broker food rescue partnerships between social organizations, farms, and food industries through organizations such as Second Harvest, which also offers funding
Potential Benefits	Divert organic waste from landfills, reduce methane production, community engagement, reduce municipal costs
Cost & Funding Source	Medium; County resources and local municipalities
Person or Department Responsible	Climate and Environmental Department, local municipalities
Approximate Timeframe for Completion	Mid-term
Expected GHG Reduction	Direct; Medium
<b>Goal 4.3 - Explore utilizing organic waste and treated biosolids for 3rd party Renewable Natural Gas (RNG) production</b>	
Recommended Approach	Identify regional opportunities for Lanark County municipalities to participate in RNG production
Potential Benefits	Reduce fossil fuels, renewable fuel
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department and local municipalities
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Indirect; Medium
<b>Goal 4.4 - Advance combined heat and power in anaerobic Waste and Water Treatment Facilities (WWTF)</b>	



Recommended Approach	Explore the feasibility of utilizing biogas fueled CHP systems for energy use on site in WWTF
Potential Benefits	Reduce fossil fuels, renewable fuel
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department and local municipalities
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Indirect; Low

## Theme 5 - Planning

Climate change adaptation means planning for and acting on the anticipating impacts of climate change. By taking action to plan for and adapt to the changing climate, Lanark County can build a stronger and more resilient community.

<b>Goal 5.1 - Incorporate community stakeholders in climate adaptation planning</b>	
Recommended Approach	Consult with Indigenous communities on future revisions of the Asset Management Plan to incorporate natural assets (e.g., watersheds, wetlands, forests) Establish a strategy to create an inclusive adaptation plan that captures Lanark County's risks and vulnerabilities to climate change (e.g., health, food security/sovereignty, environmental hazards, improved land-use, safety measures)
Potential Benefits	Better preparedness for the future, increased transparency, inclusivity, and consideration
Cost & Funding Source	None
Person or Department Responsible	Climate and Environmental Department, Planning Departments of the County and local municipalities, CAO, community stakeholders
Approximate Timeframe for Completion	Long-term
Expected GHG Reduction	Indirect; Low

## Implementing the Plan

### Key Implementation Strategies

Lanark County is moving forward to develop and implement the actions outlined in the Lanark County Climate Action Plan. To successfully implement the Climate Action Plan, see reductions in our corporate and community greenhouse gas emissions, and overcome barriers, implementing the plan requires a strategic approach.

In 2019, the Clean Air Partnership released a report on the main drivers and barriers to the implementation of municipal Climate Action Plans in Ontario<sup>23</sup>. The report identified five primary cross-sectoral drivers of climate action implementation: funding, community partnerships, staff capacity, institutionalizing climate action, and the strategic prioritization of climate initiatives. This report also

<sup>23</sup> Clean Air Partnership (2019), Assessing the State of Climate Action in Ontario Municipalities: Drivers and Barriers to Implementation Report. <https://www.cleanairpartnership.org/wp-content/uploads/2019/04/Drivers-and-Barriers-to-Implementation-Report-V4.pdf>

identified low-climate literacy as one of the main barriers to successful implementation of Ontario municipalities' Climate Action Plans.

Lanark County will adopt six main implementation strategies to successfully implement the Lanark County Climate Action Plan. Five of the implementation strategies align with the implementation drivers identified by the Clean Air Partnership and one strategy is focused on community engagement and education to ensure that the Lanark County Climate Action Plan remains community-centered:

1. Leveraging funding
2. Building community partnerships
3. Increasing staff capacity
4. Institutionalizing climate action
5. Strategically prioritizing climate initiatives
6. Effectively engaging and educating community

### **Leveraging Funding**

Securing funding is a critical driver of successful climate action implementation as identified by the Clean Air Partnership. Lanark County will implement the Climate Action Plan by leveraging available funding programs from the federal and provincial governments, as well as third-party organizations.

Available funding programs that Lanark County can capitalize on to support climate initiatives include:

- [Natural Resources Canada - Zero Emission Vehicle Infrastructure Program](#)
- [FCM - Green Municipal Fund](#)
- [Government of Canada – Disaster Mitigation and Adaptation Fund](#)
- [Government of Canada – Rural Transit Solutions Fund](#)
- [Municipal Asset Management Program | FCM](#)

Lanark County will continue to monitor and seek funding as more opportunities become available.

