



**Municipality of Mississippi Mills**

**COUNCIL AGENDA**

**Tuesday, January 30, 2018**

**6:00 p.m.**

**Council Chambers, Municipal Office**

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**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. Settlement of Insurance Claim #34024034 - personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*)
2. Update on Sale of Business Park Land Part Lot 15 Conc. 10 - proposed or pending acquisition or disposition of land by the municipality (*Municipal Act s. 239 2(c)*)

**REGULAR SESSION (6:00 p.m.)**

**C. O CANADA**

**D. ATTENDANCE**

**E. APPROVAL OF AGENDA**

**F. DISCLOSURE OF PECUNIARY INTEREST**

**G. APPROVAL OF MINUTES**

Council Minutes dated January 16, 2018

Pages 6-16

**H. PUBLIC MEETINGS**

1. Zoning Amendment Wicklum - 5993 Martin St N, Ramsay

Pages 17-22

2. Zoning Amendment Sparrow - 1491 County Road N, Pakenham

Pages 23-26

**I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

[None]

**J. COMMITTEE OF THE WHOLE**

*Motion to resolve into Committee of the Whole.*

**(J.1) CONSENT ITEMS**

*Motion to receive:*

- 2017 Facilities/Health and Safety Report Pages 27-30
- 2017 Freedom Of Information (FOI) Summary Pages 31-36

**Minutes**

*Motion to receive:*

- Heritage Advisory – January 15, 2018 Pages 37-40
- Striking – January 16, 2018 Page 41
- Gemmill Park– January 18, 2018 Pages 42-48

Striking Page 41

**Recommendation:**

That Councillor Lowry be appointed as the Committee of the Whole Chair until the end of the Council term (November 30, 2018).

**(J.2) REPORTS****Fire**

- a. Proposed Changes to Fire Department Vehicle Fleet - Station #1** Pages 49-56

**Recommendation:**

That Council approve the following changes to the fleet for Fire Station No. 1 (Almonte/Ramsay):

- Purchase a new tandem pumper-tanker and surplus the existing tanker;
- Purchase a new side-by-side equipped with bushfire suppression and medical equipment with transportation capability and a covered trailer for transportation;
- Purchase a new “ready rack system” for bunker gear room in Station No. 1;
- Surplus the existing front mount pumper, tanker and the equipment van towards the purchase of the new pumper-tanker, side-by-side and covered trailer and the “ready rack system” for bunker gear.

**Public Works**

- b. Main Street Revitalization Initiative** Pages 57-58

**Recommendation:**

That Council direct staff to utilize the funding under the Main Street Revitalization Initiative in the amount of \$47,193 to procure new benches, bike racks and waste receptacles for the Almonte downtown core in 2018 in keeping with the previously completed Downtown Environmental Assessment.

**Planning and Development**

- c. Appointing Building Inspectors as By-law & Property Standards Officers** Page 59

Recommendation:

That Council pass the necessary by-laws to appoint Michael Cooke and David Norton as By-law Enforcement and Property Standards Officers.

- d. Proposed Building By-law Changes** Pages 60-88

Recommendation:

That Council approve the Building By-law as amended.

- e. Request for Refund of Planning Fees  
Zoning Amendment Application 12<sup>th</sup> Concession South, Pakenham** Pages 89-91

Recommendation:

That Council approve the request for a refund of planning fees related to Zoning By-law Amendment Application Z-04-17.

- f. Zoning By-law Amendment - Riverfront Estates Phase 5** Pages 92-116

Recommendation:

That Council approve the proposed changes to the draft plan of subdivision for Riverfront Estates Phase 5 and direct staff to advise the County of Lanark of Council's support of the proposed amendment;

And that Council approve the necessary Zoning By-Law Amendment to change the zoning of the lands described as Concession 10, West ½ Lot 14, Almonte Ward, Municipality of Mississippi Mills, known as Riverfront Estates Phase 5, from "Residential First Density Exception 20 (R1-20), Residential First Density Exception 21 (R1-21), Residential Third Density Exception 8 (R3-8), and Residential Fourth Density (R4)" to "Residential First Density Subzone I Exception X (R1I-X), Residential Second Density Subzone E Exception X (R2E-X), Residential Third Density Exception X (R3-X), and Residential Fourth Density (R4)."

**Finance and Administration**

- g. Procurement By-law** Pages 117-118

Recommendation:

That Council approve the Procurement By-Law as amended.

**h. Amendments to Delegated Authority By-law** Pages 119-121Recommendation:

That Council pass a by-law to amend the Delegated Authority By-law to include amended and new items as proposed in the Treasurer's report dated January 30, 2018.

**i. Selection of an Interview Panel for the CAO Recruitment** Pages 122-123Recommendation:

That Council authorize proceeding with Option 1 – Striking Committee Members being chosen as the interview panel to assist with the hiring process for a new Chief Administrative Officer.

**j. Animal Pound Contract** Pages 124-125Recommendation:

That Council authorize entering into a six (6) month contract with Almonte Veterinary Services to provide pound services for the period February 1, 2018 – July 31, 2018;

And that the CAO shall be authorized to extend the contract for further periods up to five (5) years on agreement of the parties.

**k. Bill 68 – Modernizing Ontario's Municipal Legislation Act, 2017** Pages 126-135Recommendation:

That the Clerk's report re: Bill 68 – Modernizing Ontario's Municipal Legislation Act, 2017 be received;

And that the Procedural By-law be amended to include the new closed meeting exceptions.

**(J.3) INFORMATION ITEMS**

- Mayor's Report Page 136
- County Councillors' Report Page 137
- Mississippi Valley Conservation Authority None
- Information List (*Motion to receive*) Pages 138-147
- Meeting Calendars Pages 148-149

**K. RISE AND REPORT**

*Motion to return to Council Session.*

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of January 30, 2018 be adopted as resolutions of Council.

**L. BY-LAWS**

*That By-laws 18-09 to 18-16 be taken as read, passed, signed and sealed in Open Council.*

18-09	No Parking Signs Paterson Street Tatra St to Robert Hill St	Page 150
18-10	Zoning Amendment - Riverfront Estates Phase 5	Pages 151-153
18-11	Appoint Michael Cooke Building By-Law Property Standards Officer	Page 154
18-12	Appoint David Norton Building By-Law Property Standards Officer	Page 155
18-13	Almonte Veterinary Services – Pound Services Contract	Page 156
18-14	Procurement Policy	Pages 157-188
18-15	Delegated Authority Amendments	Pages 189-190
18-16	Procedural By-law Amendment	Pages 191

**M. OTHER/NEW BUSINESS**

1. **Memo re: Community Official Plan Review and Update** Pages 192-193

Recommendation:

That the memo from JL Richards re: Mississippi Mills Community Official Plan Review and Update, dated January 24, 2018, be received;

And that Council approve the proposed schedule for the completion of the Community Official Plan Review.

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS****P. CONFIRMATORY BY-LAW – 18-17****Q. ADJOURNMENT**



**The Corporation of the Municipality of Mississippi Mills**

**Council Meeting #01-18**

**MINUTES**

A regular meeting of Council was held on Tuesday, January 16, 2018 at 5:15 p.m. in the Council Chambers.

**A. CALL TO ORDER**

Mayor McLaughlin called the meeting to order at 5:18 p.m.

**B. CONSIDERATION OF A CLOSED SESSION**

**Resolution No. 01-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Watters**

**THAT** Council enter into an in camera session at 5:18 p.m. re: proposed or pending acquisition or disposition of land for municipal purposes (*Municipal Act s. 239 2(c)*) - Stop Up and Close Portion of Municipal Road Allowance (PINs 05088-0149 and 05088-0148) and Update on Sale of Business Park Land Part Lot 15 Conc. 10.

**CARRIED**

**Resolution No.02-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Watters**

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

**CARRIED**

**Rise & Report**

1. Stop Up and Close Portion of Municipal Road Allowance (PINs 05088-0149 and 05088-0148)

Staff direction was provided in camera.

2. Update on Sale of Business Park Land Part Lot 15 Conc 10

Staff direction was provided in camera.

Council resumed the in camera session to deal with the remaining item following Section O – Announcements.

**C. O CANADA**

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

**D. ATTENDANCE****PRESENT:**

Mayor Shaun McLaughlin  
Councillor John Edwards  
Councillor Denzil Ferguson  
Councillor Alex Gillis  
Councillor Christa Lowry  
Councillor Jill McCubbin  
Councillor Amanda Pulker-Mok  
Councillor Jane Torrance  
Councillor Paul Watters  
Councillor Val Wilkinson

**ABSENT:**

Councillor Duncan Abbott

Diane Smithson, CAO  
Shawna Stone, Clerk (left at 8:14 pm)  
Jennifer Russell, Acting Deputy Clerk (left at 8:14 pm)  
Andrew Scanlan Dickie, Junior Planner (left at 6:30 pm)  
Guy Bourgon, Director of Roads and Public Works (left at 6:58 pm)  
Rhonda Whitmarsh, Treasurer (left at 8:15 pm)

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**E. APPROVAL OF AGENDA****Resolution No. 03-18**

**Moved by Councillor Pulker-Mok**

**Seconded by Councillor Ferguson**

**THAT** the agenda be approved as amended, with the deletion of the Notice of Motion from Councillor Lowry.

**CARRIED**

**F. DISCLOSURE OF PECUNIARY INTEREST**

[None]

**G. APPROVAL OF MINUTES****Resolution No. 04-18**

**Moved by Councillor Ferguson**

**Seconded by Councillor Lowry**

**THAT** the Council Minutes dated December 19, 2018 be approved as presented.

**CARRIED**

**H. PUBLIC MEETINGS**

[None]

**I. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

[None]

**J. COMMITTEE OF THE WHOLE****Resolution No. 05-18****Moved by Councillor Edwards****Seconded by Councillor Gillis****THAT** Council resolve into Committee of the Whole, with Councillor Lowry in the Chair.**CARRIED****J.1 CONSENT ITEMS**

CAO Report – January 2018

**Resolution No. 06-18****Moved by Councillor Watters****Seconded by Councillor Ferguson****THAT** the CAO report be received.**CARRIED**

Resignation of Chief Administrative Officer, Diane Smithson

Members commended the CAO on her achievements and commitment to the community over the last 20 years.

**Resolution No. 07-18****Moved by Councillor Gillis****Seconded by Councillor Torrance****THAT** Council accept the resignation of the CAO, Diane Smithson, with regret.**CARRIED**

Advisory Committee Minutes

**Resolution No. 08-18****Moved by Councillor Edwards****Seconded by Mayor McLaughlin****THAT** the minutes of the following committees be received:

- Gemmill Park – November 14, 2017
- Beautification – November 16, 2017

**CARRIED**



## J.2 **STAFF REPORTS**

### **Planning and Development**

- a. Zoning By-law Amendment – Orchard View, 219 Paterson Street

**Resolution No. 09-18**

**Moved by Councillor Edwards**

**Seconded by Councillor Pulker-Mok**

**THAT** Council approve the Zoning By-law Amendment to change the zoning of the property described as Concession 10, East ½ Part Lot 14, Plan 27R-10686, Part 2 from Community Facility Exception 3 (I-3) to Community Facility Exception X (I-X) to permit multiple semi-detached and townhouse dwellings to be used as retirement bungalow units.

**CARRIED**

Action: Director of Public Works to bring forward by-law to restrict parking on Paterson St.

### **Public Works**

- b. Pre-Budgetary Approval – Panmure Road

**Resolution No. 10-18**

**Moved by Councillor Gills**

**Seconded by Councillor Ferguson**

**THAT** Council pre-commit \$43,500 from the 2019 budget for the repayment of resurfacing works to be completed by the City of Ottawa in 2018/2019 along Panmure Road;

**AND THAT** the Director of Roads and Public Works be authorized to enter into an agreement with the City of Ottawa for the completion of the resurfacing works on Panmure Road by the City of Ottawa in 2018/2019 with repayment by the Municipality of Mississippi Mills in 2019.

**CARRIED**

- c. Sale of Surplus Tank

**Resolution No. 11-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Wilkinson**

**THAT** Council approve the sale of the surplus tank from the former Fire Department Vehicle to the Township of Beckwith for the amount of \$4,000 plus HST in as-is condition.

**CARRIED**

## d. Comments to the County on the Ottawa Valley Recreation Trail Management Plan

**Resolution No. 12-18****Moved by Councillor Pulker-Mok****Seconded by Councillor Edwards**

**THAT** the Director of Roads and Public Works' report on the Comments to the County on the Ottawa Valley Rail Trail Management Plan dated January 16, 2018, be received as information;

**AND THAT** the comments pertaining to the management plan be forwarded to the County of Lanark.

**CARRIED****Resolution No. 13-18****Moved by Mayor McLaughlin****Seconded by Councillor McCubbin**

**THAT** the Director of Roads and Public Works be directed to obtain a second opinion on the jurisdiction section of the report.

**DEFEATED****Finance and Administration**

## e. 2018 Municipal Grants

**Resolution No. 14-18****Moved by Councillor Pulker-Mok****Seconded by Councillor Edwards**

**THAT** Council approve the 2018 municipal grant allocations:

<b>Applicant</b>	<b>Recommended Funding for 2018</b>
North Lanark Agricultural Society	\$5,000
Neighbourhood Tomato Community Gardens	\$1,500
Mississippi Mills Bicycle Month	\$3,500
Almonte in Concert	\$1,750
Mississippi Valley Field Naturalists	\$1,500
Folkus	\$750
Clayton Recreation Association	\$5,000
Almonte Celfest Society	\$2,500
Naismith Basketball Association	\$3,300
North Lanark Highland Games	\$2,500
Union Hall Community Centre	\$1,700
Pakenham Civitan Club	\$1,500
<b>TOTAL</b>	<b>\$30,500</b>

**CARRIED**

## f. Procurement By-law

The Treasurer to review and comment on the following in a follow up report:

- remove #4 under Section XII – Disposal of Surplus Assets
- pre-qualification vs invitational bidding
- irregularities vs non-compliant
- provision to advise Council of vendor/supplier poor performance
- Section IV – Supplier/Vendor Eligibility, can a bid be rejected if in litigation with the Municipality?

## g. Delegated Authority for Restricted Acts During Lame Duck

**Resolution No. 15-18****Moved by Councillor Edwards****Seconded by Councillor Ferguson**

**THAT** Council delegate authority to the CAO when a lame duck Council is in effect, pursuant to section 275 of the *Municipal Act, 2001*, to address matters as follows:

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

**AND THAT** the CAO consult with the Municipal Solicitor and/or Treasurer, where appropriate, prior to exercising that delegated authority;

**AND THAT** the CAO advise Council in writing prior to exercising that delegated authority;

**AND THAT** the Delegation of Authority By-law be amended to include these provisions.

**CARRIED**

## h. Award of Request for Proposal for Service Delivery Review of Recreation and Culture Department

**Resolution No. 16-18****Moved by Councillor Pulker-Mok****Seconded by Councillor Gillis**

**THAT** Council award the Request for Proposal for a Service Delivery Review of the Recreation and Culture Department to Blackline Consulting in the amount of \$52,055 plus HST.

**CARRIED**

## i. Hiring a Chief Administrative Officer

**Resolution No. 17-18****Moved by Councillor Wilkinson****Seconded by Mayor McLaughlin****THAT** Council authorize proceeding with Option 1 – retaining the services of a head hunting firm to assist with the hiring of a Chief Administrative Officer.**CARRIED**J. 3 **INFORMATION ITEMS**• **Mayor's Report**

[None]

• **County Councillors' Report**

Highlights: Housing Corporation Redevelopment Project moving forward; update on The Situation Table.

• **Mississippi Valley Conservation Report**

[None]

• **Information List 01-18****Resolution No. 18-18****Moved by Councillor Gillis****Seconded by Councillor Edwards****THAT** Information List 01-18 be received.**CARRIED**• **Meeting Calendar**

January 2018

The CAO explained that notice will go out to advise of the format for the Community Official Plan drop-in session scheduled for January 30, 2018 from 1:00 pm to 8:00 pm at Almonte Old Town Hall. Residents can set up an appointment (15 minute time slot) by calling the main reception and will be asked to provide their name/address/general description of inquiry; a few time slots will be available for drop-in without appointment; drop-ins can be one-on-one or small groups if similar inquiry.

K. **RISE AND REPORT****Resolution No. 19-18****Moved by Councillor Edwards**

**Seconded by Councillor Watters**

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

**CARRIED**

**Resolution No. 20-18**

**Moved by Councillor Gillis**

**Seconded by Councillor Lowry**

**THAT** the recommendations of the Committee of the Whole for the meeting of January 16, 2018 be adopted as resolutions of Council.

**CARRIED**

**L. BY-LAWS****Resolution No. 21-19**

**Moved by Councillor Ferguson**

**Seconded by Councillor Lowry**

**THAT** By-law 18-01 to 18-07 inclusive be taken as read, passed, signed and sealed in Open Council.

**CARRIED**

By-law 18-01

**Resolution No. 22-19**

**THAT** By-law 18-01, being a by-law to authorize borrowing from time to time to meet current expenditures during the fiscal year ending December 31, 2018.

**CARRIED**

By-law 18-02

**Resolution No. 23-19**

**THAT** By-law 18-02, being a by-law to provide for an interim tax levy in 2018.

**CARRIED**

By-law 18-03

**Resolution No. 24-19**

**THAT** By-law 18-03, being a by-law to establish remuneration for members of Council of the Corporation of the Municipality of Mississippi Mills.

**CARRIED**

By-law 18-04

**Resolution No. 25-19**

**THAT** By-law 18-04, being a by-law to remove certain lands from the part-lot control provisions of the *Planning Act*, R.S.O. 1990, Chapter P.13 (the 'Act').

**CARRIED**

By-law 18-05

**Resolution No. 26-19**

**THAT** By-law 18-05, being a by-law to remove certain lands from the Part Lot Control Provisions of the Planning Act, R.S.O. 1990, Chapter P. 13 (the 'Act').

**CARRIED**

By-law 18-06

**Resolution No. 27-19**

**THAT** By-law 18-06, being a by-law to authorize the signing of a Transfer Payment Agreement between the Corporation of the Municipality of Mississippi Mills and Her Majesty the Queen in Right of Ontario Canada as represented by the Minister of Transportation for the Province of Ontario for receipt of funding under the Ontario Municipal Commuter Cycling Program (OMCC).

**CARRIED**

By-law 18-07

**Resolution No. 28-19**

**THAT** By-law 18-07, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills.

**CARRIED**

**M. OTHER/NEW BUSINESS**

1. Appointment to the Mississippi Valley Conservation Authority

**Resolution No. 29-19**

**Moved by Councillor Torrance**

**Seconded by Councillor Ferguson**

**THAT** Councillors Gillis and Abbott be appointed to the Mississippi Valley Conservation Authority for one year, ending November 30, 2018.

**CARRIED**

2. Appointment to Lanark County Municipal Trails Corporation

**Resolution No. 30-19**

**Moved by Councillor Torrance**

**Seconded by Councillor Edwards**

**THAT** Councillor Wilkinson be nominated to sit on the Lanark County Municipal Trails Corporation.

**CARRIED**

**N. NOTICE OF MOTION**

[None]

**O. ANNOUNCEMENTS AND INVITATIONS**

Council recessed at 8:14 p.m. and reconvened at 8:21 p.m.

**[B.] CONTINUATION: CONSIDERATION OF A CLOSED SESSION****Resolution No. 31-18****Moved by Councillor Ferguson****Seconded by Councillor Watters**

**THAT** Council enter into an in camera session at 8:21 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act s. 239 2(b)*) - Interim/Acting CAO.

**CARRIED****Resolution No. 32-18****Moved by Councillor Ferguson****Seconded by Councillor Lowry**

**THAT** Council return to regular session at 8:35 p.m.

**CARRIED****Rise & Report****3. Interim/Acting CAO****Resolution No. 33-18****Moved by Councillor Wilkinson****Seconded by Councillor Ferguson**

**THAT** Council appoint Shawna Stone, Clerk, as Interim/Acting CAO at Step 3 of the respective pay scale effective March 5, 2018.

**CARRIED****P. CONFIRMATORY BY-LAW**

By-law 18-08

**Resolution No. 34-19****Moved by Councillor Torrance****Seconded by Councillor Lowry**

**THAT** By-law 18-08, 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 16<sup>th</sup> day of January 2018, be read, passed, signed and sealed in Open Council this 16<sup>th</sup> day of January 2018.

**CARRIED**

**Q. ADJOURNMENT**

**Resolution No. 35-19**

**Moved by Councillor Watters**

**Seconded by Councillor Torrance**

**THAT** the meeting be adjourned at 8:37 p.m.

**CARRIED**

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Shaun McLaughlin  
MAYOR

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Shawna Stone  
CLERK



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## PLANNING REPORT

**MEETING DATE:** January 30<sup>th</sup>, 2018  
**TO:** Committee of the Whole  
**FROM:** Andrew Scanlan Dickie – Junior Planner  
**SUBJECT:** **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-10-17  
Concession 9, Part Lot 20, Plan 27R-8437, Parts 3, 5, 6, 8, and 9  
Ramsay Ward, Municipality of Mississippi Mills**  
**OWNER:** Sonja & Daniel Wicklum  
**APPLICANT:** ZanderPlan Inc.

