



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, April 16, 2019

5:30 p.m.

Council Chambers, Municipal Office

PLEASE REMEMBER TO SET YOUR CELL PHONE TO SILENT AND THAT NO RECORDING DEVICES ARE PERMITTED.

A. CALL TO ORDER (5:30 p.m.)

B. CONSIDERATION OF A CLOSED SESSION

1. Committee Appointments - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*).

REGULAR SESSION (6:00 p.m.)

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

G. APPROVAL OF MINUTES

Council Minutes dated March 28, April 2, and 4, 2019

Pages 6-25

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Presentation: Almonte District High School Card Board Boat Team
Re: Ottawa and Provincial Awards

I. PUBLIC MEETINGS

1. Zoning Amendment - Henry, 550 Country Street, Almonte
2. Zoning Amendment - Davies, Comba Lane, Pakenham
3. Zoning Amendment - Mount Pakenham, Pakenham

Pages 26-33

Pages 34-40

Pages 41-46

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

- CAO Report Pages 47-49

Minutes

- MRPC – March 4, 2019 Pages 50-56
- Agriculture – April 3, 2019 Pages 57-58

(J.2) REPORTS**Roads and Public Works**

- a. Wastewater Treatment Facility 2018 Annual Report** Pages 59-103

Recommendation:

That Council receive the 2018 Annual Report for the Mississippi Mills Wastewater Treatment Facility as prepared by the Ontario Clean Water Agency.

- b. Howie Road Depot** Pages 104-108

Recommendation:

That Council direct staff to close Howie Road Depot from November 15th to March 31st annually beginning in the Fall of 2019.

- c. Pollinator Plant Pilot Project** Pages 109-110

Recommendation:

That Council approve the recommended 2019 Pollinator Plant Pilot Project as outlined in the Director of Roads and Public Works report dated April 16, 2019.

- d. Amendment to By-law 13-108 Regulating All-terrain Vehicles** Pages 111-115

Recommendation:

That Council approve an amendment to By-law 13-108 to allow for set fines to be issued for violations of the by-law.

Building & Planning

- e. Revised Pool By-law** Pages 116-128

Recommendation:

That Council approve the revised Pool By-law as presented and repeal By-law 16-68.

f. Heritage Conservation District 2 Year Program Review and Assessment

Pages 129-140

Recommendation:

That Council pass a bylaw amending the Heritage Conservation District Plan to distinguish the following provisions of the plan:

- Section 5.3.1 (Major Permits) shall only be required for contributing and vacant properties specifically.
- That new commercial signage and awnings shall be considered via Section 5.3.2 (Minor Permits)
- That any substantial work on a non-contributing property may be considered via Section 5.3.2 (Minor Permits)
- That the following work be exempt from permitting requirements in accordance with Section 5.2: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.

And that Council pass an amendment to the Delegating Authority By-law authorizing staff to review and approve Heritage Grant applications, in accordance with standardized review criteria and report mechanisms, with a final right of appeal to Council.

Finance and Administration

g. 2019 Municipal Budget and Water and Sewer Budget

Pages 141-144

Recommendation:

1. That Council approve the 2019 budget.
2. That Council approve the 2019 water and sewer budget;
And that the 2019 water and sewer rate by-law be approved.

h. Process to Revise the Procedural By-Law

Page 145

Recommendation:

That Council direct staff to begin the revision of the Procedural By-law.

(J.3) INFORMATION ITEMS

- Information Reports from Members of Council
 - Mayor's Report Page 146
 - County Councillors' Report Verbal
 - Mississippi Valley Conservation Authority Report Pages 147-151
 - Ontario Good Roads Association – Councillor Ferguson Pages 152-153
- Information List Pages 154-175
- Meeting Calendars (*April/May*) Pages 176-177

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of April 16, 2019 be adopted as resolutions of Council.

L. BY-LAWS

That By-laws 19-39 to 19-43 be taken as read, passed, signed and sealed in Open Council.

19-39 Water and Sewer Services Rates	Pages 178-179
19-40 Delegated Authority Amendment – Heritage Grants	Page 180
19-41 Heritage Conservation District Amendments	Page 181
19-42 ATV By-law Amendment	Page 182
19-43 Pool By-law	Pages 183-192

M. OTHER/NEW BUSINESS

1. Regionally Appropriate Policies for the Provincial Policy Statement – Mayor Lowry
(from Notice of Motion March 19, 2019)

Recommendation:

Whereas the Ministry of Municipal Affairs is currently reviewing the Provincial Policy Statement;

And whereas the Provincial Policy Statement has significant impact on land use planning in every Municipality in Ontario;

And whereas the Provincial Policy Statement are geographically inclusive across the Province of Ontario;

And whereas the Province has determined it appropriate to develop a Growth Plan for Northern Ontario (2011), designed to be responses to Northern circumstances and Northern input;

And whereas the socio-economic, geographical and agricultural landscape of Eastern Ontario is unique in its land use challenges and opportunities;

Therefore be it resolved that the Corporation of the Municipality of Mississippi Mills expresses its desire to have a regionally appropriate Growth Plan in addition to the policies provided by the Provincial Policy Statement;

And furthermore, that this resolution be circulated to the Premier, Minister of Municipal Affairs and Housing, Minister of Agriculture Food and Rural Affairs, our local MPP and all Eastern Ontario municipalities for their endorsement and support.

2. Local Improvement Petition Policy - Councillor Maydan
(from notice of Motion April 2, 2019)

Recommendation:

- a. That Council direct Staff to determine the feasibility of implementing a Local Improvement Petition Policy in accordance with the Municipal Act and the Local Improvement Act.
- b. That Council direct Staff to review the Municipal Petition Policy to include provisions regarding opposition to proposed capital projects.

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW – 19-44

Q. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Council Meeting #13-19

MINUTES

A special meeting of Council was held on Thursday, March 28, 2019 at 6:00 p.m. in the auditorium of Almonte Old Town Hall.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 6:00 p.m.

B. O CANADA

The Council meeting was opened with the singing of O Canada.

C. ATTENDANCE

PRESENT:

Mayor Christa Lowry
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan
Councillor Denzil Ferguson

ABSENT:

Shawna Stone, Acting CAO
Jeanne Harfield, Acting Clerk
Jennifer Russell, Acting Deputy Clerk

D. APPROVAL OF AGENDA

Resolution No. 197-19

Moved by Councillor Ferguson

Seconded by Councillor Guerard

THAT the agenda be approved as presented.

CARRIED

E. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF

None were declared.

F. SELECTION OF A PERSON TO FILL THE COUNCIL VACANCY

The Acting Clerk reviewed the voting process and administered the vote in accordance with the Council Vacancy Appointment Procedure as adopted by Council.

Round 1 – Select top three (3) candidates

The Acting Clerk distributed the voting cards to all Members of Council. Once all votes had been cast, the Acting Clerk collected the voting cards.

The Acting Clerk read the voting cards individually, a summary of which is presented as follows:

- For David Hinks:
Councillors Dalgity, Holmes and Maydan
- For Rickey Minnille:
Mayor Lowry and Councillors, Dalgity, Ferguson, Guerard and Holmes.
- For Steve Maynard:
Councillors Guerard and Maydan
- For Jane Torrance:
Mayor Lowry and Councillor Ferguson
- For Paul Watters:
Councillors, Dalgity, Ferguson, Guerard, Holmes and Maydan
- For Philip Wood:
Mayor Lowry

The Acting Clerk verified the votes and announced the results of the first round as follows:

David Hinks:	3 votes
Rickey Minnille:	5 votes
Steve Maynard:	2 votes
Jane Torrance:	2 votes
Paul Watters:	5 votes
Philip Wood:	1 vote

The Acting Clerk advised that the top three (3) candidates would go forward to the second round of voting. All other candidates would be excluded.

Round 2 – Select preferred candidate

The Acting Clerk advised that the candidates for the second round of voting were:

- David Hinks
- Rickey Minnille
- Paul Watters

The Acting Clerk distributed the voting cards to all Members of Council. Once all votes had been cast, the Acting Clerk collected the voting cards.

The Acting Clerk read the voting cards individually, a summary of which is presented as follows:

- For David Hinks:
None
- For Rickey Minnille:
Mayor Lowry and Councillors Ferguson and Guerard
- For Paul Watters:
Councillors Dalgity, Holmes and Maydan

The Acting Clerk verified the votes and announced the results of the second round as follows:

David Hinks:	0 votes
Rickey Minnille:	3 votes
Paul Watters:	3 votes

Candidate Hinks received zero votes and was therefore excluded. Candidates Minnille and Watters resulted in a tie. The Acting Clerk advised that in the event of a tie the winner would be determined by lot. The names of Candidates Minnille and Watters were placed into a container. The Acting Clerk pulled a name and declared Rickey Minnille appointed to fill the vacant office of Deputy Mayor for the remainder of the term of Council. The vote tally sheets are attached to the minutes.

G. APPOINTMENT BY-LAW

By-law 19-31

Resolution No. 198-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT By-law 19-31, being a by-law to appoint Rickey Minnille to fill the vacancy in the office of Deputy Mayor for the Municipality of Mississippi Mills, be read, passed, signed and sealed in Open Council this 28th day of March 2019.

CARRIED

H. DECLARATION OF OFFICE AND OATH OF ALLEGIANCE

The Acting Clerk administered the Declaration of Office and Oath of Allegiance as required by subsection 232(1) of the *Municipal Act*, 2001. Following the signing of the Declaration of Office and Oath of Allegiance, Deputy Mayor Rickey Minnille took his seat at the Council table.

I. CONFIRMATORY BY-LAW

By-law 19-32

Resolution No. 199-19

**Moved by Deputy Mayor Minnille
Seconded by Councillor Guerard**

THAT By-law 19-32 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 28th day of March 2019, be read, passed, signed and sealed in Open Council this 28th day of March 2019.

CARRIED

J. ADJOURNMENT

Resolution No. 200-19

Moved by Councillor Maydan

Seconded by Councillor Dalgity

THAT the meeting be adjourned at 6:14 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



Council Vacancy 2019
Appointment Process - Part 2: Selection
ROUND 1

	Mayor Lowry	Councillor Dalgity	Councillor Maydan	Councillor Holmes	Councillor Guerard	Councillor Ferguson	TOTAL VOTES
HINKS, David		1	1	1			3
MINNILLE, Rickey	1	1		1	1	1	5
MAYNARD, Steve			1		1		2
TORRANCE, Jane	1					1	2
WATTERS, Paul		1	1	1	1	1	5
WOOD, Philip	1						1



**Council Vacancy 2019
Appointment Process - Part 2: Selection
ROUND 2**

	Mayor Lowry	Councillor Dalgity	Councillor Maydan	Councillor Holmes	Councillor Guerard	Councillor Ferguson	TOTAL VOTES
HINKS, David							0
MINNILLE, Rickey	1				1	1	3
MAYNARD, Steve							0
TORRANCE, Jane							0
WATTERS, Paul		1	1	1			3
WOOD, Philip							0

*The Acting Clerk advised that in the event of a tie the winner would be determined by lot. The names of Candidates Minnille and Watters were placed into a container. The Acting Clerk pulled a name and declared Rickey Minnille appointed to fill the vacant office of Deputy Mayor for the remainder of the term of Council.



The Corporation of the Municipality of Mississippi Mills

Council Meeting #14-19

MINUTES

A regular meeting of Council was held on Tuesday, April 2, 2019 at 5:00 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 5:00 p.m.

B. CONSIDERATION OF A CLOSED SESSION

Resolution No. 201-19

Moved by Councillor Ferguson

Seconded by Deputy Mayor Minnille

THAT Council enter into an in camera session at 5:00 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act s. 239 2(f)*).

CARRIED

Resolution No. 202-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Council return to regular session at 6:00 p.m.

CARRIED

Council recessed at 5:41 p.m.

Rise & Report

1. Update on HR Matter 1

Information was provided in camera.

2. Update on HR Matter 2

Resolution No. 203-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Council appoint Steve Giberson as interim Fire Chief effective April 8, 2019.

CARRIED

Resolution No. 204-19**Moved by Councillor Ferguson****Seconded by Councillor Holmes****THAT** By-law 19-35, being a by-law to appoint an Interim Fire Chief for the Municipality of Mississippi Mills, be taken as read, passed, signed and sealed in Open Council.**CARRIED**

3. Councillor Maydan Motion

Information was provided in camera.

4. Legal Opinion

Information was provided in camera.

C. O CANADA

The Council meeting was opened with the singing of O Canada.

D. ATTENDANCE**PRESENT:**

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan
Councillor Denzil Ferguson

ABSENT:

Shawna Stone, Acting Chief Administrative Officer
Jeanne Harfield, Acting Clerk
Jennifer Russell, Acting Deputy Clerk
Tiffany MacLaren, Community & Economic Development Coordinator (left at 6:35 p.m.)
Robert Kennedy, Facility/Health and Safety Coordinator (left at 7:00 p.m.)
Guy Bourgon, Director of Roads and Public Works (left at 8:02 pm)
Niki Dwyer, Director of Planning
Rhonda Whitmarsh, Treasurer

Mayor Lowry introduced and welcomed Deputy Mayor Rickey Minnille to Council. Deputy Mayor Minnille briefly spoke to thank everyone for their support and looking forward to serving as Deputy Mayor for the remainder of the term.

E. APPROVAL OF AGENDA**Resolution No. 205-19****Moved by Councillor Holmes****Seconded by Councillor Dalgity****THAT** the agenda be approved as presented.**CARRIED****F. DISCLOSURE OF PECUNIARY INTEREST AND GENERAL NATURE THEREOF**

[None]

G. APPROVAL OF MINUTES**Resolution No. 206-19****Moved by Councillor Ferguson****Seconded by Councillor Maydan****THAT** the Council Minutes dated March 19 and 25, 2019 be approved as presented.**CARRIED****H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

1. Kim Bennett and Tracy McIntyre, Municipal Property Assessment Corporation (MPAC) re: Assessment & Taxation.

Kim and Tracy provided a high-level overview of MPAC; key components of the Ontario assessment system; municipal tax revenue; approaches to the valuation of property; phase-in assessment; and the assessment roadmap.

Resolution No. 207-19**Moved by Councillor Ferguson****Seconded by Deputy Mayor Minnille****THAT** the delegation by Kim Bennett and Tracy McIntyre re: Assessment & Taxation be received.**CARRIED****I. PUBLIC MEETINGS**

[None]

J. COMMITTEE OF THE WHOLE**Resolution No. 208-19****Moved by Councillor Guerard****Seconded by Councillor Dalgity****THAT** Council resolve into Committee of the Whole, with Mayor Lowry in the Chair.**CARRIED**

J.1 CONSENT ITEMS

Proclamation Emergency Preparedness Week

Resolution No. 209-19**Moved by Councillor Ferguson****Seconded by Councillor Dalgity**

WHEREAS Emergency Preparedness Week is an annual event that takes place each year during the first full week of May;

AND WHEREAS this initiative has taken place since 1996 and is a collaborative event undertaken by provincial and territorial management organizations in conjunction with Public Safety Canada and other partners;

AND WHEREAS Emergency Preparedness Week encourages Canadians to take three simple steps to become better prepared to face a range of emergencies:

1. Know the Risks
2. Make a Plan
3. Get an Emergency Kit;

AND WHEREAS the safety of our community is the responsibility of each and every resident;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi Mills does hereby proclaim May 5 - 11, 2019, as Emergency Preparedness Week in an effort to raise awareness of the need to prepare for the possibility of an emergency, know the risks, make a plan and get an emergency kit.

CARRIED

Resolution No. 210-19**Moved by Deputy Mayor Minnille****Seconded by Councillor Maydan**

THAT the minutes of the following committees be received:

- Library – February 20, 2019
- Accessibility – March 21, 2019

CARRIED

J.2 STAFF REPORTS

Recreation and Culture

- a. Road Closure Request – Exchange Movie Company Inc.

Resolution No. 211-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Dalgity

THAT Council approve the following rolling closures & temporary road closures for the feature film “The Exchange” occurring between Monday, April 9th and Wednesday, April 24th:

Date	Streets	Time	Details	Traffic
April 15, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming inside and outside Superior Restaurant Parking up both sides of Brae St. after 6PM April 14 th	Intermittent traffic stops (rolling closures) max 3 min at a time
April 16, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming inside and outside Cheerfully Made Parking both sides of Mill St (Brae to Bridge) after 6PM April 15 th Intermittent traffic stops (rolling closures) max 3 min at a time	Intermittent traffic stops (rolling closures) max 3 min at a time
April 17, 2019	Lower Mill Street	5:30AM to 9:00PM	Filming inside and outside The White Owl and into and out of the former Ultramar lot. Parking both sides of Mill St (Almonte St. to Brae St.) after 6PM April 16 th	Intermittent traffic stops (rolling closures) max 3 min at a time
April 18, 2019	9052 McCarton Road	5:30AM to 9:00PM	Technical trucks parked on McCarton Rd. between Golden Line Road and Ridgemont Drive.	Intermittent traffic stops (rolling closures) max 3 min at a time
April 23, 2019	Upper Mill Street	5:30AM to 9:00PM	Filming of parade scene on upper Mill Street Parking Brae Street from Mill Street to Farm Street on both sides of the road, including the parking lot on Brae Street. Parking on Mill St. from Brae to Bridge on both sides of the road after 6PM April 22 th Intermittent traffic block off throughout the day Ultramar parking lot to be offered as alternate parking. Movie Company will also provide a shuttle for customers where required.	Traffic to be detoured for a portion of the day– Beacon Light to be hired.
April 24, 2019	Lower Mill Street	5:30AM to 9:00PM	Parade scene moves through the town Parking and Vehicle Restriction Request: Mill Street between Almonte Street and Bridge Street after 6PM April 23 th	Traffic to be detoured for a portion of the day– Beacon Light to be hired.

			No through traffic except for emergency vehicles	
April 25, 2019	Lower Mill Street	5:30AM to 9:00PM	Parade scene moves through the town Parking: Mill Street between Almonte Street and Brae Street after 6PM April 24th Intermittent traffic block off throughout the day	Traffic to be detoured for a portion of the day– Beacon Light to be hired.

CARRIED**Roads and Public Works**

- b. Workplace Harassment and Violence Policies

Resolution No. 212-19**Moved by Councillor Maydan****Seconded by Councillor Dalgity****THAT** Council approve the following corporate policies and procedures as presented:

- a) Workplace Harassment Policy
- b) Workplace Violence Policy
- c) Respect in the Workplace Procedures revision date April 2nd, 2019

CARRIED

- c. 2019 Investing in Canada Infrastructure Program, Rural and Northern Communities Funding Stream Application

Resolution No. 213-19**Moved by Councillor Ferguson****Seconded by Councillor Holmes****THAT** Council approve the replacement of the Levi Bridge as the first community priority under the Investing in Canada Infrastructure Program (ICIP) – Rural and Northern Communities Funding Stream application;**AND THAT** the Director of Roads and Public Works be authorized to submit the application for funding under the ICIP Fund.**CARRIED****Planning and Development**

- d. Community Official Plan – Proposed Modifications (Part 3)

Resolution No. 214-19**Moved by Deputy Mayor Minnille****Seconded by Councillor Ferguson****THAT** Council receive the Community Official Plan - Proposed Modifications (Part 3) Report for information;**AND THAT** Council direct staff to proceed with Option 1 with respect to modification to Significant Valleyland Policies.**CARRIED**

Resolution No. 215-19**Moved by Deputy Mayor Minnille****Seconded by Councillor Dalgity****THAT** Council direct staff to proceed with Option 1 with respect to modification to Significant Wildland Habitat Policies.**CARRIED****Resolution No. 216-19****Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** Council direct staff to proceed with Option A1 with respect to modification to Aggregate Resource Policies.**CARRIED****Resolution No. 217-19****Moved by Councillor Holmes****Seconded by Councillor Maydan****THAT** Council direct staff to proceed with Option B1 with respect to modification to Aggregate Resource Policies.**CARRIED****Resolution No. 218-19****Moved by Councillor Holmes****Seconded by Councillor Maydan****THAT** Council direct staff to proceed with Option 1 with respect to modification to Natural Heritage Systems Policies.**CARRIED****Resolution No. 219-19****Moved by Deputy Mayor Minnille****Seconded by Councillor Maydan****THAT** Council direct staff to proceed with Option 1 with respect to modification to Population Projection Policies.**CARRIED****Resolution No. 220-19****Moved by Councillor Ferguson****Seconded by Deputy Mayor Minnille****THAT** Council direct staff to proceed with Option 1a with respect to modification to Settlement Strategy Policies.**CARRIED****Resolution No. 221-19****Moved by Councillor Dalgity****Seconded by Deputy Mayor Minnille****THAT** Council direct staff to proceed with Option 1 with respect to modification to Future Expansion Area Policies.**CARRIED**

Resolution No. 222-19**Moved by Councillor Ferguson****Seconded by Deputy Mayor Minnille**

THAT Council direct staff to request that the County of Lanark delay the decision on agriculture mapping until the completion of the LEAR review with a mutually agreed upon timeline.

CARRIED

Council recessed at 7:45 and resumed at 8:02

- e. Sweet Spot Storage, 111 Paterson Street Almonte - Site Plan Control

Resolution No. 223-19**Moved by Councillor Maydan****Seconded by Councillor Dalgity**

THAT Council approve the site plans for the property described as 111 Paterson Street as presented;

AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

CARRIED

- f. Kazia Homes Inc, 101 Carss Street Almonte – Site Plan Control

Resolution No. 224-19**Moved by Councillor Maydan****Seconded by Councillor Holmes**

THAT Council approve the site plans for Kazia Homes Inc. for the property described as 101 Carss Street as presented;

AND THAT the Mayor and Clerk be authorized to enter into a Site Plan Control Agreement for the proposed works.

CARRIED**Finance and Administration**

- g. Appleton Museum FCC Agrispirit Fund Application

Resolution No. 225-19**Moved by Deputy Mayor Minnille****Seconded by Councillor Ferguson**

THAT Council support an application by the Appleton Museum to the FCC (Farm Credit Canada) Agrispirit Fund.

CARRIED

h. Financing of Bridges and Culverts, Gemmill Park and Facility Improvements

Resolution No. 226-19**Moved by Deputy Mayor Minnille****Seconded by Councillor Dalgity**

THAT the Treasurer be authorized to obtain financing from the TD Bank in the amount of \$3,682,100 at a fixed rate of 2.99% (to be confirmed on April 2/19) for 10 years to finance bridge and culvert work, Gemmill Park and facility improvements.

CARRIED

i. Water and Sewer Penalty Rate

Resolution No. 227-19**Moved by Councillor Maydan****Seconded by Councillor Dalgity**

THAT the 2019 Water and Sewer rate by-law be amended to reflect a 1.25% penalty and interest charge on the past due balance of all water and sewer accounts;

AND THAT a monthly 1.25% interest charge apply to all water and sewer balances transferred to taxes for non-payment.

CARRIEDJ. 3 **INFORMATION ITEMS**- **Information Reports from Members of Council**• **Mayor's Report**

The Mayor provided a verbal update on work with local Truth and Reconciliation activities and ways that the Municipality can work with local groups.

• **County Councillors' Report**

Highlights: Homelessness Initiative Allocations

• **Mississippi Valley Conservation Report [None]**- **Information List 07-19****Resolution No. 228-19****Moved by Councillor Ferguson****Seconded by Councillor Holmes**

THAT Information List 07-19 be received.

CARRIED**Resolution No. 229-19****Moved by Councillor Maydan****Seconded by Councillor Holmes**

THAT Council participate in the Purple Light Campaign in support of World Pulmonary Hypertension Day on May 5th, 2019 by lighting the Almonte Old Town Hall purple.

CARRIED

- **Meeting Calendars**

Amendments: April 23, Parks and Recreation Advisory Committee Meeting at 3:00

K. RISE AND REPORT

Resolution No. 230-19

Moved by Councillor Ferguson

Seconded by Councillor Maydan

THAT the Committee rise and return to Council to receive the report on the proceedings of the Committee of the Whole.

CARRIED

Resolution No. 231-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Ferguson

THAT the recommendations of the Committee of the Whole for the meeting of April 2, 2019 be adopted as resolutions of Council.

CARRIED

L. BY-LAWS

Resolution No. 232-19

Moved by Councillor Dalgity

Seconded by Councillor Ferguson

THAT By-laws 19-33 and 19-34 be taken as read, passed, signed and sealed in Open Council.

CARRIED

By-Law 19-33

Resolution No. 233-19

THAT By-law 19-33, being a by-law to authorize the borrowing from the TD Bank the principal amount of \$3,682,100 for the financing of bridge and culvert work, Gemmill Park and facility improvements.

CARRIED

By-Law 19-34

Resolution No. 234-19

THAT By-law 19-34, being a by-law for the purpose of accepting strips of land deeded to the Municipality for the purpose of development control into the municipal highway system, for 0.3 m reserve described as Block 44 Plan 27M-58, Almonte Ward.

CARRIED

M. OTHER/NEW BUSINESS

Motion not tabled – awaiting further information

1. Regionally Appropriate Policies for the Provincial Policy Statement – Mayor Lowry
(from Notice of Motion March 19, 2019)

WHEREAS the Ministry of Municipal Affairs is currently reviewing the Provincial Policy Statement;

AND WHEREAS the Provincial Policy Statement has significant impact on land use planning in every Municipality in Ontario;

AND WHEREAS the Provincial Policy Statement are geographically inclusive across the Province of Ontario;

AND WHEREAS the Province has determined it appropriate to develop a Growth Plan for Northern Ontario (2011), designed to be responses to Northern circumstances and Northern input;

AND WHEREAS the socio-economic, geographical and agricultural landscape of Eastern Ontario is unique in its land use challenges and opportunities;

THEREFORE BE IT RESOLVED THAT the Corporation of the Municipality of Mississippi Mills expresses its desire to have a regionally appropriate Growth Plan in addition to the policies provided by the Provincial Policy Statement;

AND FURTHERMORE, THAT this resolution be circulated to the Premier, Minister of Municipal Affairs and Housing, Minister of Agriculture Food and Rural Affairs, our local MPP and all Eastern Ontario municipalities for their endorsement and support.

CARRIED

N. NOTICE OF MOTION

Notice was provided for the following motion; it will be debated at the April 16, 2019 Council meeting.

1. Local Improvement Petition Policy - Councillor Maydan

THAT Council direct Staff to determine the feasibility of implementing a Local Improvement Petition Policy in accordance with the Municipal Act and the Local Improvement Act;

AND THAT Staff review the Municipal Petition Policy to include provisions regarding opposition to proposed capital projects.

O. ANNOUNCEMENTS AND INVITATIONS

- Councillors Dalgity and Maydan will be at the Almonte Library the first Saturday of every month from 10:00 am – 12:00 pm to speak with residents
- Maple Weekend April 6-7 from 10am-4pm
- The Ten collective 2-day show at the Textile museum April 6-7 from 10am-6pm
- Maple Run Tour in Pakenham April 6-7 from 10am-5pm
- Volunteer appreciation night at Almonte Civitan Hall on April 11th at 5pm

P. CONFIRMATORY BY-LAW

By-law 19-36

Resolution No. 235-19

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT By-law 19-36 being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its regular meeting held on the 2nd day of April 2019, be read, passed, signed and sealed in Open Council this 2nd day of April, 2019.

CARRIED

Q. ADJOURNMENT

Resolution No. 236-19

Moved by Councillor Dalgity

Seconded by Councillor Guerard

THAT the meeting be adjourned at 8:28 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Council Meeting #15-19

MINUTES

A special meeting of Council was held on Thursday, April 4, 2019 at 6:00 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 6:00 p.m.

B. ATTENDANCE

PRESENT:

Mayor Christa Lowry
Deputy Mayor Rickey Minnille
Councillor John Dalgity
Councillor Bev Holmes
Councillor Cynthia Guerard
Councillor Janet Maydan
Councillor Denzil Ferguson

ABSENT:

Jeanne Harfield, Acting Clerk
Rhonda Whitmarsh, Treasurer
Guy Bourgon, Director of Public Works

C. APPROVAL OF AGENDA

Resolution No. 237-19
Moved by Deputy Mayor Minnille
Seconded by Councillor Holmes
THAT the agenda be approved as presented.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST OR GENERAL NATURE THEREOF

[None]

E. PUBLIC MEETINGS

1. 2019 Budget and 2019 Water and Sewer Budget

The Treasurer presented the draft 2019 budget and the Director of Public Works presented the 2019 Water and Sewer Budget. The Treasurer and Director of Public Works answered questions from the public with follow-up questions to be addressed at a later date. The following individuals addressed Council requesting clarification on the following matters:

- Lorne Heslop – Water and Sewer budget – water revenues and paying for operation and capital. The funding of the budget by the water bills
- Steve Maynard – tax rates and tax revenues, long term debt, new debt for 2019
- Bill Duncan – amount of debt and Pakenham bump-outs
- Larry Surtees – Targeted reserves
- Darwin Ziebarth – Pakenham bump-outs , sewage bypasses in 2018
- Vic Bodé – Safety of crossing in Pakenham (proposed bump-outs)
- Susan Macaulay – livestreaming
- Shirleen Duncan – Pakenham bump-outs and alternate solutions or locations

Action: The final 2019 Budget and 2019 water/sewer budget will be presented at the next Council meeting for approval.

F. CONFIRMATORY BY-LAW

By-law 19-37

Resolution No. 238-19

Moved by Deputy Mayor Minnille

Seconded by Councillor Holmes

THAT By-law 19-37, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 4th day of April, 2019, be read, passed, signed and sealed in Open Council this 4th day of April, 2019.

CARRIED

G. ADJOURNMENT

Resolution No. 239-19

Moved by Councillor Ferguson

Seconded by Councillor Dalgity

THAT the meeting be adjourned at 7:01 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-04-19**
Part Lot 13, Concession 9 Ramsay
Ramsay Ward, Municipality of Mississippi Mills

KNOWN AS: 555 Country Street
OWNER: Joseph and Terra Henry

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from “Development” (D) to “Development – Special Exception” (D-x) to permit the construction of a new single detached dwelling on the property. The property is currently occupied by a single detached dwelling which is uninhabitable.

DESCRIPTION OF SUBJECT LANDS

The subject lands are known as Part of Lot 13, Concession 9, Ramsay Ward, located immediately adjacent to the settlement area of the Town of Almonte. The property has historically been a farmed property and the original farmhouse still stands roughly in the centre of the property at the end of a 300m lane.

The subject property has been earmarked by the Municipality as “Future Expansion Lands” in the 2006 Community Official Plan, and the preliminary Environmental Compliance Approvals for the Municipal servicing systems identify the land for the eventual addition to the urban area of Almonte. However, the servicing requirements for the site are extensive, including the provision of an additional piped watermain connection across the Mississippi River and as such it is acknowledge that it is unlikely that the lands will be absorbed into the urban area within the next 15-20 years.

It is common practice for Municipality’s to designate lands acknowledged for future growth as “Development” – which in essence acts as a holding until certain conditions are met (ie. boundary expansion is justified, servicing constraints have been removed). The development designation limits any new development which may prohibit or challenge the ability to maximize development potential of the site in the public interest.

This rational for the “Development” designation and the future needs of the community for the site have been thoroughly discussed with the current applicant.

SERVICING & INFRASTRUCTURE

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services. A private well and septic system for the original farmhouse are located on the property and will be subject to decommissioning and replacement and/or rehabilitation as part of the development proposal.

Access to the property is provided by Country Street, a municipally maintained road. The property also has frontage on Highway 29, a County Road, however there are no existing entrance permits from the street.



COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Rural”. The Plan acknowledges that pressure for residential development can be beneficial to the Municipality provided that it doesn’t limit sensitive uses that can only be allocated in the rural environment (ie. resource extraction, environmental features, or agricultural uses).

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.

The plan also specifically provides the objective to:

“provide direction to the location of new rural non-farm residential lots and the placement of houses on such lots is to be considerate of traditional rural land uses and environmental features”.

The property is also notably identified in Schedule “A” as “Future Expansion Lands” for Almonte Ward. The subject land represents part of 1 of 3 large contingents of land for future growth of the urban area. The Mississippi Mills Growth and Settlement Strategy acknowledge that in general:

“Development proposals involving lands within the “Future Expansion” overlay shall be assessed to ensure that they will not hinder future expansion of the urban area should that need ever arise.” – Policy 2.5.3.2.3.3

In this particular area of expansion, this property represents only part of multiple land holdings within the expansion area. This is unique to the other expansion areas which are largely or exclusively, composed of single land holdings for development.



Adjacent uses around the site are mixed and include the higher-density residential uses of the Town of Almonte (small lot singles and semi-detached dwellings); large non-farm rural residential lots, a cemetery, and vacant rural lands.

ZONING BY-LAW #11-83

The subject property is presently zoned “Development” (D) in the Municipality of Mississippi Mills Zoning Bylaw 11-83.

The intent of the zoning is to recognize the intended future urban development of the lands for the Town of Almonte and thereby permit a limited range of uses which will not inhibit development options in the future, notably by imposing regulations which ensure a “low scale and intensity of development to reflect the characteristics of the existing land uses”.

The property was historically utilized as an agricultural holding, with a two-storey single detached dwelling associated with the use central on the property. The dwelling has been vacant for a significant number of years and at this time is in a state of disrepair which leaves limited opportunity to salvage the structure for occupation.

In exploring opportunities for the construction of a new dwelling, the owner’s sought opinion on the ability to deem the property to have “non-conforming use” status in accordance with Section 6.13 of the Zoning Bylaw which could be used to recognize the construction of a new dwelling to replace the existing dwelling. The provisions of the bylaw specify that the restoration or reconstruction of the dwelling cannot increase the height, size or volume of the structure, thereby limiting the potential style and configuration of a new dwelling.

As the owner’s wish to construct a bungalow of different massing, there was no ability to claim non-conformity rights to the new dwelling.

Instead, the owners have opted to file a zoning amendment application to construct the dwelling in the same location on the lot but of a different height, size and volume which meets their needs. The zoning amendment application seeks to add “a single detached dwelling” as a permitted use in accordance with the R1 zoning provisions for such a use.

In reviewing other “Development” holdings in the Municipality, staff have concluded that this approach has been used in several locations to ensure the temporary and active use of a site as an interim to future development needs.

PUBLIC COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act and received a number of general inquiries from adjacent property owners (10-12 telephone calls). The nature of nearly all of the inquiries pertained to clarity around the proposal to develop an entire subdivision on the site. Staff clarified that while the site is identified for future expansion needs of Almonte Ward, at present the site cannot be serviced for such a proposal and at this time the proposal is exclusively for a single detached dwelling and accessory uses permitted therein. Any future development proposal (ie. a subdivision) would be subject to public circulation and planning approval.

Comments were received from Enbridge Gas, the Mississippi Valley Conservation Authority and the Leeds Grenville District Health Unit indicating no objections at this time.

A staff report analyzing the merits of the application will be prepared following the public meeting in order to fully consider any and all public comments received.

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP MA BES
Director of Planning

ATTACHMENTS:

Appendix A – Proposed Sketch of the Development Location

Appendix B – Limited Service Residential Zone Provisions

APPENDIX B

SECTION 40 –DEVELOPMENT (D) ZONE

PURPOSE OF THE ZONE

The purpose of the Development (D) Zone is to:

- (1) recognize lands intended for future urban development in the Town of Almonte, and future village development within the Villages of Pakenham, Appleton, Blakeney and Clayton;
- (2) limit the range of permitted uses to those which will not preclude future development options; and
- (3) impose regulations which ensure a low scale and intensity of development to reflect the characteristics of the existing land uses.

40.1 USES PERMITTED

No person shall within a D Zone use any lot or erect or use any building or structure, for any purpose except for the following:

- uses, buildings and structures legally existing at the date of passing of this By-Law.
- accessory structures for uses, buildings and structures legally existing at the date of passing of this By-Law.

40.2 ZONING PROVISIONS

Zoning Mechanism	Provisions
Lot Area, minimum	existing
Lot Frontage, minimum	existing
Front Yard, minimum	6 m (19.7 ft)
Side Yard, minimum	6 m (19.7 ft)
Exterior Side Yard, minimum	6 m (19.7 ft)
Rear Yard, minimum	8 m (26.2 ft)
Height, maximum	11 m (36.1 ft)

40.3 SPECIAL PROVISIONS

40.3.1 Notwithstanding their 'D' zoning, on those lands delineated as 'D-1' a detached dwelling shall be permitted in accordance with the R1 zone provisions.

40.3.2 Notwithstanding their 'D' zoning, on those lands delineated as 'D-2' a detached dwelling shall be permitted in accordance with the R1 zone provisions.

40.3.3 Notwithstanding their 'D' zoning, on those lands delineated as 'D-3' two detached dwellings shall be permitted in accordance with the R1 zone provisions.

40.3.4 Notwithstanding their 'D' zoning, on those lands delineated as 'D-4' existing outbuildings may be used for office, training and meeting uses, provided that there is no increase in the gross leasable floor area.

40.3.5 Notwithstanding their 'D' zoning, on those lands delineated as 'D-5' development may proceed on private services; Section 4.9, Frontage on an open street shall not apply; and, the minimum setback from a railway right-of-way for a single detached dwelling shall be 30 m.

40.3.6 Notwithstanding their D' Zoning designation, on those lands delineated as 'D-6' on Schedule 'A' to this By-law a hobby farm shall be permitted in accordance with the following provisions:

- 1) the hobby farm shall be restricted to one barn with a maximum gross floor area of 100 m² (1076 ft²); and
- 2) the barn shall comply with the provisions of Section 6.2, Accessory Structures.

40.3.7 Notwithstanding their 'D' zoning designation, those lands designated as 'D-7' on Schedule 'A' to this By-law, a mail order arts and crafts supply business shall be permitted in a 2160 ft² accessory building containing warehousing, packaging and office space.

40.3.8 [By-law #18-77, repeals #11-13] Notwithstanding their "D" zoning designation, on those lands delineated as "D-8" to permit the construction of accessory structures.

40.3.9 [By-law #15-40] Notwithstanding their "D" zoning designation, lands designated as "D-9" on Schedule 'A' to this by-law, may be used in accordance with the D zone provisions contained in this by-law, excepting however that the minimum lot area shall be 20,803 m² (223,922 ft²).

40.3.10 [By-law #15-74] Notwithstanding their "D" zoning designation, lands designated as "D-10" on Schedule 'A' to this by-law, may be used in accordance with the D zone provisions contained in this by-law, excepting however that:

- 1) the minimum lot frontage shall be 25.62 m (84 ft); and
- 2) the minimum lot area shall be 8.65 ha (21.37 ac).

40.3.11 [By-law #16-65] Notwithstanding their "D" zoning delineation, lands delineated as "D-11" on Schedule 'A' to this by-law, may be used in accordance with the D zone provisions contained in this by-law, excepting however that:

- 1) the minimum lot frontage shall be 483.55 m (1,586.45 ft); and
- 2) the minimum lot area shall be 14.76 ha (36.47 ac).