Lanark County will also advance the implementation of climate initiatives by educating community members, businesses, and local organizations on available funding and incentive opportunities. These may include funding opportunities from federal and provincial governments, conservation authorities, and organizations such as Enbridge Gas and Hydro One. A list of active funding programs will be available in the Appendix.

### **Building Partnerships**

To effectively implement climate initiatives and reduce greenhouse gas emissions, climate action needs to be a shared responsibility between local governments and community organizations such as utilities groups, non-governmental organizations, conservation authorities and groups, educational institutions, and other interested parties. Developing long-term partnerships, whether local in origin or expanding beyond the County, is key to effective implementation of municipal Climate Action Plans as they leverage the skills and expertise of the partner organization.

Establishing strong community partnerships maximizes efficiency, reach, cost-effectiveness, and credibility of climate initiatives. As climate initiatives are implemented from the Lanark County Climate

Action Plan, we will work to develop community partnerships to help expand their reach and success. Examples of potential community partners include:

- Utilities groups
- Community groups
- Non-profit organizations
- Local schools
- Conservation authorities
- Local businesses and associations
- Academic institutions
- Other municipalities

The following partnerships have already been developed and can continue to expand over the implementation period: Climate Network Lanark, ALUS Lanark, EnviroCentre, Sustainable Kingston, and Greenscale. Lanark County will continue to maintain these partnerships while seeking additional opportunities to further enrich climate initiatives.

While implementing the Lanark County Climate Action Plan, it will also be critical to stay informed about ongoing innovation, funding opportunities, and technological developments through organizations such as the Clean Air Partnership, Canadian Green Building Council, Efficiency Canada, and QUEST Canada, as well as other sectoral stakeholders and academic institutions.

### **Increasing Staff Capacity**

Having adequate municipal staff to coordinate climate initiatives, liaise with community partners, coordinate outreach, raise awareness of ongoing climate programs, and apply to and administer grants is integral to successfully implement the Lanark County Climate Action Plan. Dedicated climate staff will also increase the capacity to integrate greenhouse gas reduction objectives into a greater number of municipal policies, plans, and programs.

It is recommended that County Council continue to support the funding for the Climate and Environmental Department, as it is integral to the successful implementation of the Climate Action Plan. Additionally, County Council should consider allocating a portion of the budget to a grant administrator dedicated to monitoring, selecting, and applying for applicable funding streams. Due to the time-intensive nature of securing and monitoring funded projects, it is noted by other Ontario municipalities that having a grant administrator has been advantageous to the success of their climate action plans<sup>24</sup>.

### **Institutionalizing Climate Action**

Embedding Lanark County's commitment to climate action into formalized plans, policies, and decision-making processes will be key to implementing the Climate Action Plan. Without this level of accountability, the Climate Action Plan poses the risk of being seen as separate from core business activities and decisions. The adoption of the Lanark County Climate Lens was the first step in incorporating climate change risks and impacts into Council decisions. The Climate Lens was designed to make climate change a local municipal priority, make staff and councilors aware of the climate impact of their decisions, and increase the transparency of decision-making.

Moving forward, Lanark County can further institutionalize climate action by incorporating climate goals and initiatives into relevant official plans and budgets; for example, those relating to land-use, asset

---

<sup>24</sup> Ibid 24

management, development, and adaptation and emergency planning. These plans often have strong overlap with Climate Action Plans and can act as official support to its implementation.

To keep the Climate Action Plan relevant and continuous, staff from the Climate and Environmental Department will regularly report to Council on progress and accomplishments. The Climate Action Plan will also be reviewed every 4 years to stay up to date with current technological developments and opportunities.

### **Strategically Prioritizing Climate Initiatives**

To effectively manage the implementation of the Lanark County Climate Action Plan and use resources efficiently, it is necessary to prioritize a subset of climate initiatives to focus efforts and resources on for each Council term. Prioritizing climate initiatives makes it easier to secure funding, gain wider support from decision makers, and maximize climate benefits<sup>25</sup>.