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### **BACKGROUND:**

In November 2002, two severance applications – B122-02 and B123-03 – were submitted to the Municipality of Mississippi Mills for a property that was legally known as Concession 9, Part Lot 20. The severances were approved and completed by Spring 2004, resulting in three non-farm residential lots located just north of the Almonte Settlement Area. From north to south, these lots are presently known as Part 3, Parts 5 & 6, and Parts 8 & 9 of Plan 27R-8437. As a condition of the consent application, the landowner applied for a Zoning By-law Amendment to specifically address the change in frontage and size for each of the lots – now known as the “Rural Exception 16 (RU-16)” Zone.

In September 2017, ZanderPlan, on behalf of Sonja and Daniel Wicklum, submitted two consent applications for boundary adjustments between the existing lots. The additions would transfer land from the middle lot, which includes the existing single-detached dwelling (known as 5993 Martin Street N), to the northern lot, and land from the southern lot to the middle lot. The results of the boundary adjustments are two (2) lots that have increased in size while another has reduced, rendering the latter non-compliant as per the RU-16 zoning standards (outlined in Zoning By-law section of this report). Consequently, for final approval, the Consent application requires the RU-16 Zone be amended to solely address the lot size issue.

Initial concerns of the original severance of 2002-2004 related to the impact of traffic entering and exiting from the shared entranceway on Part 5 of Plan 27R-8437, particularly if future severances were to be permitted for the site. This is why the required by-law (RU-16) stated that the frontage for each lot be a minimum of 45m (147.6ft). Neither the boundary adjustments nor the zoning amendment impact the frontage size or requirement, maintaining the intent of the original application.

### **PURPOSE AND EFFECT:**

The purpose and intent of the Zoning By-law Amendment is to change the zoning from Rural Exception 16 (RU-16) to Rural Exception X (RU-X) as a response to a condition imposed by a Consent approval for two (2) lot additions/boundary adjustments. The current RU-16 zone has specific minimum lot size requirements, with which one (1) of the impacted lots would be non-

compliant with a smaller than required lot area. Consequently, the re-zoning would accommodate the legal construction of a future dwelling on the presently non-compliant property.

**DESCRIPTION OF SUBJECT LANDS:**

The three (3) lands subject to the application are located in the Municipality of Mississippi Mills' Ramsay Ward. The lands are described as Concession 9, Part Lot 20, Plan 27R-8437, Parts 1 to 9. From the north to south, the current lot sizes are approximately 1.79ha (4.43ac), 4.55ha (11.25ac), and 7.56ha (18.67ac) in area with intended shared access from Martin Street N through Part 5 of Plan 27R-8437.

The subject lands are to the approximate north of the Almonte Settlement Area, and are thus surrounded by various land uses. These land uses include:

- Lands to the north consist primarily of agricultural properties, with pockets of rural designated land along the wooded areas, which include non-farm residential parcels occupied by single-detached dwellings.
- Lands to the west consist of rural waterfront properties and the Mississippi River.
- Lands to the east are predominantly rural, except for the White Tail Ridge Subdivision that is within 100m from the subject lands.
- Lands to the immediate south are a combination of rural and agricultural properties, with the Almonte Settlement Area within 1.5km.

**SERVICING & INFRASTRUCTURE:**

All properties subject to the Zoning Amendment are exterior of the Ward of Almonte municipal services boundary and thus have or require private water and septic. Although there is currently only one (1) residential entrance thus far, the three (3) properties share a right-of-way access through Part 5 of Plan 27R-8437. Access to the properties is from Martin Street N, a County owned and maintained road.

**COMMUNITY OFFICIAL PLAN (COP):**

The most northerly property, known as Part 3 of Plan 27R-8437, is designated entirely as "Agriculture" under the Community Official Plan. The other properties, known as Parts 5 & 6 and Parts 8 & 9 of Plan 27R-8437, are designated as both "Agriculture" and "Rural". Both designations permit a variety of uses. However, due to the lot sizes and the intent of the original severances, most notable is the permission to build a single detached dwelling.

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

As required by consent applications B122-02 and B122-03, the subject lands are zoned as "Rural Exception 16 (RU-16)" within the Comprehensive Zoning By-law #11-83. To address the change in lot area by the boundary adjustments, the lots would be rezoned as "Rural Exception X (RU-X)." The differences between the zones would be as follows:

**Table 1 – Current and \*NEW\* Lot Minimums**

<b>Parcel Legal Description</b>	<b>Minimum Lot Frontage</b>	<b>*NEW* Minimum Lot Frontage</b>	<b>Minimum Lot Area</b>	<b>*NEW* Minimum Lot Area</b>
Part 3 Plan 27R-8437	45m	45m	1.8ha (4.4ac)	4.05ha (10ac)
Parts 5 & 6 Plan 27R-8437	45m	45m	3ha (7.5ac)	4.21ha (10.4ac)
Parts 8 & 9 Plan 27R-8437	45m	45m	7.5ha (18.5ac)	5.55ha (13.7ac)

The permitted uses of the properties and their required setbacks would not change as a result of this Zoning Amendment application.

All of which is respectfully submitted,

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Andrew Scanlan Dickie  
Junior Planner

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Diane Smithson  
Reviewed by CAO

# APPENDIX

## Location Map



**Zoning By-law Amendment Application D14-WI-17; Z-10-17  
Concession 9, Part Lot 20, 27R-8437, Parts 3, 5, 6, 8, and 9  
Ramsay Ward, Municipality of Mississippi Mills  
Municipally known as 5993 Martin St N**



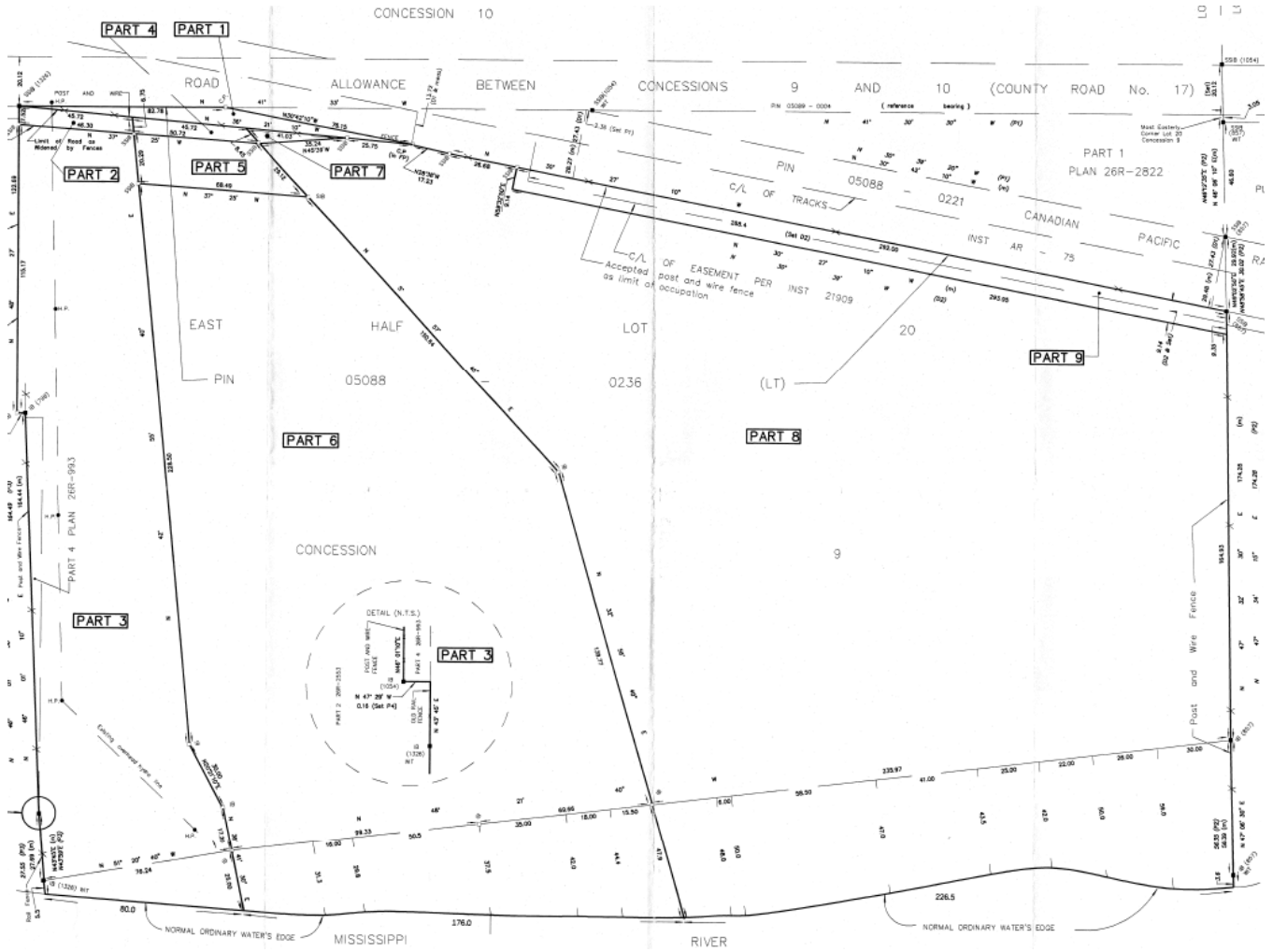
**Original Lot Layout**



**\*NEW\* Lot Layout**



# Current Survey (27R-8437)



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## PLANNING REPORT

**MEETING DATE:** January 30<sup>th</sup>, 2018  
**TO:** Committee of the Whole  
**FROM:** Andrew Scanlan Dickie – Junior Planner  
**SUBJECT:** **BACKGROUND REPORT – ZONING BY-LAW AMENDMENT Z-01-17  
Concession 12, East ½ Part Lot 18  
Pakenham Ward, Municipality of Mississippi Mills**  
**OWNER:** Robert & Carolyn Sparrow

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### **BACKGROUND:**

In March 2017, a surplus-farm dwelling consent application – B17/036 – was submitted to the Municipality of Mississippi Mills for the property legally known as Concession 12, East ½ Part Lot 18. The consent was provisionally approved in October 2017, with the landowners required to fulfil conditions set by the Municipality, one of which is to amend the zoning of the now vacant agricultural parcel to prohibit the construction of a dwelling. The associated Community Official Plan policy (Section 3.2.7) states the following:

*The [Municipality] shall impose a condition on the severance of the surplus farm dwelling which shall require a zoning by-law amendment prohibiting the construction of a new residential dwelling on the farm land parcel rendered vacant as a result of the severance.*

Consequently, the zoning of the property must be amended from “Agricultural (A)” to “Agricultural Exception X (A-X).”

### **PURPOSE AND EFFECT:**

The purpose and intent of the Zoning By-law Amendment is to change the zoning from Agriculture (A) to Agriculture Exception X (A-X) to fulfil a condition for the severance of a surplus farm-dwelling property. As per the Community Official Plan, the rezoned property – vacant agricultural land – would not be permitted to have a new dwelling constructed on it .

### **DESCRIPTION OF SUBJECT LANDS:**

The subject lands are located near the northeastern limits of the Pakenham Ward, in the Municipality of Mississippi Mills but along the City of Ottawa border. The lands are described as Concession 12, East ½ Part Lot 18, and are municipally known as 1491 County Road N. The surplus farm dwelling lot size is ±2.1ha (5.2ac) and the retained property, to be rezoned, is ±32.8ha (81.1ac). Each lot would have ±63.7m and ±548.9m of frontage, respectively. Neighbouring lands are predominantly agricultural.



**SERVICING & INFRASTRUCTURE:**

The properties, severed and retained, are exterior of the Ward of Almonte municipal services' boundary. Consequently, the farm dwelling utilizes private water and septic. The subject lands are accessed from County Road 29 N, a County owned and maintained road.

**COMMUNITY OFFICIAL PLAN (COP):**

Both the retained and severed properties are, and will continue to be, designated as "Agriculture" under the Community Official Plan. Permitted uses include agriculture, agriculturally related businesses, forestry, a residential dwelling, and home-based businesses.

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

The subject lands are presently zoned "Agriculture (A)" within the Comprehensive Zoning By-law #11-83. As required by consent application B17/036, the vacant farm property must be rezoned to "Agriculture Exception X (A-X)" to prohibit the construction of a dwelling, thereby ensuring that said property is used solely for agriculture. Further, the rezoning would acknowledge the change in lot area and would thus impose a minimum lot area provision of 32.8ha (81.1ac) for an agricultural use. A draft by-law for the rezoning is as follows:

**11.3 Special Provisions**

11.3.X *Notwithstanding their 'A' Zoning designation, on those lands delineated as 'A-X' on Schedule 'A' to this By-law, may be used in compliance with the A zone provisions contained in this by-law, excepting however, that:*

- i) all residential uses are prohibited; and*
- ii) the minimum lot area shall be 32.8ha*

All of which is respectfully submitted,

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Andrew Scanlan Dickie  
Junior Planner

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Diane Smithson  
Reviewed by CAO

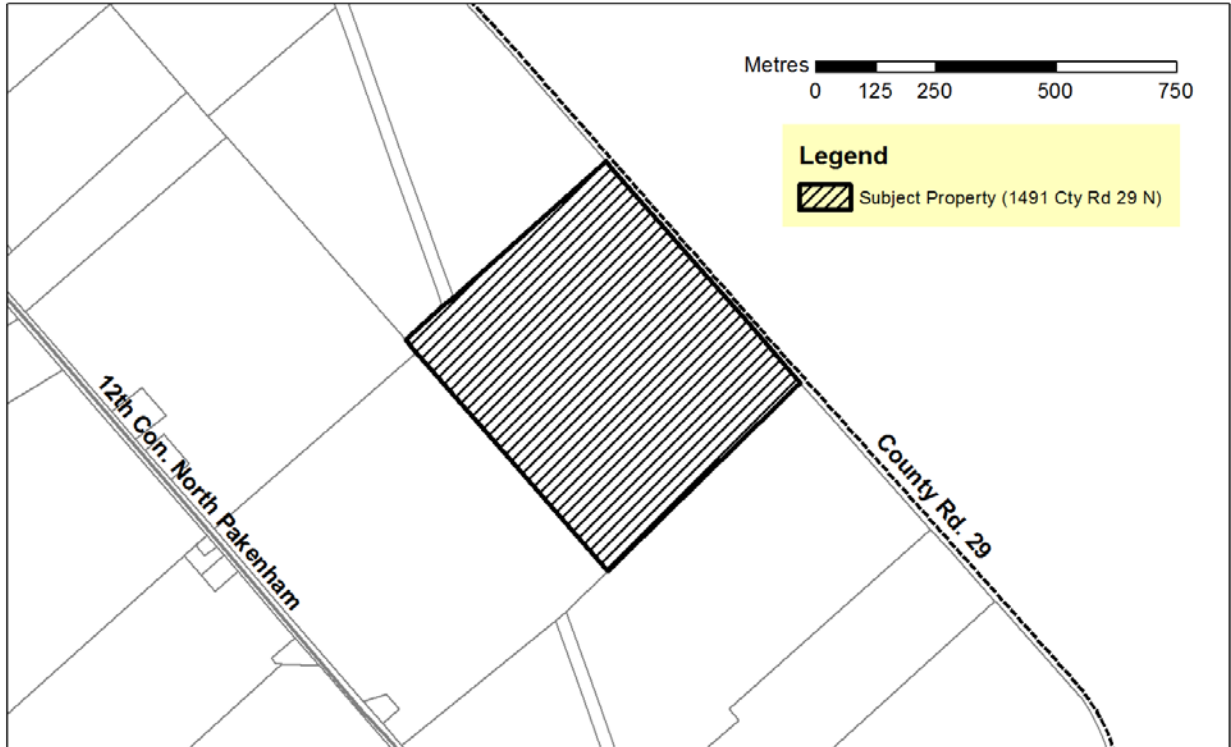


**APPENDIX**

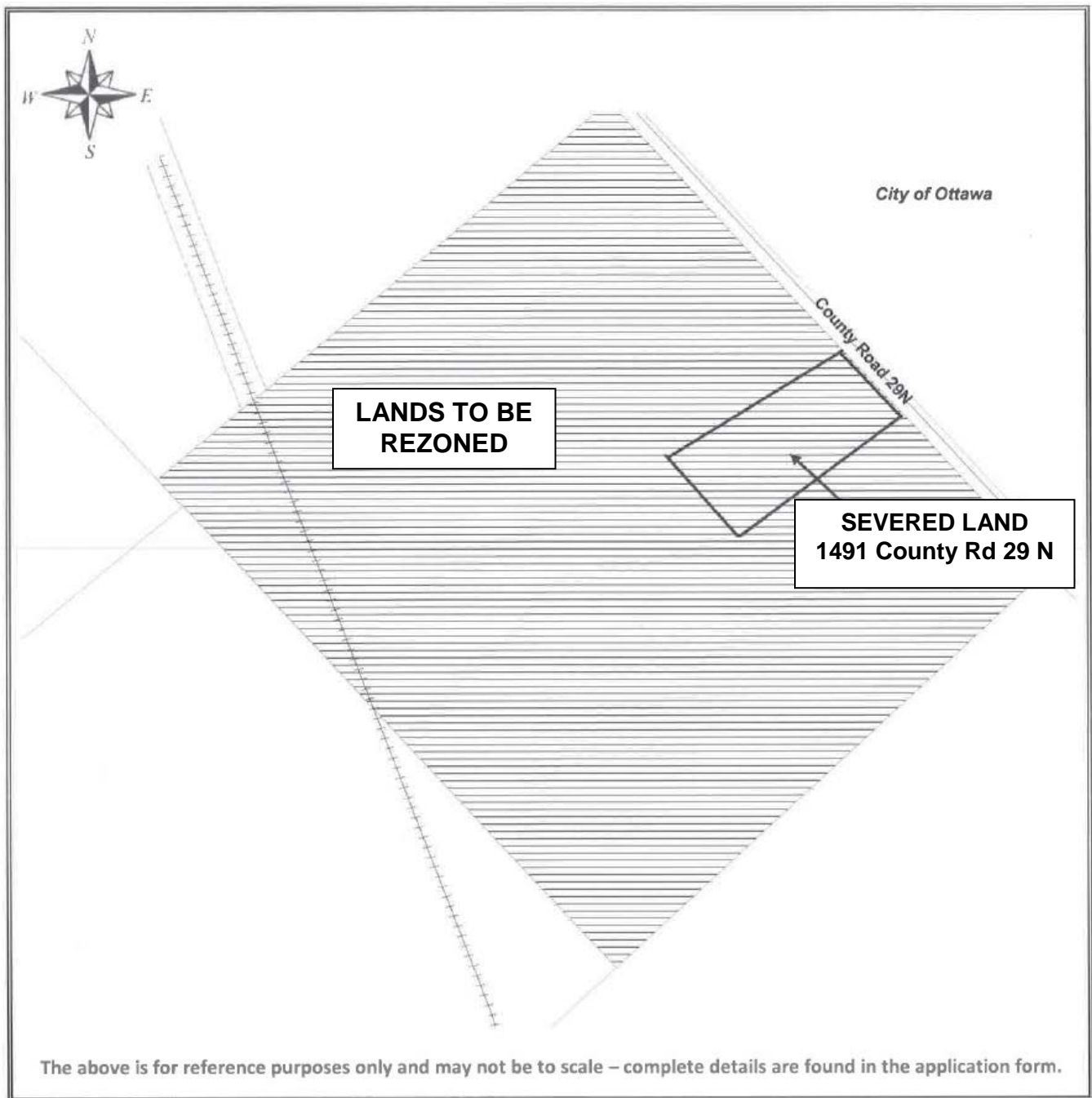
**Location Map**



**Zoning By-law Amendment Application D14-SP-17; Z-01-17  
Concession 12, Part Lot 18  
Pakenham Ward, Municipality of Mississippi Mills  
Municipally known as 1491 County Rd 29 N**



## Property Sketch



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## CONSENT REPORT

**DATE:** January 30, 2018  
**TO:** Committee of the Whole  
**FROM:** Robert Kennedy, Facilities Health and Safety Coordinator  
**SUBJECT:** **Update on 2017 Activities**

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### RECOMMENDATION:

**THAT Council accept the Facilities/Health and Safety Coordinator's report on 2017 activities for information.**

### BACKGROUND

The Facilities/Health and Safety Coordinator was a new position created in June of 2016. As with all new positions there was a transition period of learning the operations of the organization and how the workings of the organization come together to accomplish specific goals. In 2016 time was spent getting familiarized with all Municipal facilities and policy and procedures including health and safety. An inventory of all Municipal facilities was conducted including HVAC equipment, maintenance items and capital projects. I worked closely with Department Heads to plan and coordinate projects. Unfortunately some capital projects had to be postponed until 2017 due to timing, funding and other issues.

### DISCUSSION

Projects completed in 2017 included:

1. Updating Health and Safety manuals, reviewing policy and procedures as they pertain to Health and Safety and facilities i.e. workplace harassment policy, working alone policy and procedures, etc.
2. Drafting a strategic facilities plan which had to be postponed by the day to day operations and capital projects that were moved forward from 2016 which included:
  - a. Overseeing the solar panel installations on various Municipal buildings i.e.; the Daycare, Almonte Library, Almonte Fire Hall, Pakenham Fire Hall, and Pakenham Public Works Garage.