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-05-19
Lot 8, Concession 9 Pakenham, being Part 1 on Reference Plan 27R-
10948
Pakenham Ward, Municipality of Mississippi Mills**

KNOWN AS: 250 Comba Lane, Pakenham
OWNER: Jim Davies (Farmgate Cider)

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from “Rural” to “Rural – Special Exception” to permit the enhancement of operations at an existing “Winery” (cidery) and add the additional permitted use of “Dairy”, and “Micro Brewery” in addition to the permitted “Rural” uses. There are no immediate plans to expand the use into a dairy or micro-brewery, but the owner has indicated that potential expansion of the business to include such functions may be explored. The following definition is proposed for the “Winery”:

“Shall mean the uses associated with the growing production of grapes, fruits or other produce directly associated with onsite cider or wine making process. Buildings or structures on the site may be used for value-added services including storage, display, processing, tasting, hospitality room, administrative facilities, outdoor patio area. An on-site restaurant, dining facility, commercial kitchen, banquet hall, retail facility or other uses that are normally incidental, subordinate and accessory to the main permitted use may also be permitted where it is demonstrated that they are secondary to the primary use.”

DESCRIPTION OF SUBJECT LANDS

The subject lands represent an area of approximately 108 acres at the end of Comba Lane in Pakenham Township. The property has historically been used for a variety of agricultural uses over the past 150 years including: dairy, beef, cash crop, sugar bush and at one time a saw mill. The property is presently used by the owners as a farm-residence with primary agricultural uses.

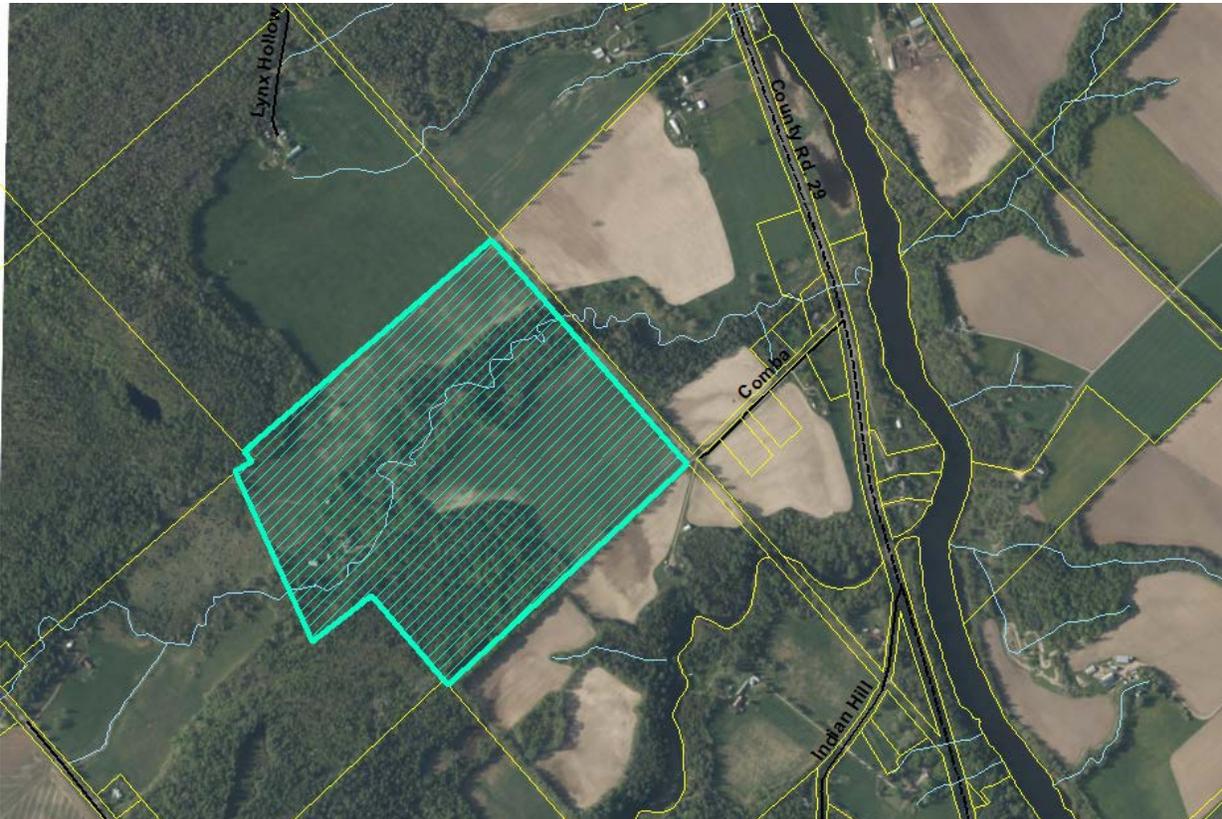
The owner is the chief proprietor of “Farmgate Cider”, a locally produced organic small batch cidery which presently retails at farms markets throughout Eastern Ontario. The

owners have established their primary cidery facility at the subject lands and are looking to not only recognize the cidery use but also forecast future business expansion opportunities associated with their business, including: micro-brewery and re-establishing the former dairy.

SERVICING & INFRASTRUCTURE

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services. An existing septic system and private well are present on the site.

Access to the property is provided by Comba Lane, a municipally owned and maintained road allowance. The property represents that last driveway of approximately 10 lots which make use of the roadway.



COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Rural” with pockets of “Locally Significant Agricultural Lands” on the property. The Plan places a high degree of significance on the value and protection of agricultural operations and notes that the Municipality shall work with local groups and farmers “...to ensure a positive climate for farmers to invest into the local agricultural industry...”.

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.



Within the Rural Designation, the Plan specifically acknowledges that there are locally significant agricultural lands which represent lands exhibiting class 1 to 3 soils, but do not meet the minimum area requirement to qualify as prime agricultural lands. Regardless of the locally significant agricultural designation, Rural lands shall be permitted to be used for:

- (i) **agricultural uses** including the growing of crops (including nursery, market gardens and horticultural crops), the raising of livestock and other animals for food or fur, (including dairy or beef cattle, poultry, swine, sheep, fish and non-traditional livestock, such as deer, bison, emu, pheasant, etc), aquaculture, apiaries, forestry, maple syrup production, orchards and associated farm buildings and structures;
- (ii) agriculturally related businesses and services, such as farm implement dealers, feed mill or seed cleaning plants, livestock assembly points, grain drying, animal husbandry services, storage for farm produce, abattoirs, custom machinery operators, or similar agri-businesses. Wherever possible, these uses shall be located on land that is of low capability for agriculture and shall not adversely affect agricultural operations in the general vicinity. Such uses shall be placed in a separate zoning category.
- (iii) farm gate retailing, home-based businesses (Section 3.6.11 of the Plan), agriculturally related tourist commercial uses, such as farm vacations and pick-your-own operations, value-added packing and processing of primary agricultural products, agricultural education

enterprises and similar activities which are secondary and incidental to the farming operation are also permitted; - Policy 3.3.2



Adjacent uses around the site are primarily Rural, being mixed farm and non-farm residential. Notably, a severance application for additional non-farm residential lots were approved on Comba Lane in recent years but have been yet to be developed.

The site is also bisected by Glenn Creek, located immediately adjacent to the existing buildings on the site.

ZONING BY-LAW #11-83

The subject property is presently zoned “Rural” (RU) in the Municipality of Mississippi Mills Zoning Bylaw 11-83.

The intent of the zoning is to permit a mix of traditional agricultural, forestry and non-farm residential uses while ensuring compatibility of enhanced development opportunities with the adjacent uses in the rural context.

While the zone permits miscellaneous agricultural uses, hobby farms, rural business, and various home-based businesses, the scale and nature of the proposed cidery and future expansion uses such as events spaces, tasting rooms, museum, and larger commercial cidery operations are outside the intended permitted agricultural uses of the Rural zone.

In reviewing the zoning designations of other similar cideries in Ontario, it was noted that many Municipalities (Ottawa, Niagara Region, Prince Edward County), site specifically zone the properties to permit “Wineries” or “Estate Wineries” as permitted uses to ensure that the site is adequately designed and serviced for the array of accessory uses that come with the operation of a Winery/Cidery.

PUBLIC COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act and have not received any comments from adjacent property owners at the time the report was drafted.

Comments were received from Enbridge Gas and the Leeds Grenville and Lanark District Health Unit indicating no objection to the application. The Municipality is awaiting comments from the Mississippi Valley Conservation Authority.

A staff report analyzing the merits of the application will be prepared following the public meeting in order to fully consider any and all public comments received.

All of which is respectfully submitted,



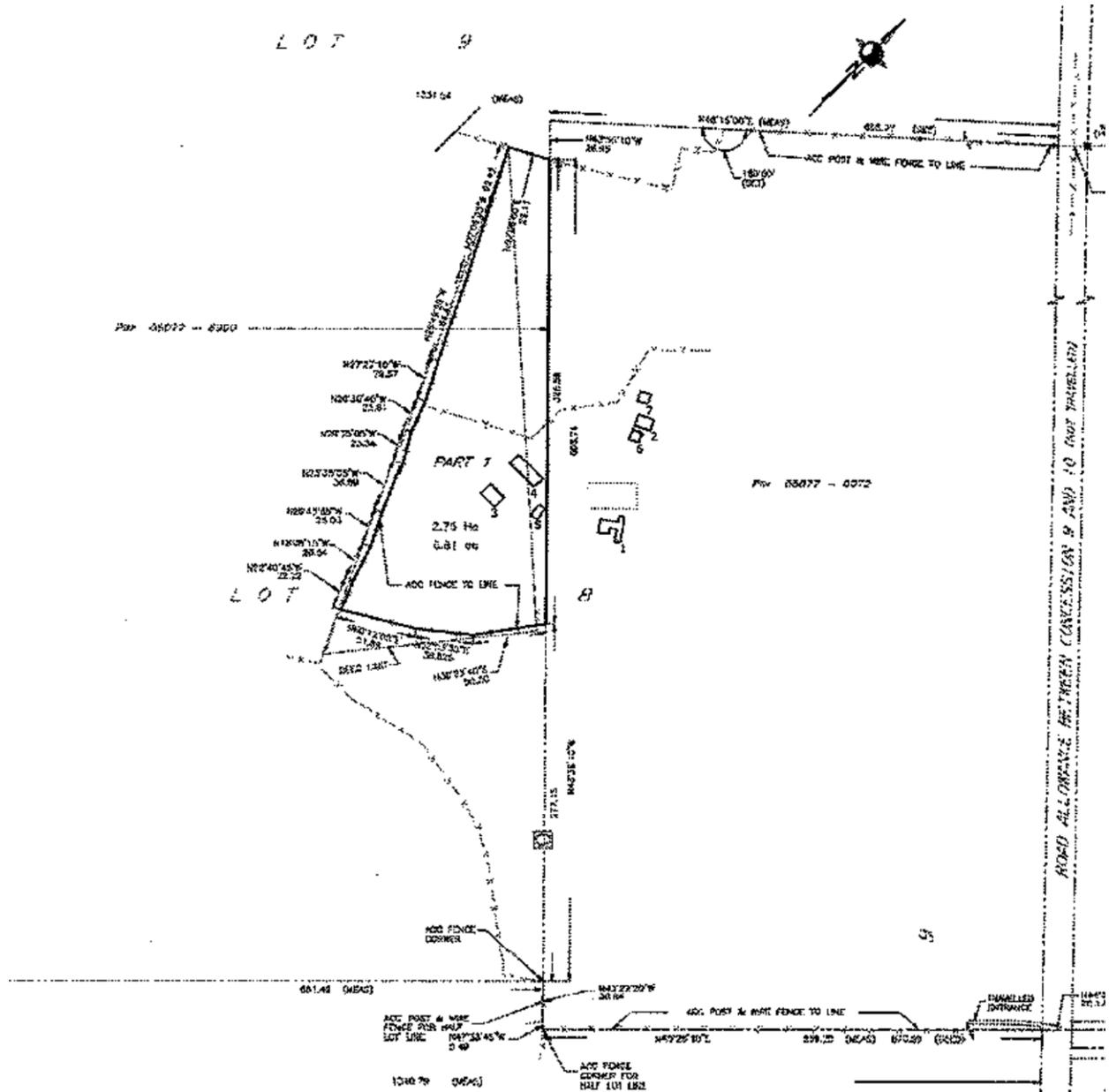
Niki Dwyer, MCIP RPP MA BES
Director of Planning

ATTACHMENTS:

Appendix A – Proposed Sketch of the Development Location
Appendix B – Limited Service Residential Zone Provisions

APPENDIX A

Proposed Sketch of the Development Location



APPENDIX B

SECTION 12 –RURAL (RU) ZONE

PURPOSE OF THE ZONE

The purpose of the RU – Rural Zone is to:

- (1) accommodate agricultural, forestry, non-farm residential lots by severance in areas designated **Rural** in the Community Official Plan;
- (2) recognize and permit this range of rural-based land uses which often have large lot or distance separation requirements; and
- (3) regulate various types of development in manners that ensure compatibility with adjacent land uses and respect the rural context.

12.1 USES PERMITTED

No person shall within the “RU” zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

(a) Residential Uses

- detached dwelling
- detached dwelling accessory to an agricultural use

- garden suite
- group home type A within a non-farm single detached dwelling
- accessory apartment [*By-law #17-61*]

(b) Non-Residential Uses

- agricultural uses
- bed and breakfast
- conservation areas
- forestry
- hobby farm
- home-based business - domestic and household arts
- home-based business - professional use
- home-based business - rural business
- home-based business - farm vacation
- hunt or fishing camp
- pit, Class A
- sugarbush

“DAIRY” means a building or portion of a building where dairy products are produced and processed for packaging, distribution and resale off premises. A dairy may include an accessory retail use up to 25% of gross leasable floor area.

“MICRO-BREWERY” means a building or structure used to brew local beer for sale and distribution and may include a retail facility not exceeding 25% of the gross leasable area [*By-law #15-06*].

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019

TO: Committee of the Whole

FROM: Niki Dwyer, Director of Planning

**SUBJECT: BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-03-19
Part Lot 13 and Lot 14, Concession 8 Pakenham, being Parts 1-34 on
Reference Plan 26R-1412
Pakenham Ward, Municipality of Mississippi Mills**

KNOWN AS: Part Lot 14, Concession 8 Pakenham Township (0931-946-015-24800)

OWNER: Mount Pakenham (Agent: Andrew Burns)

PURPOSE AND EFFECT

The purpose of the Zoning By-law Amendment is to rezone the property from “Rural” (RU) to “Limited Service Residential” (LSR) to permit the construction of a single detached dwelling on the subject property without frontage on an open and maintained municipal road. The property is presently vacant and accessible only by an unopened municipal road allowance. The owners have previously sought and obtained permission by the Municipality of Mississippi Mills to cross the unopened allowance to access the lands.

DESCRIPTION OF SUBJECT LANDS

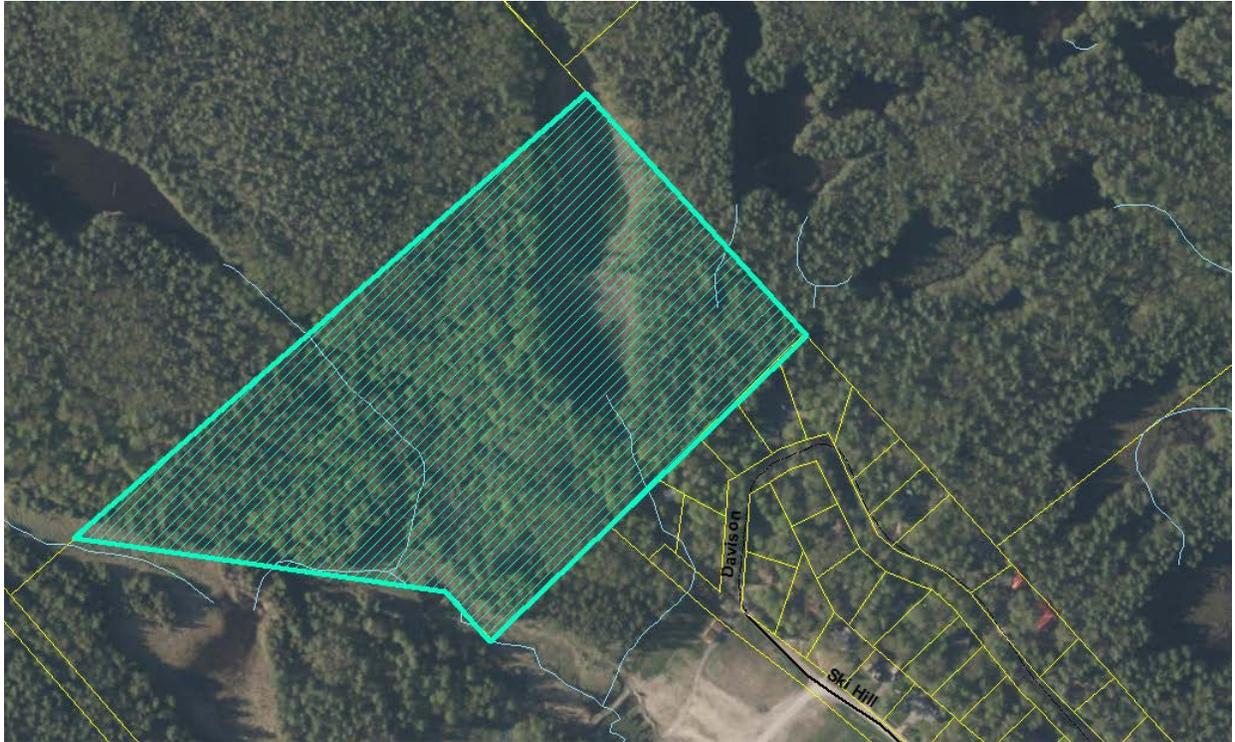
The subject lands are known as Part of Lot 14 on Concession 8, Pakenham Ward. The property is adjacent to Mount Pakenham Ski Hill and is owned by the corporation. The property has historically been used for cross-country ski trails, but has never been developed by the Ski Hill for formal uses.

Council will recall that the owners of the land had previously requested consideration of Council to permit the crossing of a road allowance to access an adjacent parcel of land for the proposed dwelling. In exploring options, the owners also considered developing a single detached dwelling on the Ski Hill property itself, but servicing requirements of the Ministry of Environmental for a communal commercial septic system have made the proposal infeasible.

SERVICING & INFRASTRUCTURE

The property falls outside of the urban settlement boundary of Almonte Ward, and thus the lands do not have access to municipal water and sanitary services.

Access to the property is provided by an unopened portion of the Ski Hill Road extension. The owner's have previously received approval from the Municipality to use the allowance for the purpose of constructing a private driveway to access the proposed location of the dwelling.



COMMUNITY OFFICIAL PLAN (COP)

Schedule B of the Official Plan identifies the subject lands as “Rural” with pockets of “Provincially Significant Wetland” on the property. Rural lands represent the vast majority of land area in Pakenham Ward, and are valued for their array of potential uses. Notably, the Plan acknowledges that pressure for residential development can be beneficial to the Municipality provided that it doesn't limit sensitive uses that can only be allocated in the rural environment (ie. resource extraction, environmental features, or agricultural uses).

3.3.1 Goal and Objectives

It is a goal of this Plan to:

Provide for an appropriate range of rural land uses which protect rural resources, traditional land uses, and environmental features.

The plan also specifically provides the objective to:

“provide direction to the location of new rural non-farm residential lots and the placement of houses on such lots is to be considerate of traditional rural land uses and environmental features”.

As the property is also partially designated “Provincially Significant Wetland” the proposal is under review by the Conservation Authority to provide comment on the potential impact and mitigating measures appropriate for any new structures.



Adjacent uses around the site are primarily Rural, being mostly single detached dwellings or vacant lands, with the notable exception of the adjacent Mount Pakenham Ski Hill which is designated Parkland and Open Space.

ZONING BY-LAW #11-83

The subject property is presently zoned “Rural” (RU) and “Environmental Protection” in the Municipality of Mississippi Mills Zoning Bylaw 11-83.

The intent of the zoning is to permit rural uses, only where the land is accessible by an open and maintained Municipal road allowance and where street frontage on said allowance is at least 45m.

Properties which do not have frontage on an improved road are instead permitted to be considered for development if they are rezoned into a Limited Service Residential Zone in accordance with the provisions of Section 6.7 of the Bylaw.

By zoning the lands to the Limited Service Residential Zone, the municipal services which would normally be provided on an open public highway will not be guaranteed include, but not limited to, snow ploughing, road grading, school busing, garbage pickup, and access by emergency vehicles.

PUBLIC COMMENTS RECEIVED:

Staff circulated the application in accordance with the provisions of the Planning Act and have not received any comments from adjacent property owners at the time the report was drafted.

Comments were received from Enbridge Gas indicating no comment or objection.

A staff report analyzing the merits of the application will be prepared following the public meeting in order to fully consider any and all public comments received.

All of which is respectfully submitted,



Niki Dwyer, MCIP RPP MA BES
Director of Planning

ATTACHMENTS:

Appendix A – Proposed Sketch of the Development Location

Appendix B – Limited Service Residential Zone Provisions

APPENDIX A

Proposed Sketch of the Development Location



APPENDIX B

6.7 FRONTAGE ON A PUBLIC STREET

(1) No building or structure shall be erected in any zone except the Limited Services Residential (LSR) Zone unless the lot on which such building or structure is located has frontage on a road which is an improved road and is part of the Corporation's approved road system. This provision shall not apply to a lot on a registered plan of subdivision where an agreement between the owner and the Corporation, which includes provisions for the construction of the streets in the subdivision, is registered in the Registry Office or the Land Titles Office. Notwithstanding the above, a non-residential building or structure accessory to a permitted agricultural, forestry or conservation use shall not require frontage on an improved road, nor shall a hunting or fishing camp.

SECTION 18 – LIMITED SERVICE RESIDENTIAL (LSR) ZONE

PURPOSE OF THE ZONE

The purpose of the LSR – Limited Service Residential Zone is to:

- (1) recognize and permit limited service residential development in areas designated as **Rural** in the Community Official Plan;
- (2) permit residential-only used as well as related and accessory uses;
- (3) regulate development in a manner that respects the rural character of the area.

In this By-law, limited service means municipal services which may normally be provided on an opened public highway will not be guaranteed including, but not limited to, snow ploughing, road grading, school busing, garbage pickup, access by emergency vehicles, sanitary sewers, or piped water supply.

18.1 USES PERMITTED

No person shall within the "LSR" zone use any lot or erect, alter or use any building or structure for any purpose except one or more of the following uses:

- a single detached dwelling
- a seasonal detached dwelling
- buildings, structures and uses accessory to a permitted use
- sewage disposal system

18.2 ZONE PROVISIONS

No person shall within any LSR Zone use any lot or erect or use any building or structure except in accordance with the following provisions:

Minimum lot area	4000 m ² (43,055.6 ft ²)
Minimum lot frontage	60 m (98.4 ft)
Minimum front yard	7.5 m (24.6 ft)
Minimum exterior side yard	7.5 m (24.6 ft)
Minimum side yard	3 m (9.8 ft)
Minimum rear yard	7.5 m (24.6 ft)
Minimum floor area	75 m ² (807 ft ²)
Maximum building height	11 m (36.1 ft)
Maximum lot coverage	15 %

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
INFORMATION REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Shawna Stone, Acting Chief Administrative Officer
SUBJECT: CAO's Report April 2019

The following information is an update on delegated authority items approved under By-law 13-18, namely for tenders, requests for proposals, and staff hiring.

Staffing
<p>Summer Students:</p> <ul style="list-style-type: none"> • Liam Fiebig, Recreation Facility Labourer • Dillon Elder, Recreation Facility Labourer • Matthew Hickey, Public Works Assistant • James Croth, Engineering Assistant • Nick Trimble, Administration/Records Management Assistant • Drew Brennan, Planning Assistant

Procurement		
<table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Emergency Repair Furnace Old Registry Office - CorCann Heating and Cooling (Section IX 4b(vii) and 4c Procurement Policy - Emergency Procurement)</td> <td style="width: 30%; text-align: right;">\$5,000.25 (HST included)</td> </tr> </table>	Emergency Repair Furnace Old Registry Office - CorCann Heating and Cooling (Section IX 4b(vii) and 4c Procurement Policy - Emergency Procurement)	\$5,000.25 (HST included)
Emergency Repair Furnace Old Registry Office - CorCann Heating and Cooling (Section IX 4b(vii) and 4c Procurement Policy - Emergency Procurement)	\$5,000.25 (HST included)	

Department Updates:

The following is a list of current projects underway and planned items to come forward in the upcoming year (2019).

CAO / Clerk's		
Item	Comments	Completion
Procedural By-law	Updates	Q2
Advisory Committee Structure	Set up training for new committees	Q2
Bill 68 Policy Updates	Ensure compliance with all aspects of Bill 68	Q2

Strategic Plan	Planning to commence following CAO recruitment	Q2/Q3
Website Upgrade	Staff to explore upgrade options and present to Council	Q3/Q4
Long Term HR Plan		Q4

Finance		
Item	Comments	Completion
Asset Management Policy	Special Council Meeting April 30 th at 3PM Policy updates required	Q2
Financial Plan	Update required	Q3/Q4
Budget	Draft 2020	Q3/Q4

Roads and Public Works		
Item	Comments	Completion
Downtown Infrastructure Renewal	Public Information Centre April 30 th	Q2
Spring Street Pumping Station Impellers	Completed	Q2
Howie Road Landfill	Review of Recycle Depot Hours of Operation	Q2
Pakenham Crosswalks	Awaiting Budget Approval, provisionally included in County tender	Q3
Concession 11A Reconstruction	Tender awarded to Tomlinson	Q4
Victoria Street Reconstruction	Tender awarded to Ottawa Greenbelt	Q4

Building and Planning		
Item	Comments	Completion
Community Official Plan	Growth Strategy and Land Evaluation and Area Review – completed	Q1/Q2
Heritage Conservation District	Review and report to Council	Q1/Q2
By-law Review and Update	Pools, property standards, site plan, signs	Q1/Q2
Community Official Plan	Consultation – pending approval of COP Amendment 21	Q3/Q4
Pakenham Secondary Growth Plan	Undertaking of early stakeholder identification research	Q3/Q4
Affordable Housing	Update – continued monitoring of housing market trends in community and background base line research	Q3/Q4
Parking Assessment	Review to be done	Q4

Recreation and Culture		
Item	Comments	Completion
Business Retention and Expansion Project	To be presented to county Council	Q2
Filming Policy		Q2
Mill Run Park	Detailed Design	Q2/Q3

Daycare		
Item	Comments	Completion
Daycare Expansion Holy Name of Mary School	Construction is 2.5 months behind schedule	Q2/Q3

Respectfully submitted,



Shawna Stone,
Acting Chief Administrative Officer

Mississippi River Power Corp.

Meeting #206, Monday, March 4, 2019

At 8:00am, in the offices Mississippi River Power Corp., 28 Mill St., Almonte, Ontario

Attendance: President Paul Virgin, Vice-President Adrian Foster, Directors Lyman Gardiner, Garry Dalgity, Mayor Christa Lowry
General Manager - Scott Newton

Absent: none

Guests: Howard Allan & Ashley Liznick – Allan & Partners LLP

Guest Presentation: Howard Allan and Ashley Liznick presented MRPC's 2018 Year-End Draft Financial Statements. Board Members asked several questions and discussed a number of topics.

Additions to the Agenda: none

Approval of Agenda:

Motion #1-206

Moved by Director Adrian Foster,

Seconded by Mayor Christa Lowry.

That the agenda for meeting #206, be approved as amended, all in favour,

CARRIED

Approval of Expenditure Report:

Motion #2-206

Moved by Director Garry Dalgity,

Seconded by Director Lyman Gardiner.

That the expenditure report for the pay periods ending January 31, 2019, in the amount of \$9,994.31, February 14, 2019, in the amount of \$72,034.52, and February 28, 2019, in the amount of \$176,167.180, be approved, all in favour,

CARRIED.

Approval of Minutes:

Motion #3-206

Moved by Director Garry Dalgity,

Seconded by Director Lyman Gardiner.

That the minutes of the two-hundred and fifth meeting of the Mississippi River Power Corp. held on January 22, 2019, be approved, all in favour,

CARRIED.

- Information Items:**
- Millfall Dam Report
 - Infrastructure Ontario Rate Discussion
 - RESOP Contract Date

Action on Information Items:

Matters for Discussion:

Motion #4-206

Moved by Director Garry Dalgity,
Seconded by Director Adrian Foster.

That the draft 2018 Year-end Financial Statements be approved as amended, all in favour,
CARRIED

General Manager Scott Newton presented a report he prepared on the Millfall and Earthen Dams Rehabilitation project.

Motion #5-206

Moved by Director Adrian Foster,
Seconded by Director Garry Dalgity.

That Millfall & Earthen Dam Rehabilitation project report, dated March 1, 2019, be received as information, all in favour,

CARRIED

There was a lengthy discussion about Strategic Planning. Board members discussed and decided that a preliminary internal session solely focused on Strategic Planning should be scheduled in the very near future. Scott will make arrangements.

Scott gave Board members an overview of a presentation he is preparing to give to Mississippi Mills Council in the coming months. Suggestions were made for additions to the presentation. Scott will update it accordingly.

Board members requested that Scott add a Board Members portal to the MRPC website.

President Paul Virgin requested that Board member positions be added to the agenda for the next regular Board meeting.

There was a discussion about the Bywash reconstruction project. Scott provide a brief overview of two proposals received to provide a preliminary assessment of the area. Scott will follow up with those who submitted proposals to get additional information at the request of Board members.

There was a review of the final landscape design plan for the park at the old generating station site. All agreed that the design was excellent and ready for implementation. Scott will prepare the necessary documents in order to seek quotations for the work.

Options were discussed for the renewal of the Bank of Montreal loan that matures on March 31st of this year.

Motion #6-206

Moved by Director Lyman Gardiner,

Seconded by Director Adrian Foster.

That the Fixed Rate Term Loan Extension Agreement with Bank of Montreal to extend the loan that matures on March 31, 2019, with a new interest rate of 3.39% and a new maturity date of March 31, 2022, be approved and signed, all in favour,

CARRIED.

Motion #7-206

Moved by Director Adrian Foster,

Seconded by Director Garry Dalgity.

That Paul Virgin, Adrian Foster, Lyman Gardiner, Garry Dalgity, and Christa Lowry are all duly appointed officers of the Mississippi River Power Corp. and are authorized to execute all documents as required in connection with the financing of the projects pertaining to the financing agreement dated as of September 18, 2008 between OILC and MRPC in the amount of \$17,000,000, all in favour,

CARRIED.

Motion #8-206

Moved by Director Lyman Gardiner,

Seconded by Director Garry Dalgity.

That any changes to any signed and previously approved documents with OILC, will require a Resolution of the Board, all in favour,

CARRIED.

Operations Report:

The Operations Report was reviewed. See attached report.

Matters for Decision/Motion:

Motion #9-206

Moved by Mayor Christa Lowry,

Seconded by Director Adrian Foster.

That the Operations Report be approved as printed and circulated, all in favour,

CARRIED.

New Business: none

Meeting Finalisation:

The next meeting will be held at the call of the Chair.

Motion #10-206

Moved by Director Garry Dalgity,

Seconded by Director Adrian Foster.

That the meeting be adjourned at 10:37am, all in favour,

CARRIED.

Scott Newton, General Manager

Paul Virgin, President

Adrian Foster, Vice-President

Operations Report to Directors - Mississippi River Power Corp.

March 4, 2019

Last regular meeting – January 22, 2019

Generation for the month of January was 2,802,734 KWh. We generated 699,652 KWh on peak, at a rate of \$0.1504 per KWh for a total of \$105,227.78. We generated 2,103,081 KWh off peak, at a rate of \$0.1152 per KWh, for a total of \$242,274.90. Total generation revenue for the month of January was \$347,502.68.

Generation for the month of February was 2,657,471 KWh. We generated 608,137 KWh on peak, at a rate of \$0.1504 per KWh for a total of \$91,463.83. We generated 2,049,334 KWh off peak, at a rate of \$0.1152 per KWh, for a total of \$236,083.24. Total generation revenue for the month of February was \$327,547.07. All of these totals for February are unverified. There is a settlement process to confirm totals that takes place a few days after the end of the month. Occasionally totals change slightly as a result of this settlement process.

Generation output was excellent in January. It was our second best January since the station came online in 2010. Total revenue for the month exceeded our projection by more than \$80,000. Right now, there is a lot of water in the system. The upper lakes are full and there is more than average snow on the ground. The MVCA is predicting higher than average flows for the Spring at this point, but they'll be doing their long range forecasting in the next two weeks. The flow in the river is presently well above average at over 50 cms. We've had to deal with ice issues (some frazil and some large chunks), which is restricting at times. The main issue is massive, thick sheets of ice flowing down river and entering our intake. Despite the ice issues, thanks to our hard-working staff, we've been able to generate between 3.5 MW and full capacity of 4.6MW over the past month.

Last month we received our new arc flash clothing. Our staff now have proper arc flash rated clothing to wear while working in the generating station.

Merlin finished running all wires from the emergency generator stop box (e-stop), to the main control panel. He is now waiting to confirm terminations in the panel. Following those terminations, the e-stop will be functional.

On February 8th, Gedawin Novo Controls brought our new server to the station and set it up. All functions are operational with the exception of the data storage and the alarm call-out system. We hope to have those functional in the next couple of weeks.

Last month the key FOB function stopped working on the door into the generating station. We had issues getting into the building, but finally managed to, after adding lubricant to the lock. Advanced Alarms came to repair the FOB the following week. I spoke with our staff about what had happened and we decided that we should ensure that we have an alternate entrance into the building. The only other door is the large overhead door, which opens via electric opener from the inside. We are presently getting quotes on adding a key pad outside that will enable us to open it from the outside, giving us a second entrance in the event of issues with the main door.

The sewage pipe in the office building was finally replaced last week. There were other issues discovered, one of which meant that the sewage pipe for the front apartment could not be tied in to the main. A leak in the water service entering the building was also discovered and will have to be repaired at a later date.

Branje Metal Works installed the various components at the Millfall Dam that we requested last month, including the new gate to restrict public access to the walkway, the small piece of railing for the end of the new public lookout area and the rail system over sluice #2 in the dam to allow log-lifting with the gantry crane.

Staff have noticed a few small hydraulic leaks on the Hawk over the past month. All were the result of loose parts. They were tightened to resolve the issue.

Two weeks ago, our staff noticed that the headpond sensor was no longer responding as it should. They discovered that the heating cable that's wrapped around the sensor, had stopped working and the pipe that houses the sensor had frozen solid. There is very little clearance around the sensor making it very difficult to thaw out. Last week, we checked the secondary sensor and discovered that the heating cable was still functional meaning it was free of ice, but the sensor had a broken wire. We switched the sensor with a spare and got it working. I asked Merlin to order a spare sensor. We'll thaw the primary one out when the weather improves.

I reported that we had a roof leak in the station in last month's report. Ottawa Valley Roofing came last month and replaced the rings on the roof drains, which had cracked.

Our new plant maintenance program is functioning well. Merlin and Tammy are using it daily and continually updating it.

I mentioned last month that we had issues with one of the units because of a faulty wicket gate control relay. We had swapped the relay out with a spare, but were then left without any extras. As a result of that issue, we did a complete inventory of the different relays in the control cabinets and ordered spares of each type to have at the station.

The new lighting system for the pits underneath the generators arrived and will be installed shortly.

On February 15th, Tammy, Merlin, Frankie and I all participated in a CPR and AED refresher course.

That's all for this month.

Generation Stats

This section shows annual figures

Budget Generation 2014	\$2,299,000
Actual Generation 2014	\$2,948,670
Actual Generation 2014 (KWh)	24,288,843
Budget Generation 2015	\$2,308,000
Actual Generation 2015	\$2,153,100
Actual Generation 2015 (KWh)	17,631,720
Budget Generation 2016	\$2,424,651
Actual Generation 2016	\$1,918,603
Actual Generation 2016 (KWh)	15,715,881
Budget Generation 2017	\$2,355,095
Actual Generation 2017	\$3,899,139
Actual Generation 2017 (KWh)	31,939,350
Budget Generation 2018	\$2,306,244
Actual Generation 2018	\$2,455,780
Actual Generation 2018 (KWh)	19,960,232

This section shows figures representing the period of January 1 – February 28 (2018 vs 2019)

2018		2019	
Budget Generation	\$514,292	Budget Generation	\$516,395
Actual Generation	\$502,474	Actual Generation	\$675,050
Actual Generation	4,088,144 KWh	Actual Generation	5,460,205 KWh

NOTE: The projected (or budgeted) revenue/KWh output is often well above or below the actual totals. As a run-of-river station we must base our projections on AVERAGE flows. Verified flow data exists on our system from 1919 to the present. We use data from 1960 to the present in our projections, as regulation of the system has changed significantly over the past 100 years.

Scott Newton, General Manager

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
AGRICULTURE COMMITTEE
MINUTES**

Wednesday, April 3rd, 2019 @ 5:00 P.M.

Municipal Office, 3131 Old Perth Road, Almonte

PRESENT: Brenda Cochran
Lorne Heslop
Merlin Knapton
Scott Sigurdson
Councillor Bev Holmes

ABSENT: Paul Crozier

STAFF: Niki Dwyer, Director of Planning

GUEST: Bill Duncan

The meeting was called to order at 5:00 p.m.

A. APPROVAL OF AGENDA

Moved by Merlin Knapton

Seconded by Scott Sigurdson

THAT the Agenda dated April 3, 2019 be accepted as presented.

CARRIED

B. DISCLOSURE OF PECUNIARY INTEREST

None were declared.

C. APPROVAL OF MINUTES

None due to the nature of the meeting

D. DELEGATIONS/PRESENTATIONS

None due to the nature of the meeting

E. NEW BUSINESS

1. Election of a Chair

Moved by Brenda Cochran

Seconded by Merlin Knapton

THAT Brenda Cochran accepts the nomination and will be the Agriculture Committee Chair for 2019.

CARRIED

2. Proposed Meeting Time and Day

Recommendation to conduct meetings at 12:30 on Tuesday April 16, 2019.

3. Submission of Criminal Records Check

Members provided copies of their Criminal records check to the recording secretary.

F. INFO/CORRESPONDENCE

None due to the nature of the meeting

G. BUSINESS ARISING FROM MINUTES

None due to the nature of the meeting

H. ANNOUNCEMENT

Next meeting: Tuesday April 16, 2019 at 12:30

I. ADJOURNMENT

Moved by Merlin Knapton

Seconded by Scott Sigurdson

THAT there being no further business before the Committee, the meeting adjourned at 5:19 p.m.

CARRIED

Niki Dwyer MCIP RPP

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Trish Petrie, Environmental Compliance Coordinator
SUBJECT: **Wastewater Treatment Facility 2018 Annual Report**

RECOMMENDATION:

THAT Council receive the 2018 Annual Report for the Mississippi Mills Wastewater Treatment Facility as prepared by the Ontario Clean Water Agency.

BACKGROUND:

Terms and conditions contained within the Certificate of Approval (# 2425-8DXR5U dated February 16, 2011) for the Municipality's wastewater treatment facility require that the Owner prepare and submit an annual summary report to The Ministry of Environment Parks and Conservation (MECP) for each and every calendar year of operation. These annual reports must be prepared and submitted in an approved format to the province within ninety (90) days of the end of the reporting period.