### **Effectively engaging and educating community**

Throughout the duration of the implementation of the Climate Action Plan, Lanark County staff will work with community partners to continuously raise awareness of climate change and its impacts, ongoing climate initiatives, and opportunities for involvement including public funding opportunities. A communication strategy will need to be developed collaboratively with community partners and the Climate Action Working Group. It will need to include key messaging and communications approaches for various audiences including the general public, local municipalities, community organizations, and local businesses. Examples of engagement avenues include annual meetings, an online presence (i.e., website and social media), traditional media, working with existing networks and organizations, and public events. Hiring a communications intern/student could be beneficial regarding the long-term engagement of this plan.

### **Priority Goals**

To respond quickly and effectively to the climate crisis, Lanark County will prioritize eight major climate initiatives for the current Council term (2023 – 2026). As on-road transportation represents the majority (63%) of community greenhouse gas emissions and 27.3% of corporate emissions, a significant amount of County effort and resources will be directed towards reducing emissions within the transportation sector.

1. Support the adoption of electric vehicles
2. Transition to low-carbon transportation when electric is not a viable solution
3. Advance transportation demand management programming and infrastructure
4. Increase the use of local and renewable energy generation and security
5. Improve energy efficiency of existing buildings
6. Sequester carbon and protect natural resources
7. Optimize organic waste diversion
8. Create a climate conscious community culture

---

<sup>25</sup> Ibid 24

The 8 priority climate initiatives encompass 10 priority community goals and 4 priority corporate goals that will be focused on for the current Council term (Table 1).

**Table 1.** Priority climate initiatives and goals for the current Council term (2023-2026).

Major Climate Initiative	Priority Community Goal	Priority Corporate Goal
Support the adoption of electric vehicles	1.1 Increase electric vehicle uptake and local charging infrastructure for public access	2.1 Upgrade 16 gas and 3 diesel fleet vehicles to electric vehicles by 2030 when electric vehicles are available/vehicles reach end of life
	1.2 Electrify municipal and community fleet vehicles as part of their replacement cycle	2.3 The procurement of any replacement or new County fleet or equipment be electric in nature, unless an electric option is not available
Advance transportation demand management programming and infrastructure	1.4 Develop an Active Transportation Master Plan as part of the Official Plan	N/A
	1.5 Reduce single occupancy automated vehicle trips by providing local transit, carpooling, and ridesharing solutions suitable for rural communities	
Transition to low-carbon transportation when electric is not a viable solution	1.3 Explore the use of low-carbon fuels (e.g., biodiesel blends) in suitable municipal fleet vehicles	Community goal 1.3 includes Lanark County corporate fleet
Increase the use of local and renewable energy generation and security	2.5 Explore opportunities to utilize other renewable fuel sources and technologies where feasible	N/A
Improve energy efficiency of existing buildings	2.1 Develop and support the delivery of a local home energy retrofit program	3.5 Optimize heating and cooling efficiency in all County buildings to reduce energy consumption
	2.2 Launch a campaign to increase energy/water retrofits within the industrial, commercial, and institutional sector	5.1 Complete energy audits to identify the most effective energy-saving opportunities and prioritize projects when possible
Sequester carbon and protect natural resources	3.1 Increase the managed forested area and tree canopy within Lanark County	N/A

	3.2 Conduct studies to determine and protect the carbon sequestration and climate resilience value of wetlands, greenspaces, and other naturalized areas within the County	
Optimize organic waste diversion	4.2 Optimize organic waste diversion	N/A
	4.3 Explore utilizing organic waste and treated biosolids for third part renewable natural gas (RNG) production	N/A
Create a climate conscious community culture	To be integrated into all climate initiatives through the development of an engagement strategy.	

### Oversight and Governance

County Council will be responsible for adopting the Climate Action Plan and supporting the implementation of climate initiatives. The Climate and Environmental Department will continue to oversee the implementation of the plan and will encourage local municipalities to adopt the community Climate Action Plan and create their own corporate Climate Action Plans. The Climate and Environmental Department will also be responsible for liaising with community partners, raising public awareness of climate initiatives, and seeking funding. The Climate Action Working Group will continue to provide direction for the implementation of the plan during the current Council term.