- b. Cedar Hill School House siding/painting replacement which will be tendered and completed in 2018 as per Council Resolution No. 503-17.
  - c. Tendering and overseeing the Almonte Community Centre Arena roof replacement at a cost of \$247,950; overseeing the Almonte Curling Club roof repairs at a cost of \$9,850 Note: this was \$4,350 above the initial budget due to added HVAC and building repairs. As a result, funding from the \$10,000 contingency fund had to be utilized per Resolution 420-17. Both projects were funded from the initial \$300,000 allotted for the Almonte Arena Roofing project at a total cost for both projects of \$257,800 + HST.
  - d. Tendering the Almonte Library Ceiling repairs which were cancelled due to pricing and concern that this would not solve the ice damming issues. It is now recommended that a thermal scan of the exterior of the building be completed which has been included in the Library budget for 2018. This will assist in future planning for exterior building envelope repairs and upcoming renovation plans.
  - e. Tendering and overseeing the Daycare siding repair and painting.
3. Tendering and overseeing the Designated Substance Surveys of various Municipal buildings including the Almonte Community Centre, Almonte Daycare Centre, Ramsay Public Works Garage, Pakenham Public Works Garage and the Cedar Hill School House at a total cost of \$7,900.00 +HST; well below the budget of \$17,000. The remaining Designated Substance Surveys will be completed in 2018.
  4. The Pakenham Library Designated Substance Survey was tendered separately as it needed to be completed in a timely manner to allow construction to start. The cost for this work was \$2,020.00 +HST.
  5. Coordinated the annual life, fire and safety inspections (fire alarms, extinguishers, emergency lighting) for all Municipal Facilities, maintained records and received pricing and oversaw all necessary repairs arising from the inspections.
  6. Tendering and overseeing the 2 year winter maintenance contract for various Municipal facilities: Municipal Office, Almonte Daycare Centre, Almonte Old Town Hall, both Public Library Branches, the Old Registry Office. The annual cost of this tender is \$10,437.72.
  7. Tendering the exterior lighting contract for various Municipal facilities including the Municipal Office, Almonte and Pakenham Fire Halls, Almonte Branch Library, and the Almonte Daycare. This work is to be completed in 2018.
  8. Assisted Department Heads with routine maintenance of their facilities including setting up HVAC repairs, inspections, etc.

9. Assisted with emergency repairs due to roofing leaks at the Municipal Office and both Fire Halls.
10. Obtained pricing on the replacement of the Almonte Daycare's 3-Ton Unit Rooftop emergency replacement at a cost of \$7,811.00 +HST and completed the necessary paperwork with Ottawa River Power Corporation under the Save-On Energy Retrofit Incentive Program to receive a rebate of \$1,360.00 on this project. This project ensures the Daycare Centre is reducing its greenhouse gas emissions and energy consumption under its energy management program.
11. Oversaw the installation of a ladder on the exterior of the Almonte Daycare Centre for roof access as deemed necessary by Enbridge Gas Corporation at a cost of \$3,678.50 +HST.
12. Carried out quarterly health and safety inspections in cooperation with Department Heads and Supervisors to ensure compliance with the Occupational Health and Safety Act.
13. Introduced a health and safety inspection tracking system to ensure issues are addressed in a timely fashion.
14. Set up first aid training for Municipal staff.
15. Introduced a tracking system for Municipal staff training.
16. Reviewing Health & Safety orientation and student training policy and procedures which will be completed in 2018.
17. Scheduled Working at Heights training for Public Works and Recreation staff.
18. Working with the Joint Health and Safety Committee members to review the Municipal Health and Safety Program for updating and reviewing a job safety analysis for all municipal job tasks ensuring complete and accurate safe standard operating procedures (SOPs). This will ensure Compliance with the Occupational Health and Safety Act. These SOPs assist with training new employees and serve as a reference for existing employees.
19. Continue reviewing and updating policies and procedures to ensure compliance with provincial and federal regulations i.e. Ministry of Labour (MOL), Occupational Health and Safety Act (OHSA)

In terms of 2018, there are some projects that will be carried over from 2017 as noted above and there are a number of capital facility projects included in the budget that need to be completed. In addition, there is always more work that can be done in terms of health and safety and planning for facilities work. Projects include:

- Almonte Community Centre air conditioning rooftop units replacement;
- Old Registry Office roof replacement;
- Remaining Designated Substance Surveys for Various Municipal Facilities including the Stewart community Centre, Almonte Old Town Hall 2<sup>nd</sup> and 3<sup>rd</sup> floors, Almonte Public Works Garage, Almonte Lawn Bowling Club, Old Registry Office and Pakenham Fire hall.
- Continue to monitor and update health and safety policies and procedures to stay current and in compliance with updated Regulations and Legislation;
- Continue to work with Department heads to introduce a Strategic Facilities Plan that's in line with the Municipality's strategic plan.
- Work with Department Heads to update Long Range Capital Plan as it pertains to facilities;
- Continue working with the Joint Health and Safety Committee in all facets of health and safety including the job safety analysis review and training staff accordingly to ensure a safe and secure workplace for all staff.

**FINANCIAL IMPLICATIONS:**

There are no additional budget implications associated with the above items other than what is included in Departmental budgets.

**SUMMARY:**

The Municipality has numerous facilities that require updating on an annual basis. In addition, health and safety is an area where constant review and revision is required. 2017 was an extremely busy year for this position and will continue to be into 2018.

Respectfully submitted,

Reviewed by,

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Robert Kennedy FMP  
Facilities/Health and Safety Coordinator

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Diane Smithson, CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## CONSENT REPORT

**DATE:** January 30, 2018  
**TO:** Committee of the Whole  
**FROM:** Shawna Stone, Clerk  
**SUBJECT:** 2017 Freedom Of Information (FOI) Summary

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### RECOMMENDATION:

**THAT the Clerk's report re: 2017 Freedom of Information (FOI) Summary be received for information.**

### BACKGROUND:

Under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the "Head" of the institution is responsible for overseeing the administration of and for decisions made under the statute. Council has, by by-law, delegated authority to the Clerk to address all matters with respect to this Act.

Under Subsection 26(1) of MFIPPA, the Head of Institution is required to submit an annual report to the Information and Privacy Commissioner of Ontario (IPC) that provides statistics related to requests for access to information. This report provides a summary of the 2017 annual report to the IPC, with data from 2016 and 2015 being provided for comparative purposes.

### DISCUSSION:

#### 1. Number of new requests received - General Records and Personal Information

Request Type	2017	2016	2015
General Records	9	10	4
Personal Information	0	0	0
<b>TOTAL</b>	<b>9</b>	<b>10</b>	<b>4</b>

## 2. Number of requests completed - General Records and Personal Information

Request Type	2017	2016	2015
General Records	12	5	4
Personal Information	0	0	0
<b>TOTAL</b>	<b>12</b>	<b>5</b>	<b>4</b>

Each year, staff receives and completes new requests for general records while also completing requests that have been carried forward from the previous year. Requests are carried forward from a previous year for a variety of reasons, most often because the requests were received in December and therefore have legislative deadlines the following year (i.e. January), but also due to matters such as the size and scope of a request, and consultations with staff and/or third parties. As a result, in any given year there may be a difference in the number of new requests *received* and the number of requests *completed*.

In 2017, the Clerk's Office completed 12 requests made for access to general records; four requests were carried over from 2016. In addition, four requests went through the appeal process. On average, each appeal took between 4-12 months to complete depending on the complexity of the matter.

## 3. Time to completion – General Records

Time to Complete	2017	2016	2015
30 days or less	9	4	4
31-60 days	3	1	0
61-90 days	0	0	0
91 days or over	0	0	0
<b>TOTAL</b>	<b>12</b>	<b>5</b>	<b>4</b>

The time required to complete requests can vary due to factors such as the complexity of a request, consultations that may be required, and retrieval times.



#### 4. Compliance with MFIPPA –General Records

<b>Requests Completed</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Number of requests completed within the 30 day statutory timeframe or time limits permitted under a Notice of Extension and/or a Notice to Affected Person	9	4	4
Number of requests completed in excess of the 30-day statutory timeframe or time limits permitted under a Notice of Extension and/or a Notice to Affected Person	3	1	0
<b>TOTAL</b>	<b>12</b>	<b>5</b>	<b>4</b>

Under the Act, there is a 30 day timeframe for completion of an access request unless an exemption is applied under subsection 20(1) and/or 21(1) of the legislation. Under Subsection 20(1) and 21(1) of MFIPPA, the head of the institution may extend the 30-day time limit (i.e. issue a Notice of Extension/Notice to Affected Person) for a period of time that is reasonable in the circumstances (i.e. size of requested records, required consultation with a person outside of the institution, or third party notification).

In 2017, all requests were completed within the statutory time frame or time limits permitted under a Notice of Extension and/or a Notice to Affected Person.

#### 5. Disposition of requests – General Records

<b>Disposition</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
All information disclosed	7	2	4
Information disclosed in part	3	2	0
No information disclosed	1	1	0
No responsive records exist	1	0	0
Request withdrawn, abandoned or non-jurisdictional	1	0	0
<b>TOTAL</b>	<b>13</b>	<b>5</b>	<b>4</b>

## 6. Exemptions and Exclusions Applied – General Records

<b>Exemptions and Exclusions Applied</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Section 6 – Draft Bylaws, etc.	0	1	0
Section 7 – Advice or Recommendations	0	0	0
Section 8 – Law Enforcement	0	0	0
Section 8(3) – Refusal to Confirm or Deny	0	0	0
Section 8.1 – <i>Civil Remedies Act, 2001</i>	0	0	0
Section 8.2 – <i>Prohibiting Profiting from Recounting Crimes Act, 2002</i>	0	0	0
Section 9 – Relations with Governments	0	1	0
Section 10 – Third Party Information	1	1	0
Section 11 – Economic/Other Interests	0	1	0
Section 12 – Solicitor-Client Privilege	2	0	0
Section 13 – Danger to Safety or Health	0	0	0
Section 14 – Personal Privacy (Third Party)	1	1	0
Section 14(5) – Refusal to Confirm or Deny	0	0	0
Section 15 – Information Soon to be Published	0	1	0
Section 20.1 – Frivolous or Vexatious	0	0	0
Section 38 – Personal Information (Requester)	0	0	0
Section 52(2) – <i>Act Does Not Apply</i>	0	0	0
Section 53(3) – Labour Relations and Employment Related Records	0	0	0
Section 53 – Other Acts	0	0	0
<b>TOTAL</b>	<b>4</b>	<b>6</b>	<b>0</b>

MFIPPA provides for a Head to withhold some or all of a requested record by applying various exemptions based on the type of information contained within the record (Sections 6 to 16 of the Act). For example, information related to advice or recommendations and economic /other interests may be exempt in certain situations.

## 7. Fees Related to Requests

<b>General Records</b>	<b>2017</b>	<b>2016</b>	<b>2015</b>
Number of requests where fees other than application fees were collected	10	4	4
Application fees collected	\$45.00	\$25.00	\$20.00
Additional fees collected*	\$554.10	\$394.50	\$114.20
<b>TOTAL FEES COLLECTED</b>	<b>\$599.10</b>	<b>\$419.50</b>	<b>\$134.20</b>
<b>TOTAL DOLLAR AMOUNT OF FEES WAIVED</b>	<b>0</b>	<b>0</b>	<b>0</b>

\* Record reproduction and search time were the most common reasons for additional fee collection.

A requester is required to pay an initial application fee of \$5, with the possibility of additional fees depending on the nature of the request. MFIPPA requires a Head to charge fees for processes related to access requests, including applications, search time, preparation time, computer and other costs incurred in locating, retrieving, processing and copying a record, and shipping costs. Fee charges for MFIPPA requests are prescribed under the Act. For general records requests, fees are charged as follows:

- Search Time: \$7.50 per ¼ hour required to search and retrieve the records
- Record Preparation: \$7.50 per ¼ hour required to prepare records for release  
Photocopying: 20 cents per page
- Computer Programming: \$15 per ¼ hour to develop program to retrieve information
- Disks/CD: \$10 each

Requesters are given an estimated fee if anticipated fees are \$25 or more. If the estimate of fees to be paid is \$100 or more, the requester is required to pay a 50 percent deposit.

Under Section 45(4) of MFIPPA, a Head shall waive the payment of all or any part of the additional fees if the Head is of the opinion that it is fair and equitable to do so (detailed provisions are included in the Act).

Note the search time and preparation charges are very narrow.

Search time does not include (the municipality cannot charge for):

- time spent photocopying the records
- the time it takes an employee to go from one area in the institution to another to locate responsive records or the time to drive to an off-site storage to retrieve records

Preparation for disclosure does not include time spent (the municipality cannot charge for):

- deciding whether to claim an exemption [Orders M-376, P-4, P-1536]
- identifying records that require severing [Order MO-1380]
- identifying and preparing records that require third party notice; [Order MO-1380]
- packaging records for shipment; [Order P-4]
- transporting records or arranging for courier service; [Order P-4]
- assembling information and proof-reading data; [Order M-1083]
- photocopying; [Order P-184]
- preparing an index of records [Orders P-741, P-1536]
- time spent responding to the requester; [Order MO-1380]
- time spent responding to the IPC during the course of an appeal; [Order MO-1380]
- legal costs associated with the request; [Order MO-1380] and
- costs, even if invoiced, that would not have been incurred had the request been processed by the institution's staff [Order P-1536]

This explains the disparity in the staff time spent processing FOI requests and actual fees collected.

### **FINANCIAL IMPLICATIONS:**

Reference Table 7 - Fees and Fee Collection.

### **SUMMARY:**

The purpose of this report is to provide Council with a summary of 2017 annual report to the IPC.

Respectfully submitted,

Reviewed by,

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Shawna Stone, Clerk

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Diane Smithson, CAO

**HERITAGE ADVISORY PANEL**

**MINUTES**

A meeting of the Heritage Advisory Panel was held on Monday, January 15, 2018 at 4:00 p.m. in the Ramsay Room of the Municipal Offices.

**PRESENT:**

**Panel:** Councillor John Edwards  
Diane Smithson, CAO  
Andrew Scanlan-Dickie, Planner  
Fred Dennis

**Others:**

**ABSENT**

**Panel:** Terry Lumsden (with regrets)

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Chairperson Edwards called the meeting to order at 4:02 p.m.

**A. APPROVAL OF AGENDA**

Moved by Fred Dennis  
Seconded by Andrew Scanlan-Dickie  
THAT the agenda be approved as circulated.

**CARRIED**

**B. DISCLOSURE OF CONFLICT OF INTEREST**

The Chairperson requested that any member having a conflict of interest declare it now or at the time of discussion. There were no disclosures by Committee members at this time.

**C. APPROVAL OF PREVIOUS MINUTES**

Moved by Fred Dennis  
Seconded by Andrew Scanlan-Dickie  
THAT the minutes of the Heritage Advisory Panel meeting held on December 6, 2017 be approved as circulated and read.

**CARRIED**

**D. DELEGATIONS / PRESENTATIONS**

None

**E. BUSINESS ARISING OUT OF MINUTES**

None

**F. BUSINESS**

## 1. Grant Application 02-17 – 78A Mill Street, Almonte for Window Installation

The members reviewed the submission of invoices for the window restoration of two (2) windows completed at 78A Mill Street. As the invoices were higher than the estimates originally submitted as part of Grant Application 02-17 by \$890.55, the CAO is seeking the Panel's approval of the invoices. Councillor Edwards had reviewed the work on the windows and noted that it was extremely well done. After some discussion, the following motion was passed:

**Moved by Andrew Scanlan-Dickie**

**Seconded by Fred Dennis**

**THAT the Heritage Advisory Panel approves the payment of \$4,820.28 (50% of \$9,640.55) for the restoration of two windows at 78A Mill Street for Grant Application 02-17.**

**CARRIED**

## 2. Windows for the Mississippi River Power Corporation (former PUC) Building

The members discussed the email received from Scott Newton, General Manager of the Mississippi River Power Corporation (MRPC) expressing concerns with safety as a result of restoring the windows instead of replacing them with vinyl windows. Due to the noted safety concerns, the Fire Chief and Chief Building Official visited the site to determine if this was the case. Both individuals noted no safety concerns under either the Building Code or the Fire Code. It was noted that if the concern is with functionality of the windows i.e. ease of operation, the restoration could include returning them to their original design of a weight and pulley system. After being advised that there were no safety concerns under Fire Code and Building Code, the members confirmed their original position that the windows should be rehabilitated.

## 3. Discuss the Planned Unit Development for Main Street

Andrew Scanlan-Dickie, Planner presented some updated concept drawings / layout for the Planned Unit Development (PUD) on Main Street. The new layout shows a reduction in the number of units to bring the PUD within the maximum of 35 units per hectare as outlined in the Community Official Plan. Some of the other changes to the layout indicate that the comments made at the Information Public Meeting were listened to by the Developer.

As this Panel's responsibility is to ensure that the PUD meets the intent of the Downtown Almonte Heritage Conservation District Plan, the following motion was presented:

**Moved by Fred Dennis  
 Seconded by Andrew Scanlan-Dickie  
 THAT the Heritage Advisory Panel requests Aselford Development Corporation to complete a heritage cultural impact assessment of the Planned Unit Development for 36 Main Street East.**

**CARRIED**

The Panel members noted the following initial comments on the PUD:

- The vegetative barrier (lilacs and trees) along Main Street East is an important feature;
- The pillars at the entrance from Main Street East are in poor condition and rehabilitation of them needs to be undertaken

4. Sign for Elizabeth Swarbrick, Solicitor

The members reviewed the proposed sign design for Elizabeth Swarbrick, Solicitor. The sign will replace the existing sign in the sign mast outside the Thoburn Mill Complex and will be 8 ¼” high and 29” wide. After all discussions, the following motion was passed:

**Moved by Fred Dennis  
 Seconded by Andrew Scanlan-Dickie  
 THAT the sign design submitted by Swarbrick Law, Barristers and Solicitors be approved as submitted in terms of size, colour and design.**

**CARRIED**

5. Heritage Grant Program

The CAO was asked to prepare an ad for the Heritage Incentive Grant program for inclusion in the Municipality’s block ad and on the website. The window of opportunity for applying is March 1 – August 31, 2018 so the ad will be posted in early March for a few weeks.

**G. MEETING ANNOUNCEMENTS**

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

**H. ADJOURNMENT**

**Moved by Andrew Scanlan-Dickie  
 Seconded by Fred Dennis  
 THAT there being no further business before the Committee, the meeting be adjourned.**

**CARRIED**

The meeting adjourned at 5:07 p.m.

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Diane Smithson, Recording Secretary



A meeting of the Striking Committee was held on Tuesday, January 16, 2018 at 5:00 p.m. in the Ramsay Room at the Municipal Office.

PRESENT

Committee: Mayor Shaun McLaughlin  
Councillor Denzil Ferguson  
Councillor Jane Torrance  
Councillor Christa Lowry  
Staff: Shawna Stone, Clerk  
Diane Smithson, CAO  
Jennifer Russell, Acting Deputy Clerk

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

**A. APPROVAL OF AGENDA**

**Moved by Councillor Lowry**  
**Seconded by Councillor Ferguson**  
**THAT** the agenda be accepted as presented.

**CARRIED**

**B. APPROVAL OF MINUTES**

**Moved by Councillor Torrance**  
**Seconded by Councillor Ferguson**  
**THAT** the minutes dated April 18, 2018 be approved.

**CARRIED**

**C. DISCLOSURE OF PECUNIARY INTEREST**

None

**D. OTHER/NEW BUSINESS**

1. Committee of the Whole Chair

**Moved by Councillor**  
**Seconded by Councillor**  
**THAT** the Striking Committee recommends that Councillor Lowry continue as the Committee of the Whole Chair.

**CARRIED**

**E. ADJOURNMENT**

**Moved by Councillor Ferguson**  
**Seconded by Councillor Torrance**  
**THAT** the meeting be adjourned.

**CARRIED**

The meeting adjourned at 5:03 p.m.

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Shawna Stone, Recording Secretary



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OTTAWA, ON K1Y 3E6

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## MINUTES 015

MEETING:	Gemmill Park Construction Progress Meeting
PROJECT NAME:	Gemmill Park Design
PROJECT NO.	16611-2
LOCATION	Mississippi Mills Municipal Office, 3131 Old Perth Road, Almonte, ON
DATE:	January 18 <sup>th</sup> , 2018
TIME	1:05 pm - 1:55 pm

	NAME	REP	EMAIL	PHONE
PRESENT; Chair	Jane Torrance, Councilor	MM	jtorrance@mississippimills.ca	
PRESENT	Amanda Pulker-Mok, Councilor	MM	apulker-mok@mississippimills.ca	
PRESENT	John Edwards, Councillor	MM	jedwards@mississippimills.com	
PRESENT	Diane Smithson, CAO	MM	dsmithson@mississippimills.ca	
PRESENT	Calvin Murphy, Recreation Manager	MM	cmurphy@mississippimills.ca	613-256-1077 ext. 24
PRESENT	Guy Bourgon, Director of Public Works	MM	gbourgon@mississippimills.ca	
PRESENT	Ken Fisher, Recreation Department	MM	kfisher@mississippimills.ca	
PRESENT; Left at 1:30pm	Bill Fuller, Fuller Construction	FC	bfuller@fuller.ca	
PRESENT; via tele-call	Ric Carreon, Landscape Architect (Lashley + Associates)	L+A	rcarreon@lashleyla.com	613-233-8579



PRESENT; via tele-call	Amelia Kebbel, Landscape Architect (Lashley + Associates)	L+A	akebbel@lashleyla.com	613-233-8579
NOT PRESENT	Andy Naoum, Civil Engineer (Capital Engineering)	AN	cegl@rogers.com	
NOT PRESENT	Peter Mansfield, Architect (Peter Mansfield Architects)	PMA	pmansfield@bellnet.ca	
NOT PRESENT	Mechanical + Electrical Engineering (Quadrant Engineering)	QE		

The below is considered a complete and accurate account of the proceedings; please notify Amelia Kebbel (Lashley + Associates) within 48hrs of any errors or omissions. Distribution: Calvin Murphy, Diane Smithson. File# 16611-2.