Each report submission is required to summarize system compliance with respect to monitoring for volumetric flows as well as compliance limits for all chemical analysis performed for influent and effluent parameters. The attached report by the Ontario Clean Water Agency presently satisfies these reporting requirements and has been submitted to the MECP for review.

DISCUSSION:

For ease of review, staff has provided a series of tables below that summarize the compliance status of all operational testing and flow measurement performed during the reporting cycle. Additional details on these reporting areas may be found in the parent summary document appended to this report.

Table 1 – Average Daily Treatment Capacity

2018 Result (m³/day)	ECA Limit (m³/day)	Comments
3,809	4,700	The resulting operating capacity of the plant is 81%.

Table 2 – Peak Treatment Capacity

2018 Result (m³/day)	ECA Limit (m³/day)	Comments
5,939	14,100	The facility automatically diverts all flows over 14,100 m ³ /day to the attenuation pond where the effluent is stored and returned to the facility for processing during lower flow periods. The compliance limit has therefore not been exceeded.

Table 3 – Effluent Compliance Limits

Parameter	Concentration Compliance* (mg/L)	Loadings Compliance** (kg/day)
cBOD5***	YES	YES
Suspended Solids	YES	YES
Total Phosphorus	YES	YES
Total Ammonia	YES	YES

* Concentration is defined as concentration of a contaminant in the effluent discharged as measured by a composite or grab sample

**Loadings is defined as the value obtained by multiplying the monthly average concentration of a contaminant by the monthly average daily flow

***cBOD5 = five day carbonaceous biochemical oxygen demand

Table 4 – Effluent Objectives

Parameter	Concentration (mg/L)	Loadings (kg/day)
cBOD5	YES	YES
Suspended Solids	YES	YES
Total Phosphorus	YES	YES
Total Ammonia	YES	YES
E. Coli (geo-mean)	YES	N/A

Table 5 – Bypass/Overflow Events

Date	Comments
April 28, 2018	Filtrate Tank Bypass - During a period where the entire plant was experiencing elevated flows due to heavy rain and snow melt this system was hydraulically overloaded. The overflow water from the filtrate tank was directed to the effluent channel through the overflow pipe, as designed, from the tank to upstream of U.V. disinfection.
May 10, 2018	Gemmill's Bay SPS - The low level float did not reset to normal state after installing in the Wetwell. This caused the SPS float controls to override the PLC (as designed in the event of a PLC failure) and the

	pumps shut off. The pumps did not start due to the low level float alarm in state.
--	--

Table 6 – Spills

Date	Comments
None	There were no reportable spills or abnormal discharges in 2018.

Table 7 – Biosolids Applications (Terratec Environmental)

Date	Comments
None	There were no biosolids applications in 2018.

Table 8 – Septage

Year	Comments
2018	In 2018, 4,253.76 m ³ of septage was received. (In 2017, 2,161 m ³ of septage was received.)

Table 9 – Community Complaints

Date	Comments
September 24, 2018	Spring Street Sewage Pump Station (SPS) – Resident complaint of sewer odour outside of house stemming from Spring Street SPS.

In closing, the data summaries provided demonstrate that the Municipality’s wastewater system continues to operate with a high rate of environmental compliance. The Municipality’s and OCWA’s ongoing commitment to invest in system management, operational improvements and efficiencies, capital investments, and training continues to reflect in system performance.

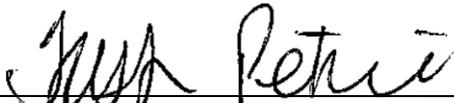
FINANCIAL IMPLICATIONS:

None.

SUMMARY:

The Certificate of Approval (# 2425-8DXR5U dated February 16, 2011) for the Municipality’s Wastewater Treatment Facility requires that the Owner prepare and submit an annual summary report to the MECP within ninety (90) days of the end of each reporting period. The attached 2018 Annual Report prepared by the Ontario Clean Water Agency currently serves to meet the reporting requirements pursuant to this regulatory approval.

Respectfully submitted,



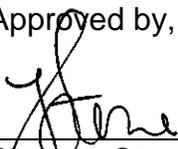
Trish Petrie
Environmental Compliance Coordinator

Reviewed by,



Guy Bourgon, P.Eng
Director of Roads & Public Works

Approved by,



Shawna Stone,
Acting Chief Administrative Officer

Mississippi Mills Wastewater System

2018 Annual Report

January 1, 2018 – December 31, 2018

Prepared By



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

This report has been prepared to meet the requirements set out in the facility Certificate of Approval #42425-8DXR5U issued February 16, 2011 and Certificate of Approval #1637-AC8NT7.

Contents

Compliance Report Card	1
System/Process Description.....	2
Primary Treatment	2
Chemical Addition	2
Secondary Treatment.....	2
Tertiary Treatment	2
Solids Handling	2
Septage Receiving	2
Proposed Alterations, Extensions, or Replacement to Works.....	2
Effluent Quality Assurance or Control Measures.....	2
Treatment Flows.....	4
Raw Flow (m ³ /d).....	4
Annual Comparison (m ³)	4
Septage Volumes.....	5
Monthly Received	5
Monthly Processed	5
Raw Sewage Quality	5
Effluent Quality.....	6
Effluent Exceedance Summary.....	6
Limit	6
Other Effluent Sampling Issues.....	6
Effluent Parameter Summary.....	7
CBOD5	7
Total Suspended Solids	8
Total Phosphorus	9
Total Ammonia Nitrogen.....	10
E-coli.....	11
pH.....	11
Acute Lethality	11
Septage Quality	12

Biosolids	12
Biosolids Disposal Summary.....	12
Annual Comparison.....	12
Quality	12
Summary of Complaints.....	12
Summary of Bypass/Overflows	13
Summary of Spills/Abnormal Discharges.....	13
Maintenance.....	13
Maintenance Highlights	13
Calibration	15

Appendix

Facility Assessment Report	A
Septage Sample Data	B
Biosolids Application Summary.....	C
Calibration Records.....	D

Compliance Report Card

Compliance Event	# of Events	Details
Ministry of Environment Inspections	0	There were no Inspections during the reporting period
Ministry of Labour Inspections	0	There were no Inspections during the reporting period
Effluent Parameter Exceedances	0	There were no parameter exceedances during the reporting period
Bypass/Overflows	2	<ul style="list-style-type: none"> • Filtrate Tank 2018-04-28 • Gemmill's Bay SPS 2018-05-28
Community Complaints	1	Sewer smell from Spring Street Sewage Pumping Station
Spills	0	There were no spills during the reporting period

System/Process Description

Primary Treatment

Flow enters the treatment and passes through screen channels which contain fine screens that lead to a screw compactor. Grit is removed using circular vortex grit removal, air lift and grit classifier system units

Chemical Addition

Chemicals are added to the process for phosphorus control.

Secondary Treatment

The Mississippi Mills WPCP supports a Two (2) treatment train system using the extended aeration activated sludge process. Each train is equipped with aeration tanks, anoxic tanks and a secondary clarifier.

Tertiary Treatment

Five (5) filter trains with three (3) filtration cells in each. Disinfection is provided using Ultraviolet (UV) lights. There is ability for chlorine disinfection in the event the UV units fail.

Solids Handling

Solids from the biological process are transferred from the waste tank to a rotary disk thickener. From there the solids are processed through autothermic thermophilic aerobic digesters. The solids are then pressed to a cake form.

Septage Receiving

The Mississippi Mills WWTP also consists of a septage receiving station consisting of a storage tank, two (one duty and one standby) dry-pit pumps, and a grinder on the inlet piping

Proposed Alterations, Extensions, or Replacement to Works

There are no proposed alterations, extensions or replacements that would affect the Certificate of Approval.

Effluent Quality Assurance or Control Measures

The Municipality of Mississippi Mills facilities are part of OCWA's operational Mississippi Cluster. The facilities are supported by regional and corporate resources. Operational Services are delivered by OCWA staff that live and work in the community.

OCWA operates facilities in compliance with applicable regulations. The facility has comprehensive manuals detailing operations, maintenance, instrumentation, and emergency procedures. All procedures are treated as active documents, with annual reviews.

OCWA has additional "Value Added" and operational support services that the Municipality of Mississippi Mills benefits from including:

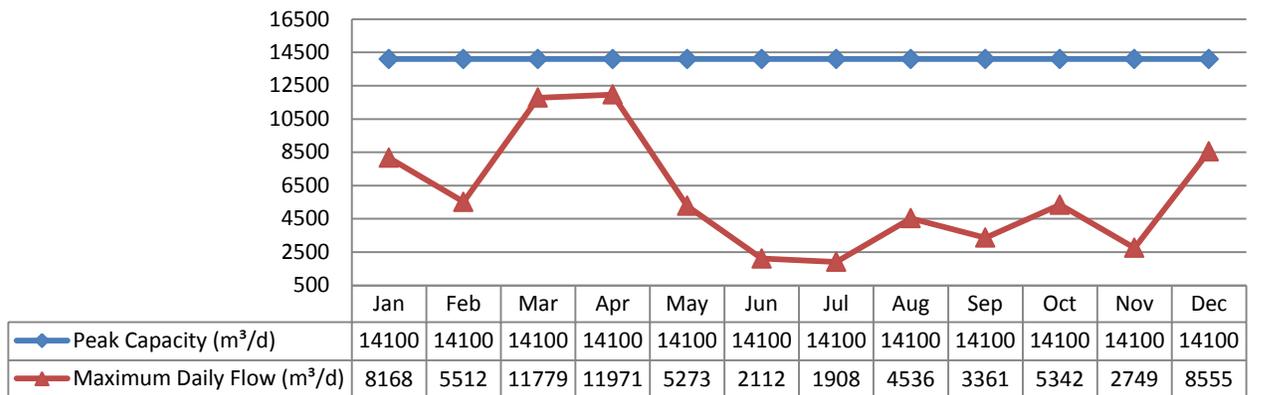
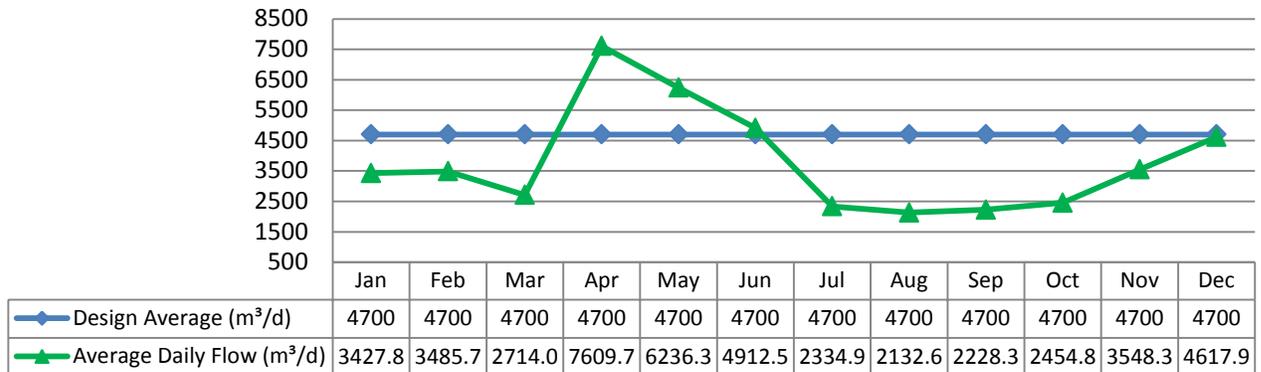
- Access to a network of operational compliance and support experts at the regional and corporate level, as well as affiliated programs that include the following:
 - Quality & Environmental Management System, Occupational Health & Safety System and an internal compliance audit system.
 - Process Data Management (PDM) facility operating information repository, which consolidates field data, online instrumentation, and electronic receipt of lab test results for reporting, tracking and analysis.
 - Work Management System (WMS) that tracks and reports maintenance activity, and creates predictive and preventative reports.
 - Outpost 5 wide-area SCADA system allows for process optimization and data logging, process trending, remote alarming and optimization of staff time.
- Client reporting which includes operational data, equipment inventory, financial statements, maintenance work orders, and capital status reports
- Site-Specific Contingency Plans and Standard Operating Procedures
- Use of accredited laboratories
- Additional support in response to unusual circumstances, and extra support in an emergency.
- Use of sampling schedules for external laboratory sampling

Treatment Flows

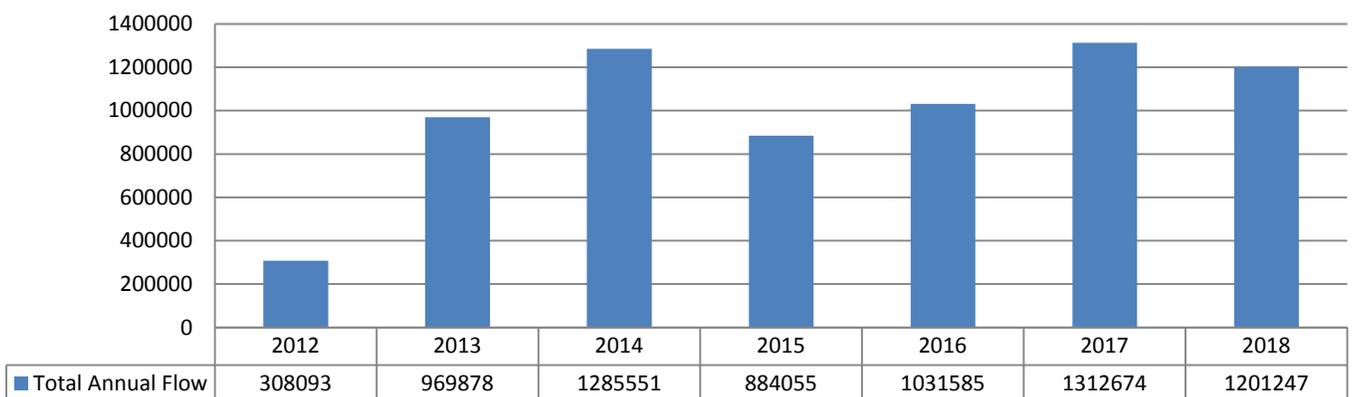
Raw Flow (m³/d)

Annual average flow for 2018 = 3808.58m³/d

Flow spikes are associated to wet weather events such as rain and seasonal changes such as the spring snow melt.



Annual Comparison (m³)

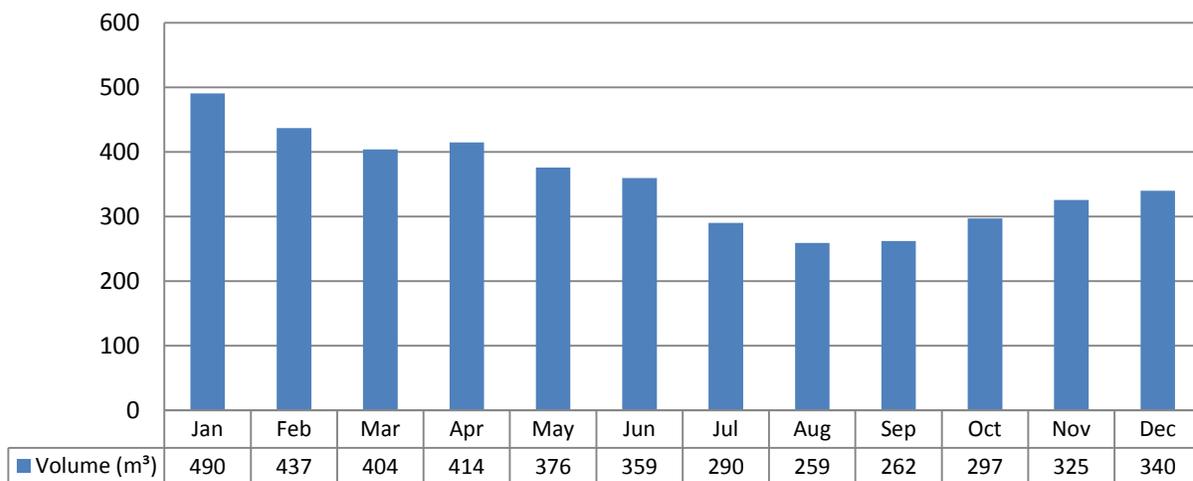


Septage Volumes

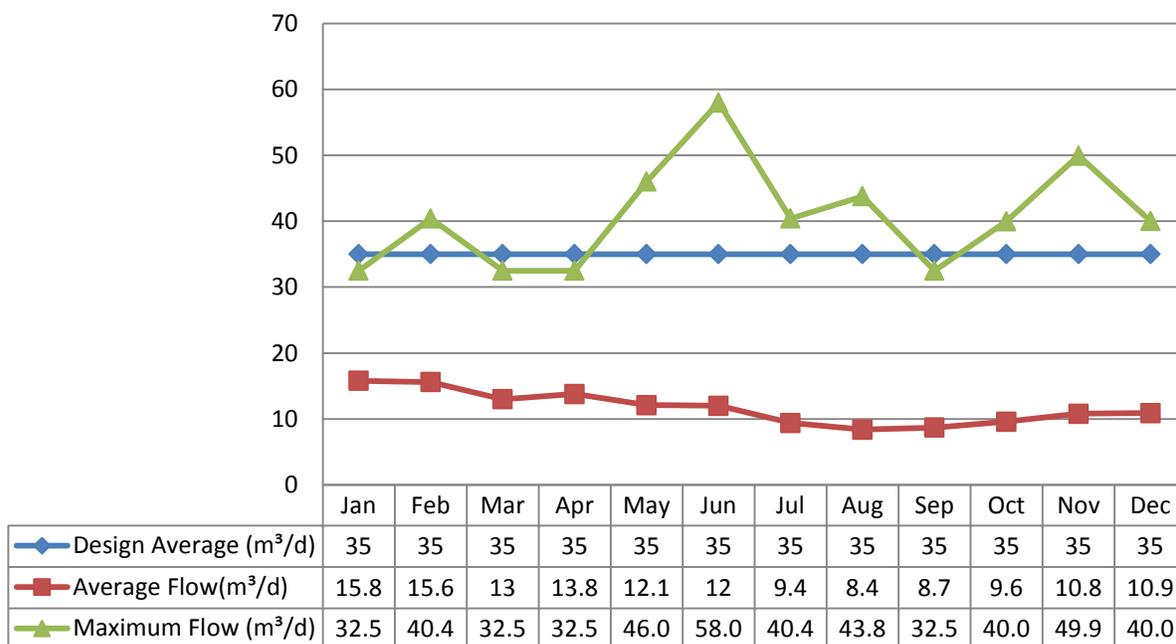
Average daily flow for 2018 = 11.65 m³/d

Total Flow for 2018 = 4253.762 m³

Total Monthly Volume Received



Monthly Volumes Processed



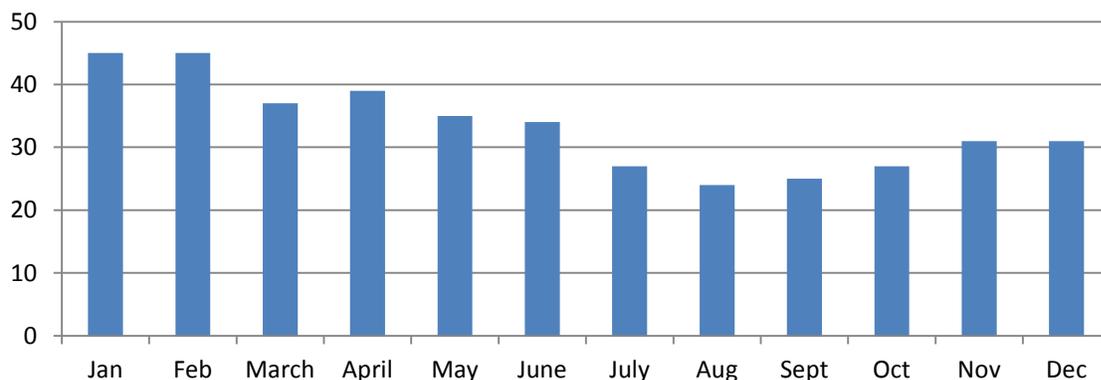
Average Flow (m³/d) is the total sum of the volume of the loads received for the month which is then divided by the days in the month.

Design Average (m³/d) sets the capacity limit based on the total sum of the volume of the loads received for the month which is then divided by the days in the month.

Maximum Flow (m³/d) indicates largest single day volume received in the month

Septage Capacity Utilization

Septage Capacity (%) is based on Average Flow (m³/d) over Design Average (m³/d)



Raw Sewage Quality

Results of raw sewage concentrations and loadings are available in the Facility Performance Assessment Report in Appendix A.

Effluent Quality

The limits are based on current requirements in the facilities Environmental Compliance Approval. Laboratory samples are submitted to an accredited laboratory for regulatory analysis.

The Federal Government also regulates certain sewage effluent parameters under the Federal Fisheries Act. The results are submitted to Environment and Climate Change Canada’s Effluent Regulatory and Reporting Information System (ERRIS) on a quarterly basis.

Effluent Exceedance Summary

Limit

Sample	Date	Parameter	Exceedance of	Limit	Value	Corrective Action
There were no effluent exceedances in 2018						

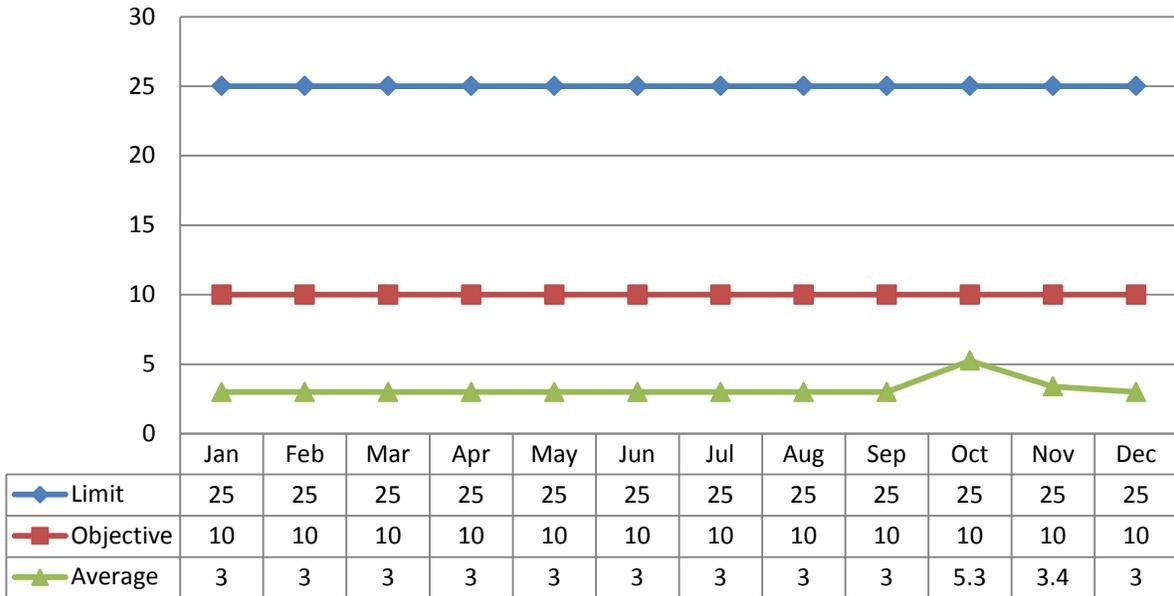
Other Effluent Sampling Issues

Sample	Legislation	Date	Details	Response
There were no other operational issues affecting effluent quality				

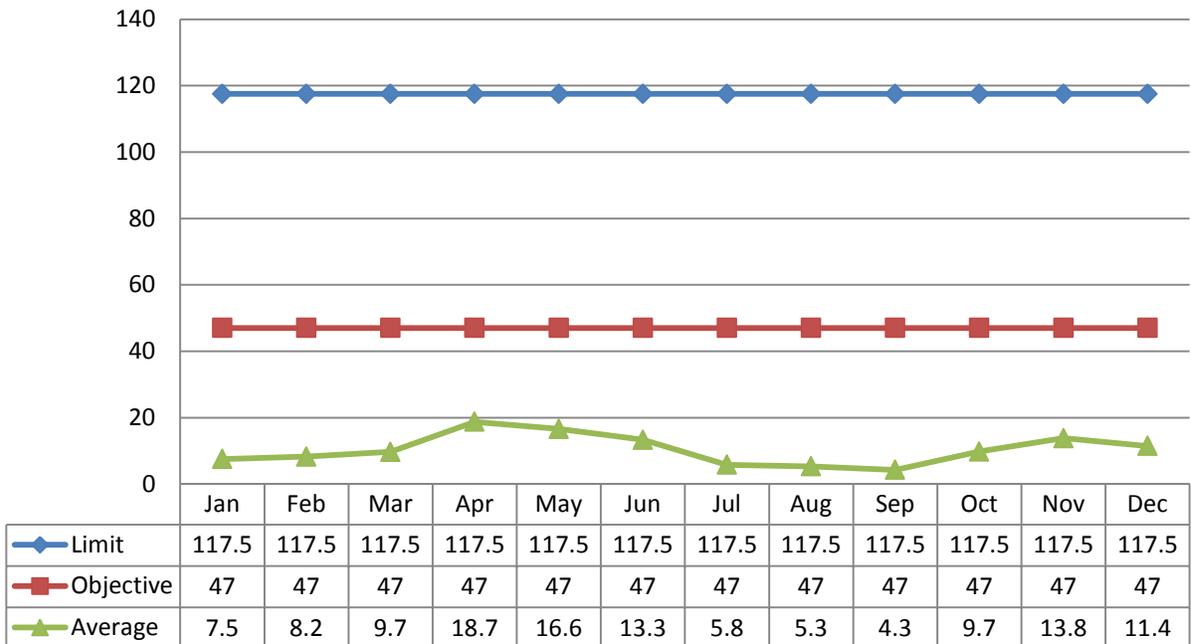
Effluent Parameter Summary

CBOD5

Concentration (mg/L)

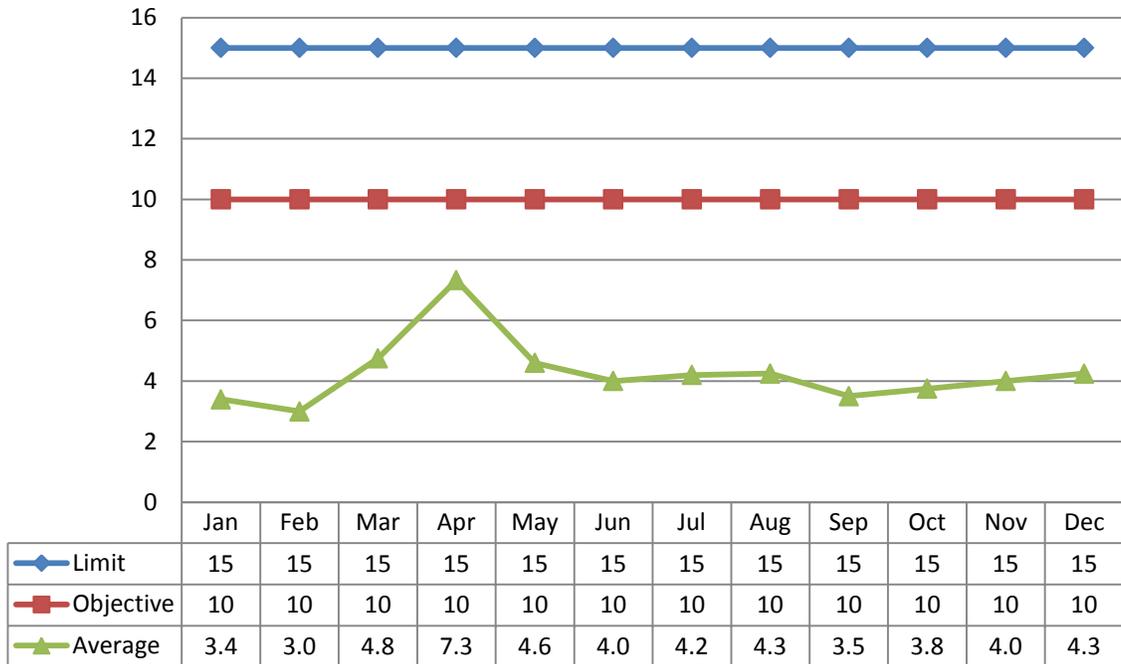


Loading (kg/d)

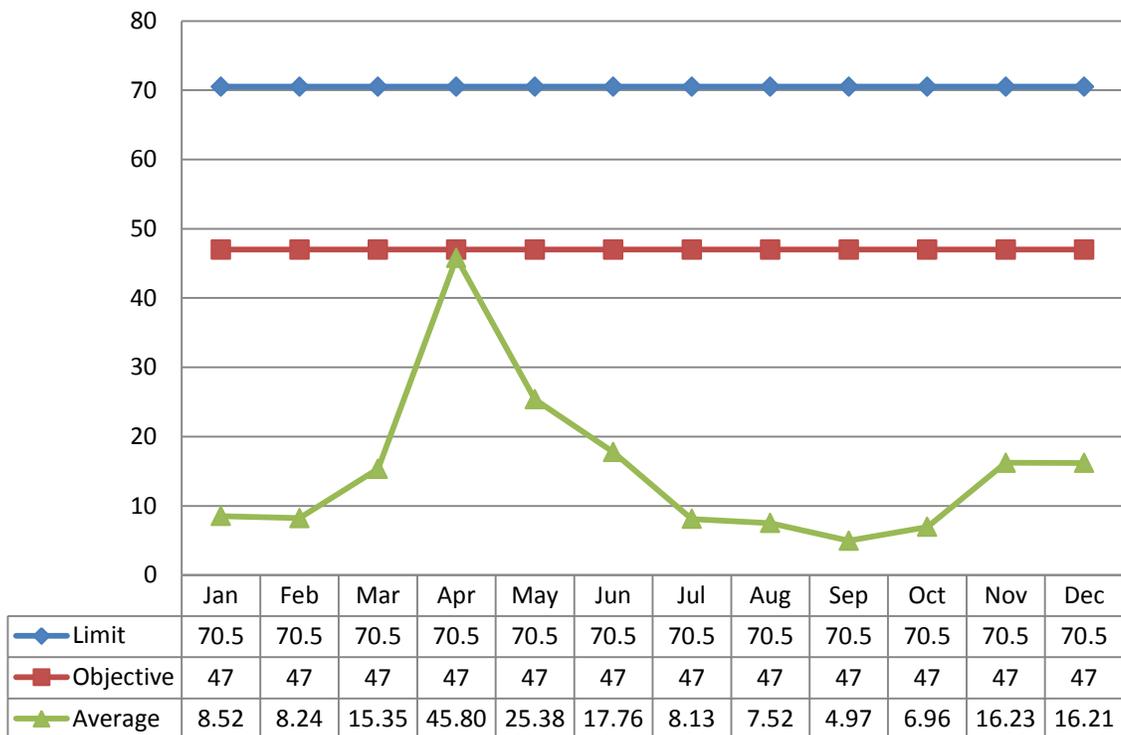


Total Suspended Solids

Concentration (mg/L)

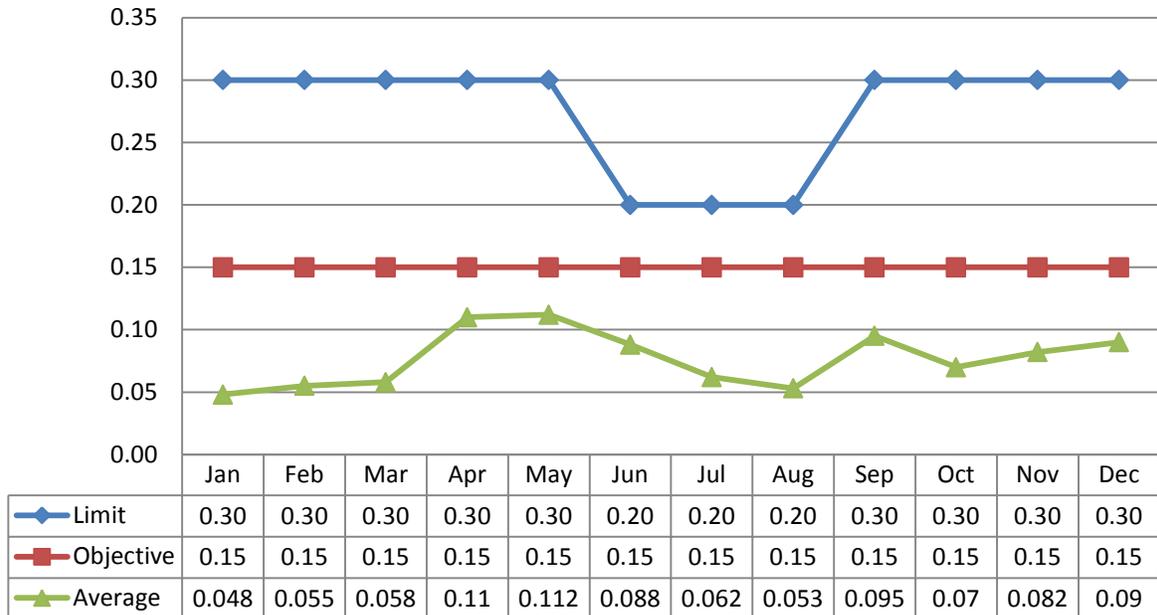


Loading (kg/d)

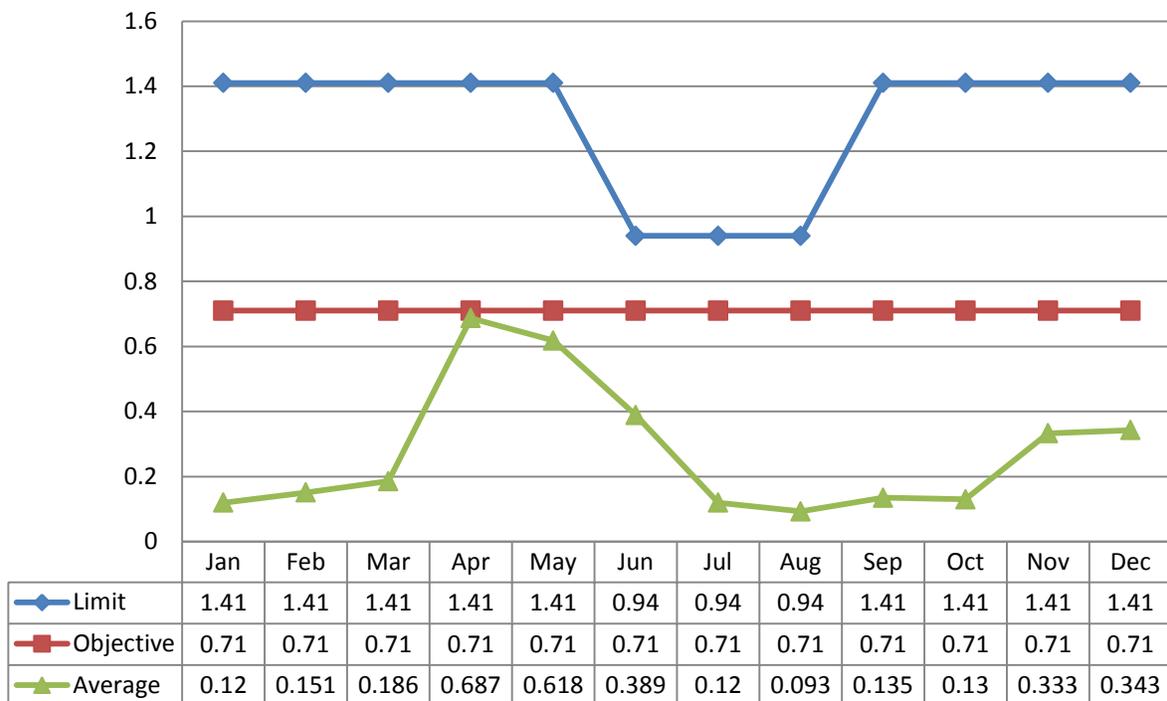


Total Phosphorus

Concentration (mg/L)

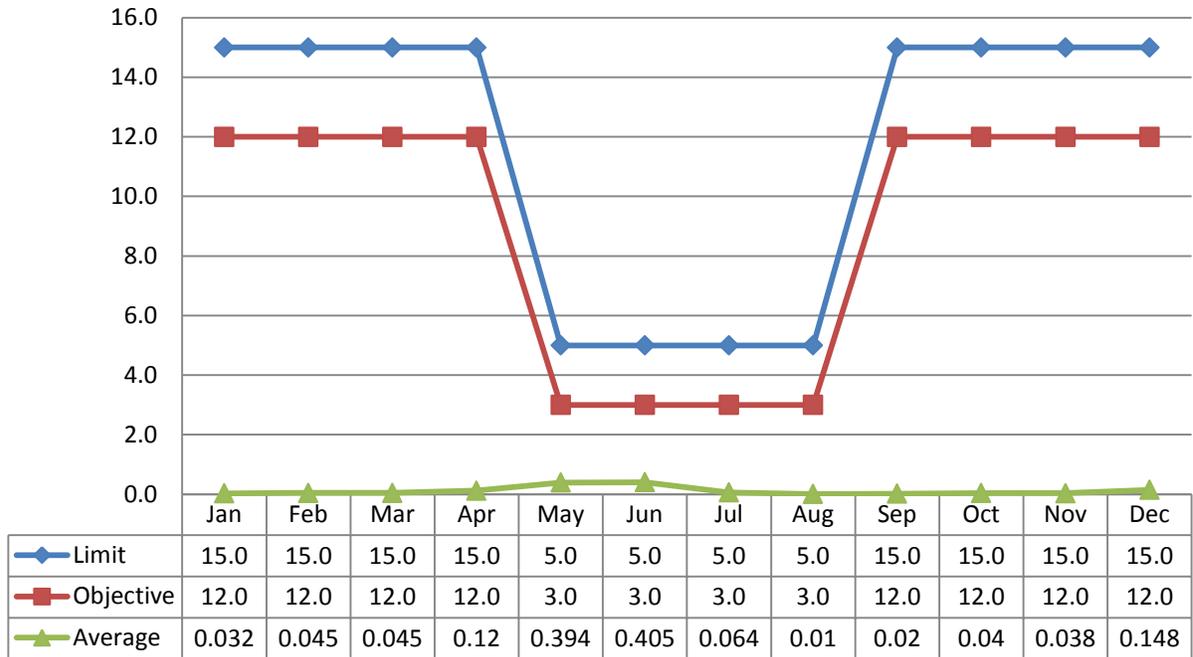


Loading (kg/d)