### Monitoring and Reporting

Monitoring the implementation of the Climate Action Plan will be critical in reaching the emission reduction targets by allowing us to understand the impact of climate initiatives. Progress of the Climate Action Plan will be reported regularly to the Climate Action Working Group at the bimonthly meetings. An annual progress report of the Climate Action Plan will be provided to County Council at the end of each year.

Measurability and performance indicators will be identified for each goal in the Climate Action Plan as it moves into the implementation stage. Performance indicators could include the number of participants or community members reached, feedback surveys of participants, greenhouse gas emission reduction quantities, return on investment, and contributions to other sustainability goals.

The greenhouse gas emissions inventory will be updated at the end of each Council term to quantify progress and ensure that staff time is focused accordingly during the next Council term. As some initiatives may take years to create a measurable difference in emissions, updating the inventory every 4 years should allow adequate time to see more noticeable reductions in greenhouse gas emissions.

The Climate Action Plan will be reviewed every 4 years, within the first year of each Council term. These reviews will provide an opportunity to adjust the plan through the addition of new goals and removal of those that have been completed. The update and revisions of this plan will ensure that the plan remains

relevant with new information and advancements in technologies and continues to reflect the evolving needs of the community.

## Limitations

Understanding the limitations of the Climate Action Plan can provide those responsible for implementation and community members with an understanding of the barriers to overcome during the implementation process. Although some of these limitations may improve as the plan is implemented, some will limit the feasibility of certain goals. As new limitations present themselves over the implementation period, staff will work with the Climate Action Working Group and community partners reach viable solutions.

## Greenhouse Gas Accounting

All estimates of Lanark County's greenhouse gas emissions are based off the best available data. Increasing the accuracy of greenhouse gas sources and sinks will be an important part of monitoring and the continued improvement of the plan.

## Carbon Sequestration

Although there is sufficient research on understanding the carbon sequestration potential of trees and forests, there is limited data on the carbon sequestration potential of wetlands. Additionally, Lanark County's tree planting and pollinator habitat initiatives need to be assessed in greater detail as they relate to offsetting carbon. Having a more thorough understanding of how Lanark County's natural heritage offsets greenhouse gas emissions will be valuable in improving our future greenhouse gas inventories and reaching long-term climate targets.

## Measurability of Climate Initiatives

Some initiatives in the Climate Action Plan will require time to gain traction and show a noticeable impact in the emission inventory. Implementing these actions early in the plan will be important but may not yield high reductions by the mid-term target year (2030). Additionally, implementing certain actions may not result in a measurable decrease in greenhouse gas emissions. For example, education, while integral to the ultimate success of climate initiatives, will pose a challenge in terms of quantifying its impact.

## Geography and Population Density

Due to its size and population density, Lanark County faces various challenges in implementing climate initiatives. The dispersed settlement patterns of Lanark County make it highly dependent on vehicles for transportation, making it challenging to implement climate initiatives within the transportation sector. Other challenges in climate action typical of smaller municipalities include the limited financial resources to develop, implement, deliver, and monitor climate initiatives; and the inability to draw upon the expertise and resources present in larger urban centres, making them more dependent on external consultants<sup>26</sup>. The rural nature and size of municipalities in Lanark County will continue to be addressed throughout the implementation and revision stages of the Climate Action Plan.

---

<sup>26</sup> Federation of Canadian Municipalities, *Small and Rural Communities Climate Action Guidebook*. [https://assets-global.website-files.com/6022ab403a6b2126c03ebf95/607d839e9feb3a640fb82fd9\\_Small%20and%20Rural%20Communities%20Guidebook\\_EN.pdf](https://assets-global.website-files.com/6022ab403a6b2126c03ebf95/607d839e9feb3a640fb82fd9_Small%20and%20Rural%20Communities%20Guidebook_EN.pdf)

## Appendix

To be completed; will detail assumptions, measurement protocols used, and methods to data collection.