ITEM	DESCRIPTION	ACTION BY	STATUS
1.0	Approval of Agenda		
	Moved by J. Edwards		Carried
1.1	Seconded by A. Pulker-Mok		
	That the agenda be accepted as circulated and read.		
2.0	Approval of the Minutes from the Previous Meeting		
	Moved by A. Pulker-Mok		Carried
2.1	Seconded by J. Edwards		
	That the Meeting Minutes 014 held on November 14 <sup>th</sup> , 2017 be accepted as circulated and read.		



3.0	Washroom Building, Door and Locks		
	3.1	FC has revised the price of the deadbolts and switches in MQ #13R1 to \$1,247.75, which is less than the original quoted price.	Info. Closed
	3.2	<p>QE has recommended opening the washroom building windows in order to equalize pressure when adjusting the washroom doors.</p> <p>GB suggested removing the weather stripping as a solution to the doors not closing completely.</p> <p>FC to review on site with the door installer in spring.</p>	PMA / QE / FC Open
4.0	Modification for Entrance Path Grading		
	4.1	<p>FC has provided a quote of \$5,500.00 to do work to modify the entrance pathway grading and drainage.</p> <p>Fuller's quotation includes equipment, gravel, base preparation for the lowered portion of the asphalt pathway, two skids of sod, and one day of labour to perform work as directed by the Consultant.</p> <p>Provincial Paving provided a quote of \$360.00 to install new asphalt on the pathway base prepared by FC.</p> <p>The modification work will involve lowering a section of the asphalt pathway at the park entrance and creating a swale along the edge of the skate park berm to channel water across the pathway and into the adjacent ravine.</p>	FC / L+A / AN Open
5.0	Rubber Tile Surfacing		
	5.1	The rubber tile surfacing is complete with the exception of the glued seams. The gluing will be completed in the spring of 2018 with no impact on the warranty. The playground can be used by the public in the meantime.	FC Open
6.0	Splash Pad		
	6.1	FC has provided a quotation of \$2,234.55 to supply and install a new water hammer arrester to assist with the water pressure to the splash pad.	FC / QE / L+A Open



		L+A to issue a CCN.  L+A to provide MM with correspondence from QE with regards to the water hammer arrester.		
	6.2	KF noted an issue with the assembly of the bucket splash pad feature when disassembling the equipment for winter storage.  L+A to forward the information to the splash pad supplier and provide MM with a copy of the correspondence.	L+A	Open
	6.3	FC has reinforced the catch basin cover with a frame to increase durability.  A new quotation has been provided in the amount of \$1,292.21.	FC	Closed
7.0	Outstanding Washroom Building Items			
	7.1	The building exterior signs have been installed.	Info.	Closed
8.0	Substantial Completion			
	8.1	Substantial completion has been issued.	L+A	Closed
9.0	Hand Dryers			
	9.1	No hand dryers were specified for the washroom building. FC has provided a quotation in the amount of \$2,312.70 for the supply and installation of hand dryers, which includes a credit for the deletion of an additional specified mirror in the washroom (credit value of \$500.00). The hand dryers are installed.	L+A / MM	Closed
10.0	Ice and Water Shield			
	10.1	An ice and water shield was requested by PMA and has been installed between the plywood and metal roofing for leak protection. FC has provided a quotation in the amount of \$828.00 for the supply and installation of the ice and water shield.	L+A / MM	Open
11.0	Washroom Building Toilet Seats			
	11.1	The Committee brought forth the desire to install toilet seats in the	MM	Closed



		washroom.  L+A had previously discussed the request with QE and PMA and confirmed that the toilets could be retrofitted to include seats at a relatively low cost. The toilets are intended to be vandal-proof and did not include seats originally.  The Committee agreed to discuss adding seats outside of the contract.		
12.0	Approval of outstanding MQs			
	12.1	Moved by A. Pulker-Mok  Seconded by J. Edwards  That the following MQs provided by FC be recommended to Council for approval:  <ul style="list-style-type: none"> <li>• CCN 01/ MQ#15 <b>R1</b>: Catch Basin Cover for Splash Pad – \$1,292.21</li> <li>• MQ#7 <b>R1</b>: Hand Dryer + GFI – \$2,312.70</li> <li>• MQ#9: Additional Sod – \$24,244.34</li> <li>• MQ#13 <b>R1</b>: Hardware Option #3 Deadbolts – \$1,247.75</li> </ul>		Carried
13.0	Adjournment			
	13.1	Moved by J. Edwards  Seconded by A. Pulker-Mok  That the meeting be adjourned.		Carried



**Contemplated Change Notices / MQ's to date:**

CCN # / MQ#	ITEM	COST AMOUNT	STATUS
CCN 01 / MQ#15 <b>R1</b>	Catch Basin Cover for Splash Pad	- \$1,292.21	Closed
MQ #1	Extended Hydro Service	- \$12,635.94	Closed
MQ #2	Valve Chamber / Manhole at Bridge Street	- \$5,205.71	Closed
MQ #3 <b>R1</b>	Vault + Valves for Splash Pad	Time & materials, - \$15,390.73	Closed
MQ #4 <b>R1</b>	Tile Substitution - Credit	+ \$3,500.00	Closed
MQ #5	Copper Pipe Change	- \$5,784.85	Closed
MQ #7 <b>R1</b>	Hand Dryer and GFI (includes credit for 1 washroom mirror deletion)	- \$2,312.70	Closed
CCN 02 / MQ #8	New Concrete Curb Between Rubber Tile and Asphalt Path	- \$13,164.51	Closed
MQ #9	Additional Sod	- \$24,244.34	Closed
MQ #10 <b>R2</b>	Re-grading at Pathway Entrance, as per Civil instructions	- \$5,500.00 (Fuller Construction)  - \$360.00 (Provincial Paving)	Open
MQ #11	Basketball Court Damage - Credit	+ \$2,900.00	Closed
MQ #12	Ice and Water Shield	- \$828.00	Open
MQ #13 <b>R1</b>	Hardware Option #3 (Washroom Deadbolts)	- \$1,247.75	Closed
MQ #16	Water Hammer Arrestor	- \$2,234.55	Open



**Change Orders to Date:**

CO #	ITEM	COST AMOUNT	STATUS
CO-001	1) Trenching for the extended hydro line to the washroom building;  2) Installation of new manhole at Bridge Street.	- \$12,635.94 and  - \$5,205.71	Closed
CO-002	1) Exchange of remainder of Type K copper pipe for soft coil copper pipe.	- \$5,784.85	Closed
CO-003	1) Installation of a manifold vault for the splash pad to drain pipes	- \$15,390.73	Closed
CO-004	1) Credit for rubber surfacing tiles colour substitution	+ \$3,500.00	Closed
CO-005	1) Installation of a new concrete curb between asphalt pathway and rubber tile surfacing	- \$13,164.51	Closed
CO-006	1) Basketball Court Damage - Credit	+ \$2,900.00	Closed



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## FIRE REPORT

**DATE:** January 30<sup>th</sup>, 2018

**TO:** Committee of the Whole

**FROM:** Pascal Meunier, Fire Chief

**SUBJECT:** Proposed Changes to Fire Department Vehicle Fleet – Station No. 1

### RECOMMENDATION:

**THAT Council approve the following changes to the fleet for Fire Station No. 1 (Almonte/Ramsay):**

- **Purchase a new tandem pumper-tanker and surplus the existing tanker;**
- **Purchase a new side-by-side equipped with bushfire suppression and medical equipment with transportation capability and a covered trailer for transportation;**
- **Purchase a new “ready rack system” for bunker gear room in Station No. 1;**
- **Surplus the existing front mount pumper, tanker and the equipment van towards the purchase of the new pumper-tanker, side-by-side and covered trailer and the “ready rack system” for bunker gear.**

### BACKGROUND:

The approved \$270,000 Mississippi Mills Fire Department 2018 Capital Budget included the purchase of a new equipment van for Mississippi Mills Station No. 1.

### DISCUSSION:

After assessing the fleet to improve efficiency and gain long-term cost savings, the following changes are being recommended:

1. Eliminate equipment van #550 and surplus it at an approximate market value of \$5,000 with the proceeds to be applied to the proposed new fleet changes and the purchase a “ready rack system” to transfer bunker gear from the equipment van to the bunker gear room.
2. Eliminate the second line pumper #521 and surplus it at an estimated market value of \$150,000 with the proceeds to be applied to the proposed new fleet changes.
3. Surplus the current 2010 tanker #531 at an estimated market value of \$175,000 with the proceeds to be applied towards the proposed new fleet changes.
4. Purchase a new multi-function automatic pumper-tanker to replace the current 2010 tanker #531 and the current second line pumper #521. The cost is approximately \$425,000 to purchase a new pumper-tanker.

5. Purchase a new side-by-side equipped with bushfire suppression and medical equipment with transportation capability and a covered trailer for transportation at an estimated cost of \$70,000. This piece of equipment will improve our response time and capability year round for remote location grass/bush fires and rescuing residents in distress.
6. Re-allocate the 2018 Capital Budget towards the purchase of a new pumper-tanker, side-by-side and trailer, and ready rack system for bunker gear and save approximately \$70,000 on the 2018 Capital Budget.

By having a multi-functional vehicle, we will not need as many vehicles in the Station #1 fleet, which will save money on long-term on insurance, equipment and replacement.

**FINANCIAL IMPLICATIONS:**

Below is a summary of the proposed changes:

ITEM	DESCRIPTION	UNIT NO.	PROPOSED REVENUE	PROPOSED EXPENDITURE
1.	Purchase new automatic pumper tanker	n/a		\$425,000
2.	Purchase new side by side	n/a		70,000
3.	Purchase new ready rack system			30,000
4.	Sell Equipment Van	550	\$5,000	
5.	Sell 2010 Tanker	531	\$175,000	
6.	Sell Second Line Pumper	521	\$150,000	
<b>SUBTOTAL</b>			\$330,000	\$525,000
<b>PROPOSED SAVINGS</b>			<b>\$195,000</b>	

By making these changes now we will eliminate overall two (2) units, saving money on insurance, equipment on the trucks, maintenance, and future replacement costs as well as cost avoidance of purchasing a new equipment van per the 2018 Budget in the amount of \$270,000. The estimated insurance and maintenance savings in 2018 are estimated at \$10,000.

The proposed new equipment van was intended to be long-term financed, however it has been determined that this piece of equipment is no longer required. The \$270,000 intended to be borrowed can be applied instead to the difference of \$195,000 noted above (a savings in borrowing of \$75,000 principal plus interest costs) for the new equipment purchases after taking into account proceeds from the sale of surplus equipment.

Furthermore, by purchasing a multi-purpose vehicle (pumper-tanker) we are also eliminating a pumper at Station #1 which never has to be replaced (a future savings at today's approximate cost of \$450,000).

**SUMMARY:**

It is recommended that Council approve the Mississippi Mills Fire Department fleet changes that will result in significant long term savings for the resident of Mississippi Mills.

Respectfully submitted,

Reviewed by,

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Pascal Meunier, Fire Chief

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Diane Smithson, CAO

ATTACHMENTS:

Photos of Stations No. 1 and 2 fleet  
Photos of proposed new equipment

## Mississippi Mills Fire Department Emergency Vehicle Fleet Proposed Changes

<b>Emergency Vehicles Station #1 (Almonte)(Ramsay)</b>				
<b>Current</b>	<b>Proposed</b>	<b>Vehicle Replacement Plan</b>	<b>Cost Savings</b>	<b>Approximate Market Value</b>
Pump 520 (2011)	No change	Beyond LTCP of 2030	None	
Pump 521 (2007)	Eliminate and trade in towards new fleet change	Planned for 2030 but no longer needs replacement	\$425,000 +	\$150,000
Ladder 510 (2011)	No change	Beyond LTCP of 2030	None	
Tanker 530 (2011)	Eliminate and trade in towards new fleet change	Beyond LTCP of 2030	\$425,000 +	\$200,000
Van 550 (1995)	Eliminate and trade in towards new fleet change	Planned for 2018, but no longer needs replacement	\$270,000.00	\$20,000
Bush Truck 580 (2002)	No change	Beyond LTCP of 2030	None	
SUV 570 (2016)	No change	2022	None	
Truck 571 (2017)	No change	2026	None	

**\*Almonte Station fleet decreasing from 8 to 6 emergency vehicles**

**Emergency Vehicles Station #2  
(Pakenham)**

<b>Current</b>	<b>Proposed</b>	<b>Vehicle Replacement Plan</b>	<b>Cost Savings</b>
Pump 523 (2007)	No change	Beyond LTCP of 2030	none
Pumper-Tanker 531 (2017)	No change	Beyond LTCP of 2030	none
Van 551 (2016)	No change	Beyond LTCP of 2030	none
Bush Truck 581 (2000)	No change	Not on LTFP, not planning to replace	none

**Mississippi Mills Station #1 (Almonte/Ramsay)**

Pump 520



Pump 521- Estimate Market Value \$150,000



Ladder 510



Tanker 530- Estimate Market Value \$175,000



Van 550- Estimate Market Value \$5,000



Bush Truck 580



Car 570

Truck 571





**Mississippi Mills Station #1 Proposed change(Almonte/Ramsay)**

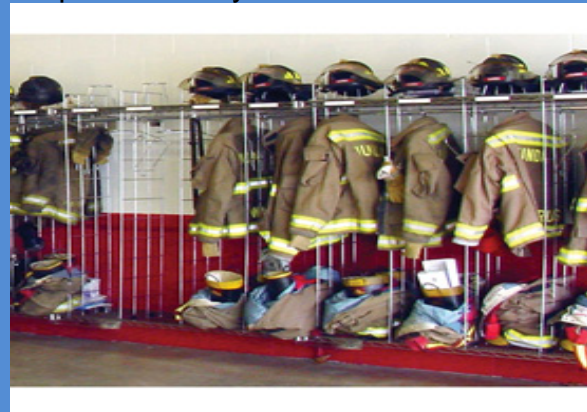
Proposed Pumper-Tanker



Proposed Side-by-Side



Proposed Ready Rack



Proposed Trailer for Side-by-Side



**Mississippi Mills Station #2 (Pakenham)**

Pump 523



Van 551



Tanker 531



Bush Truck 581





# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## ROADS AND PUBLIC WORKS REPORT

**MEETING DATE:** January 30, 2018

**TO:** Committee of the Whole

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

**SUBJECT:** **Main Street Revitalization Initiative**

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### **RECOMMENDATION:**

**THAT Council direct staff to utilize the funding under the Main Street Revitalization Initiative in the amount of \$47,193 to procure new benches, bike racks and waste receptacles for the Almonte downtown core in 2018 in keeping with the previously completed Downtown Environmental Assessment.**

### **BACKGROUND:**

The Minister for the Ontario Ministry of Agriculture Food, Rural Affairs and Small Business recently announced the Main Street Revitalization Initiative, the government's approach to the distribution of the \$26 million support for Ontario's main streets and their business communities. As part of this initiative, the Municipality of Mississippi Mills will receive \$47,193 in funding.

### **DISCUSSION:**

In 2017, the Municipality completed the Almonte Downtown Environmental Assessment (EA) for the revitalization of the Downtown Core. As part of the 2018 budget, Council approved funding for the detailed design of Phases 1 and 2 of the project. This project has recently been awarded to Jp2g Consultants under standing offer.

The Almonte downtown revitalization will see the replacement of aged underground infrastructure, sidewalk and roadways. As per Council direction, the streetlights will be protected for re-use in the reconstructed downtown.

As the bulk of the downtown will be dug up at some point in the short term as phases of the downtown are revitalized, it is important that anything that is done at this stage not be considered "throw away" costs. Staff would therefore recommend that the Main Street Revitalization Initiative funding be put towards features which could be re-used as part of the downtown reconstruction.

Items that staff would recommend proceeding with in 2018 are new benches, bike racks and waste receptacles as indicated in the Almonte Downtown EA. These items could be acquired now for immediate beautification of the downtown, and then removed and re-installed during

reconstruction of the various phases in future years. The styling would be selected to be complimentary to the streetlights which are to be preserved.

**FINANCIAL IMPLICATIONS:**

Staff would use only up to the maximum of the \$47,193 in funding from the Main Street Revitalization Initiative to procure benches, bike racks and waste receptacles.

**SUMMARY:**

With the recent announcement of the Main Street Revitalization Initiative, the Municipality has the opportunity to make use of funding in the amount of \$47,193 to advance the purchase of benches, bike racks and waste receptacles in the downtown core.

Respectfully submitted,

Reviewed by,

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

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Diane Smithson, CAO

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**STAFF REPORT**

**DATE:** January 30, 2018  
**TO:** Committee of the Whole  
**FROM:** Dan J. Prest, Chief Building Official  
**SUBJECT:** **Appoint Building Inspectors as By-law & Property Standards Officers**

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**RECOMMENDATION:**

**THAT Council pass the necessary by-laws to appoint Michael Cooke and David Norton as By-law Enforcement and Property Standards Officers.**

**BACKGROUND:**

Michael Cooke and David Norton were recently hired as Building Inspectors for the Municipality. In addition to being appointed as Building Inspectors, they need to be appointed as By-law Enforcement and Property Standards Officers.

**DISCUSSION**

Building Officials, besides enforcing Building Code regulations, also need to enforce municipal by-laws that are closely related to building activities such as the Municipality's Building By-law, zoning, property standards, swimming pools, signs, outdoors furnaces and other by-Laws. In order to have this authority, it needs to be approved by by-law.

**SUMMARY:**

In order for the recently hired Building Inspectors to conduct all responsibilities of their positions, it is necessary for them to be appointed as By-law Enforcement and Property Standards Officers.

Respectfully submitted,

Reviewed by,

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Dan J. Prest, CBO

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Diane Smithson, CAO

**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**BUILDING REPORT**

**DATE:** January 30, 2018  
**TO:** Council  
**FROM:** Dan J. Prest, Chief Building Official  
**SUBJECT: Proposed Building By-law Changes**

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**RECOMMENDATION:**

**THAT Council approve the Building By-law as amended.**

**BACKGROUND:**

Section 7 of The Ontario Building Code Act allows for a municipality to create by-laws respecting building including construction, demolition and change of use permits and inspections.

**DISCUSSION:**

Staff conducted a review of the current Building By-law No. 14-14 and determined that there are several areas where additions or updating is required. The proposed changes will provide clarity and add information to the by-law to fully outline requirements and current practices. A brief summary of the changes include:

- Update the definitions section
- Update information to be included with a permit to ensure the safety of the CBO and inspectors
- Update the information on the types of permits
- Increasing timeframes for review of applications from 2 to 5 days
- Reducing the timeframe for open permits from 2 years to 1 year
- Outlining clearly the requirements for permit applications
- Outlining required inspections
- Including provision to provide for higher fences where deemed necessary
- Changes to deposit fees
- Updating schedules to reflect changes in the By-law
- Providing for unpaid fees to be transferred to the tax account

**SUMMARY:**

The proposed changes the Building By-law are intended to provide clarity, correct information and include missing information

Respectfully submitted,

Reviewed by,

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Dan J. Prest, CBO

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Diane Smithson, CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 18-xx

**BEING** a by-law of the Corporation of the Municipality of Mississippi Mills respecting buildings.

**WHEREAS** Section 7 of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended, empowers Council to pass certain by-laws respecting construction, demolition and change of use permits and inspections.

**AND WHEREAS** Section 3.-(1) of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended empowers Council to be responsible for the enforcement of the Act in the municipality, excepted where otherwise provided by this Act, 2002;

**AND WHEREAS** from time to time the Chief Building Official and Inspectors for the Corporation of the Municipality of Mississippi Mills have been appointed by by-law pursuant to Section 3.(2) of the Building Code Act, 1992, S.O. 1992, Chapter 23, as amended.

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

### 1.0 SHORT TITLE

1.1 This By-law may be cited as the Building By-law.

### 2.0 DEFINITIONS

2.1 In this By-law:

- (1) “Act” means the *Building Code Act*, S.O. 1992, Chapter 23, including amendments thereto;
- (2) “Administration Fee” means a monetary penalty for starting to construct a structure prior to acquiring a permit, “Building Without a Permit” Section 6.6 of this By-Law.
- (3) “Applicable Law” ~~means applicable law~~ as defined in Division A Section 1.4.1.3. of the Building Code.
- (4) “Architect” means holder of a license, a certificate or practice, or temporary license under the Architects Act as defined in the Building Code
- (5) “As Constructed Plans” means as constructed plans as defined in the Building Code;

- (6) “Authorized Agent” means the applicant submitting the application on behalf of the Owner;
- (7) **“Builder” means a person as described in Section 1(1) of the Act.**
- (8) “Building” means a building as defined in Section 1(1) of the Act;
- (9) “Building Code” means the regulations made under Section 34 of the Act;
- (10) “Chief Building Official” (CBO) means the Chief Building Official appointed by By-law of the Corporation of the Municipality of Mississippi Mills for the purposes of the enforcement of the Act;
- (11) **“Conditional Permit” means a permit issued under Section 8.(3)(c) of the Act where all conditions have not been met but where unreasonable delays in construction may occur if a permit is not granted;**
- (12) “Construct” means to do anything in the erection, installation, extension or material alteration or repair of a building, and includes the installation of a building unit fabricated or moved from elsewhere and “Construction” has a corresponding meaning;
- (13) “Corporation” means the Corporation of the Municipality of Mississippi Mills;
- (14) “Demolish” means to do anything in the removal of a building or any material part thereof and “Demolition” has a corresponding meaning;
- (13) ~~“Designer” means a competent person with the qualifications and insurance in accordance with Division C—Part 3 of the Building Code;~~
- (15) **“Designer” means a person as described in Section 1(1) of the Act. (see also definition of Qualified Designer)**
- (16) “Farm Building” means a farm building as defined in the building code;
- (17) “Fee Schedule” means the listing of all fees and charges approved by Council from time to time.