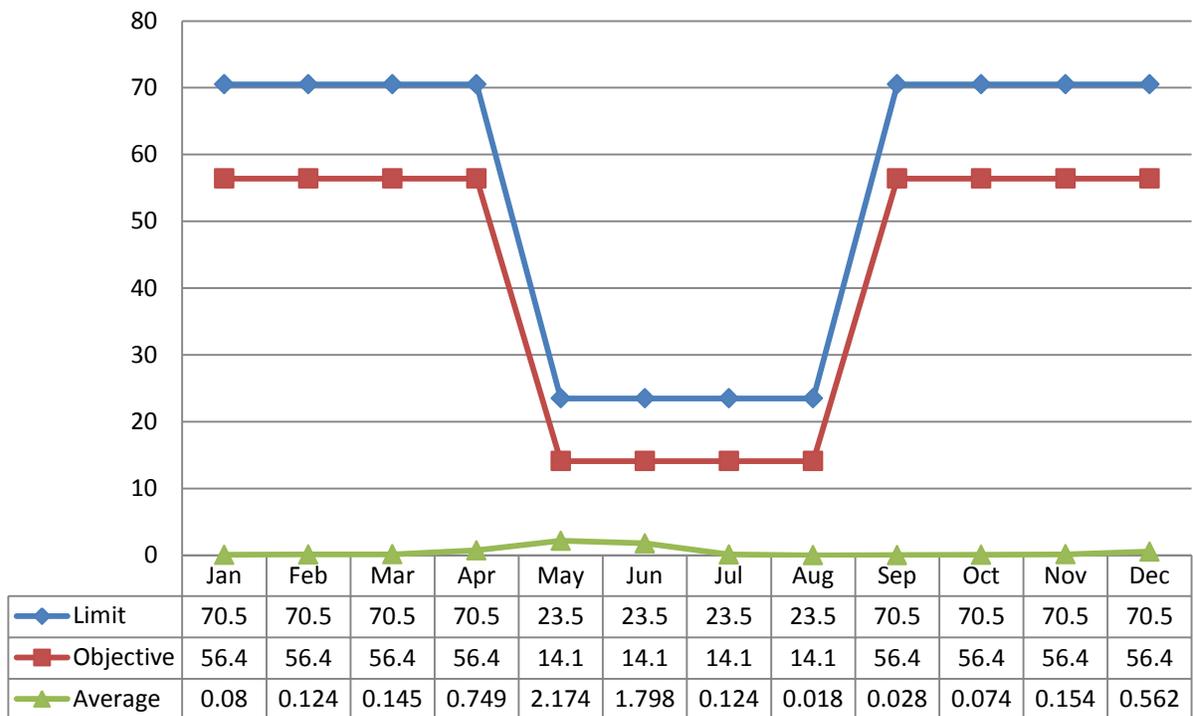


Total Ammonia Nitrogen

Concentration (mg/L)



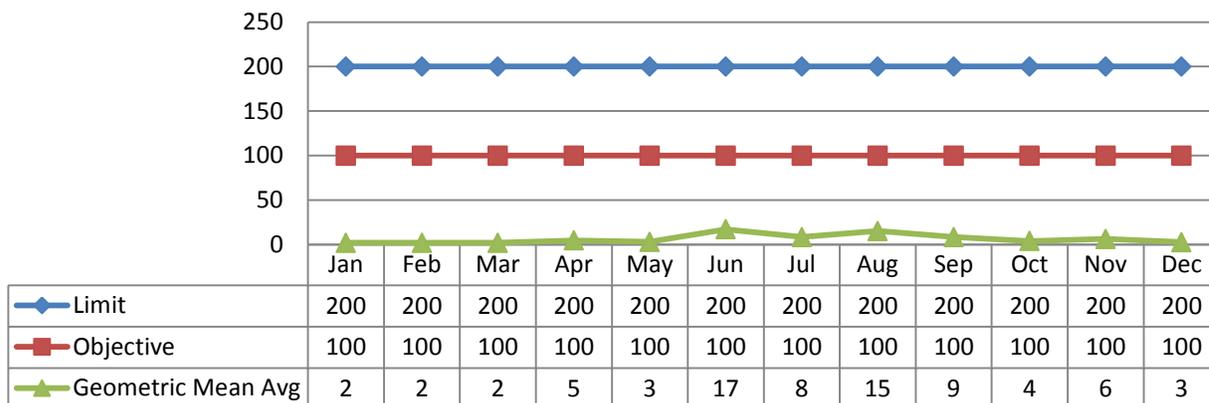
Loading (kg/d)



E-coli

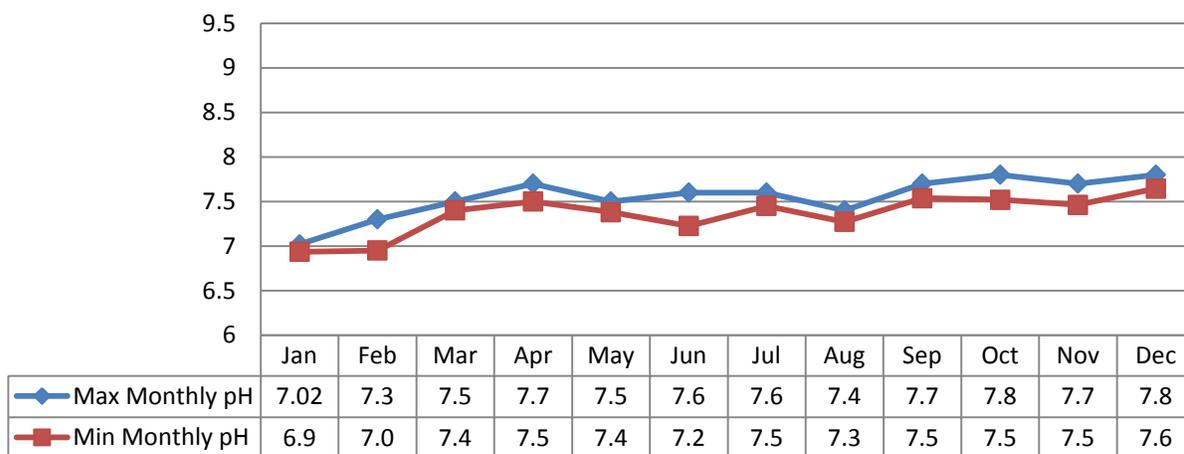
Geometric Mean Average

All individual sample results were lower than the reportable value of <2.



pH

This parameter is tested in-house.



Acute Lethality

There were four (4) samples collected in 2018 and tested for acute lethality (Rainbow Trout and Daphnia Magna). Results are displayed as % mortality.

Quarter	Rainbow Trout	Daphnia Magna
1 st Quarter	0%	0%
2 nd Quarter	0%	0%
3 rd Quarter	0%	0%
4 th Quarter	0%	0%

Septage Quality

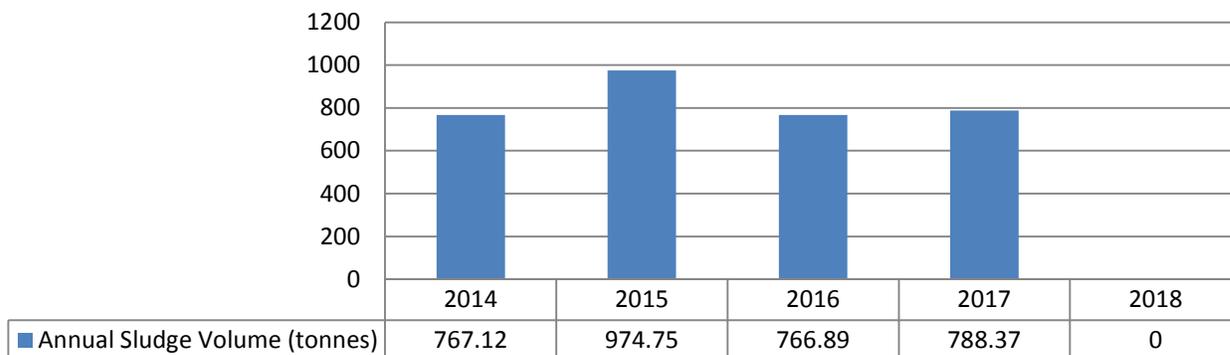
Septage was tested when received. A summary of the results are attached in Appendix B. Grab samples are collected from each load.

Biosolids

Sludge generated from the treatment plant was spread on agricultural land during the spreading season as per the Nutrient Management Act O.Reg 267/03. This facility dewateres and biosolids are handled as cake. During the winter cake is stored on-site until certified sites are ready for spreading.

Biosolids Disposal Summary

Annual Comparison



Quality

The biosolids sampling results are summarized in Appendix C. All results met the established guidelines.

Summary of Complaints

The following community complaints were received related to the operations of the Mississippi Mills WWTP.

Date	Location	Details
September 24, 2018	Spring Street SPS	Sewer odour outside of house stemming from Spring Street SPS

Summary of Bypass/Overflows

Event	Details of Events
April 28, 2018 – Filtrate Tank Bypass	During a period where the entire plant was experiencing elevated flows due to heavy rain and snow melt this system was hydraulically overloaded. The overflow water from the filtrate tank was directed to the effluent channel through the overflow pipe, as designed, from the tank to upstream of U.V. disinfection.
May 10, 2018 – Gemmill’s Bay SPS	The low level float did not reset to normal state after installing in the Wetwell. This caused the SPS float controls to override the PLC (as designed in the event of a PLC failure) and the pumps shut off. The pumps did not start due to the low level float alarm in state.

Summary of Spills/Abnormal Discharges

There were no spills or abnormal discharges reported in 2018.

Maintenance

OCWA uses a risk-based preventative maintenance framework that ensures assets are maintained to manufacturer’s and/or industry standards. Maintenance is completed using various tools and operational supports. The Ottawa Valley Hub has specialized certified staff such as Millwrights, Electricians and Instrumentation Specialists to name a few.

OCWA uses a Workplace Maintenance System (WMS). WMS is a maintenance tracking system that can generate work orders as well as give summaries of completed and scheduled work. During the year, the operating authority at the facility generates scheduled work orders on a weekly, monthly and annual basis. The service work is recorded in the work order history. This ensures routine and preventive maintenance is carried out. Emergency and capital repair maintenance is completed and added to the system.

Capital projects are listed and provided to the Municipality of Mississippi Mills in the form of a “Capital Forecast”. This list is developed by facility staff and provides recommendations for facility components requiring upgrading or improvement.

Maintenance Highlights

WO #	Summary
1016383	Capital ATAD valve failure
1017550	Capital O2 sensors Hetek
1017914	Capital MAU2 Flame out -off
1053650	Capital #2 Blanket Items under \$200
1054019	Capital SCADA low memory crash
740646	Capital SCADA Upgrade

WO #	Summary
823330	Capital Sam Grit conveyor leaking
898616	Capital UV Parts
898773	Capital Roof Repairs
900102	Capital Fournier gear box
900106	Capital pump parts
940406	Capital Septage pump rebuild 02
941402	Capital Secondary Baffle install
941414	Capital Clarifier 01 Clarifier repairs
941620	Capital Service Water System Pressure Tank Replacement
980276	Capital Clarifier 01 weir paint
982852	Capital Thermaer Motor Bearings Noisy
626062	Capital Server Hard Drive Fail
627620	Capital Filtrate Pump 751 Low Flow
627786	Deferred Capital Flusher Valves for Filtrate Pumps
627990	Capital Health & Safety Drum Lifter
662185	Capital UV disinfection parts
695308	Capital Server Hard Drive Fail
701299	Capital Roof Assessment Almonte
779840	Capital SCADA service call
780615	Capital filtrate tank vac truck
780619	Capital Safety Life Ring
780707	Capital Filtrate pump 02 rebuild & pump modifications
821863	Capital Dissolved Oxygen Caps
861703	Capital YSI Part pH meter
860010	Capital SCADA Work ATAD and Attenuation Pumps
663561	Capital New Compressor Electrical work
699694	Capital #1 Blanket Items under \$200
741300	Capital Scum pump control
664781	Capital Compressor 1 Aftercooler Leak
625261	Capital install new screw compressor
741978	Capital Boiler 2 Maintenance
1054336	Capital boiler #2 heat exchanger leaking
701403	Capital MAU 2 Flame Loss and Boiler 2 Leak
1018292	Capital flow meter PLC programing
626063	Capital septage pump rebuild
699929	Capital rebuild septage pump
661908	Capital ATAD 1 Air Valve Actuator Repair
642142	Capital Grit Conveyor Stub Shaft Replacement

WO #	Summary
663562	Capital Blower 2 Fail

Calibration

The flow meters were calibrated on April 13, 2018. Records are attached in Appendix D. Analyzers are scheduled for maintenance in the WMS program. Work is completed and logged in the logbook and in the WMS.

Appendix A

Facility Assessment Report

Ontario Clean Water Agency
Performance Assessment Report Wastewater/Lagoon

Report extracted 03/26/2019 12:37
Facility: [5678] MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
Works: [11000873]

From: 01/01/2018 to 31/12/2018

	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	<-Total-->	<-Avg-->	<-Max-->	<-Criteria-->
Flows:																
Raw Flow: Total - Raw Sewage (m³)	106261.34	97600.10	84135.22	228291.70	193326.65	147375.05	72380.53	66111.56	66849.89	76097.66	106450.20	143154.76	1398034.66			
Raw Flow: Avg - Raw Sewage (m³/d)	3427.79	3485.72	2714.04	7600.72	6236.34	4912.50	2334.86	2132.63	2228.33	2454.76	3548.34	4617.90		3808.58		
Raw Flow: Max - Raw Sewage (m³/d)	11227.23	10019.75	10079.05	13780.29	11859.76	7612.14	5924.15	3017.29	4654.40	3520.71	6415.00	8886.44			13780.29	
Eff. Flow: Total - Final Effluent (m³)	77652.82	76889.17	100144.22	187357.93	171052.29	133206.76	59972.99	54882.70	42598.26	57584.72	121722.41	118202.54	1201246.81			
Eff. Flow: Avg - Final Effluent (m³/d)	2504.93	2746.04	3230.46	6245.26	5517.82	4440.23	1934.61	1770.41	1419.94	1856.93	4057.41	3812.99		3294.75		
Eff. Flow: Max - Final Effluent (m³/d)	7664.87	7729.05	9661.98	9661.98	9252.84	5879.41	3845.24	2613.92	2498.79	2736.77	40006.27	6396.91			40006.27	
Carbonaceous Biochemical Oxygen Demand: CBOD:																
Raw: # of samples of cBOD5 - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg cBOD5 - Final Effluent (mg/L)	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 5.250	< 3.400	< 3.000		< 3.221	< 5.250	25.0
Eff: # of samples of cBOD5 - Final Effluent (mg/L)	5	4	4	6	5	4	5	4	4	4	5	4	54			
Loading: cBOD5 - Final Effluent (kg/d)	< 7.515	< 8.238	< 9.691	< 18.736	< 16.553	< 13.321	< 5.804	< 5.311	< 4.260	< 9.749	< 13.795	< 11.439		< 10.368	< 18.736	117.5
Percent Removal: cBOD5 - Raw Sewage (mg/L)	98.787	99.053	98.544	97.241	97.521	97.846	98.664	98.227	98.827	96.941	98.538	97.059			99.053	
Biochemical Oxygen Demand: BOD5:																
Raw: # of samples of BOD5 - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg BOD5 - Final Effluent (mg/L)	< 3.000	< 4.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.000	< 3.800	< 3.250		< 3.171	< 4.000	25.0
Loading: BOD5 - Final Effluent (kg/d)	< 7.515	< 10.984	< 9.691	< 18.736	< 16.553	< 13.321	< 5.804	< 5.311	< 4.260	< 5.571	< 15.418	< 12.392		< 10.463	< 18.736	
Percent Removal: BOD5 - Raw Sewage (mg/L)	99.080	99.137	98.772	97.814	98.258	98.238	98.805	98.658	99.033	99.011	98.844	98.214			99.137	
Total Suspended Solids: TSS:																
Raw: Avg TSS - Raw Sewage (mg/L)	462.000	716.000	368.000	229.000	358.800	368.500	520.400	233.000	370.000	536.000	450.000	247.500		404.933	716.000	
Raw: # of samples of TSS - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg TSS - Final Effluent (mg/L)	< 3.400	< 3.000	< 4.750	< 7.333	< 4.600	< 4.000	< 4.200	< 4.250	< 3.500	< 3.750	< 4.000	< 4.250		< 4.253	< 7.333	15.0
Eff: # of samples of TSS - Final Effluent (mg/L)	5	4	4	6	5	4	5	4	4	4	5	4	54			
Loading: TSS - Final Effluent (kg/d)	< 8.517	< 8.238	< 15.345	< 45.799	< 25.382	< 17.761	< 8.125	< 7.524	< 4.970	< 6.963	< 16.230	< 16.205		< 15.088	< 45.799	70.5
Percent Removal: TSS - Raw Sewage (mg/L)	99.264	99.581	98.709	96.798	98.718	98.915	99.193	98.176	99.054	99.300	99.111	98.283			99.581	
Total Phosphorus: TP:																
Raw: Avg TP - Raw Sewage (mg/L)	7.862	11.772	6.458	2.183	5.608	6.660	8.738	6.315	8.710	9.232	7.087	4.500		7.094	11.772	
Raw: # of samples of TP - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg TP - Final Effluent (mg/L)	0.048	0.055	0.058	0.110	0.112	0.088	0.062	0.053	0.095	0.070	0.082	0.090		0.077	0.112	0.2 - 0.3
Eff: # of samples of TP - Final Effluent (mg/L)	5	4	4	6	5	4	5	4	4	4	5	4	54			
Loading: TP - Final Effluent (kg/d)	0.120	0.151	0.186	0.687	0.618	0.389	0.120	0.093	0.135	0.130	0.333	0.343		0.275	0.687	1.41
Percent Removal: TP - Raw Sewage (mg/L)	99.389	99.533	99.110	94.960	98.003	98.686	99.290	99.169	98.909	99.242	98.843	98.000			99.533	
Nitrogen Series:																
Raw: Avg TKN - Raw Sewage (mg/L)	46.580	55.550	36.950	18.900	30.200	41.100	50.140	51.350	48.400	57.520	38.950	27.475		41.926	57.520	
Raw: # of samples of TKN - Raw Sewage (mg/L)	5	4	4	4	5	4	5	4	4	5	4	4	52			
Eff: Avg TAN - Final Effluent (mg/L)	< 0.032	< 0.045	< 0.045	< 0.120	< 0.394	< 0.405	< 0.064	< 0.010	< 0.020	< 0.040	< 0.038	< 0.148		< 0.113	< 0.405	5.0 - 15.0
Eff: # of samples of TAN - Final Effluent (mg/L)	5	4	4	6	5	4	5	4	4	4	5	4	51			
Loading: TAN - Final Effluent (kg/d)	< 0.080	< 0.124	< 0.145	< 0.749	< 2.174	< 1.798	< 0.124	< 0.018	< 0.028	< 0.174	< 0.562	< 0.562		< 0.503	< 2.174	70.5
Disinfection:																
Eff: GMD E. Coli - Final Effluent (cfu/100mL)	2.000	2.000	2.000	4.640	3.031	17.145	8.492	15.335	8.509	4.000	6.347	2.828		6.361	17.145	200.0
Eff: # of samples of E. Coli - Final Effluent (cfu/100mL)	5	4	4	6	5	4	5	4	3	4	5	4	53			

Appendix B

Septage Sample Data

**Ontario Clean Water Agency
Time Series Info Report**

Report extracted 03/27/2019 11:34

From: 01/01/2018 to 31/12/2018

Facility Org Number: 5678
Facility Works Number: 110000873
Facility Name: MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
Facility Owner: Municipality of Mississippi Mills
Facility Classification: Class 3 Wastewater Treatment
Receiver: Mississippi River
Service Population:
Total Design Capacity: 14100.0 m3/day

	01/2018	02/2018	03/2018	04/2018	05/2018	06/2018	07/2018	08/2018	09/2018	10/2018	11/2018	12/2018	Total	Avg	Max	Min
Septage / Biochemical Oxygen Demand: BOD5 - mg/L																
Count Lab	23	18	18	17	16	13	12	11	11	17	16	14	186			
Max Lab	19300	23800	18600	4770	5710	4530	6360	4360	5260	5060	10800	4380			23800	
Mean Lab	7704.913	8154.111	7997	1695.294	1832.563	1707.077	1787.25	1232.364	2607	1371.941	2557.813	1145.429		3898.755		
Min Lab	357	483	306	139	192	197	126	100	109	107	186	103				100
Septage / Septage Processed - m³																
Count IH	31	28	31	30	31	30	31	31	30	31	30	31	365			
Total IH	490.26	436.738	403.808	414.419	375.851	359.25	290.149	259.191	262.127	296.897	325.346	339.726	4253.762			
Max IH	32.5	40.4	32.5	32.5	46	58	40.4	43.795	32.5	40	49.939	40.031			58	
Mean IH	15.815	15.598	13.026	13.814	12.124	11.975	9.36	8.361	8.738	9.577	10.845	10.959		11.654		
Min IH	0	0	0	0	0	0	0	0	0	0	0	0				0
Septage / Total Kjeldahl Nitrogen: TKN - mg/L																
Count Lab	23	18	18	17	16	13	12	12	11	17	16	14	187			
Max Lab	2250	2980	2820	1870	2440	2570	1990	1980	1580	1590	2180	1490			2980	
Mean Lab	1265.904	1429.411	1640.794	838.5	914.269	864.308	998.15	700.275	598.855	580.259	998.5	499.693		1025.824		
Min Lab	65.6	87.4	64.3	43.5	23.3	143	10.8	0.7	58.6	62.1	110	32.4				0.7
Septage / Total Phosphorus: TP - mg/L																
Count Lab	23	18	18	17	16	13	12	12	11	17	16	14	187			
Max Lab	847	857	898	1220	271	997	567	275	311	141	637	138			1220	
Mean Lab	365.538	376.339	421.398	165.653	112.535	215.715	184.053	106.242	109.044	47.316	174.969	55.921		216.705		
Min Lab	8.77	11.4	7.17	4.8	2.76	11.3	3.23	18.3	6.58	9.6	9.4	8.79				2.76
Septage / Total Solids: TS - mg/L																
Count Lab	23	18	18	17	16	13	12	11	11	17	16	14	186			
Max Lab	47800	51000	43900	386000	27700	51700	27600	13700	32700	20000	23500	15200			386000	
Mean Lab	23547.83	25138.33	22793.33	36447.65	8042.5	13463.08	6385	4206.364	10038.18	5131.765	8553.125	5765.714		15364.52		
Min Lab	760	990	890	1170	1090	810	410	160	560	270	720	600				160
Septage / Total Suspended Solids: TSS - mg/L																
Count Lab	23	18	18	17	16	13	12	11	11	17	16	14	186			
Max Lab	47800	51000	43900	245000	23000	51700	23000	13200	17600	23000	23800	12400			245000	
Mean Lab	22191.3	20881.11	21286.11	22000.59	5202.5	11281.54	4090.833	2818.182	6819.091	4438.824	5748.75	3560		12064.29		
Min Lab	200	280	150	140	250	300	140	100	350	180	200	250				100
Septage / pH - ---																
Count Lab	23	18	18	17	16	13	12	11	11	17	16	14	186			
Max Lab	9.06	8.67	8.8	8.89	8.8	8.85	8.6	7.86	7.7	8.84	8.69	8.71			9.06	
Mean Lab	6.923	6.923	7.086	7.454	7.512	7.566	7.528	7.203	6.874	7.532	7.542	7.741		7.327		
Min Lab	5.66	5.45	5.41	5.64	5.77	6.56	6.07	5.91	6.16	6.53	5.59	7.13				5.41

Appendix C

Biosolids Application Summary

Ontario Clean Water Agency
 Biosolids Quality Report - Liquid
 Digester Type: AEROBIC
Solids and Nutrients

Facility: MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
 Works: 5678
 Period: 01/01/2018 to 12/01/2018

Facility Works Number: 1.10000873E8
 Facility Name: MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
 Facility Owner: Municipality: Municipality of Mississippi Mills
 Facility Classification: Class 3 Wastewater Treatment
 Receiver: Mississippi River
 Service Population:
 Total Design Capacity: 14100.0 m3/day
 Period Being Reported: 01/01/2018 12/01/2018

Note: all parameters in this report will be derived from the Bslq Station

Month	Total Sludge Hauled (m3)	Avg. Total Solids (mg/L)	Avg. Volatile Solids (mg/L)	Avg. Total Phosphorus (mg/L)	Ammonia (mg/L)	Nitrate (mg/L)	Nitrite (mg/L)	TKN (mg/L)	Ammonia + Nitrate (mg/L)	Potassium (mg/L)
Site	Site Name									
Station	Bslq Station only									
Parameter Short Name	HauledVol	TS	VS	TP	NH3p_NH4p_N	NO3-N	NO2-N	TKN	calculation in report - no T/S	K
T/s	IH Month.Total	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean		Lab Published Month Mean
Jan		33,450.000	18,900.000	1,165.000	7.860	7.350	0.100	1,540.000	7.605	
Feb		37,650.000	21,950.000	1,115.000	101.030	0.300	0.300	1,930.000	50.665	
Mar		33,050.000	19,800.000	1,050.000	4.060	1.000	0.100	1,750.000	2.530	
Apr		34,900.000	21,050.000	1,160.000	8.490	17.300	0.100	2,285.000	12.895	
May		35,450.000	21,150.000	944.500	13.265	0.250	0.100	1,320.000	6.758	
Jun		36,700.000	20,650.000	1,305.000	5.315	1.550	0.100	1,770.000	3.433	
Jul		29,050.000	16,400.000	808.500	5.900	0.250	0.100	983.000	3.075	
Aug		32,100.000	17,150.000	1,150.500	2.885	0.300	0.100	1,325.000	1.593	
Sep		34,900.000	18,500.000	1,295.000	2.870	8.050	0.200	1,505.000	5.460	

Oct		35,600.000	19,300.000	1,031.000	2.360	12.800	0.100	1,044.000	7.580	
Nov		34,800.000	19,600.000	1,121.500	8.180	0.150	0.100	1,440.000	4.165	
Dec		32,000.000	18,200.000	1,125.000	9.485	0.350	0.200	1,585.000	4.918	
Average		34,137.500	19,387.500	1,105.917	14.308	4.138	0.133	1,539.750	9.223	
Total	0.000	409,650.000	232,650.000	13,271.000	171.700	49.650	1.600	18,477.000	110.675	0.000

Ontario Clean Water Agency
 Biosolids Quality Report - Liquid
 Digester Type: AEROBIC
Solids and Nutrients

Facility: MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
 Works: 5678
 Period: 01/01/2018 to 12/01/2018

Facility Works Number: 1.10000873E8
 Facility Name: MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
 Facility Owner: Municipality: Municipality of Mississippi Mills
 Facility Classification: Class 3 Wastewater Treatment
 Receiver: Mississippi River
 Service Population:
 Total Design Capacity: 14100.0 m3/day
 Period Being Reported: 01/01/2018 12/01/2018

Note: all parameters in this report will be derived from the Bslq Station

Month	Total Sludge Hauled (m3)	Avg. Total Solids (mg/L)	Avg. Volatile Solids (mg/L)	Avg. Total Phosphorus (mg/L)	Ammonia (mg/L)	Nitrate (mg/L)	Nitrite (mg/L)	TKN (mg/L)	Ammonia + Nitrate (mg/L)	Potassium (mg/L)
Site	Site Name									
Station	Bslq Station only									
Parameter Short Name	HauledVol	TS	VS	TP	NH3p_NH4p_N	NO3-N	NO2-N	TKN	calculation in report - no T/S	K
T/s	IH Month.Total	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean		Lab Published Month Mean
Jan		35,850.000	20,850.000	1,125.000	16.000	30.500	0.100	1,715.000	23.250	
Feb		35,700.000	21,600.000	1,100.000	12.405	0.100	0.100	1,875.000	6.253	
Mar		35,450.000	21,750.000	1,275.000	9.360	10.350	0.100	2,535.000	9.855	
Apr		36,350.000	22,050.000	1,315.000	11.940	43.200	0.100	2,375.000	27.570	
May		35,150.000	21,050.000	784.500	10.775	0.150	0.100	979.500	5.463	
Jun		32,950.000	18,650.000	1,250.000	4.500	0.150	0.100	1,640.000	2.325	
Jul		30,800.000	17,000.000	1,002.000	1.870	29.300	0.100	1,080.000	15.585	
Aug		33,300.000	17,600.000	1,185.000	4.360	0.100	0.100	1,605.000	2.230	
Sep		35,300.000	18,450.000	1,475.000	6.200	0.150	0.100	1,425.000	3.175	

Oct		36,200.000	19,350.000	1,123.500	12.365	7.650	0.100	1,256.000	10.008	
Nov		33,600.000	18,900.000	971.000	7.620	0.200	0.100	1,400.000	3.910	
Dec		31,900.000	18,400.000	1,022.500	6.905	0.350	0.450	1,515.000	3.628	
Average		34,379.167	19,637.500	1,135.708	8.692	10.183	0.129	1,616.708	9.438	
Total	0.000	412,550.000	235,650.000	13,628.500	104.300	122.200	1.550	19,400.500	113.250	0.000

Ontario Clean Water Agency
Biosolids Quality Report - Liquid
Digester Type: AEROBIC
Solids and Nutrients

Facility: MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
Works: 5678
Period: 01/01/2018 to 12/01/2018

Facility Works Number: 1.10000873E8
Facility Name: MISSISSIPPI MILLS WASTEWATER TREATMENT FACILITY
Facility Owner: Municipality: Municipality of Mississippi Mills
Facility Classification: Class 3 Wastewater Treatment
Receiver: Mississippi River
Service Population:
Total Design Capacity: 14100.0 m3/day
Period Being Reported: 01/01/2018 12/01/2018

Note: all parameters in this report will be derived from the Bslq Station

Month	Total Sludge Hauled (m3)	Avg. Total Solids (mg/L)	Avg. Volatile Solids (mg/L)	Avg. Total Phosphorus (mg/L)	Ammonia (mg/L)	Nitrate (mg/L)	Nitrite (mg/L)	TKN (mg/L)	Ammonia + Nitrate (mg/L)	Potassium (mg/L)
Site	Site Name									
Station	Bslq Station only									
Parameter Short Name	HauledVol	TS	VS	TP	NH3p_NH4p_N	NO3-N	NO2-N	TKN	calculation in report - no T/S	K
T/s	IH Month.Total	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean	Lab Published Month Mean		Lab Published Month Mean
Jan		36,100.000	19,250.000	1,460.000	7.345	0.250	0.100	1,665.000	3.798	
Feb		35,550.000	20,550.000	1,080.000	0.685	0.400	0.100	1,500.000	0.543	
Mar		33,250.000	19,050.000	907.500	0.650	0.150	0.100	1,415.000	0.400	
Apr		34,700.000	20,150.000	1,030.000	2.905	1.950	0.100	1,775.000	2.428	
May		34,650.000	20,250.000	787.000	4.070	0.300	0.100	857.000	2.185	
Jun		34,700.000	19,300.000	1,075.000	4.655	0.100	0.100	1,265.000	2.378	
Jul		30,200.000	16,500.000	1,030.000	3.195	5.150	0.100	1,011.500	4.173	
Aug		30,300.000	15,200.000	1,076.000	2.525	0.300	0.100	1,325.000	1.413	
Sep		30,800.000	15,700.000	1,110.000	4.175	0.150	0.200	1,190.000	2.163	

Oct		34,500.000	17,600.000	1,110.000	1.235	3.950	0.100	994.500	2.593	
Nov		36,700.000	19,850.000	1,097.500	6.165	0.100	0.100	1,300.000	3.133	
Dec		31,700.000	17,300.000	1,025.000	3.485	0.300	0.100	1,308.000	1.893	
Average		33,595.833	18,391.667	1,065.667	3.424	1.092	0.108	1,300.500	2.258	
Total	0.000	403,150.000	220,700.000	12,788.000	41.090	13.100	1.300	15,606.000	27.095	0.000

Appendix D

Calibration Records

CapitalControls

Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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Mississippi Mills

Instrument Verification

Site Report May, 2018

Site

Mississippi Mills

W.W.T.P. Final Effluent Flow Meter

Prepared For: O.C.W.A.

Calibration Date: April 13, 2018

Calibration Due: April 13, 2019

Verifications performed: by Tim Stewart

Report Prepared by: Tim Stewart

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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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Mississippi Mills Verification:

1	CALIBRATION EQUIPMENT	- 3 -
1.1	<i>Fluke 725 Process Calibrator</i>	- 3 -
1.2	<i>Parshall Flume Calibration by means of Simulating Channel Level</i>	- 4 -
2	MISSISSIPPI W.W.T.P.	- 6 -
2.1	<i>Plant Influent Flow Meter</i>	- 7 -
3	CALIBRATION CERTIFICATES	- 8 -
3.1	<i>Fluke Calibration Certificate</i>	- 8 -

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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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1 Calibration Equipment

1.1 Fluke 725 Process Calibrator

Fluke 725 Documenting Process Calibrator.

Analytical Variable vs. Current Output:

Any current measurement in a process can be compared to the theoretical calibration curve for that device by knowing the “range” of the device (example 0 to 200 l/s) and the respective measured current out associated with that variable.

$$I(\text{theoretical})\text{mA} = ((\text{PV/Full Scaled}) \times 16\text{mA}) + 4 \text{ mA}$$

For example a flow meter is reading 75 l/s @ 10.00mA and the range is 0-200l/sec, then $((75/200) \times 16) + 4 = 10.00\text{mA}$ is the expected or theoretical current for a PV of 75 l/s.

Error tolerances are typically in the range in the order of 5% (municipal water and wastewater treatment plants) and are expressed in % error of full scale. Therefore;

$$(I(\text{Measured}) - I(\text{theoretical})) / 16 \times 100 = \% \text{ Error of full Scale}$$

$$((9.75 \text{ mA} - 10.0 \text{ mA}) / 16) 100 = -1.56\% \text{ Error of full scale}$$

Fluke 725 Documenting Process Calibrator Certificates: included in calibration certificates.

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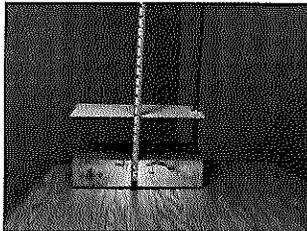
Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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1.2 ***Parshall Flume Calibration by means of Simulating Channel Level***

By use of a mechanical level simulating tool installed introduced in the Parshall Flume, an exact level can be simulated causing the transmitter to display flow based on the simulator adjusted level.

Shown below is a picture of a simple level simulator used to simulate flows/levels in a Parshall Fume. By adjusting the reflector upward from the bottom ridge of the base, which will sit on the floor of the flume directly under the level sensor, the flow meter will



transmit and display the flow proportional to the simulated level. In this case a 24 inch Parshall flume with the simulator set to 240 mm can be verified by looking at the chart below. The flow on the transmitter should be comparable to 156.4 l/s.

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FLOW CHART
GREYLINE INSTRUMENTS INC.
24" Parshall Flume

Formula: $Q = KH^n$,
where: Q = Flow in Liters per Second.
K = 0.031982
H = Head in Millimeters.
n = 1.5500
H maximum: 750.0 Millimeters
H increment: 5 Millimeters

mm	L/s	mm	L/s	mm	L/s	mm	L/s
5.000	0.3875	195.0	113.4	385.0	325.4	575.0	605.9
10.00	1.135	200.0	117.9	390.0	331.9	580.0	614.1
15.00	2.127	205.0	122.5	395.0	338.6	585.0	622.3
20.00	3.323	210.0	127.2	400.0	345.2	590.0	630.6
25.00	4.696	215.0	131.9	405.0	351.9	595.0	638.9
30.00	6.229	220.0	136.7	410.0	358.7	600.0	647.2
35.00	7.911	225.0	141.5	415.0	365.5	605.0	655.6
40.00	9.730	230.0	146.4	420.0	372.3	610.0	664.0
45.00	11.68	235.0	151.4	425.0	379.2	615.0	672.5
50.00	13.75	240.0	156.4	430.0	386.2	620.0	681.0
55.00	15.94	245.0	161.5	435.0	393.2	625.0	689.5
60.00	18.24	250.0	166.6	440.0	400.2	630.0	698.1
65.00	20.65	255.0	171.8	445.0	407.3	635.0	706.7
70.00	23.16	260.0	177.1	450.0	414.4	640.0	715.3
75.00	25.78	265.0	182.4	455.0	421.5	645.0	724.0
80.00	28.49	270.0	187.7	460.0	428.7	650.0	732.7
85.00	31.30	275.0	193.1	465.0	436.0	655.0	741.5
90.00	34.20	280.0	198.6	470.0	443.3	660.0	750.2
95.00	37.19	285.0	204.1	475.0	450.6	665.0	759.1
100.0	40.26	290.0	209.7	480.0	458.0	670.0	767.9
105.0	43.43	295.0	215.3	485.0	465.4	675.0	776.8
110.0	46.67	300.0	221.0	490.0	472.8	680.0	785.8
115.0	50.00	305.0	226.8	495.0	480.3	685.0	794.8
120.0	53.41	310.0	232.6	500.0	487.9	690.0	803.8
125.0	56.90	315.0	238.4	505.0	495.5	695.0	812.8
130.0	60.47	320.0	244.3	510.0	503.1	700.0	821.9
135.0	64.11	325.0	250.2	515.0	510.8	705.0	831.0
140.0	67.83	330.0	256.2	520.0	518.5	710.0	840.2
145.0	71.62	335.0	262.3	525.0	526.2	715.0	849.3
150.0	75.48	340.0	268.4	530.0	534.0	720.0	858.6
155.0	79.42	345.0	274.5	535.0	541.8	725.0	867.8
160.0	83.43	350.0	280.7	540.0	549.7	730.0	877.1
165.0	87.50	355.0	286.9	545.0	557.6	735.0	886.5
170.0	91.64	360.0	293.2	550.0	565.6	740.0	896.8
175.0	95.86	365.0	299.5	555.0	573.5	745.0	906.2
180.0	100.1	370.0	305.9	560.0	581.6	750.0	914.7
185.0	104.5	375.0	312.4	565.0	589.6		
190.0	108.9	380.0	318.8	570.0	597.7		

Figure 1: 24" Parshall Flume chart depicting Level versus flow.

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2 Mississippi W.W.T.P.