**Municipality of Huron Shores**  
7 Bridge Street, PO Box 460  
Iron Bridge, ON P0R 1H0  
Tel: (705) 843-2033 Fax: (705) 843-2035

June 2, 2023

**Re: Res. #23-12-01 – Letter to the Ontario Minister of Health re: Health Care Crisis**

The Council of the Corporation of the Municipality of Huron Shores passed Resolution #23-12-01 at the Special Meeting held Wednesday, May 31<sup>st</sup>, 2023, as follows:

“WHEREAS the North Shore Health Network has temporarily closed the Emergency Department at the Thessalon site on May 24th, May 25th, May 29th, and May 31st, due to physician shortages;

AND WHEREAS having no primary care physicians to help service the Thessalon site and catchment area is particularly concerning;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Municipality of Huron Shores authorizes Mayor Seabrook to draft a letter to the Minister of Health to address the current health care crisis occurring in rural and Northern Ontario;

AND THAT the letter be circulated to all Northern Ontario municipalities, the Premier of Ontario, the Ontario Minister of Health, and Northern Ontario MPP's;

AND THAT the letter be posted on the Municipal website and social media accounts.”

Should you require anything further in order to address the above-noted resolution, please contact the undersigned.

Yours truly,

Natashia Roberts

CAO/Clerk  
NR/KN



**Municipality of Huron Shores**

7 Bridge Street, PO Box 460  
Iron Bridge, ON P0R 1H0

Ontario Ministry of Health  
The Honourable Sylvia Jones  
777 Bay Street, 5<sup>th</sup> Floor  
Toronto, On M7A 2J3

May 31, 2023

Minister Jones;

I am writing to you today regarding urgent and deeply-concerning challenges in medical care in the Municipality of Huron Shores and surrounding areas.

Over the past week, the Emergency Department at North Shore Health Network – Thessalon Site has been shut down four times due to a lack of available physicians. This is especially concerning as we have no primary care physicians in the four practices at two medical clinics that help service this site and catchment area. We currently rely on locum coverage.

Your Ministry recently decided to cancel the CTSLEPE funding, a key tool in attracting the locums who have helped keep our Emergency Department open for the last two years. The removal of this program, with no replacement, has made the arduous task of attracting locums even more challenging.

As well, the RNPGEA contract that our primary care physicians work under needs a major overhaul. It is no longer relevant, and acts as an impediment to attracting doctors to practice in the North, particularly in our small medical clinics that serve thousands of patients. This is as significant an issue as the discontinuation of the CTSLEPE funding. Under a different contract, the neighboring practices in Blind River have full complements, including physicians who live in our Municipality. While we appreciate efforts like adding 30 undergraduate positions at NOSM, these are potential long-term fixes that do not address the current crisis.



**Municipality of Huron Shores**

7 Bridge Street, PO Box 460  
Iron Bridge, ON P0R 1H0

The daily closures I mentioned are not the only ones we will face at the Thessalon Site over the next few months. As you can appreciate, any Emergency Department closure puts patients at risk, particularly as the next nearest sites are significant distances away. We call on you and your government to engage with stakeholders in the North and provide the tools necessary to keep our Emergency Department open, and to attract physicians to the practices currently sitting empty.

Northern Ontario residents deserve quality local medical care.

Regards,

Matthew Seabrook, Mayor  
Municipality of Huron Shores

c.c: Northern Ontario Municipalities  
The Honourable Doug Ford, Premier of Ontario  
Michael Mantha, MPP Algoma – Manitoulin  
Ross Romano, MPP Sault Ste Marie  
Lise Vaugeois, MPP Thunder Bay – Superior North  
Hon. George Pirie, MPP Timmins  
Jamie West, MPP Sudbury  
Hon. Victor Fedeli, MPP Nipissing  
Hon. Greg Rickford, MPP Kenora – Rainy River



# 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**



# COUNCIL CALENDAR

## August 2023

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7 Civic Holiday	8 6PM Council 7PM COW	9	10	11	12
13	14	15	16 3PM Heritage	17	18	19
20	21	22 6PM Council 7PM COW	23	24	25	26
27	28 6PM Committee of Adjustment	29	30	31		



# 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 COW - Strategic Plan	28	29	30	



**Municipality of Mississippi Mills**  
**PENDING LIST**  
**June 20, 2023**

Title	Department	Comments/Status	Report to Council (Date)
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