- (18) “Fixture” means a “fixture” as defined in Division A, Section 1.4.1.2. of the Building Code;
- (19) “Major Project” means any project that is not listed in Minor Project;
- (20) “Material Alteration” means the substitution, changing, or altering of materials used in buildings, such as insulation, structural components, heating systems, plumbing, sewage systems and other building components **and systems as** described and regulated under the Building Code;
- (21) “Minor Project” includes but are not limited to these **examples**: decks, **landings, stairs, covered porches/sun rooms, docks**, minor plumbing alterations, **hot water tanks & temperature safety balance valves**, heating system installations, **fireplace solid fuel burning devices** installations, **small sheds/garages/carports** under 500 sq. ft., ~~additions less than 250 sq. ft., change of use, interior fit ups less than 500 sq. ft.,~~ pools, hot tubs, non-commercial farm buildings, **residential accessory building** demolitions, and solar panel installations on roofs;
- (21) “Municipality” means the Corporation of the Municipality of Mississippi Mills;
- (23) “Occupancy” means the use or intended use of a building or part of a building for the shelter or support of persons, animals or property.
- (24) “Owner” any person, firm or corporation having control over any portion of the building or property under consideration and includes the persons in the building or property;
- (25) “Permit” means permission or authorization, in writing, from the Chief Building Official to perform work regulated by this By-law and the Act and, in the case of an occupancy permit, to occupy any building or part thereof;
- (26) “Plumbing” means plumbing as defined in Section 1.(1) of the Act;
- (27) “Professional Engineer” means a person who holds a license or a temporary license under the Professional Engineers Act;
- (28) “**Project**” means a **planned undertaking which includes activities that have been designed and approved by the Chief Building Official**;

- (29) “Qualified Designer” means a competent person with the qualifications and insurance in accordance with Division C – Part 3 of the Building Code;
- (30) “Value of Work” means the value of the proposed work including value of land, work, labour, equipment, materials, and design services; and
- (31) “Work” means anything in the construction or demolition or change of use or plumbing work for a building which is regulated by the Act and, which includes a “Project” that has a corresponding meaning.

2.1 Terms not defined in this by-law shall have the meaning ascribed to them in the Act or the Building Code.

### 3.0 **CLASS OF PERMITS**

#### 3.1 **Permit Types**

Class of permits consist of the following classes of permits as described in detail together with their respective fees outlined in the most current Fees By-Law.

- (a) Building Permit;
- (b) Change of Use Permit;
- (c) Conditional Permit;
- (d) Demolition Permit;
- (e) HVAC Permit;
- (f) Occupancy Permit;
- (g) Transfer of Permit; and
- (h) Plumbing Permit; and
- (i) Solid Fuel Burning Appliance Permit

### 4.0 **PERMIT APPLICATION AND ISSUANCE**

#### 4.1 **Permit Application**

The Owner or Authorized Agent shall file an application in writing for any class of Permit to the Chief Building Official by completing the prescribed Provincial and Municipal forms in their entirety and supplying all information with the application as deemed necessary by the Chief Building Official.

#### 4.2 **Detail in Application for All Permits**

Every Building Permit application submitted to the Chief Building Official shall contain the following items:

- (a) Identify and describe in detail the work, use and occupancy to be covered by the permit for which the application is being made;



- (b) identify and describe in detail the existing uses and the proposed use(s) for which the premises are intended;
- (c) describe the land on which the *work* is to be done, by a description that will readily identify and locate the site on which the *work* covered by the *permit* is to occur. (e.g. civic address, legal description and lot measurements);
- (e) be accompanied by the applicable fees as described in the most current Fees By-Law and deposit, if applicable, as outlined in attached Schedule “H” attached to this By-law;
- (f) state the name, address, telephone number, facsimile and email of the *Owner*, Architect, Authorized Agent, *Professional Engineer*, Builder and *Designer and/or Qualified Designer* that are retained to perform *work* on the project;
- (g) in circumstances where section 1.2 of Division C Part 1 of the Building Code applies, be accompanied by a “Commitment to General Review by Architects of Engineers” form as set out in Schedule “D” of this by-law;
- (h) include, where applicable, the registration number of the builder or vendor as provided for in the Ontario New Home Warranties Act (Tarion);
- (i) state the estimated *Value of Work* as described in the definition;
- (j) be signed by the applicant;
- (k) include any documents establishing compliance to applicable law as set out in article 1.4.1.3 of Division A Part 1 of the Building Code; and
- (l) make a determination of the completeness of the application submitting all required documentation to demonstrate compliance;
- (m) provide a ‘Designated Substance Report’ and or and/or an ‘Air Quality Report’ as required by the Ministry of Labour to the CBO for structures constructed prior to 1985.
- (n) provide a copy of the ‘Notice of Project’ submitted to the Ministry of Labour as required for construction with a value over \$50,000.00.

#### **4.3 Detail in Application for Demolition Permits**

In addition to the requirements of Section 4.2 of this by-law, every application for a Demolition Permit under Subsection 8.(1) of the Act, may at the discretion of the Chief Building Official require:

- (a) documentation that arrangements have been made with the proper authorities for the cutting off and plugging of all water, sewer, gas, electric, telephone or other utilities and services;
- (b) that the applicant is meeting all requirements of the Labour Code and file a ‘Notice of Project’ with the Ministry;
- (c) that the applicant fences the demolition site to the satisfaction of the Chief Building Official as described in Section 9 of this by-law;

- (d) that in circumstances where section 1.2 of Division C Part 1 of the Building Code applies, be accompanied by a “Commitment to General Review by Architects of Engineers” form as set out in Schedule “D” of this by-law;
- (e) that the applicant clearly indicates methods of removal and disposal of materials that are in compliance with applicable laws; and
- (f) indicate the date by which demolition and disposal will be completed.
- (g) provide a ‘Designated Substance Report’ as required by the Ministry of Labour to the CBO for structures constructed prior to 1985.
- (h) provide a copy of the ‘Notice of Project’ submitted to the Ministry of Labour for any project that includes a partial or complete demolition of any structure as required by legislation.

#### 4.4 Detail in Application for Conditional/~~Partial~~ Building Permits

Where application is made for a ~~Partial~~ Conditional permit under Subsection 8(3) of the Act, the application shall contain;

- (a) a written statement from the Applicant explaining the reasons why the Applicant believes that unreasonable delays in construction would occur if a Conditional Permit is not granted;
- (b) a written acknowledgement from the Applicant of the necessary approvals which must be obtained in respect of the proposed construction and the time-period in which such approvals are proposed to be obtained by the Applicant; and,
- (c) a written agreement, in the form provided by the Chief Building Official, executed by the Applicant, the Owner and all other persons that the Chief Building Official considers appropriate for the purposes set out in clause 8.(3)( c) of the Act.

#### 4.5 Detail in Application for a Change of Use Permit

Where application is made for a Change of Use Permit issued under Section 10 of the Building Code, the application shall;

- (a) describe the building in which the occupancy is to be changed by a description that will readily identify and locate the building;
- (b) identify and describe, in detail the current and proposed occupancies of the building or part thereof for which the application is made;
- (c) include plans and specifications which show the current and proposed occupancy of all parts of the building, and which contain sufficient information to establish compliance with the requirements of the Building Code, including: floor plans, details of wall, ceiling

- and roof assemblies, identifying required fire resistance ratings and load bearing capacities;
- (d) state the name, address, e-mail (if applicable) and telephone number of the owner and any *authorized agent*; and,
  - (e) be signed by the owner or *authorized agent* who shall certify the truth of the contents of the application.

#### **4.6 Detail in Application for a Renewable Energy Permit**

Where application is made for Renewable Energy Approvals, the application shall ensure the following;

- (a) That any structure supporting a wind turbine shall have a name plate capacity of more than 3kW (smaller turbines do not require a building permit);
- (b) That a building-mounted solar collector shall have a face area equal to or greater than 5.0 m<sup>2</sup>; and
- (c) meet the standards of Ontario Reg. 359/09.

#### **4.7 Detail in Application for a Plumbing Permit**

In addition to the requirements of Section 4.2 of this by-law, the Chief Building Official may request the following:

- (a) plans to show the location of all drain, waste, and vents of proposed plumbing;
- (b) that the permit only be granted to a licensed plumbing contractor, or their authorized agent or, an owner of a single-family dwelling who undertakes the plumbing work on the premises in which he or she resides **providing it is accompanied by a detailed drawing acceptable to the CBO describing the detailed design of the proposed system or changes proposed.**
- (c) Exception: No plumbing permit shall be required for:
  - (i) repairing or the replacement of a valve faucet or fixture;
  - (ii) repairing a leak or forcing out a stoppage; or
  - (iii) the replacement of a hot water tank.

#### **4.8 Delegation to Chief Building Official**

The Chief Building Official is authorized to execute the written agreement referred to in Section 4.4(c) of this by-law on behalf of the Corporation where;

- (a) the Applicant has complied with Section 4.4; and,
- (b) the Chief Building Official is satisfied that the compliance required under Section 8 of the Act has been achieved.

#### **4.9 Contents of Agreement**

The Chief Building Official may require financial securities be provided to the Corporation as a condition for issuance of a Conditional Permit.

#### **4.10 Registration of the Agreement**

Where deemed necessary by the Chief Building Official, the agreement referred to in Section 4.4(c) of this by-law may be registered on title to the lands upon which the building or part thereof is located or will be located for which the application for Permit has been made. All registration costs are the responsibility of the Owner of the property where the Work will be taking place.

#### **4.11 No Implied Future Permits**

The Chief Building Official shall not, due to the issuance of a Conditional Permit or Partial Permit be under any obligation to grant any further Permits.

#### **4.12 Material Changes After Permit Issued**

Should a Permit Holder wish to make any material change to any plan, specification, document or other information on the basis upon which the Permit was issued, the Permit holder must file an application for revision to the Permit. The provisions of Sections 4.0 and 5.0 of this by-law apply to the application for revision as if the application was entirely new.

#### **4.13 Incomplete Applications**

All Permit applications must contain the information required pursuant to this By-law. In addition, an application is incomplete where the Chief Building Official determines within ~~two (2) working days~~ **five (5) working days, not including the day of submission**, that the proposed work or change of use will not comply with the Act, the Building Code, or any other applicable law. The Chief Building Official may refuse an application if anything required by this Section or Section 5.1 is omitted or submitted in an incomplete or unsatisfactory state at the time of application and a written statement of reasons for the refusal must be provided.

#### **4.14 Abandoned Applications**

An application for a Permit is considered to have been abandoned by the Applicant where:

- (a) the application is incomplete and remains incomplete six (6) months after it was submitted;

- (b) the application is complete, a Permit is available to be issued, and six (6) or more months have elapsed from the date upon which the Corporation notified the applicant of the availability of the Permit.

#### **4.15 Transfer of Permits**

Where a property, which is the subject matter of a Permit, is sold the new Owner shall obtain transfer of the Permit into his or her name and shall complete a Permit application and shall paying the administrative transfer fee prescribed in the most current Fees By-Law. A new building permit will be issued and the previous permit closed. The new Owner shall then be the Permit Holder for the purposes of this By-law, the Act and the Building Code.

#### **4.16 Revocation of Permits**

The Chief Building Official, subject to provisions outlined in subsection 8.(10) of the Act has the authority to revoke a permit issued under the Act.

#### **4.17 Permit Allowances and Descriptions**

The chart in Schedule “F” outlines and describes all permit types.

#### **4.18 Permit Renewals**

Permits may be renewed after the initial one (1) year permit period but shall not be renewed for a period of longer than one (1) year for every renewal period after the initial period.

### **5.0 PLANS AND SPECIFICATIONS**

#### **5.1 Submission**

Every applicant shall submit two (2) sets of plans, specifications, documents and other information drawn using an appropriate scale ruler and straight edge on material that would enable the Chief Building Official to determine whether the proposed construction, demolition, or change of use conforms to the Act, the Building Code, including but not limited to plans as listed on Schedule “A” and any other applicable law.

#### **5.2 Site Plans**

Site plans shall be referenced to an up-to-date survey when available and, when required to demonstrate compliance with the Act, the Building Code or other applicable law. A copy of the survey shall be submitted to the Chief Building Official.

Site plans shall show:

- (a) Lot size, dimensions of the property, setbacks to property lines for any existing or proposed buildings. All drawings are to be drawn to scale with the scale clearly **identified and determined by using a straight edge tool**;
- (b) The dimensioned location of any other existing building(s), **pools, hot tubs, decks, wells, septic, hydro lines on the property**;
- (c) Existing right-of-ways, easements and municipal services;
- (d) Exterior lighting details which conform with the Municipality's Lighting By-law.
- (e) **Location of any new proposed driveways from a public road.**

### 5.3 Grading plans

Grading Plans shall be referenced to an up-to-date survey when available and, when required to demonstrate compliance with the Act, the Building Code or other applicable law. A copy of the survey shall be submitted to the Chief Building Official and include:

- (a) Accurate geodetic survey elevations when possible;
- (b) A permanent bench mark for reference;
- (c) Footing elevations, where step footings indicate elevations of all steps, elevations of footings on frost walls;
- (d) Top of foundation wall where step foundations show all elevations;
- (e) Average grade around foundation and spot elevations;
- (f) Garage floor, basement floor, 1<sup>st</sup> and 2<sup>nd</sup> floor elevations, peak roof elevation, sump hole elevation and elevations of building heights where height of buildings are critical;
- (g) Driveway, walkways, decks, retaining walls, walkout elevations, parking yards, turnarounds;
- (h) Slopes of yards, driveways, terracing or berming;
- (i) Swales, grade elevations, outlet elevations and inlet elevations.
- (j) **Location of termination of sump discharge line or any other appliance that discharges water to the exterior, including pools and hot tubs.**

### 5.4 Essential Information

In lieu of separate specifications, the Chief Building Official may allow the essential information to be shown on the plans, but in no case shall such terms as "in accordance with the Act", "legal", or similar terms be used as substitutes for specific information.

### 5.5 Wellhead Protection Areas and Intake Protection Zones

Lot grade and drainage plans must be submitted as part of the building permit application where a septic system is proposed in an area where it would be a significant drinking water threat (Wellhead Protection Areas

(WHPAs) and Intake Protection Zones (IPZs) with a vulnerability score of 10 only). Two (2) copies of a site plan will be required to be completed by a Professional Engineer (P.Eng) registered in the Province of Ontario and shall include the following:

- (a) Title block (owner/applicant, address/legal description of property, firm preparing the drawing, scale, date of submission, revision date);
- (b) North arrow, legend, geodetic benchmarks used;
- (c) Property lines, roads, existing surface features;
- (d) Existing grades referenced to a permanent benchmark;
- (e) Existing swales, ditches, watercourses, etc. with elevations and arrows indicating the surface drainage direction;
- (f) Proposed location of buildings, septic tanks and outline of tile beds (septic system footprint/envelope referred to above), and well;
- (g) Proposed final grades referenced to a permanent benchmark;
- (h) Final drainage patterns with elevations and arrows indicating the drainage direction, including direction of drainage on proposed paved, graveled and grassed areas;
- (i) Final features that impact drainage such as retaining walls, culverts, roof downspout locations.

## **5.6 Legibility**

All plans submitted must be legible and drawn to scale upon paper or other suitable and durable material or electronic media approved by the Corporation.

## **5.7 “As Constructed” Drawings**

On completion of the construction of a building, or part of a building, the Chief Building Official may require a set of “as constructed” plans, including a plan of survey showing the location and confirming the elevation of the building.

## **5.8 Corporation Property**

Plans and specifications furnished in accordance with this by-law or otherwise required by the Act become the property of the Corporation and will be disposed of or retained in accordance with relevant legislation.

## **5.9 Alternative Solutions**

Where an application for a permit or for authorization to make a material change to a plan, specification, document or other information based on

which a permit was issued contains an alternative solution, the following information shall be provided to the Chief Building Official:

- (a) identify an applicable objective, functional statement and acceptable solutions;
- (b) describe a basis for past performance, established tests of the solutions or other evaluation of the solution.

## **6.0 FEES AND REFUNDS**

### **6.1 Payment Required**

Fees for the required permit shall be based on the service index as listed in the most current Fees By-Law. The Applicant shall pay these fees at the time of application. No Permit shall be issued until the fees have been paid in full. Administrative fees imposed after issuance of a Permit are due at the time the service is requested or required. **All unpaid fees will be transferred to the property tax account as provided for in the Municipal Act.**

### **6.2. Changing Permit Fees**

The Corporation, prior to passing a by-law under clause 7 (c) of the Act to introduce or change a fee imposed for applications for permits or for the issuance of permits, shall in accordance with sentence 1.9.1.2. of the Building Code do the following:

- (a) hold at least one public meeting at which any person who attends has an opportunity to make representations with respect to the matter;
- (b) ensure that a minimum of 21 days' notice of the public meeting is given to every person and organization that has, within five (5) days before the day of the meeting, requested such notice; and
- (c) ensure that the notice include an estimate of the costs for administering and enforcing the Act, the amount of the fee or any change to the existing fee and the rationale for imposing or changing the fee.

### **6.3 Refunds**

In the case of withdrawal or abandonment of an application, or the refusal or revocation of a permit, upon written request, the Chief Building Official shall determine the amount of fees, if any, that may be refunded, in accordance with Schedule "B" to this by-law.

### **6.4 Where Refunds Not Available**

No refund of any portion of the Permit fee paid shall be made in the following circumstances:



- (a) where the calculation in accordance with Section 6.3 of this by-law yields a payment of less than fifty (\$50.00) dollars;
- (b) where a Permit was revoked (except where the revocation is due to an error by the Corporation); and
- (c) in circumstances where the application has been deemed to have been abandoned in accordance with Section 4.14 of this By-law, and the Applicant has not contacted the Corporation for a period of longer than **six (6) months**.

## **6.5 Deposit Fees**

At the discretion of the Chief Building Official, deposit fees as set forth in Schedule C” of this By-Law, may be required at the time of permit issuance.

## **6.6 Building Without a Permit**

Where an owner commences with construction, demolition, building, or material alteration prior to the issuance of the required building permit the owner may be required to pay an administrative fee in the amount set forth in the current Fees By-Law for either a Major Project or a Minor Project.

## **7.0 INSPECTIONS AND NOTICE REQUIREMENTS FOR INSPECTIONS**

### **7.1 Notices Under Subsection 1.3.5. Division C Part 1 of the Ontario Building Code:**

- (a) The Permit Holder or authorized agent shall notify the Chief Building Official of readiness for inspection at least two (2) business days **(not including the day of notification)** in advance of each stage of construction for which notice in advance is mandatory under article 1.3.5.1., Division C. Part 1 of the Building Code. After the mandatory notice has been given, an inspector shall undertake a site inspection not later than two (2) days after the notice is given.
- (b) The Permit Holder or authorized agent shall notify the Chief Building Official of completion as prescribed by Section 11 of the Act or where occupancy is required prior to completion, and shall notify the Chief Building Official of readiness for inspection to ensure that the requirements of Section 11 of the Act and subsection 1.3.5.1, Division C Part 1 of the Building Code are complied with.
- (c) A notice pursuant to this section is not effective until written or oral notice is received by the Chief Building Official or his designate.
- (d) **Occupancy inspections are required for all projects that involve the occupancy of any new building or addition.**
- (e) **Final inspections are required for all projects to close the file.**

## **7.2 Additional Notices**

The Permit Holder or authorized agent shall notify the Chief Building Official or his designate of commencement of construction of:

- (a) a masonry fireplace; or
- (b) completion of a public pool or public spa.

## **7.3 The following inspections are required under this By-Law.**

### **REQUIRED INSPECTIONS:**

- 1) Underside of footing, excavation
- 2) Forms for footing, foundation, piers, posts or other point loads
- 3) Insulated Concrete Forms (ICF)
- 4) Prior to Backfill of foundation includes damp proofing, water proofing, drainage layer, drainage tile, granular layer
- 5) Plumbing - underground
- 6) Framing I – all buildings, decks, accessory structures
- 7) Mechanical components
- 8) Plumbing Rough-in includes air/water tests, ball tests and design components
- 9) Air Barrier/2<sup>nd</sup> plain of protection – if applicable
- 10) Insulation/Vapour/Air Barrier
- 11) Framing II – Subsequent framing of decks, or other areas not included in main inspection.
- 12) Insulation final – final including ceiling, documentation.
- 13) Grading – rough grading away from building.
- 14) Occupancy – includes required framing, plumbing, mechanical, insulation, HVAC completion.
- 15) Final interior – all interior areas completed
- 16) Final exterior – all grading, decks, guards, and landscaping completed

## **8.0 PRESCRIBED FORMS**

- 8.1 The forms prescribed for use as applications for permits, orders and inspection reports shall be as set out in Schedule “D” to this By-law.

## **9.0 CONSTRUCTION DEMOLITION FENCING**

### **9.1 Fencing Requirements**

Where in the opinion of the Chief Building Official, a construction or demolition site presents a hazard to the public, the Chief Building Official

may, under clauses 7(1) and 7(2) of the Act, require the erection of such fencing as he or she deems necessary to abate the hazard.