Site Report May, 2018

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2.1 Plant Influent Flow Meter

FIELD EQUIPMENT VERIFICATION / CALIBRATION							DATE: April 13 / 2018
DESCRIPTION : Plant Influent Flow			MODEL: OCM III		TAG: Influent Flow Meter		
MANUFACTURER : Greyline			Serial #				
Client Name: Almonte W.W.T.P.				Device Output Signal : 4.00 - 20.0 mA			
INSTALLATION INSPECTION							
	DESCRIPTION	FINDINGS				COMMENTS	
		OK	FIXED	N/A	FAULTY		
GENERAL						12" Parshall flume	
1	TAGGING			X		Mode = Flow	
2							
MECHANICAL						P3= exponential device	
3	MOUNTING: check for proper fastening, etc.	X				P4=ratiometric	
4	ORIENTATION: check for proper angle, etc.)	X				P6= range 21554 m3/day	
5	POSITION: relative position to other components (i.e. for proper flow, blanking distance), etc.	X				P7= height of max head 51.20 cm	
6							
ELECTRICAL							
7		X					
8	WIRE TAGGING: (exists and proper wire type)	X					
9	QUALITY OF CONNECTIONS:	X					
10	GROUNDING:	X					
11	SHIELDING: (check if grounded only at PLC end of wire)	X					
12	CERTIFICATION CSA, ULC:	X					
13							
SET-UP/CALIBRATION							
DIGITAL		ADJUSTMENT USING		VERIFIED USING		SETPOINT / RANGE	
14	SETPOINT ADJUSTMENT	MECHANICAL TYPE		Level Stand			
		ELECTRONIC TYPE	Fluke 725 calibrator S/N 8759025			0 - 21554 m3/day = 4.00 to 20.0 mA	
Configuration Parameters:			Calibration Data Test Tolerance: 5.00%				
	Current Values	Display	Calculated	% Error	Status	Notes	
	Level stand set to 2.75 cm 4.18 mA	249 m3/day	232 m3/day	0.08%	Passed		
	Level stand set to 6.4 cm 4.75 mA	974 m3/day	860 /m3/day	0.53%	Passed		
	Level stand set to 12.7 cm 5.80 mA	2430 m3/day	2487 m3/day	0.26%	Passed		
	Level stand set to 19.5 cm 7.77 mA	5074 m3/day	4836 m3/day	1.10%	Passed		
Error (% Full Scale) = ((Displayed Output - Calculated Variable) / Full Scale) * 100 = ((5074-4836) / 21554) *100 = 1.10 % of full scale				Checked By: <i>Tim Stewart</i> Cell: 613-325-9213 Email: tim.stewart@capitalcontrols.ca			

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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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3 Calibration Certificates

3.1 Fluke Calibration Certificate



www.pylonelectronics.com

Pylon Electronics Inc.
147 Colonnade Road
Ottawa, ON K2E 7L9

Page 1 of 1

CERTIFICATE OF CALIBRATION

Description	MULTI FUNCTION PROCESS	Work Order	H49740
Model Number	725	Serial Number	8759025
Instrument Id	NA	Cal Procedure	SEE TEST DATA SHEET
Manufacturer	FLUKE	Cal Date	18 Jul 2017
Customer Name	CAPITAL CONTROLS	Recall Cycle	52 Weeks
Purchase Order	CC1521-P1	Next Cal Date	18 Jul 2018

Calibration Environment: Temperature: 23.1 °C Relative Humidity: 38.6 %RH

Received Condition: Within Tolerance

Completed Condition: Within Tolerance

Standards Used to Establish Traceability:

Instrument Type	Model	Asset #
CALIBRATOR WITH SCOPE OPTION	832A-SC1100	13583
8.5 DIGIT MULTIMETER	3458A	13464

Pylon certifies that, at the time of calibration, the above listed instrument meets or exceeds all of the specifications defined on the Test Data Sheet (TDS), unless otherwise indicated. The Certificate received and completed conditions and the TDS specifications are based on the procedure(s) and/or specification(s) referenced on the TDS unless otherwise indicated. Any statement of compliance is made without taking measurement uncertainty into account and is based on the instrument's performance against the test limits documented on the test data sheet.

The above listed instrument has been calibrated using standards that are traceable to the International System of Units (SI) through a National Metrological Institute (such as NRC or NIST). Pylon's quality system meets the requirements of ISO/IEC 17025:2005. Unless otherwise specified, Pylon mounts its calibration certificate on the equipment under test and the measurement system.

This report consists of two parts with separate page numbering schemes, the Certificate of Calibration and the Test Data Sheet (TDS). Copyright of this work is owned by the issuing laboratory and may not be reproduced, altered or further distributed, except with the prior written permission of the issuing laboratory. Terms and conditions found at www.fluke.com apply to this certificate unless otherwise specified. Certificate remarks identify if adjustments were performed.

Metrologist: *015*

Quality Assurance: *107*

Date of Issue: 18 Jul 2017

FLUKE PCE-15

OTTAWA

MONTREAL

OTTAWA

TORONTO

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Electrical/Control Panels – PLC/SCADA Programming – Instrumentation Calibrations

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Page 2 of 4

Pylon		Calibration Test Data			
Description: MULTI FUNCTION PROCESS CALIB		Work order: H49740			
Model: 725		Serial: 8759025			
IE&I	TEST DESCRIPTION	RESULTS			
REF		MIN	AS FOUND	FINAL	MAX
P. 29	LOWER DISPLAY mA MEASUREMENT TESTS				
	APPLIED (A)	A	A	A	A
	4.000 m	3.997 m	3.999 m		4.003 m
	12.000 m	11.995 m	12.000 m		12.005 m
	24.000 m	23.993 m	24.000 m		24.007 m
P. 30	LOWER DISPLAY FREQUENCY MEASUREMENT TESTS				
	APPLIED	FREQ (Hz)	Hz	Hz	Hz
	1 V P-P SQ	10 k	9.99 k	10.00 k	10.02 k
P. 31	LOWER DISPLAY FREQUENCY SOURCE TEST				
	TI OUTPUT (Hz)	Hz	Hz	Hz	Hz
	10 k	9.975 k	10.000 k		10.025 k
P. 32	LOWER DISPLAY 4-W RESISTANCE MEASUREMENT TESTS				
	APPLIED (Ω)	Ω	Ω	Ω	Ω
	15	14.00	14.00		15.10
	350	349.90	350.03		350.10
	500	499.5	500.0		500.5
	1500	1499.5	1500.1		1500.5
	3200	3199.0	3200.2		3201.0
P. 33	LOWER DISPLAY 3-WIRE RTD MEASUREMENT TESTS				
	APPLIED (Ω)	Ω	Ω	Ω	Ω
	350	349.80	349.99		350.20

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Page 3 of 4

		Calibration Test Data			
Description: MULTI FUNCTION PROCESS CALIB		Work order: H49740			
Model: 725		Serial: 8759025			
TEST REF.	TEST DESCRIPTION	RESULTS			
		MIN	AS FOUND	FINAL	MAX
P. 34	LOWER DISPLAY T/C MEASUREMENT TESTS				
	APPLIED (°C) (V)	°C	°C	°C	°C
	0 0.000 m	-3.7	0.0		0.7
P. 35	LOWER DISPLAY T/C SOURCE TEST				
	APPLIED (°C)	°C	°C	°C	°C
	0	-0.7	0.2		0.7
P. 36	LOWER DISPLAY mA SOURCE TESTS				
	OUTPUT (A)	A	A	A	A
	4 m	3.9972 m	3.9994 m		4.0028 m
	12 m	11.9958 m	11.9981 m		12.0044 m
	24 m	23.9932 m	23.9978 m		24.0068 m
P. 37	LOWER DISPLAY mV SOURCE TESTS				
	OUTPUT (V)	V	V	V	V
	0.00 m	-0.020 m	0.001 m		0.020 m
	45.00 m	44.970 m	45.001 m		45.030 m
	100.00 m	99.980 m	100.003 m		100.040 m
	LOWER DISPLAY VOLTAGE SOURCE TESTS				
	OUTPUT (V)	V	V	V	V
	3.000	-0.002	0.000		0.002
	5.000	4.9970	5.0001		5.0050
	10.000	9.9960	10.0002		10.0040

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

MEETING: April 16, 2019

TO: Committee of the Whole

FROM: Trish Petrie, Environmental Compliance Coordinator

SUBJECT: Howie Road Depot

RECOMMENDATION:

THAT Council direct staff to close Howie Road Depot from November 15th to March 31st annually beginning in the fall of 2019.

BACKGROUND:

The former Howie Road landfill, currently operating as the Howie Road Depot (the Depot), is owned by the Municipality and is located approximately 11km east of Almonte. In accordance with amended Environmental Compliance Approval No. A461001, the Depot has been used as a transfer station for brush and recyclable materials since April 30, 2014. The Depot is open Wednesday's from 3:00 p.m. to 7:00 p.m. April 1st to October 31st and Saturday's year round from 9:00 a.m. to 1:00 p.m.

DISCUSSION:

Over the last three years the Roads and Public Works Department has been gathering information on the usage and operating costs, along with particulars on how many residents are using the Depot during winter months (December to March) in comparison to the remainder of the year (April to November). A summary of the number of customers using the Depot on Wednesday's and Saturday's from 2016 to 2018 is outlined in Table 1 below:

TABLE 1 – Usage Summary 2016-2018

	2016 Customer Count		2017 Customer Count		2018 Customer Count	
	Wednesday	Saturday	Wednesday	Saturday	Wednesday	Saturday
January	--	3	--	10	--	5
February	--	1	--	4	--	1
March	--	5	--	5	--	7
April	--	79	--	129	--	74
May	48	65	82	76	152	104
June	63	70	99	104	101	168
July	58	71	123	134	57	90
August	87	55	118	87	108	111
September	57	68	81	109	95	158
October	65	84	107	115	107	169
November	--	66	--	75	--	66
December	--	8	--	27	--	14
Total	378	575	610	875	620	967

When you examine the usage summary data in Table 1 it is apparent that the winter months (December through March) for all three years have low customer usage numbers: 17 customers in 2016, 46 customers in 2017 and 27 customers in 2018.

As the Depot is currently open 9:00 a.m. – 1:00 p.m. every Saturday all year, during the winter months, snow removal and sanding is required depending on weather conditions. A summary of the operating costs incurred during the winter months in comparison to the remainder of the year is outlined in Table 2 below:

TABLE 2 – Operating Cost Summary 2016-2018

Item	2016		2017		2018	
	Dec - March	April - Nov	Dec - March	April - Nov	Dec - March	April - Nov
Toilet Rental	\$203.52	\$203.52	\$407.04	\$814.08	\$407.04	\$814.08
Hydro	\$1,194.99	\$1,451.94	\$644.99	\$997.84	\$544.13	\$993.98
Labour	\$1,480.80	\$2,961.60	\$1,480.80	\$2,961.60	\$1,540.80	\$3,081.60
Scale House Inspection	--	--	--	--	--	\$153.41
Draining Freon Units	--	\$477.00	--	--	--	\$549.50
Brush and Chipping	--	\$3,898.00	--	--	--	\$5,950.00
Roads Staff Snow Removal	\$4,309.24	--	\$4,035.72	--	\$5,461.12	--
Total	\$7,188.55	\$8,992.06	\$6,568.55	\$4,773.52	\$7,953.09	\$11,542.57
Property taxes	\$62,345.22		\$60,158.08		\$58,588.72	
Environmental Consulting	\$33,111.02		\$26,091.24		\$35,777.58	
Total Annual Cost	\$111,636.85		\$97,591.39		\$113,861.96	

The cost of snow removal fluctuates annually due to the varying number of weeks snow removal is required. The winter operating costs in comparison to the number of customers that utilize the Depot during the winter is high, e.g. in 2018 the winter operating costs divided by the number of customers that dropped off materials (\$7,953.09/27) works out to \$294.56 per customer.

In addition to the high winter operating cost and low customer usage, the amount of materials deposited during winter months is also low. A three year summary of the materials and revenue for 2016 to 2018 are outlined in Table 3 below:

TABLE 3 – Summary of Materials and Revenue 2016-2018

2016	BRUSH/COM	CARDBOARD	METAL		Tire
	Tonnes	Tonnes	Tonnes	Freon Charge	Rim Charge
January	--	--	0.12	--	--
February	0.01	--	--	--	--
March	0.59	--	0.04	--	--
April	9.61	0.02	0.09	--	--
May	14.25	0.04	0.54	--	--
June	12.92	0.1	1.015	--	\$7.00
July	9.77	0.05	0.455	\$50.00	--
August	12.39	0.045	0.88	\$150.00	\$35.00
September	8.78	0.06	1.015	\$250.00	\$35.00
October	11.58	0.07	0.61	\$50.00	--
November	5.56	0.01	0.94	\$150.00	--
December	0.8	--	0.11	--	\$28.00
Dec - Mar Tonnes	1.4	--	0.27	--	--
Apr - Nov Tonnes	84.86	0.395	5.545	--	--
Dec - Mar Revenue	--	--	\$53.42	--	\$28.00
Apr - Nov Revenue	--	--	\$1,097.13	\$650.00	\$77.00

2017	BRUSH/COM	CARDBOARD	METAL		Tire
	Tonnes	Tonnes	Tonnes	Freon Charge	Rim Charge
January	0.46	--	0.34	\$100.00	--
February	0.03	0.03	0.04	\$50.00	--
March	0.085	0.025	0.03	--	--
April	13.57	0.04	0.52	\$150.00	--
May	17.09	0.12	0.92	\$100.00	\$14.00
June	19.815	0.36	1.61	--	--
July	23.45	0.57	1.52	\$150.00	--
August	16.005	0.18	1.125	--	--
September	15.67	0.14	0.445	\$100.00	--
October	15.405	0.03	1.275	\$50.00	\$35.00
November	6.475	0.02	0.395	\$50.00	--
December	2.44	--	0.43	\$50.00	\$77.00
Dec - Mar Tonnes	3.015	0.055	0.84	--	--
Apr - Nov Tonnes	127.48	1.46	7.81	--	--
Dec - Mar Revenue	--	--	\$130.58	\$200.00	\$77.00
Apr - Nov Revenue	--	--	\$1,214.06	\$600.00	\$49.00

2018	BRUSH/COM	CARDBOARD	METAL		Tire
	Tonnes	Tonnes	Tonnes	Freon Charge	Rim Charge
January	--	0.05	0.05	\$50.00	--
February	0.04	--	--	--	--
March	0.08	0.07	0.15	--	--
April	7.74	--	0.28	--	--
May	25.14	0.1	0.58	--	\$63.00
June	21.38	0.49	1.04	\$100.00	--
July	10.54	0.2	0.57	\$100.00	--
August	16.24	0.185	0.715	\$100.00	--
September	21.255	0.285	0.92	\$100.00	--
October	23.125	0.13	0.545	\$50.00	--
November	15.7	0.24	1.46	--	--
December	3.03	0.4	0.05	--	--
Dec - Mar Tonnes	3.15	0.52	0.25	--	--
Apr - Nov Tonnes	141.12	1.63	6.11	--	--
Dec - Mar Revenue	--	--	\$38.86*	\$50.00	--
Apr - Nov Revenue	--	--	\$949.80*	\$450.00	\$63.00

*Estimated based on 2017 per tonne rate

The above tables indicate that the majority of materials and revenue are received during the months from April to November.

The proposed closure is not anticipated to result in a significant negative impact to residents of Mississippi Mills. The Pakenham Depot, which has considerably more usage, will remain open throughout the year and Mississippi Mills' residents can utilize this facility during the winter months if need be.

FINANCIAL IMPLICATIONS:

The Roads and Public Works Department has analyzed the operating costs, customer usage and amount of materials deposited at the Depot during the winter months over the last three years and is recommending that the Depot be closed November 15 to March 31st each year. Based on the data, staff is anticipating that this closure would achieve an estimated cost savings of \$6,500.00 annually.

SUMMARY:

Due to the high operating costs and low customer usage, the Roads and Public Works Department is recommending that Council direct staff to close the Howie Road Depot from November 15th to March 31st annually.

Respectfully submitted,

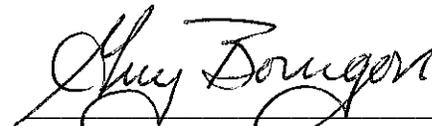


Trish Petrie
Environmental Compliance Coordinator



Shawna Stone
Acting CAO

Reviewed by,



Guy Bourgon, P.Eng.
Director of Roads and Public Works

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Guy Bourgon, Director of Roads and Public Works
SUBJECT: Pollinator Plant Pilot Project

RECOMMENDATION:

THAT Council approve the recommended 2019 Pollinator Plant Pilot Project as outlined in the Director of Roads and Public Works report dated April 16, 2019.

BACKGROUND:

This report is a follow up to the February 19th, 2019, Council report regarding the wild parsnip management within Mississippi Mills. At this meeting, and through the public feedback process, considerable concern was expressed over the loss of pollinator-friendly plants as a result of wild parsnip management.

DISCUSSION:

Staff was recently approached by the County of Lanark with respect to our interest in purchasing a seed mix for the regeneration of pollinator-friendly plants in areas where wild parsnip is being removed. Lanark County is ordering the seed mix through the Canadian Wildlife Federation (CWF) who is purchasing from St. Williams which uses Ontario native seeds. The seed mix includes approximately 22 native species and costs \$190/kg; 6 kg of seed mix is required for every one kilometer of road allowance being seeded.

The Municipality has also had discussions with a local farmer, Scott Sigurdson, owner of Indian Creek Orchard Gardens located on Sugar Bush Road in Pakenham about a 2 kilometer road adoption and the possibility of doing a pilot project along a one kilometer of the adopted road using the seed mix to regenerate pollinator habitat. Mr. Sigurdson has also suggested that he would also be interested in possibly supplying mulch to further advance the regeneration of the plants. This area could then be compared with the adjacent kilometer of roadway which would not receive any seed mix.

This pilot project would provide the Municipality with valuable data with respect to the viability of regenerating pollinator-friendly habitat within our road allowances. Staff would report back to Council on the effectiveness of this pilot project.

FINANCIAL IMPLICATIONS:

The cost of purchasing 6 kg of the seed mix would be \$1,140 + HST which would be taken from the Roads and Public Works operating account 1-311-0321-5680. There will be no increase to the operating budget as a result of this purchase.

SUMMARY:

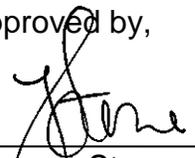
Subsequent to being approached by the County of Lanark and further to discussions with a local farmer seeking this opportunity, staff are recommending that a pilot project be undertaken to determine the viability of regenerating pollinator-friendly plants within our road allowance as identified in this report using a seed mix purchased through the County of Lanark.

Respectfully submitted,



Guy Bourgon, P.Eng
Director of Roads & Public Works

Approved by,



Shawna Stone
Acting Chief Administrative Officer

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Guy Bourgon, P.Eng., Director of Roads and Public Works
SUBJECT: Amendment to By-law 13-108 Regulating All-terrain Vehicles

RECOMMENDATION:

THAT Council approve an amendment to By-law 13-108 to allow for set fines to be issued for violations of the by-law.

BACKGROUND:

The Ontario Provincial Police (OPP) has raised an issue concerning By-law 13-108 which is a by-law regulating the use of the all-terrain vehicles (ATV's) within Mississippi Mills. In particular, with no short form wording or set fines established, enforcing the by-law is problematic.

DISCUSSION:

Fines are enforced under the authority of the *Provincial Offences Act*. In order for a municipality to establish set fines for violations of a specific by-law there is an application process to be followed and submitted to the Ministry of the Attorney General. If short form wording and set fines are approved, the police/enforcement officer can ticket rather than use a long form summons. The defendant can elect to pay the ticket and not attend court. Communication from the Ministry of the Attorney General indicates that the current by-law requires an amendment to bring the identification of the violation out of the Schedule "A" and into the body of the by-law itself in order to ensure enforceability. Staff has therefore revised By-law 13-108 to reflect these changes.

FINANCIAL IMPLICATIONS:

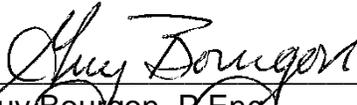
There are no financial implications associated with this report.

SUMMARY:

Following communications with the OPP and the Ministry of the Attorney General, By-law 13-108 is being amended as described in this report to allow for set fines to be issued and to ensure enforceability.

Respectfully submitted,

Reviewed by,



Guy Bourgon, P.Eng.
Director of Roads and Public Works



Shawna Stone, Acting CAO

Attachments:

1. Amendment to By-law 13-108

THE CORPORATION OF THE TOWN OF MISSISSIPPI MILLS

BY-LAW NO. 13-108

BEING a by-law to regulate the operations of all-terrain vehicles on all highways under the jurisdiction of the Town of Mississippi Mills.

WHEREAS Section 191.8(3) of the Highway Traffic Act, R.S.O. 1990, Ch.8, as amended, provides that a municipality may pass by-laws;

- i) Permitting the operation of off-road vehicles with low pressure bearing tires on any highway within the municipality that is under the jurisdiction of the municipality or on any part or parts of such highway.

NOW THEREFORE the Council of the Corporation of the Town of Mississippi Mills enacts as follows:

1. **Jurisdiction**

- 1.1 This By-law regulates the use of all-terrain vehicles on all highways under the jurisdiction of the Town of Mississippi Mills only.
- 1.2 This By-law does NOT provide authority for:
 - a) Provincial highways
 - b) County of Lanark, upper tier municipality, highways
 - c) Private roads
 - d) Any highways situated outside the Town of Mississippi Mills including the portion of any boundary road not owned by the Town of Mississippi Mills.

2. **Definitions**

- 2.1 "All-terrain vehicle" shall have the same meaning as defined in Ontario Regulation 316/03.
- 2.2 "Highway" shall have the same meaning as defined in the Highway Traffic Act.
- 2.3 "Low Pressure Bearing Tire" shall have the same meaning as defined in the Highway Traffic Act.
- 2.4 "Off-Road Vehicle" shall have the same meaning as defined in Ontario Regulation 316/03.
- 2.5 Whenever certain hours are specified in this By-law, they shall mean Standard Time or Daylight Saving Time, whichever is then in effect in the Town.

3. **Regulation of All-Terrain Vehicles on Highways**

- 3.1 **(a)** No person shall operate an all-terrain vehicle on a highway in contravention of O. Reg. 316/03, made under the *Highway Traffic Act* as amended or replaced from time to time.

3.1 (b) No person shall operate an All-Terrain Vehicle on a highway listed in Schedule "A".

- 3.2 Every person who operates an all-terrain vehicle on a highway under the jurisdiction of the Town of Mississippi Mills shall comply with the following provisions:
- a. An all-terrain shall have visible reflective strips maintained on all four sides of the vehicles;
 - b. An all-terrain vehicle shall NOT have chains or studs on its tires.
- 3.3 Curfew. Despite any section in this By-law, no person shall operate an all-terrain vehicle on a highway between the hours of 11:00 p.m. on any day and 4:00 a.m. of the next following day.
- 3.4 Boundary Roads. Regulations will be posted on boundary roads by the Town of Mississippi Mills where the regulations under All Terrain Vehicles By-laws are different or non-existent in neighbouring municipalities.

4. Penalties

- 4.1 Any person who contravenes the Highway Traffic Act or its Regulations or this by-law is guilty of an offence and upon conviction is liable to a fine as provided for in the Provincial Offences Act.

5. One-Year Review

- 5.1 This By-law shall be reviewed within one year from its enactment.

6. Validity

If any section, clause or provision of this By-law is for any reason declared by a court of competent jurisdiction to be invalid, the same shall not affect the validity of the by-law as a whole or any part thereof other than that section, clause or provision so declared to be invalid and it is hereby declared to be the intention that all the remaining sections, clauses or provisions of the By-law shall remain in full force and effect until repealed, notwithstanding that one or more provisions thereof shall have been declared to be invalid.

7. Where any By-law, passed prior to this By-law, conflicts with the terms of this By-law, this By-law shall prevail.
8. That this By-law shall come into force and take effect immediately upon the passing thereof by the Council of the Corporation of the Town of Mississippi Mills.

BY-LAW READ, passed, signed and sealed in open Council this 5th day of November, 2013.

John Levi, Mayor

Shawna Stone, Town Clerk

SCHEDULE "A" TO BY-LAW 13-108

The use of All-Terrain Vehicles, in accordance with the *Highway Traffic Act* and Ontario Regulation 613/03 and as stipulated in this by-law is permitted on all highways, under the jurisdiction of the Corporation of the Town of Mississippi Mills, except:

HIGHWAY NAME	FROM	TO	COMMENTS
Golden Line Road	McArton Road	March Road	Boundary Road - Ottawa
Head Pond Road South	Ryan Duncan Side Road	Dead End	Boundary Road - Ottawa
Lunney Road	Shaw Road	Dead End	Boundary Road - Ottawa
Rock Coady Trail	Panmure Road	Dead End	Boundary Road - Ottawa
Timmins Road	Kinburn Side Road	Dead End	Boundary Road - Ottawa
Walter Bradley Road	County Road 29	Dead End	Boundary Road - Ottawa
All roads lying within the boundary of the Almonte Ward as designated within the Official Plan			
All roads lying within the boundary of the Village of Pakenham as designated within the Official Plan			

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Michael Cooke, Building Inspector
SUBJECT: **Revised Pool By-law**

RECOMMENDATION:

THAT Council approve the revised Pool By-law as presented and repeal By-law 16-68.

BACKGROUND:

By-law 99-52 was established to combine the previous by-laws of Pakenham Township, Ramsay Township, and the Town of Almonte respecting the construction and enclosure of swimming pools. The amendments in 2003, 2013, and 2016 added further descriptions for the types of pools, enclosures, and hot tubs. While these amendments addressed specific items identified through practice and enforcement, they have not provided for a complete review of the by-law which is required to ensure that it can be effectively and evenly applied through permitting.

DISCUSSION:

The revised Pool By-law is a comprehensive rewrite of the current By-law 16-68 - a summary of the revisions is provided below.

Housekeeping changes:

- Updated references to provincial legislation, and the addition of other sections related to the authority of the municipality to pass by-laws respecting pools and permits.
- Amended headings to better organize the sections within the by-law.
- Some sections have been moved and/or combined with others to provide a more consistent flow and to eliminate duplicate and misplaced information.
- General adjustments have been made throughout the entire by-law to the wording and phrasing in order to provide more clear and concise language that is consistent with proper wording of by-laws, regulations, legislation, etc.

Definitions:

- Remove the definitions of above-grade, below-grade, and hybrid pool, as the existing wording did not capture all types of pools and did not ultimately serve a purpose in the by-law. Definition of “pool” captures all types, and Sections 29 to 34 cover all enclosures, whether they be for above grade or below-grade, or anything in between.
- Reference to the zoning by-law has been added to definitions where applicable to eliminate inconsistencies between by-laws.
- Definitions for the various persons involved in the pool permit process and enforcement, such as “owner”, “agent”, “occupant”, “Chief Building Official”, and “officer”.
- “Stagnant” water definition has been adjusted to include an “or” and eliminate “and” so as not to exclude certain scenarios, as well as the addition of “pose a hazard to health” to clarify the intent of this provision.
- Definition of “pool” has been adjusted to include public pools, public spas, and pool contained inside buildings as they all are equally as important as private outdoor pools, and the definition now also excludes stormwater management ponds.
- Other new definitions have been added to help to eliminate “grey-areas” that leave room for interpretation and conflict. New definitions have been selected carefully so that they serve and reinforce the provisions in the by-law.

New or removed sections/provisions:

- New sections 2 to 8 contain basic interpretation clauses that are essential to any proper by-law, including a severability clause.
- New section 11 includes that no person shall allow a pool to become “abandoned”, in order to address multiple scenarios and complaints regarding abandoned pools.
- New sections 12 requires that the lockable devices and access points to a pool enclosure be locked when the pool is either not in use or during times when the owner or user does not require use of the enclosure and contained yard. This requirement is common in other Ontario municipalities, including Ottawa.
- New sections 18 to 23, and 25 to 28 have been added to clarify, for both staff and the public, the process for the issuance/cancellation of pools permits, expiry and requirement for renewal fee, and the requirements for inspection and completion.
- New section 34 now allows for indoor pools where the surrounding building walls/doors/etc. can act as the enclosure.
- Remove requirements for bottom slope of a pool as it is more restrictive than the Building Code for public pools and removed provisions for diving boards as the current heights and water depths are not based upon any industry standard. It is very uncommon for municipalities to regulate diving boards and pool bottom slopes for private pools, and this is difficult to enforce without requiring an owner to provide more detailed pool specifications prior to a permit being issued. These requirements may be too restrictive for private pools, extending beyond the purpose of this by-law which is generally to restrict access to a pool. The safe use of pool is always the responsibility of the owner/user. Notwithstanding, any public pool facility would still be required to conform with the Building Code provisions for these items.
- Remove the 3m setback restriction for pools abutting a side yard of another lot, all pools will have the same 1.5m setback from lot lines.

FINANCIAL IMPLICATIONS:

Pool permit fees (\$150) are included in the approved Fees and Charges By-law. Incomplete permits, where inspections have failed or not been completed within a year, would require a renewal fee (\$125).

CONCLUSION:

The revised Pool By-law aims to improve the clarity of the by-law and eliminate inconsistencies that leave room for interpretation and conflict. The proposed new sections are expected to provide a consistent process for both staff and the public in administering pool permits and to reinforce the intent of the by-law that is to protect and enhance the health, safety and well-being of the residents of Mississippi Mills.

All of which is respectfully submitted,

Reviewed by,



Michael Cooke
Building Inspector



Niki Dwyer
Director of Planning



Shawna Stone
Acting Chief Administrative Officer

Attachments:

1. Draft Pool By-law 19-xx

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-XX

BEING a by-law respecting the enclosure of pools.

WHEREAS section 11(2), paragraphs 6 and 10, of the *Municipal Act 2001*, S.O. 2001 c. 25 (hereinafter the "*Municipal Act 2001*"), authorizes a lower tier municipality to pass by-laws respecting health, safety and well-being of persons, and by-laws respecting structures, including fences and signs;

AND WHEREAS section 8(3) of the *Municipal Act 2001*, authorizes a municipality to regulate or prohibit in respect of matters within their jurisdiction, and to require persons to obtain permits and provide for a system of obtaining permits in relation to those matters;

AND WHEREAS under section 128 of the *Municipal Act 2001*, a local municipality may prohibit and regulate with respect to public nuisances, including matters that in the opinion of council is or could become or cause public nuisances;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it necessary to regulate pools and enclosures for pools;

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

PART I – DEFINITIONS AND INTERPRETATION

DEFINITIONS

1. In this by-law,
 - a) "*abandoned pool*" means a *pool* that is abandoned whether or not it contains water and whether or not it is being used, or a *pool* by reason of its state of repair is incapable of safely being used and may include, but is not limited to, its structure, support structure, and containment liner, deck or state of its being maintained;
 - b) "*agent*" means a person duly authorized by the *owner* in writing to act for or represent the *owner* of land on which a *pool* or *enclosure* is to be *constructed* or is located;
 - c) "*Chief Building Official*" means the chief building official appointed by the council of the *municipality*, and for the purposes of administering and enforcing the provisions of this by-law, includes a person authorized to exercise the same powers and duties as the chief building official;

- d) “*construct*” means to do anything in the erection, installation, extension, material alteration, removal or demolition of a *pool* or *enclosure*, or construction of a building as defined and regulated by the *Building Code Act 1992*, S.O. 1992 c. 23, (hereinafter the “*Building Code Act*”), and “construction”, “constructed”, “reconstruction” and “reconstructed” has a corresponding meaning;
- e) “*enclosure*” means any combination of fence, wall, *safety cover*, or other structure, including any permitted door, gate, or other access opening, surrounding a *pool* to restrict access thereto;
- f) “*exterior side lot line*” has the same meaning as “exterior side lot line” or “lot line, exterior side” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- g) “*front lot line*” has the same meaning as “front lot line” or “lot line, front” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- h) “*grade*” means the elevation of the finished surfaces immediately surrounding the *pool* or the *enclosure*;
- i) “*hot tub*” means a type of *pool*, capable of producing and containing hot aerated water, and commonly used for recreation or physical therapy, and includes tubs commonly referred to as “whirlpool” and “spa”;
- j) “*lot line*” has the same meaning as “lot line” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- k) “*municipality*” means the Corporation of the Municipality of Mississippi Mills;
- l) “*occupant*” means a person who is in physical possession of premises, or a person who has responsibility for and control over the condition of premises or the activities carried on, or control over persons allowed to enter the premises, even if there is more than one occupant of the same premises;
- m) “*officer*” means a person appointed by the council of the *municipality* as a municipal by-law enforcement officer for the purposes of enforcing by-laws, and may also be referred to as a by-law officer, peace officer, inspector, or property standards officer;
- n) “*owner*” means a person who is the registered owner of the land on which a *pool* or *enclosure* is to be constructed or is located;

- o) “*permit*” means a permit issued by the *Chief Building Official* as prescribed in this by-law for the *construction* of a *pool* and *enclosure*;
- p) “*pool*” means a pool of water for swimming, bathing, wading or reflecting, including a *hot tub*, which is capable of retaining a water depth equal to or greater the 600 mm (23 5/8 in) at any point, but shall not include facilities for the purposes of providing water to livestock or for irrigation of crops which are associated with and located on land devoted to the practice of farming, stormwater management ponds;
- q) “*rear lot line*” has the same meaning as “rear lot line” or “lot line, rear” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- r) “*safety cover*” means a rigid cover or lid on a *hot tub* to restrict access thereto;
- s) “*side lot line*” has the same meaning as “side lot line” or “lot line, side” as defined in the Comprehensive Zoning By-Law of the *municipality*; and,
- t) “*stagnant*” means water that is untreated or having no current or flow, often having an unpleasant smell and appearance, can become a breeding location for insects, or pose a hazard to health as a consequence of its condition.

INTERPRETATION

- 2. In the event of any conflict between the provisions of this by-law and any provision of contained in a by-law of the *municipality* respecting fences, the provisions of this by-law shall prevail.
- 3. Unless otherwise defined, the words and phrases used in this by-law have their normal and ordinary meaning.
- 4. This by-law includes the schedules annexed hereto and the schedules are hereby declared to form part of this by-law.
- 5. The headings and subheadings used in this by-law are inserted for convenience of reference only, form no part of this by-law, and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
- 6. Unless the context requires otherwise, references to items in the plural include the singular unless used with a number modifying the term.
- 7. All distances, areas, weights, or other measurements in this by-law shall be read and enforced as the specified metric units, and other converted units specified in parentheses are inserted for convenience only.

8. It is declared that if any section, subsection, paragraph or part thereof is declared by any Court to be bad, illegal, or ultra vires, such section, subsection, paragraph part or parts shall be deemed to be severable and all other parts of this by-law are declared to be separate and independent, and enacted as such.

PART II – GENERAL

GENERAL

9. Every owner shall ensure that a *pool* and an *enclosure* is *constructed* and maintained according to the provisions of this by-law.
10. No person shall place water in a *pool*, or allow water to remain in a *pool*, unless the *pool* and prescribed *enclosure* has been *constructed* and maintained in accordance with the provisions of this by-law.
11. No *owner, agent, or occupant* shall allow a *pool* to become an *abandoned pool*.
12. Every *owner, agent, or occupant* shall ensure that all lockable openings and devices prescribed in this by-law serving an *enclosure* are locked and in effect while the *pool* is not in use, other than times when access to the *enclosure* is necessary for other purposes.

PART III – PERMITS

PERMIT REQUIREMENTS

13. Except as provided in Section 14, no person shall *construct* or cause to *construct* a *pool* unless a *permit* has been issued by the *Chief Building Official*.
14. A *permit* is not required in the case of a *pool* or *enclosure* which is being *reconstructed* provided that,
 - (a) a *permit* was obtained for the original *pool*;
 - (b) the *pool* is *reconstructed* in the same position and the same manner in which it was previously *constructed*; and,
 - (c) the *reconstruction* of the *enclosure* meets the requirements with the provisions of this by-law.

APPLICATION FOR A PERMIT

15. An *owner* or their *agent* shall file an application for a *permit* to *construct* a *pool* with the *Chief Building Official* on the application form prescribed by the *Chief Building Official*.
16. Every application for a *permit* shall be accompanied by,

- (a) two (2) copies of a site-plan that will identify the location of the *pool*, any buildings or structures, *enclosure* location in relation to the *pool* and buildings or structures, location(s) of any permitted door, gate, or other opening in the *enclosure*, *pool* equipment location, well and septic location (if applicable) and closest measured distance from the *pool* and *enclosure* to each *lot line* of the property it is being installed on;
 - (b) two (2) copies of plans indicating the dimensions of the *pool* (diameter, width, length), the depth of the *pool* (in deep and shallow end if applicable), and height of the *pool* above *grade* if applicable;
 - (c) the payment of the required fee as prescribed in the Fees By-law of the *municipality* in effect on the day the application is made;
 - (d) the information and address of the property that the *pool* will be located, the names, addresses, telephone numbers, and email addresses of the *owner*, their *agent*, and the contractor performing the work, where applicable, on the application form; and,
 - (e) any other information that the *Chief Building Official* deems necessary to determine whether the proposed *construction* will comply with this by-law and any other applicable by-law.
17. Every application for a *pool permit* that proposes the *construction* of a deck, floor, platform, structure, public pool or public spa, or any other building, as defined and regulated under the *Building Code Act*, shall be accompanied by a separate building permit application that complies with all requirements of that application and any building by-law made under the *Building Code Act*.

ISSUANCE, CANCELLATION AND REVOCATION

18. The *Chief Building Official* shall inform the *owner* or their *agent* in writing of any reason that a *permit* is refused or cannot be issued if the application or any *construction* proposed in the application does not comply with the provisions of this by-law or any other applicable by-law.
19. Where the application and the *construction* proposed in the application is in general conformance with the provisions of this by-law, the *Chief Building Official* shall issue a *permit* to the *owner* or their *agent* within a reasonable timeframe.
20. The application for a *permit* will remain active for a period of six (6) months from the date of receipt, after which, if the *permit* has not been issued, the application shall be deemed abandoned and the *Chief Building Official* shall cancel the application and, except as provided in Section 21, the *permit* application fee shall be forfeited.
21. Where a *permit* has not been issued, a refund amounting to fifty percent (50%) of the *permit* application fee shall be provided where the *owner* or their *agent*

requests in writing within a period of ten (10) business days from the date of receipt of the application that the application be cancelled.

22. A *permit* shall be valid for an initial period of one (1) year from the date of issuance of the *permit*, after which, if the *permit* has not been deemed complete under Section 28, the *permit* shall be renewed for an additional period of one (1) year for each consecutive year that the *permit* is not complete, including payment of the required annual *permit* renewal fee as prescribed in the Fees By-law of the *municipality* in effect on the day a renewal fee is due.
23. Where a *permit* has been issued, the *owner* or their *agent* may request in writing that the *permit* be cancelled, provided that either no *construction* of the *pool* has taken place, or any *pool* forming part of the *permit* has been removed from the property, and the *permit* application fee shall be forfeited.
24. The *Chief Building Official* may revoke a *permit* that has been issued,
 - (a) if it was issued on mistaken, false or incorrect information;
 - (b) if, one (1) year after its issuance, the *construction* in respect of which it was issued has not, in the opinion of the *Chief Building Official*, been seriously commenced; or
 - (c) if it was issued in error.

PART IV – INSPECTION, COMPLETION AND USE

25. The *owner* or their *agent* shall notify the *Chief Building Official* of commencement of *construction*.
26. The *owner* or their *agent* shall notify the *Chief Building Official* of readiness for inspection and schedule for an inspection by an *officer* upon completion of *construction* of the *pool* and *enclosure*, prior to use of the *pool*.
27. Upon the inspection required in Section 26, if the *officer* has deemed the *pool* and/or *enclosure* is not in conformance with the provisions of this by-law, the *owner* or their *agent* shall, in addition to complying with Section 10 and 11, remedy the *construction* as necessary, and re-schedule for an inspection by an *officer*, prior to use of the *pool*.
28. Upon the inspection required in Section 26, if the *officer* has deemed the *pool* and *enclosure* to be in conformance with the provisions of this by-law, the *Chief Building Official* or the *officer* shall notify the *owner* or their *agent* of completion of the permit.