## **9.2 Fencing Requirements**

The height of the fence shall be a minimum of 1.2 meters (4 feet) to be measured from the highest adjacent grade or **higher, if in the opinion of the Chief Building Official, it is deemed necessary to ensure public safety.**

## **9.3 Fencing Construction**

Every fence required under this By-law shall be located on the perimeter of the site as determined by the Chief Building Official as follows;

- (a) if of chain link construction, the chain link shall be fastened to a minimum 1½ inch inside diameter metal bar which is securely fastened to metal posts at not more than 3.0 meter (10 feet) on centre and embedded into the ground to provide rigid support;
- (b) If of wood construction, the exterior face shall be minimum ½ inch exterior grade plywood or OSB or equivalent material that will not facilitate climbing. The facing shall be supported by a minimum 4x4 inch posts embedded in the ground at a minimum 2.4 meters on centre to provide rigid support;
- (c) If the fence is snow fencing or plastic mesh type, the fencing should be securely fastened to steel T-bar posts at 3.0 meters on centre and embedded in the ground to provide a rigid support, and
- (d) Other materials or methods may be substituted provided in the opinion of the Chief Building Official there is an equivalent degree of safety.

## **9.4 Fencing Openings**

The fence may provide openings sufficient to accommodate access to the site provided these openings are closed off when work at the site has ended for the day.

## **10.0 CODE OF CONDUCT**

The Chief Building Official and Inspectors shall be required to conform to the Municipality's Code of Conduct as detailed in Schedule "E" in this By-Law in accordance with Section 7.1 (1) of the Act.

## **11.0 ALLEGED BREACH OF CONDUCT IF UNRESOLVED AND DISPUTE RESOLUTION OF NON-TECHNICAL NATURE**

Where it is the opinion of persons that a breach of conduct or non-technical disputes may have occurred, the following procedure shall be followed:

- (a) A letter shall be delivered to the Chief Administrative Officer in confidence.
- (b) The letter shall clearly explain the perceived violation of conduct, the date the violation occurred and who was affected
- (c) The Chief Administrative Officer upon receiving this notice will, depending on the nature of the violation, discuss the matter with the perceived offender and obtain a written submission from the accused as to the detail
- (d) The Chief Administrative Officer shall arrange a meeting between the parties to attempt to resolve the issue.
- (e) A written declaration of the Chief Administrative Officer's action on the matter will be sent to all affected parties.

## **12.0 APPOINTMENTS AND CONTRACT AGREEMENTS**

Staff and principal authorities shall be appointed by a By-law for specific duties based on qualifications and registration as set out in the Ontario Building Code. Appropriate appointments shall be registered with the Ministry of Municipal Affairs and Housing.

## **13.0 DISPUTE RESOLUTIONS, REVIEWS & APPEALS (Section 24 of the Act)**

13.1 Section 24(1) of the Act outlines area of dispute.

13.2 Where a dispute occurs, all parties shall attempt to resolve the issue in an amicable manner.

- (a) Issues of process and of a non-technical nature shall follow a similar process as outlined in Section 11 of this By-law.
- (b) Issues of a technical nature or of direct interpretation of the Building Code Act or the Building Code shall be made through an application to the Building Code Commission for a hearing in accordance with Section 24(1) of the Act.
- (c) The decision of the Building Code Commission shall be final.

## **14.0 PENALTIES AND OFFENCES**

Any person who contravenes any provision of this By-law is guilty of an offence as provided for in Section 36 of the Ontario Building Code Act.

## **15.0 SCHEDULES**

Schedules "A", "B", "C", "D", "E" and "F" hereto form part of this by-law.

**16.0 REPEAL**

By-law No. 16-13 and any other by-laws inconsistent with this By-law shall be and are hereby repealed.

**17.0 ENACTMENT**

This By-law shall come into full force and take effect on the passing thereof.

**BY-LAW READ**, passed, signed and sealed in open Council this xx day of February, 2018.

\_\_\_\_\_  
Shaun McLaughlin, Mayor

\_\_\_\_\_  
Shawna Stone, Clerk

## SCHEDULE "A" TO BY-LAW 18-XX

### **LIST OF WORKING PLANS AND DRAWINGS REQUIRED FOR PERMIT**

Unless otherwise noted, two (2) sets of the following plans must be submitted with a building permit application:

- 1) Site Plan
- 2) Floor Plans
- 3) Foundation Plans
- 4) Framing Plans
- 5) Roof Plans
- 6) Reflected Ceiling Plans
- 7) Sections and Details
- 8) Building Elevations
- 9) Electrical Drawings
- 10) Heating, Ventilation and Air Conditioning Drawings
- 11) Plumbing drawings
- 12) Fire Alarm and Sprinkler Plan.

**Note:** The Chief Building Official may specify that not all the above-mentioned plans are required to accompany an application for a permit.

## SCHEDULE "B" TO BY-LAW 18-XX

### REFUND PERCENTAGES

- (a) Eighty percent (80%) if application is filed and no processing or review functions have been performed;
- (b) Seventy percent (70%) if administrative and zoning functions only have been performed;
- (c) Forty-five percent (45%) if administrative, zoning, and plan examination functions have been performed;
- (d) Thirty-five percent (35%) if the permit has been issued and no field inspections have been performed after permit issuance; and,
- e) Five percent (5%) shall additionally be deducted for each field inspection that has been performed after the permit has been issued.
- (f) Fees for cancelled or abandoned projects, minus the refund percentages above, will be added to the tax account as provided for in the Municipal Act if fees, not previously submitted with the application.

**SCHEDULE "C" TO BY-LAW 18-XX**

**DEPOSIT FEES**

<b>Deposit Amount</b>	<b>Projects Covered</b>	<b>Release Criteria</b>
\$200 <del>for a maximum of three (3) projects running concurrently</del>	Decks, Porches, Landings & Verandahs <del>1-200 ft<sup>2</sup></del> ; Swimming Pools/ <del>Hot tubs</del> ; Finished Basements <del>≤ 300 ft<sup>2</sup></del> ; Solar Panels; <del>Agricultural buildings ≤ 1200 ft<sup>2</sup></del> ; Basement foundation and wall repairs; New plumbing installed in existing house Insulation and VB for existing structure; Furnace and Woodstove install; All projects not listed ≤ \$5000 in value; <del>miscellaneous projects as required by CBO.</del>	When final inspections and file is closed.
\$400 <del>for a maximum of three (3) projects running concurrently</del>	<del>Decks, Porches &amp; Verandahs &gt; 200 ft<sup>2</sup></del> Additions ≤ 200 ft <sup>2</sup> <del>Agricultural buildings ≤ 1200 ft<sup>2</sup></del> Agricultural buildings > 1200 ft <sup>2</sup> <del>Finished Basements &gt; 300 ft<sup>2</sup></del> New Full Foundation Basement installs; All projects not listed > \$5000 but ≤ \$10,000 in value; <del>miscellaneous projects as required by CBO</del>	When final inspections and occupancy issued, and file is closed.
\$600	<del>Additions &gt; 200 ft<sup>2</sup></del> <del>Agricultural buildings &gt; 1200 ft<sup>2</sup></del> All projects not listed > \$10,000 in value; <del>miscellaneous projects as required by CBO</del>	When final inspections and occupancy issued, and file is closed.
\$1,200	New Single-Family Dwellings New Multi-Dwelling Units (Triplex, Duplex, Apartments)	When final inspections and occupancy issued, and file is closed.
\$2500.00 lump sum annual fee.	Established large quantity home builders Dedicated Home Builders in subdivision within Mississippi Mills & Home Builders that erect 6 or more homes in a year within the Mississippi Mills	At year end or can be a revolving deposit that is carried over year to year. Any issues legally with the contractor would allow the department to use this balance for compliance.
Deposit Fees	Will be returned to the individual or entity/corporation that provided deposit.	Deposit cheque held 6 months; option/adjust date/provide new cheque further 6 months. Cheque cashed at 12 months.
Inspection Fees - Additional	Additional inspections required due to called for but not ready, multiple failures incomplete work, no access to property, missing	These fees may be deducted from the deposit, invoiced to the owner or added to the tax account as provided for under



	documents, other situations deemed by the CBO that would be considered over and above the average inspections required for a project of similar nature. These fees will be invoiced to the owner.	the Ontario Municipal Act.
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**Note:** At any time, the Chief Building Official, at their discretion, may allow for an altered deposit amount.

## SCHEDULE "D" TO BY-LAW 18-XX

### **PRESCRIBED MINISTRY OF HOUSING AND ONTARIO BUILDING CODE FORMS**

Form 1	Application for a Permit to Construct or Demolish, incorporates Application for Conditional Permit
Form 2	Application for Change of Use Permit
Form 3	Commitment to General Reviews by Architect and Engineers
Form 4	Order Requiring Tests and Samples under Section 18(1) of the Building Code Act, 1992
Form 5	Order to uncover under Section 13(6) of the Building Code Act, 1992
Form 6	Order Not to Cover or Enclose under Section 13(1) of the Building Code Act, 1992
Form 7	Order to Comply under Section 12(2) of the Building Code Act, 1992
Form 8	Stop Work Order under Section 14(1) of the Building Code Act, 1992

## SCHEDULE "E" TO BY-LAW 18-XX

### **BUILDING OFFICIALS CODE OF CONDUCT AS PASSED BY COUNCIL**

#### **1.0 Introduction**

The Municipality of Mississippi Mills has created this code of conduct in accordance with the provisions of the Building Code Act. Building Officials undertake building certification functions that ensure the quality, structural integrity and safety of buildings. Building Officials are exposed to potential conflicts of interest because of the special powers conferred on them. The conduct and behavior of the Municipality of Mississippi Mills Building Officials reflects the Municipality of Mississippi Mills Building Department's commitment to the highest standards of professionalism, technical competence, skill, honesty, fairness and independence. Building Officials observe both the letter and the spirit of this code of conduct as it pertains to situations that bear on their responsibilities.

#### **2.0 Purpose**

The purposes of this code of conduct are to:

- promote appropriate standards of behavior by Building Officials in the exercise of their powers and performance of their duties;
- prevent practices which may constitute an abuse of power, and
- promote appropriate standards of honesty and integrity.

#### **3.0 Standards of Conduct and Professionalism**

In addition to any Policy and with respect to any "Code of Ethics and Conduct applying to all municipal staff", Municipality of Mississippi Mills Building Officials shall undertake always to:

1. Act in the public interest, particularly regarding the safety of building works and structures;
2. Maintain their knowledge and understanding of the best current building practice, the building laws and regulations relevant to their building certifying functions;
3. Commit themselves to a process of continuous education to constantly be aware of developments in building design, practice and the law relevant to their duties;
4. Comply with the provisions of the Building Code Act, the Building Code and any other Act or Law that regulates or governs Building Officials or their functions;
5. Avoid situations where there may be, or where there may reasonably appear to be, a conflict between their duties to their clients, their profession, their peers and the public at large and their personal interests;
6. Not act beyond their level of competence or outside their area of expertise;

7. Apply all relevant building laws, regulations and standards strictly and without favour and independent of the influence of interested parties;
8. Perform their inspections and certifying duties impartially and in accordance with the highest professional standards.
9. Not divulge any confidential or sensitive information or material that they become privy to in the performance of their duties, except in accordance with laws governing freedom of information and protection of privacy.
10. To avoid any conduct that could bring Building Officials or the Municipality of Mississippi Mills into disrepute;
11. Extend professional courtesy to all;
12. Accept responsibility for the conduct of their subordinate employees;
13. Maintain current accreditation to perform the functions assigned to them;
14. Take all reasonable steps to ascertain and document all available facts relevant to the performance of their duties; and
15. Exemplify compliance with all regulations and standards that govern building construction, health and safety or other matters related to their status as a Building Official.

#### **4.0 Guideline for Responding to Misconduct Allegations**

*The Building Code Act* provides that the performance of Building Officials will be measured against this code of conduct. In response to any allegation of a breach of this code, the Chief Building Official shall direct an investigation and where appropriate, recommend disciplinary action against any Building Official who fails to comply with this code of conduct. Where the allegation is against the Chief Building Official; the Planner, as Supervisor will direct the investigation and make such recommendations as are reasonable to the Chief Administrative Officer.

In determining the appropriate discipline, the Chief Building Official or Planner/Chief Administrative Officer will have regard to the relevance of the conduct to the Official's powers and responsibilities as well as the severity of any misconduct. Disciplinary Action arising from violations of this code of conduct is the responsibility of the Municipality of Mississippi Mills Administration and is subject to relevant collective agreements, or employment laws and standards.

**SCHEDULE “F” TO BY-LAW 18-XX**

**PERMIT FEE DESCRIPTIONS**

Description	Permit Information
<b>RESIDENTIAL</b>	
Single Family Dwelling Unit	<b>Details:</b> Includes Unfinished Basement, all finished area above Maximum 200 sq. ft. rear deck, (1) Porch and up to (3) Bay attached
Townhouse/Row House/ Carriage House/Garden Suites Dwelling Unit	<b>Details:</b> Includes unfinished basement, all finished area above basement, 600 sq. ft. finished basement area, Plumbing Fixtures, (1) Maximum 200 sq. ft. rear deck, (1) Porch and up to (2) Bay attached garage. All items included to be finished at same time as house.
Semi Detached Dwelling Unit	<b>Details:</b> Details: Includes unfinished basement, all finished area above basement, <del>600 sq. ft.</del> unlimited finished basement area, Plumbing Fixtures, (1) Maximum <del>200</del> 400 sq. ft. rear deck, (1) Porch and up to (2) Bay attached garage. All items included to be finished at same time as application of house.
Apartment Unit	<b>Details:</b> Includes Finished Apartment with all Plumbing Fixtures & (1) Maximum 100 sq. ft. deck/porch
Buildings relocated to Municipality without a CAN-CSA A277 certificate – fee to be as new dwelling unit.	<b>Details:</b> Includes Unfinished Basement, all finished area above basement, 600 sq. ft. finished basement area, Plumbing Fixtures, (1) Maximum 200 sq. ft. rear deck, (1) Porch and up to (3) Bay attached garage. All items included to be finished at same time as house.
Residential Finished Area	<b>Details:</b> Includes heated additions, new residential apartment buildings, additional finished basement area, and other projects of similar nature as determined by the Chief Building Official.
Basement or Crawl Space	<b>Details:</b> Fee for new foundations under existing buildings and/or future buildings.
Residential Accessory Building or Carport	<b>Details:</b> Maximum size of 400ft2 for Accessory building, any accessory building greater than that area will be charged as a New Residential Garage. No size limit on Carport.

Residential Garage (Detached or Attached and Un-insulated)	<b>Details:</b> Not used for commercial uses other than basic home-based business uses permitted in the most current version of the Mississippi Mills Zoning By-Law
Residential Garage Detached/Attached/Insulated	<b>Details:</b> Not used for commercial uses other than basic home-based business uses permitted in the most current version of the Mississippi Mills Zoning By-Law
Uncovered Deck	<b>Details:</b> Includes decks on ground and decks with in ground footings.
Covered Deck / Porch	<b>Details:</b> Includes floating decks on ground in conjunction with roof supports with in ground footings.
Verandah	<b>Details:</b> Same as a covered deck or porch but enclosed and not heated.
Landing	<b>Details:</b> Covered/Uncovered, on ground/in-ground & footings support no greater than 25 sq. ft. area.
Residential Pool – no deck	<b>Details:</b> Fully surrounded by a required barrier as per the most current pool by-law requirements.
Residential Pool with deck	<b>Details:</b> Deck is free standing and has no direct access from a dwelling unit and is fully surrounded by a required barrier as per the most current pool bylaw requirements.
Residential Hot Tub	<b>Details:</b> Hot tub with locking lid as per the most current pool bylaw requirements.
Residential Basement Repairs (Non-Structural)	<b>Details:</b> Damp-proofing, waterproofing, weeping tile replacement, parging etc.
Residential Basement Repairs (Structural)	<b>Details:</b> Block work, insulation and vapour barrier after wall repair, concrete repair, butrices etc.
Material Alterations affecting residential/public property affecting safety	<b>Details:</b> Changes to exterior cladding, windows, doors, roofs and such that may create a hazard or reduce the fire separation to an adjoining property.
<b>AGRICULTURAL</b>	
Grain Bin/Coverall/Pole Barns/Storage Shed	<b>Details:</b> All building areas included
Commercial Engineered Farm Buildings 1-2999 sq. ft.	<b>Details:</b> For commercial farming (e.g. commercial milking operations)

Commercial Engineered Farm Buildings 3000 sq. ft. +	<b>Details:</b> For commercial farming (e.g. commercial milking operations)
<b>COMMERCIAL</b>	
Interior Fit Up and Renovations for all buildings	<b>Details:</b> For all occupancies (except residential)
Commercial, Industrial, Institutional, Retail, Business and Personal Service, Assembly Occupancies.	<b>Details:</b> New Construction or additions
Commercial Cold Storage Garage, Self Storage Units and Warehouse Shell Only 1-1499 sq. ft.	<b>Details:</b> For group F occupancies only, any offices, assembly, or retail area to be separate permit and adhere to New Occupancy rates
Commercial Cold Storage Garage, Self Storage Units and Warehouse Shell Only 1500-2999 sq. ft.	<b>Details:</b> For group F occupancies only, any offices, assembly, or retail area to be separate permit and adhere to New Occupancy rates
Commercial Cold Storage Garage, Self Storage Units and Warehouse Shell Only 3000 sq. ft. +	<b>Details:</b> For group F occupancies only, any offices, assembly, or retail area to be separate permit and adhere to New Occupancy rates
Material Alterations that may affect neighbouring property or public safety	<b>Details:</b> Changes to exterior cladding, windows, doors, roofs and such that may create a hazard or reduce the fire separation to an adjoining property.
<b>OTHER FEES</b>	
Heating System, Fireplace, Solid Wood Burning Appliance	<b>Details:</b> All occupancies
Solar Panels on a Building	<b>Details:</b> For all occupancies
Plumbing Fixtures	<b>Details:</b> For new installed sinks, toilets, showers, laundry tubs etc. Along with new vent and drain pipes. Not required for changing of taps, toilets showers etc.
Change of Use Permit	<b>Details:</b> Flat Fee
Alterations of permit and plans	<b>Details:</b> As per discretion of Chief Building Official.
Permit Transfer/Permit Renewal	<b>Details:</b> Price cost is per permit
Permit Revoking	<b>Details:</b> Charge is per permit not cumulative – FEES NOT ELIGIBLE

	FOR REFUND.
Minimum Permit Fee	<b>Details:</b> Flat Fee
Extra Inspection Fee	<b>Details:</b> Includes inspections beyond (1) required inspection and (1) permitted re-inspection. Payable by cheque to inspector onsite - no inspection will be done without payment.
Building with no Permit - Minor	<b>Details:</b> Farm buildings, additions (less than 500 sq. ft.), decks, pools, finished basements and other similar permits – CBO may, at their discretion, reduce the established fee.
Building with no Permit - Major	<b>Details:</b> For all other projects – CBO may, at their discretion, reduce the established fee.
Agreements (Conditional)	<b>Details:</b> For all projects
Conditional Permits	<b>Details:</b> For all projects
Occupancy Certificates	<b>Details:</b> For all projects – Administration Fee of \$500.00 per day will be issued for ‘Failure to obtain the Occupancy and Use Certificate’ required under this by-law and the Ontario Building Code.



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## PLANNING REPORT

**DATE:** January 30<sup>th</sup>, 2018

**TO:** Committee of the Whole

**FROM:** Andrew Scanlan Dickie – Junior Planner

**SUBJECT:** **WAIVING/RETURN OF PLANNING FEES**  
**Zoning By-law Amendment Application Z-04-17**  
**Concession 11, East ½ Part Lot 3, Plan 26R-2179, Part 1**  
**Pakenham Ward, Municipality of Mississippi Mills**

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### RECOMMENDATION:

**THAT Council approve the request for a refund of planning fees related to Zoning By-law Amendment Application Z-04-17.**

### PURPOSE AND EFFECT:

The purpose of this report is to review a request to waive/return the Planning Application fees associated with the Zoning By-law Application Z-04-17. Mr. Martin filed an amendment, heard December 5<sup>th</sup>, requesting to change a Rural (RU) Zone to Rural Commercial Exception X (C5-X) to accommodate uses on the property that are appropriate to be located directly adjacent to a solar farm.

### BACKGROUND:

The subject property is located on the south west side of Pakenham 12<sup>th</sup> Concession South, approximately one kilometre north of Panmure Road. The property is ±0.40ha (1.0ac) in size and has a lot frontage of ±63.7m (209.0ft) along 12<sup>th</sup> Concession South. It is presently vacant and is surrounded by large rural lots of approximately 100 acres each. The adjacent property to the northwest, 419 Pakenham 12<sup>th</sup> Concession South, is currently being leased by the TransCanada Corporation to operate a solar farm of 56,000 solar panels.

The landowner bought the property in October, 2009 with the intention of development through the construction of a 3,500ft<sup>2</sup> country home. At that time a sketch of the proposed construction was sent to the Municipality's Building and Planning Department to confirm that it conformed to existing bylaws. At the time of purchase, the lot and those around it were zoned Rural (RU) and being used for agricultural purposes or being held vacant.

Prior to construction, a 10 Mega Watt Solar Electric Generating was announced, soon followed by its erection resulting in a transmission centre and transformers being within

100 feet of the subject property. MPAC has since lowered the assessed value of the lot as a direct result of the Electrical Generating Facility.

The applicant approached the Municipality in early Fall about the possibility of rezoning and its feasibility. Further, he requested that the \$3,500 fee be waived; the circumstances were well out of his control, having purchased the property before solar farm approval. In other words, the rezoning was necessary for the landowner to be able to use his property. Staff advised Mr. Martin that his request would have to be forwarded to Council for consideration. It is important to note that Staff had no concerns with the property becoming Rural Commercial.

### **DISCUSSION:**

Historically, the Building and Planning Department has waived fees for amendments to the Comprehensive Zoning By-law to correct unintentional errors made by the Municipality. In this situation, the circumstances are the result of a provincial decision under the *Green Energy Act*. Since the landowner had yet to build the proposed home, a sensitive land use did not require review by the solar farm proposal, resulting in his lot being surrounded by solar panels. The results are constant disruptions to everyday living (i.e. 24-hour light, consistent noise from nearby transformers, and potential harmful health effects).

The amendment was defeated by Council on December 5<sup>th</sup>. Thus, Mr. Martin's application becomes a precedent, and as part of the pre-consultation process, Staff will now have direction to advise future applicants of Council's position regarding similar amendments. However, that knowledge comes at the cost of Mr. Martin, who had not been made of any planning concerns from Staff during the review of the application.

Since the circumstances surrounding the property (i.e. proximity a Solar Farm) are not the fault of the Municipality, but rather a decision made at the provincial level, the Building and Planning Department cannot provide an objective justification for the fee return. Ultimately, the consideration is to be made by Council whether the applicant should be charged for an amendment which was defeated and vital for the owner's use of the property

### **CONCLUSION:**

The owner of the property sought to change the zoning of his property from Rural (RU) to Rural Commercial (C5) to accommodate uses that would be appropriate to be located adjacent to a Solar Farm. Recognizing that by defeating the amendment there is minimal concern of precedent as Staff would advise future applicants of Council's position on similar amendments, Staff advises that Council recommend one of the following regarding Zoning By-law Amendment application Z-04-17:

- 1) that all fees be waived and returned;
- 2) that a portion of the fees, to be determined, be waived and returned; or
- 3) that no fees be waived and returned.

All of which is respectfully submitted,

Andrew Scanlan Dickie  
Junior Planner

Diane Smithson  
Reviewed by CAO

**AERIAL PHOTO (2014)**



## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### PLANNING REPORT

**MEETING DATE:** January 30<sup>th</sup>, 2018

**TO:** Committee of the Whole

**FROM:** Andrew Scanlan Dickie – Junior Planner

**SUBJECT:** **PLANNING REPORT – ZONING BY-LAW AMENDMENT Z-05-17  
Concession 10, West ½ Part Lot 14  
Almonte Ward, Municipality of Mississippi Mills**

**OWNER:** Houchaimi Holdings Inc.

**APPLICANT:** Fotenn Consultants

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#### **RECOMMENDATION:**

**THAT the Committee of the Whole recommends that Council approves the proposed changes to the draft plan of subdivision for Riverfront Estates Phase 5 and directs staff to advise the County of Lanark of Council's support of the proposed amendment;**

**AND THAT the Committee of the Whole recommend that Council approves the necessary Zoning By-Law Amendment to change the zoning of the lands described as Concession 10, West ½ Lot 14, Almonte Ward, Municipality of Mississippi Mills, known as Riverfront Estates Phase 5, from "Residential First Density Exception 20 (R1-20), Residential First Density Exception 21 (R1-21), Residential Third Density Exception 8 (R3-8), and Residential Fourth Density (R4)" to "Residential First Density Subzone I Exception X (R1I-X), Residential Second Density Subzone E Exception X (R2E-X), Residential Third Density Exception X (R3-X), and Residential Fourth Density (R4)."**

#### **BACKGROUND:**

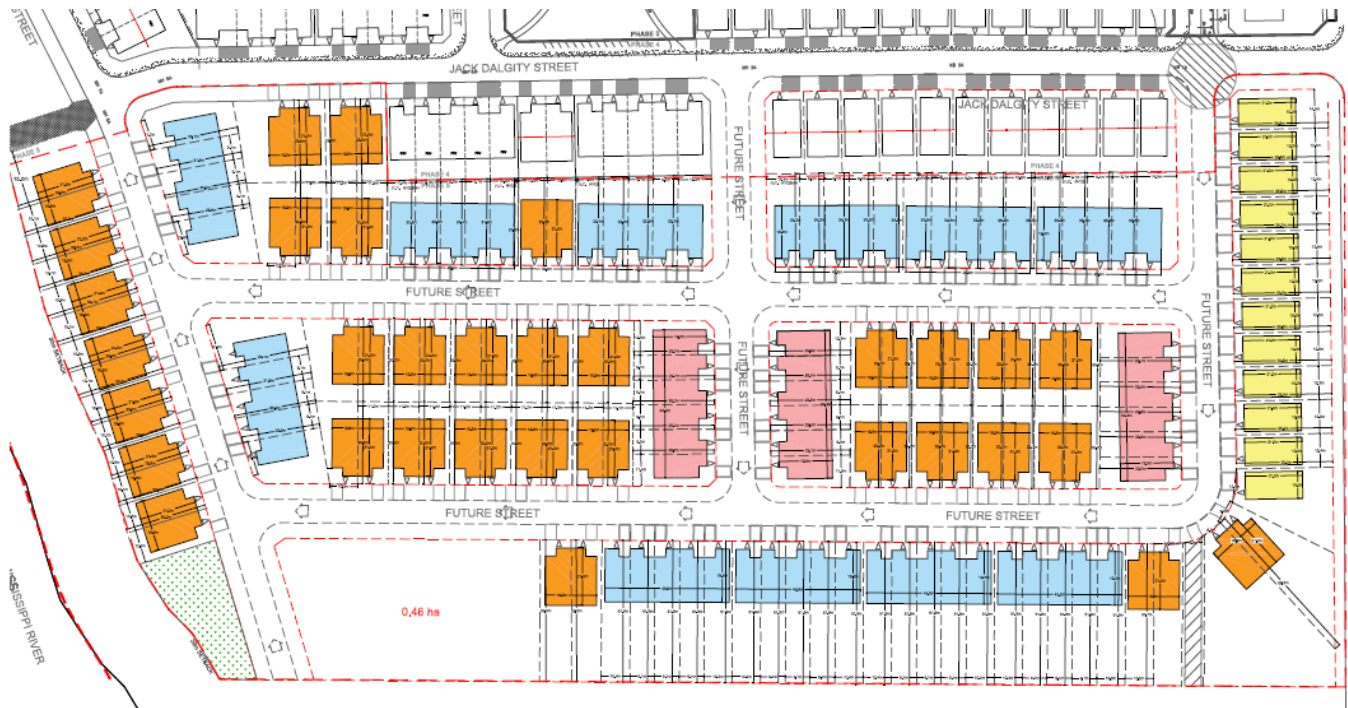
Houchaimi Holdings Inc. is the landowner of the subject lands, described as Concession 10, West ½ Part Lot 14, Almonte Ward, Municipality of Mississippi Mills. On June 24, 2010, the developer received approval for a multi-phased subdivision development known as Riverfront Estates Phases 2 to 5. The plan of subdivision consisted of a mix of residential housing forms, being single detached lots, semi-detached lots, townhouse blocks, and an apartment block. To date, Phases 2 and 3 have been completed, with Phase 4 currently under construction. The developer is initiating Phase 5 of the development.

As draft plan approved, Phase 5 of the Riverfront Estates subdivision currently consists of a total of 126.5 residential dwelling units, being 66.5 single-detached dwellings and 60 townhouse units. An apartment block has also been approved, though the unit totals are to be determined through Site Plan Control. As a response to changing market conditions, the developer is proposing an amendment to the approved draft plan of subdivision to provide a

more diverse form of residential dwellings already established in Phases 2 to 4, inclusive of single-detached dwellings, semi-detached dwellings, townhouses, and apartment units. The proposed draft plan of subdivision amendment is intended to work within the established road layout and will not require road amendments.

Fotenn Consultants, on behalf of the landowner, has filed a request to approve a redline change to the existing draft plan of subdivision, along with the corresponding Zoning By-law Amendment for the lands known as Phase 5. The original draft by-law amendment was proposed during a December 5<sup>th</sup>, 2017 Public Meeting. As a response to Council and resident comments, a revised development plan (using the same zoning standards) has been submitted to the Municipality. The original and revised proposals are illustrated below (single-detached dwellings are **yellow**; semi-detached dwellings are **orange**; 5-unit townhouses are in **blue**; and 6-unit townhouses are **pink**):

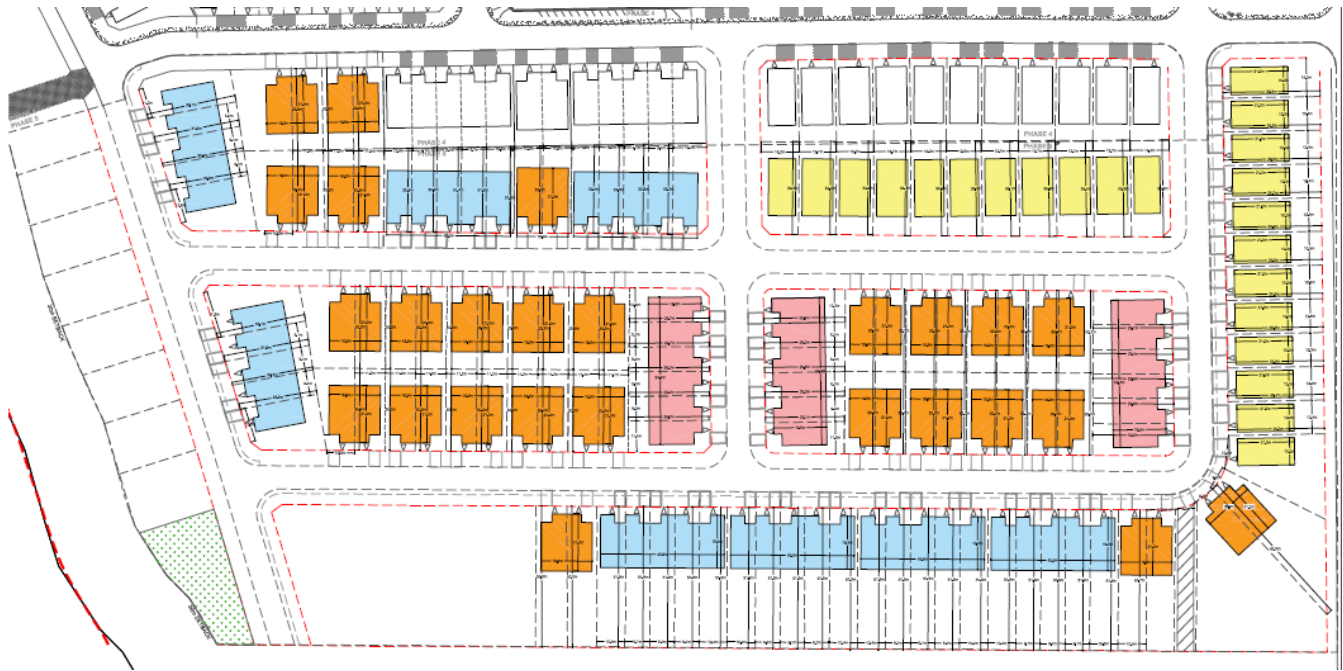
**Figure 1 - Original Development Plan (December 5<sup>th</sup>, 2017)**



Two alterations were made to the proposal made at the Public Meeting. First, the semi-detached dwellings along the waterfront have been removed and replaced with the draft approved single-detached dwellings. Consequently, those lots do not need to be altered by the redline and do not need to be rezoned from their original “Residential First Density Exception 20 (R1-20)” Zone. Second, the 5-unit townhouses at the top right of the proposed development plan have been replaced by single-detached dwellings, mirroring the properties to the north along Jack Dalgity Street. The result is a 10 unit decrease from the December 5<sup>th</sup> proposal and a subsequent decrease in density.



**Figure 2 - Revised Development Plan (January 30<sup>th</sup>, 2018)**



**PURPOSE AND EFFECT:**

The purpose and intent of the Zoning By-law Amendment and the concurrent Plan of Subdivision redline change are site specific applications for Phases 5 in the Riverfront Estates subdivision and can be summarized as follows:

*Zoning By-law Amendment*

The Zoning By-law Amendment application (Z-05-17) aims to accommodate a housing form change from predominantly single family and townhouse dwellings to a mix of single-detached dwellings, semi-detached dwellings, and townhouses in accordance with the development standards contained in the Residential First Density Subzone I (R1I), Residential Second Density Subzone E (R2E), and Residential Third Density Exception 8 (R3-8). Both the draft approved and proposed zoning include a low-rise apartment lot to be zoned as Residential Fourth Density (R4). However, said lot has changed location. Further, the proposed zoning standards would require amendments to the maximum total lot coverage.

*Plan of Subdivision Redline*

The proposed plan of subdivision, heard at the December 5<sup>th</sup>, 2017 Public Meeting, originally consisted of 12 single-detached, 66 semi-detached, and 73 townhouse units with 12m, 9m, and 5.5m of frontage, respectively. To respond to Council and public input, the applicant has amended the plan to include 31 single-detached, 52 semi-detached, and 58 townhouse units; however, the frontages remain unchanged. The submitted redline plan (see Appendix A) indicates the new lot boundaries that would accommodate the proposed housing mix.

**SUMMARY OF REVISIONS:**

Current market trends are showing a greater demand for housing that is more affordable and smaller in size. These demands are not just seen locally, but also regionally in surrounding municipalities. As a result, the developer has proposed an amendment to the existing draft plan of subdivision. The amendment would seek to change the housing form from predominantly single-detached and townhouse dwellings to a mix of residential forms including single-detached dwellings, semi-detached dwellings and townhouses. The original proposal requested zoning amendments which would facilitate an increase in townhouse dwellings. The revised proposal has reduced these unit amounts to below the draft approved amount, instead allocating more lots for single family homes. Details of the unit progression are as follows:

<b>HOUSING FORM</b>	<b>Draft Approved Unit Count</b>	<b>Previously Proposed Unit Count (Dec 5<sup>th</sup>)</b>	<b>Proposed Unit Count (Jan 30<sup>th</sup>)</b>
<b>Single Detached</b>	66.5	12	31
<b>Semi-Detached</b>	0	66	52
<b>Townhouse</b>	60	73	58
<b>Condo Apartment</b>	TBD	TBD	TBD
<b>Total</b>	126.5	151	141

Over the course of the Riverfront Estates Subdivision’s development, the amount of low- and medium-density units has evolved. The unit total began at 371 and would reach 427 if the revised application is approved, an increase of 56 units since 2010. Details are as follows:

<b>DENSITY</b>	<b>Original Draft Approval</b>	<b>Phase 3 Revision</b>	<b>Phase 4 Revision</b>	<b>Proposed Phase 5 Revision</b>
<b>Low (Single/Semis)</b>	260	272	258	274
<b>Medium (Townhouse)</b>	111	107	149	153
<b>Total</b>	371	379	407	427

The proposed revisions would increase the total amount of low-density units within the subdivision. However, there has also be an increase in medium-density units over time. For instance, the 70:30 low- to medium-density target ratio reduced to 63:37 after Phase 4 amendments. The proposed revisions would maintain that density ratio, with a 64:36 split, as shown below:

<b>REVISION</b>	<b>LOW DENSITY TARGET</b>	<b>MEDIUM DENSITY TARGET</b>
<b>Draft Approved</b>	70%	30%
<b>Phase 3 Revision</b>	72%	28%
<b>Phase 4 Revision</b>	63%	37%
<b>Phase 5 Revision</b>	64%	36%

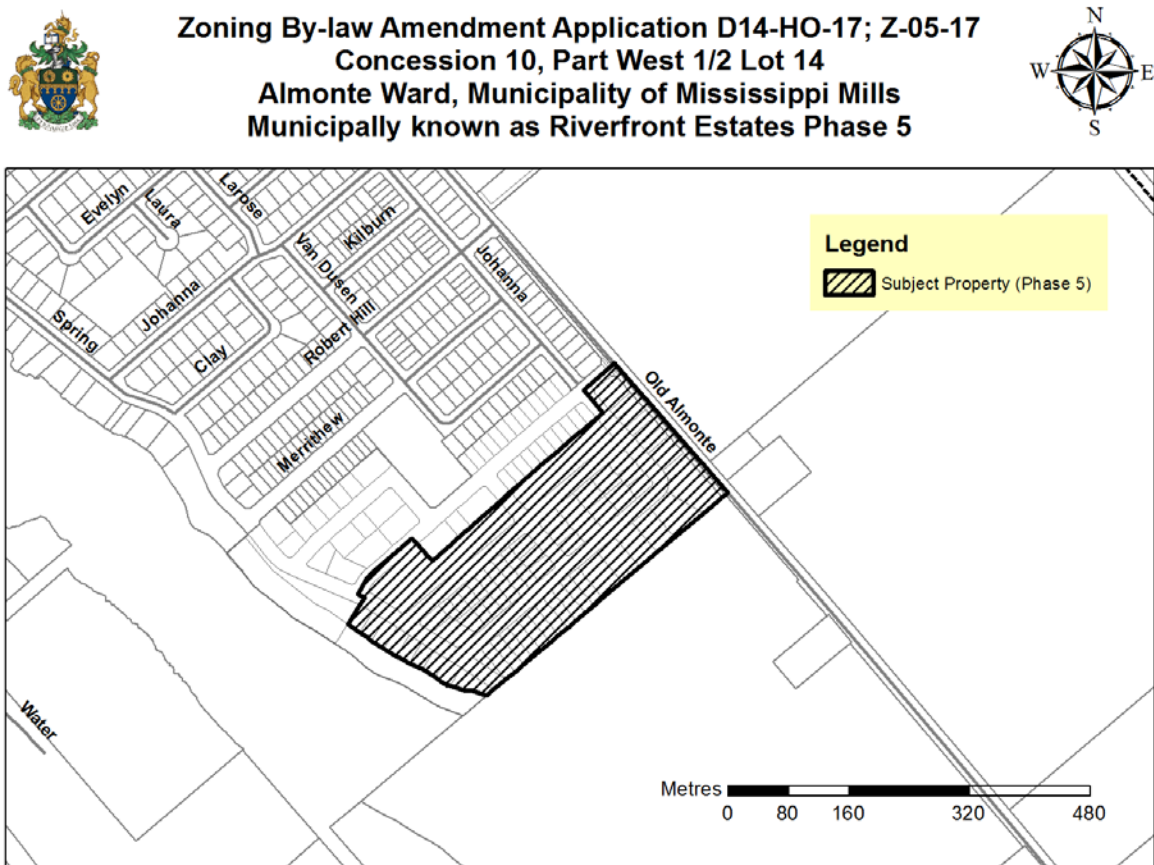
## DESCRIPTION OF SUBJECT LANDS:

The lands subject to the application are located in the Almonte Ward, in the Municipality of Mississippi Mills, municipally known as Riverfront Estates Phase 5. The lands are described as Concession 10, West ½ Lot 14, consisting of approximately 9.5ha (23.5ac) in area with access from Spring Street and Johanna Street. The Community Official Plan has designated the lands as “Residential”.

Riverfront Estates Phase 5 forms part of a growing neighbourhood in the Almonte settlement area, which consists of various land uses. These land uses include the following:

- Lands to north consist primarily of already developed residential land (Riverfront Estates Phase 2 to 4) that include similar residential forms of development (i.e. single-detached, semi-detached, and townhouses).
- Lands to the west consist of parkland and the Mississippi River.
- Lands to the east are predominantly vacant and identified for future development. Those lands within the urban boundary are designated as Industrial, with those just exterior to the boundary likely intended for residential development.
- Lands to the south do not belong to the urban settlement area and are predominantly agricultural.

**Figure 3 – Location Map**





## **SERVICING & INFRASTRUCTURE:**

The future properties of Riverfront Phase 5 will be municipally serviced. The infrastructure intended to be provided on site has been designed to accommodate a population greater than what is proposed.

## **COMMENTS FROM INTERNAL CIRCULATION:**

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

**CAO:** No concerns or objections.

**CBO:** No concerns or objections.

**Recreation Coordinator:** No concerns or objections.

**Clerk:** No concerns or objections.

**Fire Chief:** No concerns or objections.

**Director of Roads and Public Works:** No concerns or objections.

## **COMMENTS FROM EXTERNAL AGENCY CIRCULATION:**

**Mississippi Valley Conservation:** No concerns or objections; comments to be provided to County as part of redline revision process.

**Ministry of Municipal Affairs & Housing:** No comments received.

**Bell Canada:** No comments received.

**Canada Post Corporation:** No comments received.

**Catholic District School Board:** No comments received.

**Enbridge Gas Distribution:** No comments or objections.

**Hydro One Networks Inc.:** No comments received.

**Leeds, Grenville & Lanark District Health Unit:** No comments received.

**Ottawa River Power Corporation:** No comments received.

**Rogers Cable Communications Inc.:** No comments received.

**Upper Canada District School Board:** No comments received.

## **COMMENTS FROM THE PUBLIC:**

The Municipality held a Public Meeting on December 5<sup>th</sup>, 2017 to provide an opportunity for the public to speak to the application. During the public meeting, five (5) members of the public spoke to the application; whereas, four (4) submitted comments by mail or e-mail. The main concerns include the increase in congestion, parking, servicing for the additional units, affordability, the apartment block location, and the increase in rental units. Comments and response are found in Appendix B.