PART V – POOL AND ENCLOSURE SPECIFICATIONS

ENCLOSURE REQUIREMENTS

29. Every *pool* shall be provided with an *enclosure*.
30. Except as permitted in Sections 31, 32, and 34, every *enclosure* shall comply with the following criteria:
- (a) shall have a minimum height of 1.5 m (4 ft 11 in) above adjacent *grade*;
 - (b) shall have a vertical orientation, and be of a close boarded, chain link, or other suitable design, to reasonably deter children from climbing or gaining access to the *pool*;
 - (c) shall have no openings under or in the *enclosure* that will allow the passage of a 100 mm (4 in) diameter sphere;
 - (d) any door, gate, or other access opening, other than those in the wall of a building that forms part of the *enclosure*, shall be self-closing with lockable and self-latching hardware installed no lower than a height of 1.35 m (4 ft 5 in);
 - (e) any door in the wall of a building that forms part of the *enclosure* shall be lockable from the inside of the building, with the lockable device installed no lower than a height of 1.35 m (4 ft 5 in); and,
 - (f) shall have a minimum horizontal distance of 750 mm (2 ft 5 1/2 in) between any part of the *enclosure* and the nearest wetted surface of the *pool* for a continuous distance of at least fifty percent (50 %) of the perimeter of the *pool*.
31. An *enclosure* is deemed to comply with Section 30 if it complies with the following criteria:
- (a) the *pool* shall have a sidewall height of at least 1.2 m (3 ft 11 in) above adjacent *grade* around the outside perimeter of the *pool*;
 - (b) the sidewalls in (a) shall be vertical, smooth, and have no horizontal projections, or any other projections that will facilitate climbing;
 - (c) no *pool* equipment or any other climbable surface above adjacent *grade* shall be located within 1.2 m (3 ft 11 in) of the sidewall of the *pool* or any access to the *pool*;
 - (d) any ladder providing access to the *pool* shall be either readily removable without the use of tools, or shall be lockable in a non-climbable or upright position;
 - (e) any deck, floor, or platform that is adjacent to the *pool*, and/or provides access to the *pool*, shall have a minimum height of 1.2 m (3 ft 11 in) that is considered non-climbable around its entire perimeter, with no openings that will allow the passage of a 100 mm (4 in) diameter sphere;
 - (f) any access opening, other than those in the wall of a building that forms part of the *enclosure*, shall have a self-closing gate with a minimum height of 1.5 m (4 ft 11 in), and with lockable and self-latching hardware installed no lower than a height of 1.35 m (4 ft 5 in); and,

- (g) any door in the wall of a building that forms part of the *enclosure* shall be lockable from the inside of the building, with the lockable device installed no lower than a height of 1.35 m (4 ft 5 in).
32. An *enclosure* that serves a *hot tub* is deemed to comply with Section 30 if it complies with the following criteria:
- (a) a *safety cover* shall be permanently attached to the *hot tub* and completely cover the top of *hot tub*;
 - (b) the *safety cover* shall incorporate a lockable device; and,
 - (c) the *safety cover* shall be structurally adequate to resist entry to the *hot tub*.
33. Barbed wire or fencing energized by electrical current, sharp projections or any other dangerous characteristics shall not be used as an *enclosure*.
34. A *pool* need not comply with Sections 30 through 32 where the *pool* is entirely indoors and enclosed within a building, and the building and any access to the *pool* acts as an *enclosure* that, in the opinion of the *Chief Building Official*, meets the same level of performance of the *enclosures* prescribed in Sections 30 through 33.

POOL REQUIREMENTS

35. Every *pool*, other than a *hot tub*, shall be provided with a least one exit ladder nearest to the deepest part of the *pool*, where the *pool* area does not exceed 56 m² (603 ft²), with an additional exit ladder to be provided from any other part of the *pool* where the *pool* area exceeds 56 m² (603 ft²).
36. Electrical services to a *pool*, including surrounding decking and operational equipment, shall comply with all requirements of the Ontario Electrical Safety Code and the Electrical Safety Authority (ESA) as necessary, and upon request of an *official*, a copy of an ESA certificate of inspection shall be provided to the official.
37. Hose bibs servicing a *pool* shall be provided with back flow protection.
38. Water in a *pool* shall be maintained and not become *stagnant*, and any *stagnant* water in a *pool* shall be fully restored to an acceptable standard or be removed.

ZONING AND SETBACK REQUIREMENTS

39. The nearest wetted surface of any *pool* shall be located no closer than 1.5 m (4 ft 11 in) to any *side lot line* or *rear lot line*, and no closer than that required by the Comprehensive Zoning By-law of the *municipality* to any *front lot line* and *exterior side lot line* for the zone in which it is located.

40. Water circulating or treatment equipment, such as a pump or filter, that serves a *pool*, shall be located no closer than 1.2 m (3 ft 11 in) to any *side lot line* or *rear lot line*, and no closer than that required by the Comprehensive Zoning By-law of the *municipality* to any *front lot line* and *exterior side lot line* for the zone in which it is located.
41. All *pools* shall comply with setback requirements from municipal drains, natural water courses and environmental protection zones (EP), required by the Comprehensive Zoning By-law of the *municipality*.

PART VI – COMPLIANCE, OFFENCES AND PENALTIES

COMPLIANCE

42. Where an *enclosure* or *pool* is not *constructed* or maintained in accordance with the provisions of this by-law, or where a person is in contravention with this by-law, the *Chief Building Official* or an *officer* may make an order requiring a person to discontinue the contravening activity, and/or requiring the person to carry out such work or *construction* as may be required to bring the *enclosure* and *pool* into conformance with the requirements of this by-law.
43. An order made under Section 41 shall specify the person(s) to which the order is made, the date(s) by which there must be compliance with the order, and the order shall either be served personally to the person(s), or sent to by registered mail to their last known address, and where the order is made on a person who is not the *owner*, a copy of the order shall be served on the *owner*.
44. Where an order made under Section 41 has not been complied with, the *Chief Building Official* may cause the work or *construction* required by the order to be done, and the cost of the work shall be at the expense of the *owner*.
45. The *municipality* may recover the costs of effecting compliance with an order made under Section 41 by action or by adding the costs to the tax roll and collecting them in like manner as municipal taxes.

OFFENCES AND PENALTIES

46. Every person who contravenes any of the provisions of this by-law is guilty of an offence.
47. Every person who is convicted of an offence is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33 as amended.
48. When a person has been convicted of an offence under this by-law, The Ontario Court of Justice or any court of competent jurisdiction thereafter, may, in addition

to any penalty imposed on the person convicted, issue an order prohibiting the continuation of repetition of the offence by the person convicted.

PART VII – TRANSITION, REPEAL AND ENACTMENT

49. A *permit* issued or continued under a previous by-law respecting *pools* and/or *enclosures*, as amended, is hereby continued and remains in force and shall be deemed to be issued under this by-law for regulatory and enforcement purposes, provided that the *enclosure* and/or *pool* in question was lawfully *constructed* in conformity with the provisions of the by-law that was in effect on the day the *permit* was issued, and is maintained in good repair on the date of enactment of this by-law.
50. By-law No. 16-68 is hereby repealed.
51. This By-law may be cited as the Pool By-law.
52. This By-law shall come into force and take effect upon the passing thereof.

BY-LAW read, passed, signed and sealed in open Council this 16th day of April 2019.

Christa Lowry, Mayor

Jeanne Harfield, Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: Heritage Conservation District - 2 Year Program Review and Assessment

RECOMMENDATION:

THAT Council pass a by-law amending the Heritage Conservation District Plan to distinguish the following provisions of the plan:

- **Section 5.3.1 (Major Permits) shall only be required for contributing and vacant properties specifically**
- **That new commercial signage and awnings shall be considered via Section 5.3.2 (Minor Permits)**
- **That any substantial work on a non-contributing property may be considered via Section 5.3.2 (Minor Permits)**
- **That the following work be exempt from permitting requirements in accordance with Section 5.2: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.**

AND THAT Council pass an amendment to the Delegated Authority By-law authorizing staff to review and approve Heritage Grant applications, in accordance with standardized review criteria and report mechanisms, with a final right of appeal to Council.

BACKGROUND:

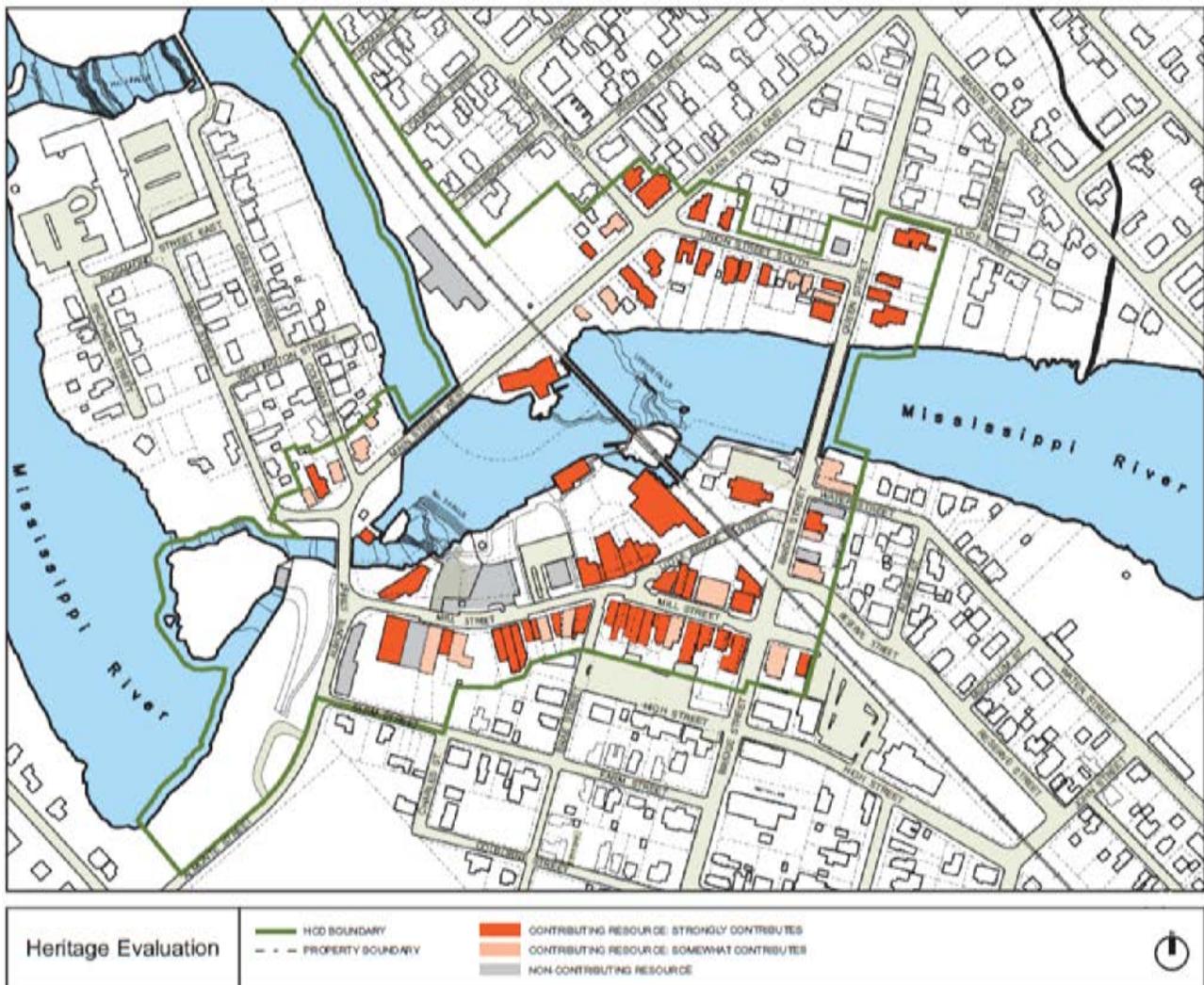
On June 28, 2016, Council adopted By-law 16-61 designating the Downtown Almonte Heritage Conservation District ("the HCD") and Bylaw 16-62 initiating a Heritage Grant Program. At that time, Council committed to an annual review process of the Heritage Program to address concerns from property owners located within the HCD. As a result of an OMB appeal, the effective date of the HCD was March 17, 2017 for the majority of the policy and November 28, 2017 for the remainder. An annual review was to be conducted in June 2017; however, due to staffing turnover it was not completed at that time.

DESCRIPTION OF SUBJECT LANDS

The HCD pertains to an area of central Almonte framing the north and south shores of the Mississippi River. The cultural heritage value of the District can be summarized in the Statement of Significance of the HCD as:

“The ensemble of historic buildings, streetscapes, the natural and cultural features of the Mississippi River, the network of open spaces, and commemorations arranged in a complex pattern that responds to the river and its topography, results in a picturesque townscape and distinct cultural landscape.”

Figure 1 – Subject Lands:



The district, while all-encompassing of the geographic boundary of the plan, instills a hierarchy of designations for properties within the area. The continuum of designations is intended to scale the level of oversight and evaluation required for works depending on the age, attributes, and general significance the property has within the district. The district includes 7 vacant properties; 8 non-contributing resources; 21 somewhat contributing resources and 54 strongly contributing resources.

COMMENTS FROM INTERNAL CIRCULATION

Comments received based on the circulation of this application have been summarized below:

CAO: No concerns or objections.

Clerk: No comments received.

CBO: No comments received.

Fire Chief: No comments received.

Director of Roads and Public Works: No concerns or objections at this time.

Recreation Coordinator: No concerns or objections.

COMMENTS FROM THE PUBLIC:

Staff circulated a request for comment to the Municipal Heritage Committee. No comments were received from the membership.

A survey coordinated through SurveyMonkey was also shared with businesses and property owners within the District. Businesses were contacted via an established Facebook Group, and all registered owners of properties within the District received notification in the mail requesting feedback. The survey was open for comment between October 24-November 9. 29 responses were received. A summary of comments received can be found in Appendix A.

EVALUATION

The adopted Heritage Conservation District Plan presented several deliverables following the implementation of the plan. To date, staff have completed 10 of the deliverables and assigned timelines for delivery of the outstanding items. A summary of the deliverables is included in Appendix B.

Notably, the Plan recommended the implementation of financial relief programs to property owners whose properties are designated. Council elected to offer a \$30,000.00 annual grant program for improvement projects in addition to the annual tax abatement program already in use.

In 2017, six properties received partial tax rebates, five of which were properties located within the Heritage Conservation District. 2018 data will not be available until the New Year. An additional five properties received Heritage Grants in 2017 and 2018 for work related to façade improvements and updates, totaling municipal contributions of \$24,820.28.

Staff have also monitored the intake and approval timelines for alternations to heritage structure through reporting mechanisms such as building and sign permits. Of the work subject to building permit applications, all projects represented improvements which were exempt from heritage permitting in accordance with the provisions of the HCD. As a result, there was no further cost or administrative process required to advance the projects.

The Municipality has received six sign permits within the reporting period, 4 of which were subject to same-day approval by staff, and two of which were subject to review by the Heritage Committee. All permits were approved without modification or objection by the approval authorities. No additional costs for processing were incurred by the applicant.

CONCLUSION:

In the last year, staff noted that there are several inefficiencies in the implementation of the HCD that can be easily remedied by minor administrative changes. The following solutions are recommended to adoption to ensure that applications are processed as efficiently and effectively as possible:

- 1) *That Major permits be limited to contributing and vacant properties specifically.***
 - These permits will continue to be reviewed by the Heritage Committee with a final recommendation of acceptance by Council.
 - Today, all renovation or restoration work regardless of the contributing status of the property are subject to full Council approval. This adds significant delay to approval timelines.
- 2) *That new commercial signage and awnings be considered via Minor Permits.***
 - Permits will be reviewed in house by staff as part of the normal sign permit application process.
 - The current policy requires that all sign permits within the HCD receive approval by Council, adding significant delay to processing.
- 3) *That any work on non-contributing properties may be considered by Minor Permits:***
 - If the property has been found to not meaningfully contribute to the character of the district, Staff will approve, modify or deny the work through a Minor permit application
- 4) *That the following work be exempt from permitting requirements: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.***
 - These types of projects are not subject to application processes to the municipality, and thus often occur without the Municipality's knowledge/approval or the work represents work undertaken by the Municipality.
- 5) *That Council delegate authority to staff to review and approve Heritage Grant applications in accordance with a standardized scoring criteria, with regular reporting to Council.***
 - Applications for grants are presently reviewed by the Heritage Advisory Panel (a committee of mostly staff, one Councillor and two community members). Staff have been challenged to quickly assemble the panel to review applications, some of which have required multiple meetings to discuss approvals.

- Alternatively, staff are seeking Council approval to develop a standardized criteria for successful applications. Applicants unsatisfied with the decision of staff could seek appeal to the Municipality Heritage Committee, whose decision would be final.

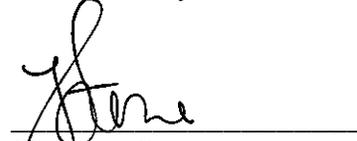
With direction from the new Council through the budget process, staff are recommending a third year of heritage grants with an annual review at the end of 2019. Deliverables will continue to be pursued in accordance with the table attached in Appendix B, with a focus on community engagement and general education as a prime focus prior to the launch of the grant cycle in March 2019.

All of which is respectfully submitted by,



Niki Dwyer MCIP RPP
Director of Planning

Reviewed by,



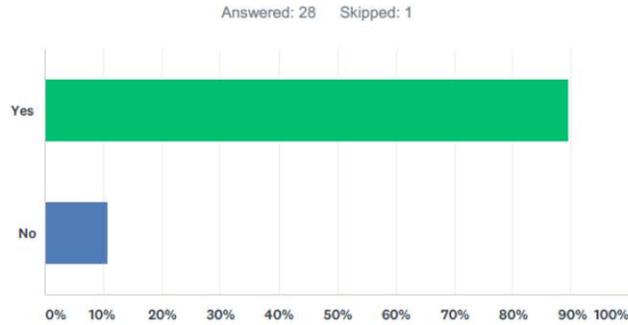
Shawna Stone
Acting Chief Administrative Officer

ATTACHMENTS:

Appendix A – Public Comments Summary
Appendix B – Project Deliverables

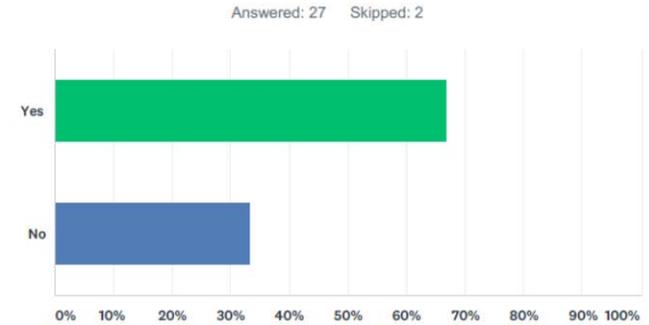
Appendix A – Public Comments Received

Q1 Do you own or rent a property in Downtown Almonte?



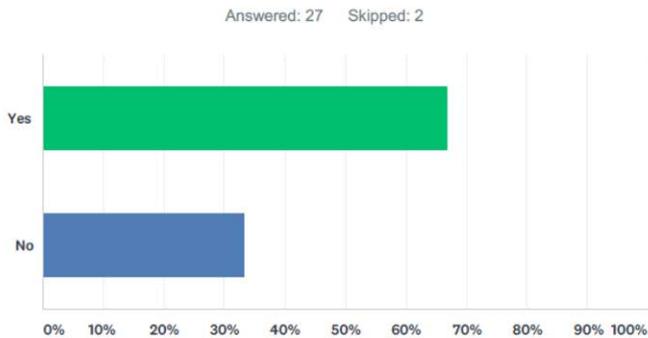
ANSWER CHOICES	RESPONSES	
Yes	89.29%	25
No	10.71%	3
Total Respondents: 28		

Q2 Do you own or operate a business in Downtown Almonte?



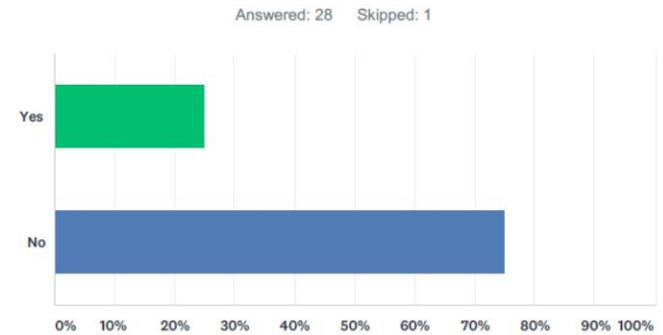
ANSWER CHOICES	RESPONSES	
Yes	66.67%	18
No	33.33%	9
Total Respondents: 27		

Q3 Did you participate in the initial consultation in 2014-2016 regarding the Heritage Conservation District Plan?



ANSWER CHOICES	RESPONSES	
Yes	66.67%	18
No	33.33%	9
Total Respondents: 27		

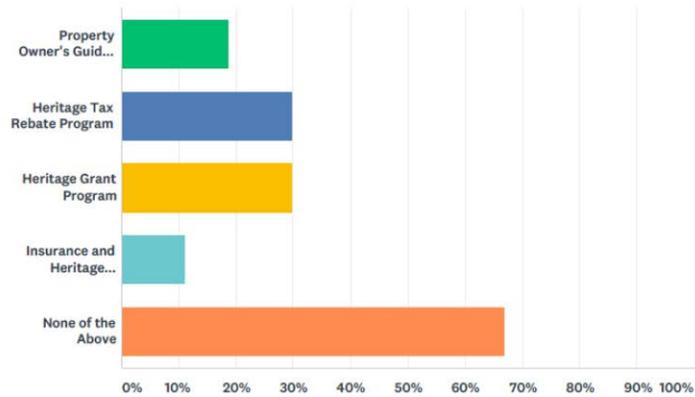
Q4 Have you been contacted by the Municipality (staff/council) regarding the Heritage Conservation District Plan?



ANSWER CHOICES	RESPONSES	
Yes	25.00%	7
No	75.00%	21
Total Respondents: 28		

Q5 Have you received copies or heard of any of the following programs and information packages: (check all that apply)

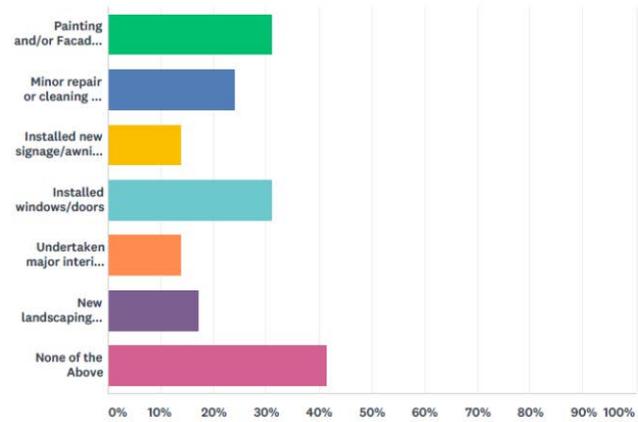
Answered: 27 Skipped: 2



ANSWER CHOICES	RESPONSES	
Property Owner's Guide to the Conservation District	18.52%	5
Heritage Tax Rebate Program	29.63%	8
Heritage Grant Program	29.63%	8
Insurance and Heritage Properties Information Brochure	11.11%	3
None of the Above	66.67%	18
Total Respondents: 27		

Q6 Have you completed any of the following work within the last year: (check all that apply)

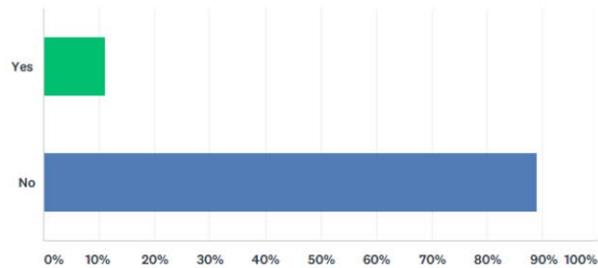
Answered: 29 Skipped: 0



ANSWER CHOICES	RESPONSES	
Painting and/or Facade restoration	31.03%	9
Minor repair or cleaning of facades (reporting, foundation repair etc)	24.14%	7
Installed new signage/awning/lighting	13.79%	4
Installed windows/doors	31.03%	9
Undertaken major interior renovation (new unit, retrofit of commercial space, major tenant turnover etc.)	13.79%	4
New landscaping (retaining walls, gardens, decorative fencing etc)	17.24%	5
None of the Above	41.38%	12
Total Respondents: 29		

Q7 Have any of the units in your building been vacant for more than one (1) month within the past year?

Answered: 27 Skipped: 2



ANSWER CHOICES	RESPONSES	
Yes	11.11%	3
No	88.89%	24
Total Respondents: 27		

Appendix B – Project Deliverables:

<i>DELIVERABLE</i>	<i>TIMELINE</i>	<i>COMMENTARY</i>
<i>COMMUNICATIONS</i>		
Develop and enhance partnerships between the Town, property owners, business owners and trades-people to promote awareness and support for the District.	Ongoing	Continue to advertise and promote the HCD via deliverables below.
Maintain an Almonte HCD web page on the Town’s website, and / or a dedicated Facebook page. This online presence should be used to provide information and updates on any initiatives and activities associated with the District.	Undetermined	To be undertaken as part of the development of a new municipal website
<i>KNOWLEDGE TRANSFER</i>		
The Town might develop a list of trades-people, designers, architects, engineers and other consultants skilled and trained in heritage conservation principles and practices.	Ongoing	Compiled with resource material and will be posted on updated website.
Municipal staff should be trained on the boundaries, purpose and objectives of the District.	Complete	GIS updated and HCD Plan shared with staff
Town planners, building officials and other personnel directly involved in implementing the District should be trained in the practical and theoretical approaches to heritage conservation. Excellent programs and modules are available at Carleton University – School of Canadian Studies, and the Willowbank School of Restoration Arts.	Complete	Retained Director of Planning with Masters of Arts in Heritage Conservation
Workshops and information sessions should be offered to inform on the Permit application process and other elements of implementation of the District.	Winter 2019	Will conduct a workshop in the lead up to the 2019 grant application cycle
As part of its mandate to increase awareness of heritage conservation issues, the Municipal Heritage Committee is well positioned to organize workshops or information sessions for property owners, business owners, project proponents and other interested community members on techniques and approaches to conservation and maintenance.	Ongoing	The MHC continues to advocate and advise on approaches to conservation and maintenance
A user-friendly version of this Plan and Guidelines should be prepared to assist property owners and other proponents contemplating work on their heritage property.	Complete	Adopted at time of HCD Bylaw approval
<i>AWARENESS</i>		
Copies of the HCD Plan and Guidelines should be distributed to the Chamber of Commerce, to the Main Street Almonte Attraction and Promotion (MAAP), the local Historical Society, the Mississippi Valley Conservation Authority (MVCA), and the Mississippi Valley Textile Museum (MVTM).	Winter 2019	Following completion of the user-guide series, information will be distributed to partner agencies

Copies of the HCD Plan and Guidelines should be made available in the library, at Town Hall and at the Almonte Old Town Hall, for consultation.	Complete	
To build awareness of conservation principles and practices within the community, it is recommended that the Town enhance its collection of publications and other resources on the techniques and approaches to conservation and restoration. The collection should include preservation briefs, architectural style guides, catalogues on historic details, examples of historic paint colour palettes typical to the region, and guides for researching the history of a property. These should be made available to the public for consultation. A list of recommended resources is included in the Appendix.	Complete	A collection of resources is available through the Planning Department and staff encourage residents to also utilize the resources of the Ministry of Culture Tourism and Sport
Develop and make available a “Guide to maintaining your historic property” for property owners.	Fall 2018	To be completed as part of a user-guide series across the Department
PROMOTION		
Promote awareness of the district and its heritage value through the Chamber of Commerce, County of Lanark and other regional organizations, and through general advertising.	Winter 2019	Identify channels and network opportunities for information sharing and provide user-guide information
The Heritage Committee is well-positioned to develop a walking tour (for example, as part of the annual Jane’s Walk initiative), and to promote continued participation of heritage properties in the annual Doors Open event.	Spring/ Summer 2019	Collaborate with the MHC to develop walking tour content
Promote awareness of the District by identifying the boundaries through installation of distinct street signs within the district, and/or an information panel.	2020	As part of the downtown revitalization and restoration plan, work with Public Works to re-brand the district
POLICY REVIEW		
Update the Community Official Plan to reflect the objectives and guidelines of the Heritage Conservation District Plan; require the submission of a Heritage Impact Assessment; outline a process for reviewing HIA content	Complete	
Develop a Guide for preparing Cultural Heritage Assessments	Complete	
Update the Zoning Bylaw designation of properties Union Street South to Residential Second Density (R2) Zone	2020	To be included in the next Comprehensive Zoning Bylaw Review
Update Sign By-law to reference Heritage Conservation District Design Guidelines	Winter 2019	
Delegate authority for the issuance of Minor Heritage Permits to the Director of Planning (formerly Planner)	Complete	

FINANCIAL INCENTIVES FOR CONSERVATION

Offer a Heritage Property Tax Relief Program providing a 25% rebate on the municipal and education portion of property taxes	Complete	Contribution of \$12,175.94 in tax abatement relief within the HCD in 2017
Institute a Heritage Grant Program to offer matching funding for eligible renovations and restoration work up to \$5,000 (max 50%)	Complete	Value increased from \$2,000 in HCD Plan \$5,000 to increase intake

BUILDING PERMIT IN 2017-2018

TYPE OF PERMIT	AVERAGE APPROVAL TIME	VALUE OF THE WORK	HERITAGE PERMIT	HERITAGE PERMIT DETAILS
Erect new hydro generation plant	5 months	\$400,000.00	No	Exemption - Green Energy Act application
Parging and resealing foundation	1 day	\$6,000.00	No	Exemption – Regular ongoing building maintenance of non-character defining elements
Demolition of one storey addition at rear of building	5 days	\$4,000.00	No	Exemption - Alterations to the rear of building
Erect a new 2-storey addition at rear of building to replace demolished addition	28 days	\$65,000.00	No	Exemption – Alteration to the rear of the building
Install Radiant heated Floor and fire rate ceiling in apartment	4 days	\$15,000.00	No	Exemption – Interior alteration
New kitchen and bathroom to commercial unit and change of use for residential apartment	Pending further information	\$15,000.00	No	Exemption – Interior alteration
Change of Use for commercial business	1 day	\$10,000.00	No	Exemption – Interior alteration
Change of use of second floor office to a residential	5 days	\$25,000.00 (Est.)	No	Exemption – Interior alteration

SIGN PERMIT APPLICATIONS 2017-2018

BUSINESS	ADDRESS	HERITAGE PERMIT	HERITAGE PERMIT DETAILS
Soul Scents	42 Mill Street	Yes	Minor Approval via Staff
Classic Country Charm	44 Mill Street	Yes	Minor Approval via Staff
Mill Street Fashions	7 Mill Street	Yes	Reviewed by Heritage Advisory Panel
Swarbrick Law	83 Little Bridge Street	Yes	Reviewed by Heritage Committee
3 Sixty Secure Corp	83 Little Bridge Street	Yes	Minor Approval via Staff
Elizabeth Swarbrick	83 Little Bridge Street	Yes	Minor Approval via Staff

*Note: Staff have identified that there are several signs that have been installed/replaced without signage or heritage permit approvals. Education regarding the permitting process continues to be a challenge.

HERITAGE GRANT APPLICATIONS 2017-2018

Applicant	DESCRIPTION OF WORK	VALUE OF WORK	VALUE OF GRANT PROVIDED	LEVERAGE RATIO
83 Little Bridge Street	Masonry restoration, caulking and exterior painting	\$6,000.00	\$3,000.00	1:1
78A Mill Street	Repair and restore two windows on front façade	\$9,640.56	\$4,820.28	1:1
75 Little Bridge Street	Removal of door and restoration of part of facade	\$12,500.00	\$5,000.00	3:2
73 Little Bridge Street	Removal of existing door and reinstatement of false door to match historical reference	\$6,000.00	\$3,000.00	1:1
118 Mill Street	Extensive renovations to interior public space and exterior of the Hub	\$18,400	\$5,000.00	13:5

HERITAGE PERMIT APPLICATIONS 2017-2018

ADDRESS	DESCRIPTION OF WORK	Permit Class	PERMIT STATUS
28 Mill Street	Repair of replacement of two windows on front façade	Major Permit (HAP Review)	Permit granted – repair of existing wooden windows
52 Mill Street	Proposed mural	Major Permit (HAP Review)	Permit Granted
7 Mill Street	New signage proposal for Victoria Mill	Minor (Staff Review)	Permit Granted
83 Little Bridge Street	New signage proposal	Major Permit (HAP Review)	Permit Granted
36 Main Street	Proposed new development on vacant lands	Major Permit (HAP Review)	Impact Statement reviewed and Permit Granted

HERITAGE TAX ABETMENT APPLICATIONS 2017

ADDRESS	IN THE HERITAGE CONSERVATION DISTRICT
73 Mill Street	Yes
1953 Ramsey Concession 8	No
7 Mill Street (First Application)	Yes
7 Mill Street (Second Application)	Yes
77 Little Bridge Street	Yes
98 Mill Street	Yes

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Rhonda Whitmarsh, Treasurer
SUBJECT: 2019 Municipal Budget and Water and Sewer Budget

RECOMMENDATION:

- 1. THAT Council approve the 2019 budget.**
- 2. THAT Council approve the 2019 water and sewer budget;
AND THAT the 2019 water and sewer rate by-law be approved.**

BACKGROUND:

The 2019 draft budgets were circulated to Council in December, 2018 and were then discussed with Council at meetings held on January 15th, January 17th and March 12th. At the March 12th meeting, Council made three changes to the draft budget; reallocated \$25,000 from live streaming to general computer services expense, removed the Augusta Street splash pad project pending further review and removed the Don Maynard Park project. In addition, Council approved that the budget proceed to a public meeting to be held on April 4, 2019.

DISCUSSION:

Both the 2019 draft municipal budget and draft water and sewer budgets were presented to the public on April 4th. There were comments and questions received from the public, some of which were addressed at the meeting as follows:

Comment/Question	Response
Why is the Water and Sewer budget not funded 100% from the rates?	Capital funding sources (development charges, reserves, etc.) and other general revenues (interest, hydro revenue, etc.) are considered first to help reduce the amount that comes from the ratepayer through water billings.
Live Streaming-pleased that it is included in the budget	Was a general statement to Council-no response required

What are the required changes to the budget to arrive at 0% tax increase for the existing tax base?	A 0% revenue increase for the existing tax base would require amendments of \$123,883.
Total long term debt at the end of 2019? And new long term debt in 2019?	The long term debt at the end of 2019 is expected to be \$23.2 million. Updated chart included below for loan approved April 2/19.
How would the Municipality increase reserve balances?	Council would allocate funds to reserves in the annual budget or reserves would accumulate from unspent funds in the current year.
Number of sewage bypasses in 2018?	One on May 10/18
Why are there sewage bypasses at all given upgrades to the plant?	Response provided at the meeting by the Director of Public Works.
Are there alternatives to the bump outs proposed for Pakenham?	Several residents were concerned with this issue so an information session was held following the meeting with the Director of Public Works.

OTHER:

- The residents that attended the meeting did not provide any concerns with respect to the proposed water and sewer rates for 2019.
- With the exception of one resident, there were no concerns expressed with the proposed tax revenue change.
- The residents did not provide any additional comments or concerns with the budgets other than the comments noted from the meeting. In my opinion, there is nothing significant that should prevent a further delay in passing the budgets. If there is an item(s) that Council wishes to discuss further, the budgets should be passed and that item(s) can be amended later.
- Any further delay in the budgets will require a special motion of Council as Staff only have the authority to spend up to 1/3 of the previous' year's budget under the procurement policy.
- Delays in passing the water and sewer rate bylaw translates to lost revenue as we are unable to capture the 2019 rates. The by-law can't be passed until the budget is approved.
- Delays in passing the budget, prevents passing the 2019 tax rate by-law and 2019 waste management by-law. Again, these by-laws can't be passed until the budget is approved.
- Delays in passing the budget prevent Staff from completing the remaining capital items.
- The drafting of the 2020 budgets is expected to begin in July, 2019.

FINANCIAL IMPLICATIONS:

There are no financial implications associated with this report.

SUMMARY:

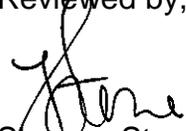
For the reasons noted in this report, I am recommending that the 2019 municipal budget and water and sewer budgets be approved.

Respectfully submitted,



Rhonda Whitmarsh,
Treasurer

Reviewed by,



Shawna Stone,
Acting CAO

Municipality of Mississippi Mills

Long Term Debt

Project	Total LTD	Total LTD	2019 Debt for	2019 Debt for	Total LTD	Financial	Int	Expiry Date	Renewal	Type of	Frequency	Annual Repayments			Department
	Dec 31/17	Dec 31/18	2018 Projects	2019 projects	Dec 31/19	Institution	Rate	of existing loan	Term	Repayment		Principal-2019	Interest	Total	
	(Actual)	Actual			(estimated)										
Municipal Office-Loan #1	322,885.00	299,291.54			274,359.00	RBC	3.92%	2028		Blended P+I	Monthly	24,933.00	11,284.00	36,217.00	Admin. Bldgs
Municipal Office-Loan #2	166,805.00	149,969.48			132,621.00	RBC	3.10%	2026		Blended P+I	Monthly	17,348.00	4,448.00	21,796.00	Admin. Bldgs
Almonte Old Town Hall-Loan #1	285,811.00	264,917.80			242,839.00	RBC	3.92%	2028		Blended P+I	Monthly	22,079.00	9,992.00	32,071.00	Admin. Bldgs
Almonte Old Town Hall-Loan #2	491,145.00	441,608.73			390,559.00	RBC	3.10%	2026		Blended P+I	Monthly	51,050.00	13,090.00	64,140.00	Admin. Bldgs
Almonte Old Town Hall-Loan #3	1,118,245.00	1,055,661.87			990,906.00	TD Bank	3.58%	2021	10 yrs to 2031	Blended P+I	Monthly	64,756.00	36,759.00	101,515.00	Admin. Bldgs
Arenas-Loan #1	13,204.00	12,237.97			11,217.00	RBC	3.92%	2028		Blended P+I	Monthly	1,021.00	462.00	1,483.00	Parks & Rec
Arenas-Loan #2	376,401.00	338,416.62			299,279.00	RBC	3.10%	2026		Blended P+I	Monthly	39,138.00	10,036.00	49,174.00	Parks & Rec
Arenas-Loan #3	12,790.00	10,748.50			8,655.00	BMO	3.14%	2023		Principal+Int	Monthly	2,094.00	271.00	2,365.00	Parks & Rec
Arenas-Loan #4 (Almonte Comm. Centre)	12,445.00	11,009.95			9,504.00	RBC	4.69%	2020	5 yrs to 2025	Blended P+I	Monthly	1,506.00	484.00	1,990.00	Parks & Rec
Arenas-Loan #5 (Almonte Comm. Centre)	547,214.00	514,915.08			481,116.00	RBC	4.15%	2020	10 yrs to 2030	Blended P+I	Monthly	33,799.00	20,717.00	54,516.00	Parks & Rec
Perth/Country/Bridge Sts.-Loan #2 (Roads)	117,934.00	94,107.69			69,168.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	24,940.00	3,998.00	28,938.00	Transportation
Public Works Office	26,279.00	24,355.00			22,321.00	RBC	3.92%	2028		Blended P+I	Monthly	2,034.00	920.00	2,954.00	Transportation
Business Park	185,446.00	147,061.60			106,880.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	40,182.00	6,442.00	46,624.00	Economic Dev.
Fire Halls	335,077.00	276,157.67			215,726.00	BMO	3.14%	2023		Principal+Int	Monthly	60,432.00	7,805.00	68,237.00	Fire Dept.
Ottawa St./Road Work	668,312.00	591,226.53			510,416.00	RBC	4.69%	2020	5 yrs to 2025	Blended P+I	Monthly	80,811.00	25,979.00	106,790.00	Transportation
SCBA	75,283.00	56,477.39			40,512.00	TD Bank	2.474%	2022		Blended P+I	Monthly	15,965.00	1,641.00	17,606.00	Fire Dept.
Plow Truck	122,707.00	101,288.35			79,319.00	TD Bank	2.474%	2022		Blended P+I	Monthly	21,969.00	2,257.00	24,226.00	Transportation
Ann St.	121,660.00	106,095.90			86,806.00	TD Bank	2.474%	2022		Blended P+I	Monthly	19,290.00	1,982.00	21,272.00	Transportation
2013 Mill of Kintail Bridge	531,043.00	506,575.03			481,247.00	TD Bank	3.450%	2024	10 yrs to 2034	Blended P+I	Monthly	25,328.00	17,078.00	42,406.00	Transportation
2013 Fire Truck	182,675.00	158,476.19			133,533.00	TD Bank	2.910%	2023		Blended P+I	Monthly	24,943.00	4,252.00	29,195.00	Fire Dept.
2013 Sidewalk Plow	80,866.00	70,153.51			59,111.00	TD Bank	2.910%	2023		Blended P+I	Monthly	11,043.00	1,883.00	12,926.00	Transportation
2014 Grader	212,320.00	184,214.58			155,244.00	TD Bank	2.910%	2023		Blended P+I	Monthly	28,971.00	4,939.00	33,910.00	Transportation
Bridges (Con 6D & Con9)	948,773.00	903,835.85			862,736.00	TD Bank	2.860%	2026	10 years to 2036	Blended P+I	Monthly	41,100.00	25,455.00	66,555.00	Transportation
2016 Fire Truck	153,106.00	138,101.86			122,711.00	BMO	2.550%	2027		Blended P+I	Monthly	15,391.00	3,339.00	18,730.00	Fire Dept.
2016 Plow Truck	210,694.00	190,050.24			168,874.00	BMO	2.550%	2027		Blended P+I	Monthly	21,176.00	4,594.00	25,770.00	Transportation
Nugent Bridge	-	792,401.80			762,647.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	29,755.00	25,772.00	55,527.00	Transportation
2017 Fire Truck	313,300.00	285,924.30			257,679.00	TD Bank	2.780%	2027		Blended P+I	Monthly	28,245.00	7,665.00	35,910.00	Fire Dept.
2017 Loader	351,900.00	321,029.54			289,180.00	TD Bank	2.780%	2027		Blended P+I	Monthly	31,850.00	8,644.00	40,494.00	Transportation
2017 Arena Roof	-	254,583.33			244,998.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	9,585.00	8,302.00	17,887.00	Parks & Rec
2018 Ice Resurfacer	-	76,549.73			69,910.00	TD Bank	3.430%	2028		Blended P+I	Monthly	6,640.00	2,513.00	9,153.00	Parks & Rec
2017 Gemmill Park	-	-	502,000.00		493,803.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	8,197.00	6,601.00	14,798.00	Parks & Rec
2017 Pakenham Library Expansion	-	162,451.97			156,364.00	BMO	3.310%	2028	10 years to 2038	Blended P+I	Monthly	6,088.00	5,273.00	11,361.00	Library
2018 Fire Truck Unit #550	-	201,967.64			184,398.00	TD Bank	3.430%	2028		Blended P+I	Monthly	17,570.00	6,650.00	24,220.00	Fire Dept.
2018 Bridges and Culverts	-	-	2,974,600.00		2,931,990.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	42,610.00	39,220.00	81,830.00	Transportation
2018 Backhoes	-	284,885.99			260,111.00	TD Bank	3.430%	2028		Blended P+I	Monthly	24,775.00	9,378.00	34,153.00	Transportation
2018 Grader	-	367,144.33			335,164.00	TD Bank	3.430%	2028		Blended P+I	Monthly	31,980.00	12,105.00	44,085.00	Transportation
2018 Downtown Renewal 50%	-	-	175,000.00		171,533.00					Estimate only		3,467.00	3,796.00	7,263.00	Transportation (assume 7 months)
2018 Ramsay Garage Renovations	-	-	205,500.00		202,125.00	TD Bank	2.990%	2029	10 years to 2039	Blended P+I	Monthly	3,375.00	2,718.00	6,093.00	Transportation
2018 Dasherboard Replacement	-	-	909,600.00		902,135.00					Estimate only		7,465.00	9,071.00	16,536.00	Parks & Rec (assume 3 months)
Perth/Country/Bridge Sts.-Loan #1 (W&S)	23,555.00	21,152.45			18,688.00	RBC	3.10%	2026		Blended P+I	Monthly	2,464.00	632.00	3,096.00	W&S
Perth/Country/Bridge Sts.-Loan #2 (W&S)	31,349.00	25,015.96			18,387.00	OSIFA	4.63%	2022		Blended P+I	Semi-Annual	6,629.00	1,063.00	7,692.00	W&S
WWTP	7,376,819.00	7,219,325.58			7,055,261.00	OSIFA	4.13%	2044		Blended P+I	Semi-Annual	164,065.00	296,481.00	460,546.00	W&S
2016 Scada Equip	194,422.00	175,311.64			155,708.00	BMO	2.550%	2027		Blended P+I	Monthly	19,603.00	4,252.00	23,855.00	W&S
2018 Downtown Renewal 50%	-	-	175,000.00		169,010.00					Estimate only		5,990.00	6,460.00	12,450.00	W&S (assume 7 months)
W&S Capital	-	-	595,015.00		574,647.00					Estimate only		20,368.00	21,965.00	42,333.00	W&S (assume 7 months)
Victoria St. W&S				2,016,840.00	2,016,840.00					None until 2020		-	-	-	W&S
Total	15,610,465.00	16,834,699.19	5,536,715.00	2,016,840.00	23,226,237.00							1,162,020.00	698,668.00	1,860,688.00	

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: April 16, 2019
TO: Committee of the Whole
FROM: Jeanne Harfield, Acting Clerk
SUBJECT: Process to Revise the Procedural By-Law

RECOMMENDATION:

THAT Council direct staff to begin the revision of the Procedural By-law.

BACKGROUND:

The existing Procedural By-law 17-03 was passed in January 2017. Since then, there have been amendments to the by-law to take into account changes to the *Municipal Act*, changes in Council composition, and requested changes by Council.

DISCUSSION:

It is recommended that the Procedural By-law be reviewed each term of Council. To conduct the review, the proposal is for the Acting Clerk to work directly with Members of Council by ward on proposed changes. The recommendations from these discussions would be researched and proposed amendments based on research and best practice would be brought forward to Council for consideration and approval.

The purpose of this review would be to enhance transparency and clarity, and to ensure consistency with existing statutes such as the *Municipal Act*, *Municipal Conflict of Interest Act*, and *Municipal Freedom of Information and Protection of Privacy Act*.

FINANCIAL IMPLICATIONS

There are no financial implications with this report.

SUMMARY

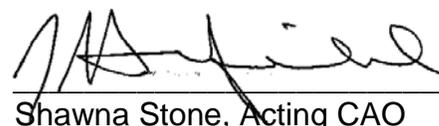
The purpose of this report is to present a process to review the existing Procedural By-law.

Respectfully submitted,



Jeanne Harfield, Acting Clerk

Reviewed by,



Shawna Stone, Acting CAO

OFFICE OF THE MAYOR



Mayor Christa Lowry

April 16, 2019

Meeting with Mayor Jim Watson

On Sunday April 7th I met with Mayor Jim Watson from Ottawa. The purpose of the meeting was to become acquainted with one another to enable a productive working relationship moving forward. We enjoyed an informal discussion over pancakes at Fulton's during Ontario Maple Weekend. Mayor Watson shared with me that in terms of land area, Ottawa is larger than the cities of Montreal, Vancouver and Calgary. The land area within Ottawa's borders is 81% rural, boasting 1200 farms, which underlines how much we have in common. Topics of discussion included the challenges of rural broadband, farming and agribusiness and the new Mississippi Mills-Ottawa Cycle Loop's potential impact to tourism, economic development and health outcomes. We committed to meeting again, which I look forward to.

Kairos Blanket Exercise hosted by Mississippi Mills All My Relations

I was honoured to participate in a Kairos Blanket Exercise workshop on Saturday April 6th. The event was facilitated by Mireille LaPointe, past chief of Ardoch Algonquin First Nation and co-chair of the Indigenous Health Council. It was a unique and powerful participatory history lesson. The exercise was developed in collaboration with Indigenous Elders, knowledge keepers and educators to foster truth, understanding, respect and reconciliation among Indigenous and non-Indigenous peoples.

Mississippi Mills All My Relations is a concerned group of community members living in the area who recognize that we have a responsibility to help restore what was once a relationship of trust and friendship between Indigenous and non-Indigenous Peoples in our country. Their mission is to respond to the calls to action outlined by the Truth and Reconciliation Commission in a respectful, concrete, doable way through education, thoughtful reflection as a community and finally by taking action together to help create a fruitful, sustainable and vital future for all our relations. It was an honour and privilege to participate in this workshop and I thank Mississippi Mills All My Relations for reaching out to me. This is truly important work for our community and all Canadians which I am committed to supporting.

Thank you to Winter Operations Crew

After a long and demanding season for the Winter Operations Crew, I am pleased to have hosted a pizza lunch for the operators on Friday April 12th. Deputy Mayor Minnille joined me in thanking the crew for their outstanding work, long days and dedication to Mississippi Mills and its residents. I encourage all residents to pass on their appreciation to staff for their hard work and commitment. THANK YOU!

Mississippi Valley Conservation Authority report to Council
April 16, 2019
Councillor Holmes

Items of interest from March 20, 2019 meeting:

1. Watershed Conditions Update

- a. As of March 20, there was no immediate threat of flooding. The snow pack as of March 1st was the highest on record for that date, particularly in the western upper portion of the watershed but the 14 day weather forecast indicates that flood conditions should not begin before the end of March unless temperatures reach double digits or rainfall occurs.
- b. MVCA staff are operating the upper dams to ensure water and ice pass through the entire system as efficiently safely as possible. Historically, flows and water levels start to increase the first week of April. Over the next two months the focus will be on mitigating the immediate risk to people and property from flooding while being cognizant of water levels required for fish spawning areas, tourism and recreation across the watershed.
- c. The MVCA is the lead agency and works with the local municipalities, the County of Lanark and federal and provincial agencies to monitor and respond to flood risks.
- d. The MVCA will be communicating advisories and warnings to the public regarding flood risks. The “External Flood Emergency Preparedness Manual” has been sent to the appropriate people and agencies including municipalities.
- e. The MVCA website will be updated whenever a new notice is issued.

2. Treasurer Position

- a. Joan Sargent, current secretary-treasurer is retiring and she will be replaced by Angela Millar who will serve as treasurer. This is a change in the job description to bring the position in line with other Conservation Authorities. The General Manager will now have the role as secretary to the board within her job description, in order to eliminate the confusion of having both the General Manager and Secretary/Treasurer reporting to the Board.

3. Natural Systems Monitoring Update

- a. The MVCA conducts annual monitoring programs of lakes, streams, surface water chemistry and ground water to inform planning, regulatory, education and stewardship activities. Each year they focus on different locations.
- b. 2018 findings indicate the Upper Mississippi River and Indian River sub watersheds are in excellent condition whereas the Carp River and Ottawa Tributaries continue to be in poor condition.

4. 2018 Annual Report is available. Extra copies were left with the Clerk. A few highlights are:

- a. The Watershed Report Card indicates that MVCA received an overall “A” grade, with forest cover and wetlands health ranging from excellent to fair.
- b. Carp River Wetland Environmental Area, a new conservation area located near the Canadian Tire Centre had its official opening in June.
- c. Over 50,000 visitors visited the Mill of Kintail, Purdon and Morris Island Conservation areas.
- d. More than 121,500 trees were planted along the watershed of Cody and Poole Creeks in partnership with the Rideau Valley Conservation Authority.

5. Additional Information:

- a. Letter received from Food Safety and Environment Policy Branch in relation to the proposed regulatory amendments to Ontario Regulation 267/03 under the Nutrient Management Act(ERO#013-4388), is attached to this report.
- b. During discussion, a director raised the point of needing to consider a strategic plan for the Mill of Kintail and to examine its funding structure.
- c. There will be a full day bus tour provided to MVCA Board members on June 26 for the purpose of viewing the Mississippi River watershed. If any Council members are interested in taking part please contact Mayor Lowry or Councilor Holmes.



February 22, 2019

Greg DeVos
Food Safety and Environmental Policy Branch
1 Stone Road West,
Ontario Government Building
2nd Floor, Southwest
Guelph, ON N1G 4Y2
Greg.devos@ontario.ca

Re: Conservation Ontario's comments on the proposed regulatory amendments to Ontario Regulation 267/03 under the *Nutrient Management Act* (ERO#013-4388)

Thank you for the opportunity to provide comments on the Proposed Regulatory Amendments to Ontario Regulation 267/03 under the *Nutrient Management Act*. Conservation Ontario is the network of Ontario's 36 conservation authorities (CAs). These comments are not intended to limit consideration of comments shared individually by CAs through the consultation process for the proposed regulatory amendments.

CAs are active in the promotion and delivery of services and programs that conserve natural resources in support of Agricultural Producers. Under the *Conservation Authorities Act* and as source protection authorities under the *Clean Water Act*, CAs implement a range of actions that contribute to maintaining a clean and safe food and water supply as well as a sustainable agricultural economy for the people of Ontario. As well, several CAs provide risk management services per Part IV of the *Clean Water Act* for protecting municipal drinking water sources. These services include the negotiation of risk management plans to manage certain activities, including agricultural activities, near municipal wellheads and intakes.

Conservation Ontario is supportive of the *Nutrient Management Act* and its purpose to manage nutrients in ways that protect drinking water quality, improve soil and ecosystem health.

Conservation Ontario is further supportive of the Province's efforts to reduce administrative burden and streamline requirements that include lowering operating costs and improving competitiveness of agri-business in Ontario. The Ontario Ministry of Agriculture Food and Rural Affairs (OMAFRA) and Ministry of Environment Conservation and Parks (MECP) are commended for efforts to reduce burden while ensuring that the requirements of the *Nutrient Management Act* are outcome-focused, evidence-based and continue to protect the environment.

The following provides Conservation Ontario's specific comments on the proposed amendments and questions outlined in the 'Nutrient Management General Regulation Amendment Proposal' document:

1. Reducing Administrative Burden – Five-Year Nutrient Management Strategy (NMS) Cessation

The proposed removal of the current five-year NMS automatic cessation will reduce administrative burden. At the same time, it is crucial that there are measures in place to ensure that municipal drinking water sources remain protected in vulnerable areas delineated under the *Clean Water Act*. In these areas, some activities (such as nutrient storage and application) could pose significant-level threats to municipal drinking water sources. The threats are addressed through various policy tools including risk management plans under the *Clean Water Act*, or NMS and nutrient management plans (NMP) under the *Nutrient Management Act*.

O. Reg. 287/07 S. 61 under the *Clean Water Act* allows for an exemption from a risk management plan, if a prescribed instrument such as a NMS or NMP applies to a significant threat activity. In such cases, the prescribed instrument is the only means to ensure that the local drinking water source is protected. The NMS and NMP must meet the requirements of applicable local source protection plan policies, so that municipal drinking water sources are protected. The current five-year expiry/renewal period provides an opportunity for review of the instruments to ensure that this protection is continued, including a check of any new activities on the property which could pose a threat to municipal drinking water sources. It is recommended that the current five-year expiry period be retained for those few farm properties where activities may pose significant threats to municipal drinking water sources per Ontario's *Clean Water Act*. This will help to ensure that the NMS and NMP are reviewed to ensure compliance with local source protection plan policies.

If the proposal for removal of the five-year cessation is finalized, Conservation Ontario recommends the following steps be in place for those few farm properties where activities may pose significant threats: (a) the applicable NMS and NMP should include conditions that ensure the sustained protection of municipal drinking water sources **and** (b) inspections by the Province should take place regularly to ensure that the NMSs and NMPs are being followed. These steps will reduce administrative burden on Agricultural Producers while also ensuring the protection of municipal drinking water sources, especially where an exemption per S. 61 of O. Reg. 287/07 applies.

We strongly support OMAFRA's intention to provide Agricultural Producers with more explicit guidance on the contents of annual reviews/updates and what is expected of agricultural operations to help ensure this requirement is met to the satisfaction of compliance staff. To support annual reviews and updates, we encourage the Province to develop an annual reporting template and completed example reports.

2. Streamlining Requirements to Provide More Business Opportunities – Land Application of Manures from Non-Grazing Animals

Conservation Ontario is not opposed to the re-classification of low-risk manures from non-farm grazing animals to Non-Agricultural Source Material (NASM) Category 1, however, it is suggested that a threats assessment be performed to ensure that there is no increased risk of pathogen transmission to livestock and/or native fish and wildlife or to drinking water. For example, it is yet to be determined how this re-classification will influence the implementation of source protection plan policies under the *Clean Water Act*. More specifically, if the land application of this type of material is a significant drinking water threat under the *Clean Water Act*, but a NASM Plan and OMAFRA approval is no longer required, due consideration must be given to managing this activity to reduce the risk to sources of municipal drinking water.

Thank you for the opportunity to provide comments on the proposed regulatory amendments to Ontario Regulation 267/03 under the *Nutrient Management Act*. Overall, Conservation Ontario is supportive of the intent of the amendments which support the reduction of administrative burdens and improving agri-business opportunities while protecting the environment and municipal drinking water sources in Ontario. Should you have any questions about this letter please feel free to contact myself at extension 229, or, for specific clarifications on the *Clean Water Act* related comments please contact Chitra Gowda, Source Water Protection Lead (ext. 225); and for agricultural-environment management questions please contact Jo-Anne Rzdaki, Business Development and Partnerships (ext. 224).

Sincerely,

A handwritten signature in black ink that reads "Nicholas Fischer". The signature is written in a cursive, flowing style.

Nicholas Fischer
Policy and Planning Officer

c.c. All CAOs/GMs

OGRA 2019
Councillor Ferguson
April 16, 2019

The 125th Anniversary of Ontario Good Roads Association (OGRA) was held on February 24 - 27, 2019 in Toronto.

Obvious highlights included presentations to Mississippi Mill's employees Rod Cameron, for his 30 Year OGRA award and for being President of OGRA 2018, and John Gleeson, for his continuing ability and expertise to win the best driver trophy at the County and Provincial levels. Congratulations to both for their commitment and professionalism!

Throughout the conference, there are many workshops and plenary sessions which I make every effort to attend, however, there are invariably overlaps that make it difficult to attend all that are of interest. Below are some highlights from the workshops and sessions I attended.

Small Town Forum and Impact of Megatrends on Rural Development:

Presented by Michael FENN. Research has identified six major trends that will likely affect Ontario over the next two decades. These include:

- Technological Trends and Pace of Technological Change
- Urbanization, Globalization and Connectivity Trends
- Social and Demographic Trends
- Economic and Workforce Trends
- Environmental and Energy Trends
- Political and Fiscal Trends

Autonomous Vehicle Revolution: An overview and visual presentation on autonomous vehicles and their operation in Europe. Don't expect one to be dropping by the Municipal office in the immediate future; however, they appear to have a niche market.

Two Plus One Roads was also contained within the same presentation and may have applications for some provincial infrastructures.

The Death of Expertise: Review and presentation on the identified need for management/ staff planning of municipal employees and employment opportunities that exist. Small municipalities do have succession planning requirements as well as the larger ones.

Building the Future and Regional Economic Development: The economic, social and environmental challenges facing rural communities are no longer confined by local municipal boundaries or traditional community identify. Specific reference was made to investment in high speed broadband connectivity opportunities under the Eastern Ontario Wardens Caucus and EORN.

Joint and Several Liability Reform: An ongoing review on liability issues whereby those with the deepest pockets are most vulnerable.

Final Word: A wrap up of Q and A's that is always interesting and generates good discussion and addresses specific municipality issues.

Attendance at any conference is a learning experience, however, the opportunity of speaking and networking with many of those who share our same experiences and concerns is most beneficial.

Trade show material / exhibitors generate a very important aspect of conference attendance.

INFORMATION LIST #08-19 April 16, 2019

The following is a list of information items received as of April 9, 2019.

Item #	Date	Originator	* Subject
1	06-Dec-18	Minister of Municipal Affairs and Housing	Letter re: Housing Supply Acting Plan – Consultation
2	15-Feb-19	Minister of Municipal Affairs and Housing	Letter re: Housing Supply Acting Plan – Land Use Planning
3	27-Mar-19	Minister of Infrastructure and Communities	Letter re: Gas Tax Fund
4	29-Mar-19	Ontario Public Works Association	Request re: 2019 National Public Works Week
5	31-Mar-19	Lanark Federation of Agriculture	Invitation re: Farm Tour 2019
6	03-Apr-19	Mississippi Mills Valley Textile Museum	Request re: May is Museum Month
7	03-Apr-19	Lanark County	Media Release re: New Capital Funding Approved for Community-Based Child Care
8	03-Apr-19	Carleton Place & District Memorial Hospital	Media Release re: Roast Beef Luncheon
9	04-Apr-19	Cheryl Gallant, M.P. Renfrew-Nipissing-Pembroke	Letter re: Bill C-68
10	05-Apr-19	Open Doors for Lanark Children & Youth	Request re: Children’s Mental Health Week
11	08-Apr-19	Municipality of Grey Highlands	Resolution re: Ontario Municipal Partnership Fund (OMPF)
12	08-Apr-19	Ontario Nurses for the Environment	Letter re: Roadside Spraying
13	09-Apr-19	Solicitor General	Letter re: Animal Welfare

* Click on the subject name to go to the document

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000



Ontario

Dear Head of Council,

As you know, our government has launched a broad consultation to gather input on how to increase the supply and mix of housing, speed up development timelines and drive down costs. Feedback from the consultation will inform our Housing Supply Action Plan, to be released this spring. I encourage you to share your ideas by visiting Ontario.ca/HousingSupply before January 25, 2019.

As part of this consultation, we will be undertaking a fundamental review of all aspects of the development approvals process as it relates to building more housing people can afford, and attracting and retaining new business investments. That is why I have directed my ministry to review the entire provincial approvals process – from the rules for planning all the way to construction.

I am keenly aware of the broad number of permits, approvals and processes that may come into play as part of this exercise, including those that reside with our partner ministries. I am working closely with my Cabinet colleagues on this initiative and our government's goal is a streamlined development process that ensures provincial approvals are in place within one year so building can begin sooner.

To help achieve this ambitious but necessary goal, and following on the successes of our recent Growth Plan Implementation workshops, we want to hear directly from you. That is why, we will be holding a series of targeted consultations focused on the key laws and policies that my ministry administers, and your input will be critical.

In the coming days, you will be invited to participate in one or several discussions focused on the Planning Act, the Provincial Policy Statement, the Building Code and other matters. This detailed review of individual policies and laws is needed to find every barrier and unnecessary step in the process. However, as Minister, I am interested in transformative change, not incremental shifts in policies.

Making Ontario open for business means a fundamental change to the status quo. Our province needs to be a place where businesses can locate and grow, and create jobs and innovate, not spend their time clearing regulatory hurdles and navigating unnecessary red tape.

This is urgent work, and I hope you will make time to participate. I look forward to hearing your important insights and recommendations on how to move forward.

A handwritten signature in black ink, appearing to read "Steve Clark".

Steve Clark
Minister
Ministry of Municipal Affairs and Housing

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

777 Bay Street, 17th Floor
Toronto ON M5G 2E5
Tel.: 416 585-7000
Fax: 416 585-6470

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

777, rue Bay, 17^e étage
Toronto ON M5G 2E5
Tél. : 416 585-7000
Télééc. : 416 585-6470



19-2037

Dear Head of Council:

As the consultation on our government's Housing Supply Action Plan has come to a close, I wanted to draw your attention to one part of that work that is focused on land use planning – the need to increase supply and streamline the development approval process to speed up the time it takes to get the right kind of housing built in the right places. We have received some great suggestions in that consultation that will inform potential changes.

Our Government for the People is going to take swift action to streamline the development approvals system. Earlier this year we introduced proposed changes to the Growth Plan for the Greater Golden Horseshoe. These proposed changes are in response to the implementation challenges our government heard about when we took office. Consultation on these changes closes on February 28, 2019.

Given that land use planning and development approvals are critical to achieving housing and job-related priorities in communities across Ontario, my Ministry is also reviewing the *Planning Act* and Provincial Policy Statement to ensure they are calibrated to achieve our streamlining and housing supply objectives.

My intention is to bring forward legislation and concrete policy changes that would impact planning province-wide in the coming months. I encourage you to consider the context of this streamlining work and its focus on the *Planning Act* and the Provincial Policy Statement, as it may help to inform your local actions. You may wish to consider an interim pause on some planning decisions or reviews of major planning documents such as official plans or comprehensive zoning bylaw updates until this work is completed.

Sincerely,

A handwritten signature in black ink, appearing to read "Steve Clark".

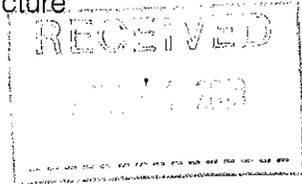
Steve Clark
Minister

Minister of Infrastructure
and Communities



Ministre de l'Infrastructure
et des Collectivités

Ottawa, Canada K1P 0B6



March 27, 2019

Her Worship Christa Lowry
Mayor
Municipality of Mississippi Mills
3131 Old Perth Rd., PO Box 400
Almonte, Ontario K0A 1A0

Dear Madam Mayor:

I am pleased to inform you that, in accordance with the commitment in Budget 2019, the Government of Canada will provide an additional \$2.2 billion to the Gas Tax Fund. This one-time top-up will provide additional support to municipalities that face infrastructure deficits to support improved productivity, economic growth, a clean environment, and help to build strong cities and communities.

This special funding will be provided to Ontario recipients under the Canada–Ontario–Association of Municipalities of Ontario–Toronto Gas Tax Fund Administrative Agreement. An amount of \$819,443,895 will be provided to Ontario as well as individual signatories, and will then be distributed to ultimate recipients in accordance with the allocation formula used for gas tax payments made in 2018, as follows:

• Ontario:	\$819,443,895
○ Association Municipalities of Ontario	\$649,940,923
○ City of Toronto	\$167,421,424
○ Province of Ontario	\$2,081,548

Funds must be used in accordance with all the terms of the current Gas Tax Fund Administrative Agreement. Information on Ontario's federal Gas Tax Fund allocations per community prior to Budget 2019 can be found on Infrastructure Canada's website¹.

The gas tax top-up funding is expected to be transferred following royal assent of Budget 2019.

March 14, 2019 marked one year since the Canada–Ontario Integrated Bilateral Agreement was signed.

¹ <https://www.canada.ca/en/office-infrastructure/news/2018/background-ontarios-2018-19-federal-gas-tax-fund-allocations.html>

As I know you appreciate, under the Investing in Canada Infrastructure Program, proposed projects must first be prioritized by the province before they are submitted to Infrastructure Canada for consideration.

As a reminder, through the Integrated Bilateral Agreement with Ontario, \$11.9 billion is available to the province and is broken down as follows:

- \$8.3 billion for public transit;
- \$2.8 billion for green infrastructure;
- \$407 million for community, culture, and recreation infrastructure; and
- \$250 million for infrastructure in rural and northern communities.

The one-time top-up to the Gas Tax Fund adds substantial dollars to this Agreement. More importantly, those dollars flow to you.

We believe this is an important step to take to ensure your local priorities have the resources needed so projects can get moving and, crucially, the summer construction season is not missed. We all know how important that season is to make real progress on projects, not to mention job creation locally.

In the meantime, we continue to press the Ontario government to open intakes for all four streams so as to maximize the number of projects we can build together for Ontarians in 2019 and the years ahead.

We know you have proposals ready, and last week's announcement in Budget 2019 is a clear signal that we are there to support you.

Spring is already (at last) in the air. It is time to get projects moving so we do not lose a historic opportunity to build our communities and create good-paying jobs now.

I look forward to continuing to work with you on our shared infrastructure interests.

Yours sincerely,



The Honourable François-Philippe Champagne, P.C., M.P.
Minister of Infrastructure and Communities

c.c. City Clerk and Council

Enclosure – Gas Tax Fund fact sheet

THE FEDERAL GAS TAX FUND IN ONTARIO

The federal Gas Tax Fund delivers over \$2 billion every year to over 3600 communities across the country. For the 2018-19 fiscal year, this represents an investment of more than \$819 million from the Government of Canada to Ontario municipalities.

The **federal Gas Tax Fund (GTF) is a permanent source of annual funding to provinces and territories**, who in turn flow this funding to their municipalities to support local infrastructure priorities.

Every year, municipalities benefit from the support and flexibility of the federal Gas Tax Fund. They can pool, bank, and borrow against this funding – providing significant financial flexibility to plan infrastructure projects over the long term. Projects are chosen locally and prioritized according to the infrastructure needs of each community.

Communities select how best to direct the funds and have the flexibility to make strategic investments across 18 different project categories.

Because many municipalities across Canada continue to face serious infrastructure deficits, **Budget 2019** proposes a **one-time transfer of \$2.2 billion** through the federal Gas Tax Fund to address short-term priorities in municipalities and First Nations communities. This will double the Government of Canada's commitment to municipalities in 2018–19, with **Ontario municipalities of all sizes sharing an additional federal investment in local infrastructure of over \$819 million, for a total of approximately \$1.64 billion.**

QUICK FACTS:

- The federal Gas Tax Fund is allocated on a per capita basis for provinces, and provides a base funding amount of 0.75 percent of total annual funding for Prince Edward Island and each territory.
- On-reserve First Nations communities in provinces also receive an allocation on a per capita basis.
- The federal Gas Tax Fund has been indexed at two percent per year, meaning that it will continue to grow to provide additional support to municipalities.
- To date, more than \$23 billion has been invested in municipalities through the federal Gas Tax Fund.

THE FEDERAL GAS TAX FUND

Eligible projects include investments in infrastructure for construction, renewal or material enhancement in each of the following categories:



1. **Local roads and bridges** – roads, bridges and active transportation infrastructure (active transportation refers to investments that support active methods of travel. This can include: cycling lanes and paths, sidewalks, hiking and walking trails).
2. **Highways** – highway infrastructure.
3. **Short-sea shipping** – infrastructure related to the movement of cargo and passengers around the coast and on inland waterways.
4. **Short-line rail** – railway-related infrastructure for carriage of passengers or freight.
5. **Regional and local airports** – airport-related infrastructure (excludes the National Airport System).
6. **Broadband connectivity** – infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
7. **Public transit** – infrastructure that supports a shared passenger transport system which is available for public use.
8. **Drinking water** – infrastructure that supports drinking water conservation, collection, treatment and distribution systems.
9. **Wastewater** – infrastructure that supports wastewater and storm water collection, treatment and management systems.
10. **Solid waste** – infrastructure that supports solid waste management systems including the collection, diversion and disposal of recyclables, compostable materials and garbage.
11. **Community energy systems** – infrastructure that generates or increases the efficient usage of energy, including energy retrofits of municipal buildings.
12. **Brownfield redevelopment** – remediation or decontamination and redevelopment of a brownfield site.
13. **Sport infrastructure** – amateur sport infrastructure (excludes facilities, including arenas, which would be used as the home of professional sports teams or major junior hockey teams, e.g. Junior A).
14. **Recreational infrastructure** – recreational facilities or networks.
15. **Cultural infrastructure** – infrastructure that supports arts, humanities, and heritage.
16. **Tourism infrastructure** – infrastructure that attracts travelers for recreation, leisure, business or other purposes.
17. **Disaster mitigation** – infrastructure that reduces or eliminates the long-term impacts and risks associated with natural disasters.
18. **Capacity building** – investments related to strengthening the ability of municipalities to develop long-term planning practices (e.g., including local asset management planning, public transit network planning, etc.)

Note: Investments in health infrastructure (hospitals, convalescent and senior centres) are not eligible.



Ontario Publics Works Association (OPWA)
1525 Cornwall Road, Unit 22
Oakville, ON
L6J 0B2

March 29, 2019

Via Email

Dear Mayor and Council:

**Re: 2019 National Public Works Week
May 19 – 25, 2019
"It Starts Here"**

Since 1960, public works officials in Canada and the United States have celebrated National Public Works Week. This annual observance, which takes place during the third full week in May, is designed to educate the public regarding the importance of our nation's public infrastructure and services. It serves, moreover, as a time to recognize the contributions of public works professionals who work in the public interest to build, manage and operate the essential infrastructure and services of our communities. The week is organized by the Canadian Public Works Association (CPWA) and the American Public Works Association (APWA) and is being celebrated for its 59th year in 2019.

The theme for the 2019 National Public Works Week is **"It Starts Here"**. This theme represents the many facets of modern civilization that grow out of the efforts put forth by the public works professionals across North America. What starts here? *Infrastructure* starts with public works... *Growth and innovation* starts with public works... *Mobility* starts with public works... *Security* starts with public works... *Healthy communities* start with public works... The bottom line is that citizens' quality of life starts with public works.

As a steward of your municipality's public interest, we appeal to you to lend your support to our efforts by issuing a proclamation officially recognizing May 19–25, 2019 as National Public Works Week. Enclosed for your consideration is a draft proclamation. We hope to have all proclamations in our possession by April 30, 2019.

Together, the more than 30,000 members of CPWA and APWA in North America design, build, operate, and maintain the transportation, water supply, sewage and refuse disposal systems, public buildings, and other structures and facilities essential to our economy and way of life. Their dedication and expertise at all levels of government are a capital investment in the growth, development, economic health—and ultimate stability—of the nation. Therefore, we believe it is in the national interest to honour those who devote their lives to its service.

An effective public works program requires the confidence and informed support of all our citizens. To help public works professionals win that confidence and support, it is the mission of CPWA and APWA to promote professional excellence and public awareness through education, advocacy and the exchange of knowledge.

Through a variety of public education activities conducted by CPWA, its chapters and individual public works agencies—particularly during National Public Works Week—tens of thousands of adults and children have been shown the importance of the role of public works in society. The program also seeks to enhance the prestige of the professionals, operators and administrators serving in public works positions and to arouse the interest of young people to pursue careers in the field.

We as the Ontario Chapter, and on behalf of CPWA and APWA, respectfully request that you join other Canadian and U.S. Municipalities in proclaiming the importance of public works to the quality of life in our nations and affirm the contributions of public works professionals.

Should you have questions, please contact me at:

Angela Storey
2019 President, Ontario Chapter
astorey@hamilton.ca
905-546-2424 x 6483

Sincerely,

A handwritten signature in cursive script that reads "Astorey".

Angela Storey
2019 President
Ontario Chapter, Canadian Public Works Association



1056 Richmond Rd
R.R.# 3 Ashton ON K0A 1B0
March 31, 2019

Dear Reeves, Deputy Reeves, Mayors and members of Council, CEO

RE: Lanark Federation of Agriculture Farm Tour 2019

Please accept this "Letter of Correspondence" as an invitation for all members of council to attend the **Lanark Federation of Agriculture Farm Tour 2019**. I would appreciate if this be recorded as a letter of correspondence in your council minutes at the County level and at each township council meeting.

The Lanark Federation of Agriculture would like to invite you to participate in the 2019 Farm Tour of local agricultural business in Lanark County on Wednesday April 24, 2019 from 10 am to 4:30 pm. We know that you value your rural farming and ag business communities. We, as a farming organization feel that this tour offers an opportunity to you and our business owners to understand the concerns and issues facing the local ag business. Many of you are new councilors sitting around your council tables and we would really like to introduce you to some of the hard-working people in our agricultural industry.

The tour will start at the Lanark County Municipal building at 9 am. We are providing a bus that will take you to each location. We will be back to the Lanark County Municipal buildings by 4:30-4:45 pm

The list of farms and Ag Business we will be visiting are as follows;

Oliver Family Farm, Perth
Drover's Way Farm, Perth
Canadian Cooperative Wool Growers, Carleton Place
Temple's Sugar Bush and Pancake House (tour and lunch)
Dairy Distillery Almonte

We will be back at the Lanark County Municipal Buildings by 4:30-4:45 pm

I ask please for those who would care to attend to e-mail me by April 12, 2019 or call me to confirm your attendance

I look forward to hearing from you and hope you will be able to attend our tour.

Respectfully,

Andrea McCoy-Naperstkw
Secretary/Treasurer, Director, LFA
613-257-5750
andreamcnap@outlook.com

CC Lillian Drummond, Jamie Fortune, Bruce Nolan and Derek Oliver

From: Michael Rikley-Lancaster [<mailto:curator@mvtm.ca>]
Sent: Wednesday, April 03, 2019 9:41 AM
To: Christa Lowry
Cc: Michela Comparey
Subject: May is Museums Month

April 3, 2019

Dear Mayor Lowry,

On behalf of Mississippi Valley Textile Museum and in collaboration with the Ontario Museum Association, I am writing to request a Municipal Proclamation of *May is Museum Month/Mai, Mois des Musées* in Mississippi Mills

Celebrated annually since 2000, *May is Museum Month/Mai, Mois des Musées* is a program of the Ontario Museum Association and celebrated by Ontario's 700+ museums, galleries, and heritage sites. *May is Museum Month* coincides with International Museum Day on May 18th, a worldwide initiative of the International Council of Museums to highlight the importance of the role of museums as institutions that serve society and its development.

The start of the summer tourism season, *May is Museum Month* provides an excellent opportunity for the promotion and awareness of Ontario's many and varied heritage and cultural assets. During *May is Museum Month/Mai, Mois des Musées* we encourage everyone to explore and experience our local museums.

Mayors and communities across the province will proclaim *May is Museum Month*, and we would be honoured if Mississippi Mills joined them in recognising value of museums, galleries, and heritage sites to our communities.

Please find a draft Proclamation attached.

If you or any members of your staff have any questions, please reach out to me by phone 613-256-3754 or email curator@mvtm.ca. Mississippi Valley Textile Museum and the Ontario Museum Association look forward to celebrating *May is Museum Month/ Mai, Mois des Musées!*

Sincerely, Michael

Michael Rikley-Lancaster
Executive Director/ Curator
Mississippi Valley Textile Museum
National Historic Site
3 Rosamond Street East
Almonte, ON K0A 1A0
613-256-3754
curator@mvtm.ca



Michael Rikley-Lancaster is the 2014 Mississippi Mills Cultural Achievement Award winner.

New capital funding approved for community-based child care

The Ontario government has approved funding for Lanark County through the Community-Based Early Years and Child Care Capital Program (CBCP). The funding will help create new licensed child care space in Lanark County. The Town of Carleton Place will create 98 additional spaces for infants, toddlers, and preschoolers at their current site.

The creation of these new licensed child care spaces is possible due to the County's shared commitment with the Province of Ontario to provide investments in the early years aimed to increase quality, accessibility, affordability, flexibility, and inclusivity.

Children's Services Manager Tammy Kealey-Donaldson says the County has been involved with two school-based capital funding projects in the past, but this is the first community-based capital project. "We are very pleased to have the opportunity to increase the number of licensed child care spaces in a Lanark County community as part of this program."

Ms. Donaldson explained the capital funding will support Carleton Place's new addition at their site on Francis Street. The partnership will help address capacity issues and child care waiting lists in the community. Lanark County will be working with the Town of Carleton Place to begin the development process, as the spaces must be opened by December 2020.

Lanark County Social Services (Children's Services Department) is the Service System Manager for the Early Years and Licensed Child Care Services under the *Child Care and Early Years Act* (CCEYA). Responsibilities involve service planning, supporting families and licensed child care providers, and overseeing delivery of the EarlyON Child and Family Centres.

For more information about children's services in Lanark County, visit <http://lanarkcounty.ca/Page1993.aspx>

For more information, contact:
Emily Hollington, Director, Social Services
Lanark County
1-888-9-LANARK, ext. 2101



MEDIA ADVISORY

April 3, 2019

YUM! IT'S ROAST BEEF TIME!

It's that time of year again. The annual Carleton Place & District Memorial Hospital Auxiliary Roast Beef Luncheon is set for Tuesday, April 30th from 11:30 am to 1:30 pm. This year, we have a new location – the event will be held at St. James Parish Hall at 225 Edmund Street.

Savour a delicious lunch carved by our Beckwith Butcher and complete with potatoes, veggies, gravy, dinner roll, tomato juice, tea, coffee and an assortment of delicious pies or cake for dessert.

Tickets are just \$15 each.

For more details or to reserve tickets, call the Auxiliary office at 613-257-2200 ext. 323 or email auxiliary@cpdmh.ca You can also pick up tickets in the Auxiliary Gift Shoppe or at the Beckwith Butcher.

Thank you for sharing this information through your channels. A poster is attached.

-30-

Media Contact:

Jane Adams

Communications Lead

Carleton Place & District Memorial Hospital

613-729-4864

jane@brainstorm.nu

CPDMH AUXILARY FUNDRAISER

Roast Beef Luncheon

Come and join us!
Everyone is **WELCOME!**



Savour our Roast Beef luncheon carved by our *Beckwith Butcher*, potatoes, veggies, gravy, dinner roll, tomato juice, tea, coffee and assortment of delicious pies or cake for dessert.

Tuesday, April 30th, 2019

11:30 to 1:00 p.m.

**At St James Church Parish Hall
225 Edmund Street**

Tickets - \$15.00

To get your tickets please contact:

Auxiliary Office at 613-257-2200 ext 323

Gift Shoppe at 613-257-2200 ext 160

Beckwith Butcher at 613-253-6328





Cheryl Gallant

Member of Parliament
Renfrew-Nipissing-Pembroke
Member of Standing Committee on National Defence
Member of Standing Committee on Industry, Science and Technology



HOUSE OF COMMONS
OTTAWA, CANADA

April 4th, 2019

Mississippi Mills Township
Po Box 400 3131 Old Perth Rd., Rr#2
Almonte, Ontario
K0A 1A0

Dear Mississippi Mills Township,

This letter is to alert you to Bill C-68, another piece of interventionist federal legislation that will have a negative impact on your municipality, and on the property rights of your ratepayers.

Bill C-68, which is currently before the Senate, reverses changes to the Fisheries Act – changes which municipalities similar to yours requested our previous Conservative government to make.

Specifically, we amended the "HADD" provisions of the Act, (Harmful Alteration Disruption or Destruction of fish habitat).

One of the most significant problems identified by municipalities about the HADD provision was its broad application and restrictive nature, which ended up costing property taxpayers thousands of dollars, with no real or apparent benefit to the environment.

Municipalities which needed to install culverts or other flood mitigation work were in too many cases faced with negative enforcement after work was completed, with inconsistent guidance when they sought direction for compliance.

In addition to repealing our amendments, the current Federal Government has expanded the definition of "habitat," and added a new concept to the Act, "water flow."

By explicitly adding in the concept of water flow, which was not in the old legislation, the scope of offences municipalities can be charged with, have been greatly expanded.

Worst of all, rather than specifically listing what is and is not an offence under this legislation, including fines or jail, this power has been handed over to the unelected technocrats, to determine by regulation, what the penalties for non-compliance will be, after they have determined what is non-compliance.

As the longest consecutive serving Conservative MP in Ontario, representing a predominantly rural riding, I am very aware of the challenges rural and small-town municipalities have faced dealing with the Federal government.

All municipalities should be demanding the Federal Government provide regulatory certainty before this legislation is passed into law.

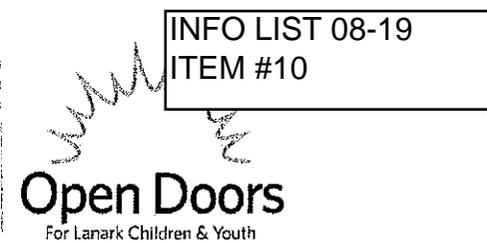
Clear regulatory certainty is necessary to prevent the return of conflicted interpretations, and inconsistencies in enforcement of the Fisheries Act which happened in the past.

Sincerely,

A handwritten signature in cursive script that reads "Cheryl Gallant". The signature is written in black ink and is positioned below the word "Sincerely,".

Cheryl Gallant, M.P.
Renfrew—Nipissing—Pembroke
CG:mm

Open Doors for Lanark Children and Youth
130 Lansdowne Avenue, Unit 10
Carleton Place, ON K7C 2T7
T 613-257-8260 TF 1-877-232-8260
F 613-249-3548 E admincp@opendoors.on.ca
W www.opendoors.on.ca



April 5, 2019

Christa Lowry – Mayor
Municipality of Mississippi Mills
3131 Old Perth Rd
Almonte ON K0A 1A0

Dear Mayor Lowry,

Recent surveys completed by parents of children and youth with mental health problems identify thirty-six per cent of parents have sought help for their child. Forty percent of those parents did not get the help they were seeking or remained on waitlists to receive assistance. Half of parents who sought help stated that they were challenged to access the services they needed. The primary reason identified were lengthy waiting periods to access service. Other expressed frustration due to services being misaligned with their children's needs, and being unsure where service was available and finally realizing the service required is not available in the community in which they live. Our children are being asked to wait.

The mental health of Canadians has been sharply drawn into focus over the past decade. As a nation, people are confronting mental health problems, bringing them into the light, encouraging people to have conversations and developing programming to overcome the effects of mental health problems. The plight of children and youth living with mental health issues is coming to light. Progress has been made but there remains much more work to be done.

I am writing to Council to extend the metaphor of bringing mental health issues into the light. May 5th is the first day of Mental Health Week in Ontario. A campaign that has been warmly embraced across the province has been designed to raise awareness through visual cues of the existence of mental health issues effecting. Through this campaign, prominent natural and man-made structures across Ontario are being bathed in green light. Some of those of note include city halls, the CN Tower, the Peace Bridge and many others.

Today, we ask Council to once again join other communities in Ontario to illuminate a prominent building in green light as a reminder of the presence of children and youth in their community who live daily with the impact of mental health issues. The conservative estimate is that 1 in 5 children are living with mental health issues across Ontario.

Open Doors for Lanark Children and Youth is requesting Council to pass a resolution that during the week commencing May 5, 2019 that a prominent building in this community be illuminated with green light. We are grateful for Council's support of this campaign in previous years and hope that every year Council will opt to participate in this campaign to raise awareness throughout Lanark County. We ask

Your life can be different. Let's talk.

for this resolution because it is emblematic of your entire community reflecting upon the presence of mental health issues experienced by people, especially our children and youth.

We thank you for your consideration of our request and are hopeful that you will join other communities to raise awareness of mental health issues and choose to shed light on this issue that so powerfully impacts those afflicted, those who love them and our communities in totality.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kevin Clouthier', with a stylized, flowing script.

Kevin Clouthier, PhD, RP

Executive Director

Open Doors for Lanark Children & Youth

From: Jerri-Lynn Levitt [mailto:deputyclerk@greyhighlands.ca]
Sent: April-08-19 3:49 PM
Subject: Municipality of Grey Highlands Council Resolution - OMPF

Good afternoon,

The Council of the Municipality of Grey Highlands passed the following resolution at it's April 3rd Council meeting in regards to the Ontario Municipal Partnership Fund (OMPF):

Resolution Number: 2019-200

Moved By Deputy Mayor Desai Seconded by: Councillor Nielsen

Whereas the Provincial government announced it was conducting a review of the Ontario Municipal Partnership Fund (OMPF), which provides annual funding allotments to municipal governments to help offset operating and capital costs; and

Whereas Municipalities were further advised that the overall spending envelope for the program would decrease having a significant impact on future budgets and how funds are raised by Municipalities as funding will be reduced by an unspecified amount; and

Whereas if allocations to municipalities are reduced, Councils will need to compensate with property tax increases or local service reductions; and

Whereas, the 2018 Grey Highlands allocation was \$1,068,000 which is equivalent to 10.08% of the Township's municipal property tax revenue; and

Whereas the Municipality of Grey Highlands prides itself on efficient and value for money practices every day;

Now therefore be it resolved that although an interim payment has been received, Council of the Municipality of Grey Highlands expresses grave concern with the potential reduction and/or loss of the OMPF allotment in future years;

And further, Council petitions the Provincial government to complete the OMPF review in an expeditious manner as future financial consideration ensures municipal sustainability;

And furthermore, that this resolution be circulated to the Premier, Ministers of Finance, Municipal Affairs and Housing, our local MPP and all Ontario municipalities for their endorsement and support.

Your endorsement and support of this resolution would be appreciated.

Sincerely,

Jerri-Lynn Levitt
Deputy Clerk



206 Toronto Street South, Unit 1, P.O.Box 409 Markdale, Ontario N0C 1H0
519-986-1216 x 230 Toll-Free 1-888-342-4059 Fax 519-986-3643
deputyclerk@greyhighlands.ca www.greyhighlands.ca



Mississippi Mills
3131 Old Perth Road, Box 400
Almonte, ON K0A 1A0

April 8, 2019

To the Mississippi Mills Mayor and Council,

The Ontario Nurses for the Environment Interest Group has become aware of the roadside spraying occurring in Lanark County to control wild parsnip. ClearView the product being used to kill wild parsnip, will kill others plants it comes into contact with including plants vital to bees and other pollinators maintaining the health of our agriculture and ecosystems. At the moment, Ontario and Canada are at a crisis point due to the use of such sprays killing these essential pollinators.

The impact of these sprays upon humans as they enter the water and food system is unknown. We stress the need to apply the precautionary principle before irreversible damage is done. The precautionary principle denotes a duty to do no harm when it is within our power especially when there is uncertainty on the effects an action such as spraying ClearView will have on the environment and human health.

Hand removal rather than pesticides can control wild parsnip. We urge council members to employ this least harmful means of controlling this plant.

Yours faithfully

Kerrie Pickering
ONEIG President

Solicitor General

Office of the Solicitor General

25 Grosvenor Street
18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

le bureau de la solliciteure générale

25, rue Grosvenor
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132-2019-212

April 8, 2019

Dear Head of Council:

The Ontario government recognizes the importance of animal welfare. We also know that the province's animal welfare landscape is changing.

Recently, the Superior Court of Justice provided a ruling on *Bogaerts v. Attorney General of Ontario*. This ruling affects the *Ontario Society for the Prevention of Cruelty to Animals (OSPCA) Act*, which is the province's main legislation on animal welfare. While the Ontario government is appealing this decision, we intend to strengthen and improve animal welfare.

In addition, the OSPCA has advised me that it will withdraw from its current role of enforcing animal welfare legislation in the communities it serves, effective June 28, 2019.

The Ontario government is actively working to ensure appropriate measures are in place to provide animals with the protections they deserve and that Ontarians expect. To inform our next steps, my ministry will survey municipalities about the current landscape of animal welfare enforcement, including details of bylaws and existing partnerships.

Municipalities are important partners in developing an approach that ensures effective enforcement, is transparent and accountable, and ultimately improves the animal welfare system across Ontario.

Should you have any questions about the survey, please contact Ms. Jenna Bendayan of my office at (647) 274-9353 or Jenna.Bendayan@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read "Sylvia Jones".

Sylvia Jones
Solicitor General

c: Ms. Jenna Bendayan



COUNCIL CALENDAR

April 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2 6pm Council	3 5:00 pm Agriculture Committee	4 6pm Council Budget	5	6
7	8 9am Sp Council	9	10	11 5pm Volunteer Appreciation Night	12	13
14	15	16 8am CEDC 6pm Council	17 3:00 pm AAC	18	19 Office Closed Good Friday	20
21	22 Office Closed Easter Monday	23	24 2:30pm Library 7pm Heritage	25 9am Road Tour	26 9:30am OAPSB Zone 2	27
28	29 5:30pm Public Works	30 3pm Sp Council Asset Management 6pm Public Information Centre Downtown Renewal				



COUNCIL CALENDAR

May 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 OSUM Pembroke	2 OSUM Pembroke	3 OSUM Pembroke	4
5	6	7 6pm Council	8	9	10	11
12	13	14	15 3:00pm AAC	16	17	18
19	20 Victoria Day Office Closed	21 6pm Council	22 2:30pm Library 7pm Heritage	23	24	25
26	27	28	29	30 FCM Quebec City	31 FCM Quebec City	

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-39

BEING a by-law to impose water and sewer rates.

WHEREAS under section 326 (4) of the Municipal Act, 2001 (S.O.2001, c.25), a municipality may by by-law levy a special local municipality levy under section 312 on the rateable property in the area of an identified special service to raise the costs determined by this service;

AND WHEREAS under section 391(1) a municipality may pass by-laws imposing fees or charges on any class of persons for services or activities provided by it;

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

1. This By-law shall be short-titled: "Water and Sewer Services Rates By-law".
2. A water and sewer services annual base charge of \$608.00 to provide fixed annual funding to the Municipality to ensure a safe, clean water supply in accordance with Ontario's clean drinking water standards and for the collection and treatment of wastewater shall be imposed upon the owners of lands for each residential or non-residential unit.
3. A residential unit is defined as an owned housing unit or a unit under separate lease or rental agreement that has access to municipal water and/or sewer services. The unit (s) is a single family home, a duplex, a row house, a multi-residential unit, an apartment, a condominium or any other place designed for human occupancy. The residential unit may have its own water meter or share a meter (s).
4. A non-residential unit is defined as a unit providing a commercial or industrial activity that may or may not have a separate entrance (internal or external to the building) and has access to municipal water and/or sewer services. The non-residential unit may have its own water meter or share a meter (s).
5. Hospitals and Schools shall be charged one base charge per facility.
6. For each account, the rate charged for consumption shall be \$11.90 for every 1,000 gallons or 4.55 cubic meters. An account may include one unit or many units.
7. A late payment charge of 1.25% of the outstanding balance will be added to the water account following the due date. Interest will continue to be charged at 1.25% per month until the water account is paid in full. If the water account is not paid in full by the due date of the next billing period, the Municipality has the authority under Section 398 (2) of the Municipal Act, 2001 (S.O. 2001, c.25) to transfer such water and sewer arrears to the tax roll. Interest at 1.25% per month will continue to be applied to the tax account for any outstanding arrears including water and sewer arrears.

8. All payments to a water and sewer account will be applied first to any outstanding penalties and interest and then to the outstanding water and sewer charges.
9. When a water meter reading cannot be determined an owner will be charged their Water and Sewer Services Base Charge in accordance with article 2 above plus a consumption charge based on a system estimate at the rate of \$11.90 for every 1,000 gallons or 4.55 cubic meters. If a reading cannot be obtained for three billing periods (6 months) the owner will be charged a consumption charge based on a system estimate and a service charge of \$25.00 will apply.
10. When the Municipality's officials have requested an owner continuously run their water to prevent freezing during the winter months, an owner will be charged their Water and Sewer Services Base Charge in accordance with article 2 above **plus** a consumption charge of \$11.90 for every 1,000 gallons or 4.55 cubic meters of water based on the lowest of 1) actual consumption 2) an average of the last three summer meter readings (May to August) and 3) 7,000 gallons or 31.82 cubic meters.
6. That By-law No.18-58 shall be and is hereby repealed.

BY-LAW READ passed, signed and sealed in open Council this 16th day of April, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-40

BEING a by-law to amend Delegation of Authority By-law 13-18, as amended.

WHEREAS, Section 5 (3) of the Municipal Act 2001 S.O. Chapter 25 as amended states that the powers of a municipality shall be exercised by by-law;

AND WHEREAS, Section 23.1 of the Municipal Act 2001 S.O. Chapter 25 authorizes a municipality to delegate its powers and duties to a person;

AND WHEREAS it is deemed expedient to delegate authority to staff;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi mills enacts as follows:

1. **THAT** Schedule A, Section C of By-law 13-18 Delegated Authority Specified Staff Authorities be amended to include the following:
 7. The Director of Planning to approve the release of Heritage Grants, in accordance with standardized review criteria and the Heritage Conservation District Bylaw.
2. **THAT** this By-law will come into effect on the day of its passing.
3. **THAT** By-law 13-18 shall be and is hereby amended.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of April, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-41

BEING a by-law to amend the Downtown Almonte Heritage Conservation District By-law 16-61.

WHEREAS Section 41(1) of the *Ontario Heritage Act* R.S.O. 1990, c.O.18 authorizes the Council of a municipality may by by-law designate the municipality or any defined area thereof as a heritage conservation district;

AND WHEREAS pursuant to subsection 41.1 (1) of the *Ontario Heritage Act*, R.S.O. 1990, c.O.18 a municipality shall adopt a heritage conservation district plan for each district that is designed in the by-law;

AND WHEREAS the Community Official Plan for the Corporation of the Municipality of Mississippi Mills contains provisions relating to the establishment of heritage conservation districts;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi mills enacts as follows:

1. **THAT** Schedule C, being the Heritage Conservation District Plan, of By-law 16-61 shall be amended as follows:
 - a. Section 5.3.1 (Major Permits) shall only be required for contributing and vacant properties specifically
 - b. That new commercial signage and awnings shall be considered via Section 5.3.2 (Minor Permits)
 - c. That any substantial work on a non-contributing property may be considered via Section 5.3.2 (Minor Permits)
 - d. That the following work be exempt from permitting requirements in accordance with Section 5.2: extending or erecting fences, extending or new parking lots, planting or removal of trees on the public right-of-way or adjacent to the river, new or alterations to hard landscape features, garden walls, decorative fencing and surfaced pathways visible from the street or the river.
2. **THAT** this By-law will come into effect on the day of its passing.
3. **THAT** By-law 16-61 shall be and is hereby amended.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of April, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-42

BEING a by-law to amend All-Terrain Vehicle By-law 13-108.

WHEREAS Section 191.8(3) of the Highway Traffic Act, R.S.O. 1990, Ch.8, provides that a municipality may pass by-laws;

- i. Permitting the operation of off-road vehicles with low pressure bearing tires on any highway within the municipality that is under the jurisdiction of the municipality or on any part or parts of such highway.

AND WHEREAS Council passed All-Terrain Vehicle By-law No. 13-108 on November 3, 2013

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Mississippi Mills enacts as follows:

1. The addition of Section 3.1(b):

3.1 (b) No person shall operate an All-Terrain Vehicle on a highway listed in Schedule "A"

2. **THAT** this By-law will come into effect on the day of its passing.

3. **THAT** By-law 13-108 shall be and is hereby amended.

BY-LAW READ, passed, signed and sealed in open Council this 16th day of April, 2019.

Christa Lowry, Mayor

Jeanne Harfield, Acting Clerk

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

BY-LAW NO. 19-43

BEING a by-law respecting the enclosure of pools.

WHEREAS section 11(2), paragraphs 6 and 10, of the *Municipal Act 2001*, S.O. 2001 c. 25 (hereinafter the "*Municipal Act 2001*"), authorizes a lower tier municipality to pass by-laws respecting health, safety and well-being of persons, and by-laws respecting structures, including fences and signs;

AND WHEREAS section 8(3) of the *Municipal Act 2001*, authorizes a municipality to regulate or prohibit in respect of matters within their jurisdiction, and to require persons to obtain permits and provide for a system of obtaining permits in relation to those matters;

AND WHEREAS under section 128 of the *Municipal Act 2001*, a local municipality may prohibit and regulate with respect to public nuisances, including matters that in the opinion of council is or could become or cause public nuisances;

AND WHEREAS the Council of the Corporation of the Municipality of Mississippi Mills deems it necessary to regulate pools and enclosures for pools;

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

PART I – DEFINITIONS AND INTERPRETATION

DEFINITIONS

1. In this by-law,
 - a) "*abandoned pool*" means a *pool* that is abandoned whether or not it contains water and whether or not it is being used, or a *pool* by reason of its state of repair is incapable of safely being used and may include, but is not limited to, its structure, support structure, and containment liner, deck or state of its being maintained;
 - b) "*agent*" means a person duly authorized by the *owner* in writing to act for or represent the *owner* of land on which a *pool* or *enclosure* is to be *constructed* or is located;
 - c) "*Chief Building Official*" means the chief building official appointed by the council of the *municipality*, and for the purposes of administering and enforcing the provisions of this by-law, includes a person authorized to exercise the same powers and duties as the chief building official;

- d) “*construct*” means to do anything in the erection, installation, extension, material alteration, removal or demolition of a *pool* or *enclosure*, or construction of a building as defined and regulated by the *Building Code Act 1992*, S.O. 1992 c. 23, (hereinafter the “*Building Code Act*”), and “construction”, “constructed”, “reconstruction” and “reconstructed” has a corresponding meaning;
- e) “*enclosure*” means any combination of fence, wall, *safety cover*, or other structure, including any permitted door, gate, or other access opening, surrounding a *pool* to restrict access thereto;
- f) “*exterior side lot line*” has the same meaning as “exterior side lot line” or “lot line, exterior side” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- g) “*front lot line*” has the same meaning as “front lot line” or “lot line, front” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- h) “*grade*” means the elevation of the finished surfaces immediately surrounding the *pool* or the *enclosure*;
- i) “*hot tub*” means a type of *pool*, capable of producing and containing hot aerated water, and commonly used for recreation or physical therapy, and includes tubs commonly referred to as “whirlpool” and “spa”;
- j) “*lot line*” has the same meaning as “lot line” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- k) “*municipality*” means the Corporation of the Municipality of Mississippi Mills;
- l) “*occupant*” means a person who is in physical possession of premises, or a person who has responsibility for and control over the condition of premises or the activities carried on, or control over persons allowed to enter the premises, even if there is more than one occupant of the same premises;
- m) “*officer*” means a person appointed by the council of the *municipality* as a municipal by-law enforcement officer for the purposes of enforcing by-laws, and may also be referred to as a by-law officer, peace officer, inspector, or property standards officer;
- n) “*owner*” means a person who is the registered owner of the land on which a *pool* or *enclosure* is to be constructed or is located;

- o) “*permit*” means a permit issued by the *Chief Building Official* as prescribed in this by-law for the *construction* of a *pool* and *enclosure*;
- p) “*pool*” means a pool of water for swimming, bathing, wading or reflecting, including a *hot tub*, which is capable of retaining a water depth equal to or greater the 600 mm (23 5/8 in) at any point, but shall not include facilities for the purposes of providing water to livestock or for irrigation of crops which are associated with and located on land devoted to the practice of farming, stormwater management ponds;
- q) “*rear lot line*” has the same meaning as “rear lot line” or “lot line, rear” as defined in the Comprehensive Zoning By-Law of the *municipality*;
- r) “*safety cover*” means a rigid cover or lid on a *hot tub* to restrict access thereto;
- s) “*side lot line*” has the same meaning as “side lot line” or “lot line, side” as defined in the Comprehensive Zoning By-Law of the *municipality*; and,
- t) “*stagnant*” means water that is untreated or having no current or flow, often having an unpleasant smell and appearance, can become a breeding location for insects, or pose a hazard to health as a consequence of its condition.

INTERPRETATION

- 2. In the event of any conflict between the provisions of this by-law and any provision of contained in a by-law of the *municipality* respecting fences, the provisions of this by-law shall prevail.
- 3. Unless otherwise defined, the words and phrases used in this by-law have their normal and ordinary meaning.
- 4. This by-law includes the schedules annexed hereto and the schedules are hereby declared to form part of this by-law.
- 5. The headings and subheadings used in this by-law are inserted for convenience of reference only, form no part of this by-law, and shall not affect in any way the meaning or interpretation of the provisions of this by-law.
- 6. Unless the context requires otherwise, references to items in the plural include the singular unless used with a number modifying the term.
- 7. All distances, areas, weights, or other measurements in this by-law shall be read and enforced as the specified metric units, and other converted units specified in parentheses are inserted for convenience only.

8. It is declared that if any section, subsection, paragraph or part thereof is declared by any Court to be bad, illegal, or ultra vires, such section, subsection, paragraph part or parts shall be deemed to be severable and all other parts of this by-law are declared to be separate and independent, and enacted as such.

PART II – GENERAL

GENERAL

9. Every owner shall ensure that a *pool* and an *enclosure* is *constructed* and maintained according to the provisions of this by-law.
10. No person shall place water in a *pool*, or allow water to remain in a *pool*, unless the *pool* and prescribed *enclosure* has been *constructed* and maintained in accordance with the provisions of this by-law.
11. No *owner, agent, or occupant* shall allow a *pool* to become an *abandoned pool*.
12. Every *owner, agent, or occupant* shall ensure that all lockable openings and devices prescribed in this by-law serving an *enclosure* are locked and in effect while the *pool* is not in use, other than times when access to the *enclosure* is necessary for other purposes.

PART III – PERMITS

PERMIT REQUIREMENTS

13. Except as provided in Section 14, no person shall *construct* or cause to *construct* a *pool* unless a *permit* has been issued by the *Chief Building Official*.
14. A *permit* is not required in the case of a *pool* or *enclosure* which is being *reconstructed* provided that,
 - (a) a *permit* was obtained for the original *pool*;
 - (b) the *pool* is *reconstructed* in the same position and the same manner in which it was previously *constructed*; and,
 - (c) the *reconstruction* of the *enclosure* meets the requirements with the provisions of this by-law.

APPLICATION FOR A PERMIT

15. An *owner* or their *agent* shall file an application for a *permit* to *construct* a *pool* with the *Chief Building Official* on the application form prescribed by the *Chief Building Official*.
16. Every application for a *permit* shall be accompanied by,

- (a) two (2) copies of a site-plan that will identify the location of the *pool*, any buildings or structures, *enclosure* location in relation to the *pool* and buildings or structures, location(s) of any permitted door, gate, or other opening in the *enclosure*, *pool* equipment location, well and septic location (if applicable) and closest measured distance from the *pool* and *enclosure* to each *lot line* of the property it is being installed on;
- (b) two (2) copies of plans indicating the dimensions of the *pool* (diameter, width, length), the depth of the *pool* (in deep and shallow end if applicable), and height of the *pool* above *grade* if applicable;
- (c) the payment of the required fee as prescribed in the Fees By-law of the *municipality* in effect on the day the application is made;
- (d) the information and address of the property that the *pool* will be located, the names, addresses, telephone numbers, and email addresses of the *owner*, their *agent*, and the contractor performing the work, where applicable, on the application form; and,
- (e) any other information that the *Chief Building Official* deems necessary to determine whether the proposed *construction* will comply with this by-law and any other applicable by-law.

17. Every application for a *pool permit* that proposes the *construction* of a deck, floor, platform, structure, public pool or public spa, or any other building, as defined and regulated under the *Building Code Act*, shall be accompanied by a separate building permit application that complies with all requirements of that application and any building by-law made under the *Building Code Act*.

ISSUANCE, CANCELLATION AND REVOCATION

- 18. The *Chief Building Official* shall inform the *owner* or their *agent* in writing of any reason that a *permit* is refused or cannot be issued if the application or any *construction* proposed in the application does not comply with the provisions of this by-law or any other applicable by-law.
- 19. Where the application and the *construction* proposed in the application is in general conformance with the provisions of this by-law, the *Chief Building Official* shall issue a *permit* to the *owner* or their *agent* within a reasonable timeframe.
- 20. The application for a *permit* will remain active for a period of six (6) months from the date of receipt, after which, if the *permit* has not been issued, the application shall be deemed abandoned and the *Chief Building Official* shall cancel the application and, except as provided in Section 21, the *permit* application fee shall be forfeited.
- 21. Where a *permit* has not been issued, a refund amounting to fifty percent (50%) of the *permit* application fee shall be provided where the *owner* or their *agent*

requests in writing within a period of ten (10) business days from the date of receipt of the application that the application be cancelled.

22. A *permit* shall be valid for an initial period of one (1) year from the date of issuance of the *permit*, after which, if the *permit* has not been deemed complete under Section 28, the *permit* shall be renewed for an additional period of one (1) year for each consecutive year that the *permit* is not complete, including payment of the required annual *permit* renewal fee as prescribed in the Fees By-law of the *municipality* in effect on the day a renewal fee is due.
23. Where a *permit* has been issued, the *owner* or their *agent* may request in writing that the *permit* be cancelled, provided that either no *construction* of the *pool* has taken place, or any *pool* forming part of the *permit* has been removed from the property, and the *permit* application fee shall be forfeited.
24. The *Chief Building Official* may revoke a *permit* that has been issued,
 - (a) if it was issued on mistaken, false or incorrect information;
 - (b) if, one (1) year after its issuance, the *construction* in respect of which it was issued has not, in the opinion of the *Chief Building Official*, been seriously commenced; or
 - (c) if it was issued in error.

PART IV – INSPECTION, COMPLETION AND USE

25. The *owner* or their *agent* shall notify the *Chief Building Official* of commencement of *construction*.
26. The *owner* or their *agent* shall notify the *Chief Building Official* of readiness for inspection and schedule for an inspection by an *officer* upon completion of *construction* of the *pool* and *enclosure*, prior to use of the *pool*.
27. Upon the inspection required in Section 26, if the *officer* has deemed the *pool* and/or *enclosure* is not in conformance with the provisions of this by-law, the *owner* or their *agent* shall, in addition to complying with Section 10 and 11, remedy the *construction* as necessary, and re-schedule for an inspection by an *officer*, prior to use of the *pool*.
28. Upon the inspection required in Section 26, if the *officer* has deemed the *pool* and *enclosure* to be in conformance with the provisions of this by-law, the *Chief Building Official* or the *officer* shall notify the *owner* or their *agent* of completion of the permit.

PART V – POOL AND ENCLOSURE SPECIFICATIONS

ENCLOSURE REQUIREMENTS

29. Every *pool* shall be provided with an *enclosure*.
30. Except as permitted in Sections 31, 32, and 34, every *enclosure* shall comply with the following criteria:
- (a) shall have a minimum height of 1.5 m (4 ft 11 in) above adjacent *grade*;
 - (b) shall have a vertical orientation, and be of a close boarded, chain link, or other suitable design, to reasonably deter children from climbing or gaining access to the *pool*;
 - (c) shall have no openings under or in the *enclosure* that will allow the passage of a 100 mm (4 in) diameter sphere;
 - (d) any door, gate, or other access opening, other than those in the wall of a building that forms part of the *enclosure*, shall be self-closing with lockable and self-latching hardware installed no lower than a height of 1.35 m (4 ft 5 in);
 - (e) any door in the wall of a building that forms part of the *enclosure* shall be lockable from the inside of the building, with the lockable device installed no lower than a height of 1.35 m (4 ft 5 in); and,
 - (f) shall have a minimum horizontal distance of 750 mm (2 ft 5 1/2 in) between any part of the *enclosure* and the nearest wetted surface of the *pool* for a continuous distance of at least fifty percent (50 %) of the perimeter of the *pool*.
31. An *enclosure* is deemed to comply with Section 30 if it complies with the following criteria:
- (a) the *pool* shall have a sidewall height of at least 1.2 m (3 ft 11 in) above adjacent *grade* around the outside perimeter of the *pool*;
 - (b) the sidewalls in (a) shall be vertical, smooth, and have no horizontal projections, or any other projections that will facilitate climbing;
 - (c) no *pool* equipment or any other climbable surface above adjacent *grade* shall be located within 1.2 m (3 ft 11 in) of the sidewall of the *pool* or any access to the *pool*;
 - (d) any ladder providing access to the *pool* shall be either readily removable without the use of tools, or shall be lockable in a non-climbable or upright position;
 - (e) any deck, floor, or platform that is adjacent to the *pool*, and/or provides access to the *pool*, shall have a minimum height of 1.2 m (3 ft 11 in) that is considered non-climbable around its entire perimeter, with no openings that will allow the passage of a 100 mm (4 in) diameter sphere;
 - (f) any access opening, other than those in the wall of a building that forms part of the *enclosure*, shall have a self-closing gate with a minimum height of 1.5 m (4 ft 11 in), and with lockable and self-latching hardware installed no lower than a height of 1.35 m (4 ft 5 in); and,

- (g) any door in the wall of a building that forms part of the *enclosure* shall be lockable from the inside of the building, with the lockable device installed no lower than a height of 1.35 m (4 ft 5 in).
32. An *enclosure* that serves a *hot tub* is deemed to comply with Section 30 if it complies with the following criteria:
- (a) a *safety cover* shall be permanently attached to the *hot tub* and completely cover the top of *hot tub*;
 - (b) the *safety cover* shall incorporate a lockable device; and,
 - (c) the *safety cover* shall be structurally adequate to resist entry to the *hot tub*.
33. Barbed wire or fencing energized by electrical current, sharp projections or any other dangerous characteristics shall not be used as an *enclosure*.
34. A *pool* need not comply with Sections 30 through 32 where the *pool* is entirely indoors and enclosed within a building, and the building and any access to the *pool* acts as an *enclosure* that, in the opinion of the *Chief Building Official*, meets the same level of performance of the *enclosures* prescribed in Sections 30 through 33.

POOL REQUIREMENTS

35. Every *pool*, other than a *hot tub*, shall be provided with a least one exit ladder nearest to the deepest part of the *pool*, where the *pool* area does not exceed 56 m² (603 ft²), with an additional exit ladder to be provided from any other part of the *pool* where the *pool* area exceeds 56 m² (603 ft²).
36. Electrical services to a *pool*, including surrounding decking and operational equipment, shall comply with all requirements of the Ontario Electrical Safety Code and the Electrical Safety Authority (ESA) as necessary, and upon request of an *official*, a copy of an ESA certificate of inspection shall be provided to the official.
37. Hose bibs servicing a *pool* shall be provided with back flow protection.
38. Water in a *pool* shall be maintained and not become *stagnant*, and any *stagnant* water in a *pool* shall be fully restored to an acceptable standard or be removed.

ZONING AND SETBACK REQUIREMENTS

39. The nearest wetted surface of any *pool* shall be located no closer than 1.5 m (4 ft 11 in) to any *side lot line* or *rear lot line*, and no closer than that required by the Comprehensive Zoning By-law of the *municipality* to any *front lot line* and *exterior side lot line* for the zone in which it is located.

40. Water circulating or treatment equipment, such as a pump or filter, that serves a *pool*, shall be located no closer than 1.2 m (3 ft 11 in) to any *side lot line* or *rear lot line*, and no closer than that required by the Comprehensive Zoning By-law of the *municipality* to any *front lot line* and *exterior side lot line* for the zone in which it is located.
41. All *pools* shall comply with setback requirements from municipal drains, natural water courses and environmental protection zones (EP), required by the Comprehensive Zoning By-law of the *municipality*.

PART VI – COMPLIANCE, OFFENCES AND PENALTIES

COMPLIANCE

42. Where an *enclosure* or *pool* is not *constructed* or maintained in accordance with the provisions of this by-law, or where a person is in contravention with this by-law, the *Chief Building Official* or an *officer* may make an order requiring a person to discontinue the contravening activity, and/or requiring the person to carry out such work or *construction* as may be required to bring the *enclosure* and *pool* into conformance with the requirements of this by-law.
43. An order made under Section 41 shall specify the person(s) to which the order is made, the date(s) by which there must be compliance with the order, and the order shall either be served personally to the person(s), or sent to by registered mail to their last known address, and where the order is made on a person who is not the *owner*, a copy of the order shall be served on the *owner*.
44. Where an order made under Section 41 has not been complied with, the *Chief Building Official* may cause the work or *construction* required by the order to be done, and the cost of the work shall be at the expense of the *owner*.
45. The *municipality* may recover the costs of effecting compliance with an order made under Section 41 by action or by adding the costs to the tax roll and collecting them in like manner as municipal taxes.

OFFENCES AND PENALTIES

46. Every person who contravenes any of the provisions of this by-law is guilty of an offence.
47. Every person who is convicted of an offence is liable to a fine as provided for in the *Provincial Offences Act*, R.S.O. 1990, c. P.33 as amended.
48. When a person has been convicted of an offence under this by-law, The Ontario Court of Justice or any court of competent jurisdiction thereafter, may, in addition

to any penalty imposed on the person convicted, issue an order prohibiting the continuation of repetition of the offence by the person convicted.

PART VII – TRANSITION, REPEAL AND ENACTMENT

49. A *permit* issued or continued under a previous by-law respecting *pools* and/or *enclosures*, as amended, is hereby continued and remains in force and shall be deemed to be issued under this by-law for regulatory and enforcement purposes, provided that the *enclosure* and/or *pool* in question was lawfully *constructed* in conformity with the provisions of the by-law that was in effect on the day the *permit* was issued, and is maintained in good repair on the date of enactment of this by-law.
50. By-law No. 16-68 is hereby repealed.
51. This By-law may be cited as the Pool By-law.
52. This By-law shall come into force and take effect upon the passing thereof.

BY-LAW read, passed, signed and sealed in open Council this 16th day of April 2019.

Christa Lowry, Mayor

Jeanne Harfield, Clerk



Municipality of Mississippi Mills
PENDING LIST
April 16, 2019

Title	Department	Comments/Status	Report to Council (Date)
Community Official Plan (COP) Registry	Planning	Quarterly Updates	June
Service Delivery Review	Administration	Staff to schedule a special meeting to review the final service delivery review report	TBD
Strategic Planning Exercise	Administration	To be arranged following CAO recruitment	TBD
Parking Study	Planning	Staff to conduct study comprehensive parking study in Almonte	TBD