## EVALUATION:

### PROVINCIAL POLICY STATEMENT (PPS), 2014

The PPS provides policy direction on matters of provincial interest related to land use planning and development. As per Section 3(5)(a) of the *Planning Act*, all planning decisions must be consistent with the PPS. The following is a list of applicable sections of the PPS as well as a review of the proposal against these policies:

#### **1.1 *Managing and Directing Land Use to Achieve Efficient and Resilient Development and Land Use Patterns***

1.1.1 *Healthy, liveable and safe communities are sustained by:*

- a) *promoting efficient development and land use patterns which sustain the financial well-being of the Province and municipalities over the long term;*
- b) *accommodating an appropriate range and mix of residential (including second units, affordable housing and housing for older persons), employment (including industrial and commercial), institutional (including places of worship, cemeteries and long-term care homes), recreation, park and open space, and other uses to meet long-term needs;*
- c) *avoiding development and land use patterns which may cause environmental or public health and safety concerns;*

1.1.3.1 *Settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted.*

1.1.3.2 *Land use patterns within settlement areas shall be based on:*

- a) *densities and a mix of land uses which:*
  1. *efficiently use land and resources;*
  2. *are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;*

1.1.3.3 *Planning authorities shall identify appropriate locations and promote opportunities for intensification and redevelopment where this can be accommodated taking into account existing building stock or areas, including brownfield sites, and the availability of suitable existing or planned infrastructure and public service facilities required to accommodate projected needs.*

#### **1.4 *Housing***

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

- a) *directing the development of new housing towards locations where appropriate levels of infrastructure and public service facilities are or will be available to support current and projected needs;*

- b) *promoting densities for new housing which efficiently use land, resources, infrastructure and public service facilities, and support the use of active transportation and transit in areas where it exists or is to be developed;*

## **1.5 Public Spaces, Recreation, Parks, Trails and Open Space**

1.5.1 *Healthy, active communities should be promoted by:*

- a) *planning public streets, spaces and facilities to be safe, meet the needs of pedestrians, foster social interaction and facilitate active transportation and community connectivity;*
- b) *planning and providing for a full range and equitable distribution of publicly-accessible built and natural settings for recreation, including facilities, parklands, public spaces, open space areas, trails and linkages, and, where practical, water-based resources;*

The subject lands belong to the Almonte Settlement Area, a municipally serviced area that accommodates low- and medium-density residential housing types to efficiently use existing and planned resources. The proposal aims to provide a greater mix of residential uses and smaller lot sizes which would promote efficient and diversified development patterns to meet the long term needs of the Municipality. Further, municipal water and sewer infrastructure would accommodate the increased density demand; the infrastructure was built to serve a population greater than what is proposed.

An increased density fulfils the goals and objectives of provincial urban intensification policies. Although close to the perimeter of the urban area, the development adds denser urban forms to a typically single-detached centric settlement area. The Riverfront Estates subdivision plan, in its entirety, provides a network of streets and sidewalks for community connectivity. In addition, the development includes lots intended for open space and parkland, inclusive of Phase 5's parkland block adjacent to the Mississippi River.

Staff views the proposed zoning uses and development standards as an efficient and logical use of the subject lands. This form of development is desirable as it costs less to service on a per unit basis, provides more affordable housing options, and allows for growth to be accommodated within existing settlement area boundaries versus requiring boundary expansions. Staff views the proposal to be in keeping with the provisions of the PPS.

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

The subject lands are designated as "Residential" within the Municipality's Community Official Plan (COP). This designation allows for a wide range of low and medium density residential uses, which includes single-detached dwellings, semi-detached dwellings, and townhouses. The following provides a summary of the applicable Community Official Plan policies.

#### **3.3.1 Residential Goals and Objectives**

*It is a goal of this Plan to:*

*Promote a balanced supply of housing to meet the present and future social and economic needs of all segments of the community.*

*The following objectives are designed to implement the goal:*

- 1. Promote and support development which provides for affordable, rental and/or increased density of housing types.*
- 2. Direct the majority of new residential development to areas where municipal sewer and water services are/will be available, and which can support new development.*
- 3. Ensure that residential infilling and redevelopment within existing neighbourhoods is compatible with surrounding uses in terms of design.*

The zoning and redline change are intended to introduce added density to a traditionally low-density Almonte area, fulfilling long term objectives of the Community Official Plan. Higher density provides a broader range of unit types on smaller lots which would translate to more affordable housing options, thereby potentially introducing lower priced units to the Mississippi Mills market. The most significant change to Phase 5 is the addition of semi-detached lots, which simultaneously increase the low-density housing stock but serve a denser urban form. While new infrastructure will be required to service the proposed development and its revisions, municipal sewer and water services are available within the existing neighbourhood surrounding the subject properties.

Acknowledging the sensitivity of the established neighbourhood abutting the development, the proposed zoning amendment now includes single detached dwellings to back onto those along Jack Dalgity Street, maintaining the compatibility and characteristics of that housing block. The lands zoned for townhouse development would be subject to Site Plan Control, allowing Staff to review the proposed development design.

### **3.6.2 Permitted Uses**

*Lands designated “Residential” shall be predominantly used for low and medium density residential uses and associated accessory uses.*

### **3.6.5 Range of Housing Types**

- 1. The Town shall support a wide range of housing types, zoning standards and subdivision design standards.*
- 2. The Town has established the following housing mix targets:*
  - Low Density - 70%*
  - Medium Density - 30%*
- 3. [...] In general, the gross density for low density residential development shall be 15 units per hectare (6 units per acre).*
- 4. [...] In general, medium density residential development shall have a maximum net density of 35 units per net hectare (15 units per net acre).*
- 5. All medium density residential development proposals shall address the following criteria:*
  - (i) Proximity to shopping, parkland, health care, education and other community amenities;*
  - (ii) compatibility with existing land uses in the immediate area and the historical character of existing buildings;*

- (iii) *designed with a maximum of three (3) storeys and where possible, a building profile which conforms visually with the surrounding residential structures;*
- (iv) *availability of adequate off-street parking and appropriate access and circulation for vehicular traffic, including emergency vehicles;*
- (vi) *suitable landscaping, lot grading, drainage and on-site amenities; and*
- (vii) *the availability of full municipal services to accommodate the proposed density of development*

Single-detached, duplex, and triplex dwellings are considered low-density housing; whereas, four-plexes, townhouses, and low-rise apartments are considered medium-density. The proposed unit mix – 31 single-detached, 52 semi-detached, and 58 townhouse dwelling units – would meet the low- to medium-density ratio established by the Community Official Plan. Even with 58 medium-density units, the proposal would fall just below the encouraged low-density maximum threshold of 15 units per hectare. The density progression is illustrated in the following table:

<b>Draft Approved Density (June 2010)</b>	<b>Previously Proposed Density (Dec. 5th, 2017)</b>	<b>Proposed Density (Jan. 16<sup>th</sup>, 2018)</b>
126.5 units/9.5 ha = 13.3 units/ha	151 units/9.5 ha = 15.9 units/ha	141 units/9.5 ha = 14.8 units/ha

The 15 units per hectare threshold assumes that 100 percent of units are low-density. If both low- and medium-density thresholds (15 and 35 units per hectare, respectively) are combined with the 70:30 low- to medium-density housing targets, the maximum threshold would be 21 units per hectare. Thus, the proposed density falls well below.

Various supporting land uses are within proximity of Riverfront Estates Phase 5. Schools include Holy Name of Mary and R Tait Mackenzie along Paterson Street; shopping centres include those businesses along Houston Drive and Ottawa Street; health care services can be accessed from Almonte General Hospital off Spring Street; and parks are distributed across the area, inclusive of the Phase 5 park adjacent to the Mississippi River and the proposed low-rise apartment.

The zoning amendment would closely follow the density of Riverfront Estates Phase 4, allocating higher density housing (townhouses) to lots that are distanced from already established single-detached blocks and neighbourhoods. Regardless of unit type, there would be sufficient area to accommodate required off-street parking on the subject properties. The By-law requires one (1) parking spot per dwelling as well as 0.2 visitor spaces per unit for townhouses. Thus, a townhouse dwelling consisting of 5 units would require one (1) additional parking space for visitor parking creating a total of six (6) parking spaces. With at least two (2) parking spaces available to each unit (inclusive of garage parking), the subdivision meets Zoning By-law requirements.

As part of the plan of subdivision approval process, the proponent is required to provide the Municipality with a Landscape Plan and Grading/Drainage Plan to clear conditions associated with the site, with a more detailed plan at the Site Plan Control stage for the townhouses. Municipal services are available near the subject properties and will be extended as part of the infrastructure works associated with Phase 5 of the plan of subdivision.

**ZONING BY-LAW NO. 11-83:**

The Comprehensive Zoning By-law #11-83 has zoned the subject lands as a combination of “Residential First Density Exception 20 (R1-20)”, “Residential First Density Exception 21 (R1-21)”, “Residential Third Density Exception 8 (R3-8)”, and “Residential Fourth Density (R4)” zones. The following figures outline the requirements of these zones.

**Table 1 – CURRENT Zones & Provisions**

Zone	Permitted Uses	Min. Lot Frontage	Min Lot Area	Max Height	Min-Max Front Yard Setback	Min Int. Side yard	Min Ext. Side Yard	Min. Rear Yard	Max Lot Coverage
R1-20	Single-detached	18m	450m <sup>2</sup>	9m	3-6m	1.2m	3m	7.5m	40%
R1-21	Single-detached	15m	450m <sup>2</sup>	9m	3-6m	1.2m	3m	7.5m	40%
R3-8	Townhouse	5.5m	165m <sup>2</sup>	11m	3-6m	0m, 1.2m end unit	3m	7.5m	55%
R4	Low-rise apartment	30m	600m <sup>2</sup>	11m	5m	6m	6m	7.5m	45%

The applicant has requested to change the zoning of the subject lands to a combination of “Residential First Density Subzone I (R1I)”, “Residential Second Density Subzone E (R2E)”, “Third Density Exception 8 (R3-8)”, and “Fourth Density (R4)” zones to accommodate a denser mix of residential development. These zones currently exist within the Zoning By-law and thus do not deviate significantly from already approved municipal standards. However, some minor variations have been proposed, as illustrated in the following table:

**Table 2 – PROPOSED Zones & Provisions (\*\* indicates a requested variation)**

Zone	Permitted Uses	Min. Lot Frontage	Min Lot Area	Max Height	Min-Max Front Yard Setback	Min Int. Side yard	Min Ext. Side Yard	Min. Rear Yard	Max Lot Coverage
R1(I)	Single-detached	12m	360m <sup>2</sup>	9.5m	3-5m	1.8m total	3m	6m	48%**
R2(E)	Semi-detached	9m	270m <sup>2</sup>	11m	3-5m	1m	3m	6m	55%**
	Single-detached **	Same as R1(I)**							
R3-8	Townhouse	5.5m	165m <sup>2</sup>	11m	3-6m	0m, 1.2m end unit	3m	6m**	62%**

The application proposes to amend the R2(E) zone to include single-detached dwellings that adhere to the provisions of the R1(I) zone. Further, the application requests that the maximum lot coverages be increased for each zone to allow for a small number of homes that would otherwise be in contravention of the by-law. For reference, the R1(I), R2(E), and R3-8 maximums are 45%, 45%, and 55%, respectively. As clarification, the Min-Max Front Yard Setback indicates, using the R1(I) Zone as an example, that the minimum setback from a front lot line is to be 3m for the home and 5m for the garage to ensure adequate space for a car.

## **ANALYSIS:**

One of the core principles within the PPS and the Community Official Plan is the efficient use of infrastructure and serviced land through intensification. The overall benefit resulting from intensification as proposed in the amendment is affordability for the Municipality, the developer, and future owners. For the Municipality, the cost associated with the long-term maintenance of the infrastructure is spread over more lots, making the community more economically sustainable.

Staff is also of the opinion that the proposed zoning amendment reflects the policies outlined by the Province of Ontario, and the goals and objectives contained in the Community Official Plan. The diversity of housing options results in smaller lots, which potentially translate to more affordable unit prices. One of the core residential policies in the COP is to establish a 70% (Low Density) / 30% (Medium Density) split in diversity of residential housing to address long-term sustainability, affordability, and a diversity of housing choices. These targets are for the entire Municipality, which is why the Phase 4 development was approved with a cumulative mix of 63:37 low- to medium-density. The increase of medium-density units added non-traditional dwelling types to a predominantly low-density settlement area. The proposed amendments to Phase 5 maintain the targets of Phase 4, including single-detached dwellings and introducing more semi-detached dwellings, while also improving the quantity of medium-density housing.

Generally, the proposed zoning reflects earlier phases approved by the Municipality within this subdivision and that of Mill Run. The proposed performance standards are appropriate for the proposed form of development and accomplish the goal of efficiently using existing serviceable lands while ensuring the compatibility between lot sizes and housing types.

Multiple comments and concerns have been received by the Municipality, which can be categorized into six (6) main themes. These themes are as follows:

### ***Affordability:***

At present, the primary means for the Planning Department to provide opportunity for affordable housing is by diversifying the housing stock through zoning regulations. Amending zones to allow for medium-density units that are typically smaller in size adds lower priced options to the housing market. Although the Community Official Plan includes affordable housing policies, the Municipality does not have the authority to require or financially incentivize builders to provide dwellings at costs that meet the provincial definition of affordability. To address such concerns, the Municipality would have to review its housing policy and by-laws, and work more closely with the County/regional market to properly collect and assess data. For reference, the PPS defines affordable as payments (mortgage or rent) that do not exceed 30 percent of gross annual household income, or as a purchase price or rent that falls below the average of the regional market.

**Apartment Block:**

The apartment block was draft approved to be included within the subdivision's fifth phase. After input from current and potential future residents, its location was amended to the most southern point of the development. Altering its location decreases the amount of low-density housing to be in proximity of the low-rise apartment while maintaining its access to waterfront parkland. The apartment is subject to Site Plan Control, within which the unit count, parking requirements, and other site-specific design matters would be addressed. The new apartment location would separate it from already existing properties, avoiding a potential decrease in the value of single-detached homes. There are single dwellings intended to be nearby; however, the purchase price of these homes would likely reflect the nearby apartment block from the beginning and would not devalue properties post-purchase.

**Parking:**

Although concerns have been identified about the inadequate number of off-street parking spaces, the development meets the minimum requirements set by Comprehensive Zoning By-law #11-83 – low-density units require at least one (1) space while medium-density units require 1.2. The proposal would ensure that each unit would have a minimum 5m driveway and a garage, accommodating a maximum of two (2) vehicles. Additional space may be provided on public property depending on the location of sidewalks. However, sidewalk design is subject to Landscape Plan approval by Council at a later date to fulfil a condition of subdivision approval, and is not part of the Zoning By-law Amendment application.

**Rental Units:**

The Municipality cannot currently regulate whether a homeowner can or cannot rent out their property. Although allowing for higher-density units may increase the amount of units in the rental market, any dwelling type is capable of being rented.

**Servicing and Water Supply:**

The Department of Roads & Public Works has reviewed the servicing demands of the development and has noted that the infrastructure in place is intended to meet the demand of a higher population total. Also, the Municipality and the developer recently completed upgrades to the existing sewage pumping station to handle additional capacity. As for the aquifer, the Municipality falls well below its consumption limit.

**Traffic/Congestion:**

Although the proposed amendment includes 15 additional housing units as compared to the Draft Approved Site Plan, the total amount of generated trips drops – three (3) fewer trips would occur during peak AM hours and ten (10) fewer trips during the peak PM hours – as determined by a traffic study conducted by D.J. Halpenny & Associates Ltd. The result is a negligible impact on surrounding streets. It is also noted that, upon subdivision completion, there will be multiple points of access into the subdivision from two main collectors, being Paterson Street and Spring Street, which have capacity to accommodate the additional traffic levels. The trips from the proposed subdivision were determined from the statistical data published in the Institute of Transportation Engineers (ITE) document, *Trip Generation, 9<sup>th</sup> Edition*.



**CONCLUSION:**

Overall, Staff is of the opinion that the proposed amendment is consistent with the intent of the Provincial Policy Statement and Community Official Plan. Re-zoning Phase 5 to accommodate single-detached, semi-detached, and townhouse dwellings diversifies the Municipality’s housing options while efficiently using existing and future infrastructure and services.

**RECOMMENDATION:**

**THAT** the Committee of the Whole recommends that Council approves the proposed changes to the draft plan of subdivision for Riverfront Estates Phase 5 and directs staff to advise the County of Lanark of Council’s support of the proposed amendment;

**AND THAT** the Committee of the Whole recommend that Council approves the necessary Zoning By-Law Amendment to change the zoning of the lands described as Concession 10, West ½ Lot 14, Almonte Ward, Municipality of Mississippi Mills, known as Riverfront Estates Phase 5, from “Residential First Density Exception 20 (R1-20), Residential First Density Exception 21 (R1-21), Residential Third Density Exception 8 (R3-8), and Residential Fourth Density (R4)” to “Residential First Density Subzone I Exception X (R1I-X), Residential Second Density Subzone E Exception X (R2E-X), Residential Third Density Exception X (R3-X), and Residential Fourth Density (R4).”

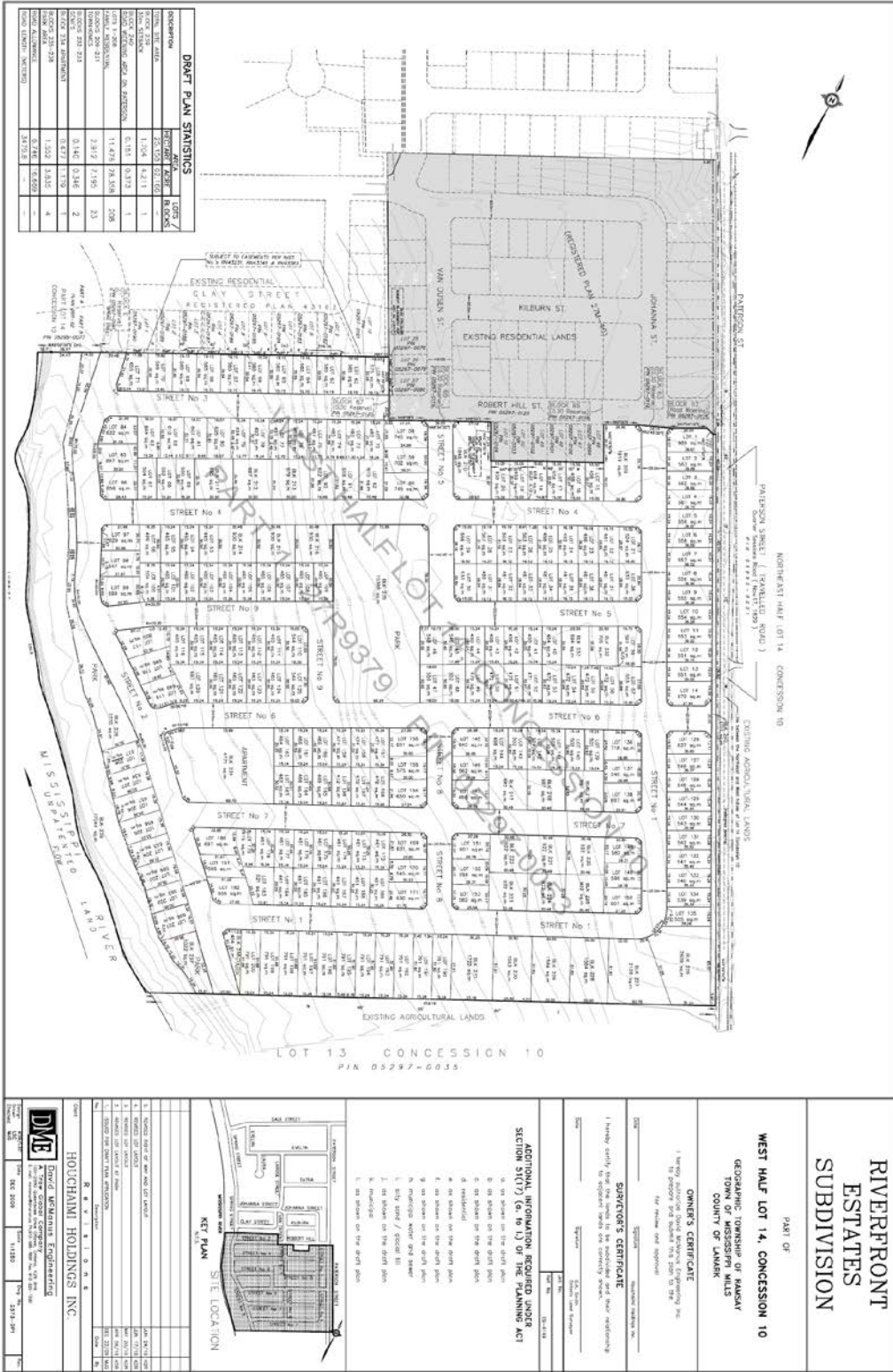
All of which is respectfully submitted,

\_\_\_\_\_  
Andrew Scanlan Dickie  
Junior Planner

\_\_\_\_\_  
Diane Smithson  
Reviewed by CAO

# APPENDIX A

## Draft Plan of Subdivision (as approved)



### RIVERFRONT ESTATES SUBDIVISION

PART OF WEST HALF LOT 14, CONCESSION 10

GEOGRAPHIC TOWNSHIP OF MANITOBA  
COUNTY OF LAUREL

#### OWNER'S CERTIFICATE

I hereby certify that the above is a true and correct copy of the plan as approved by the Board of Survey and Assessment for the City of Winnipeg.

#### SURVEYOR'S CERTIFICATE

I hereby certify that the above is a true and correct copy of the plan as approved by the Board of Survey and Assessment for the City of Winnipeg.

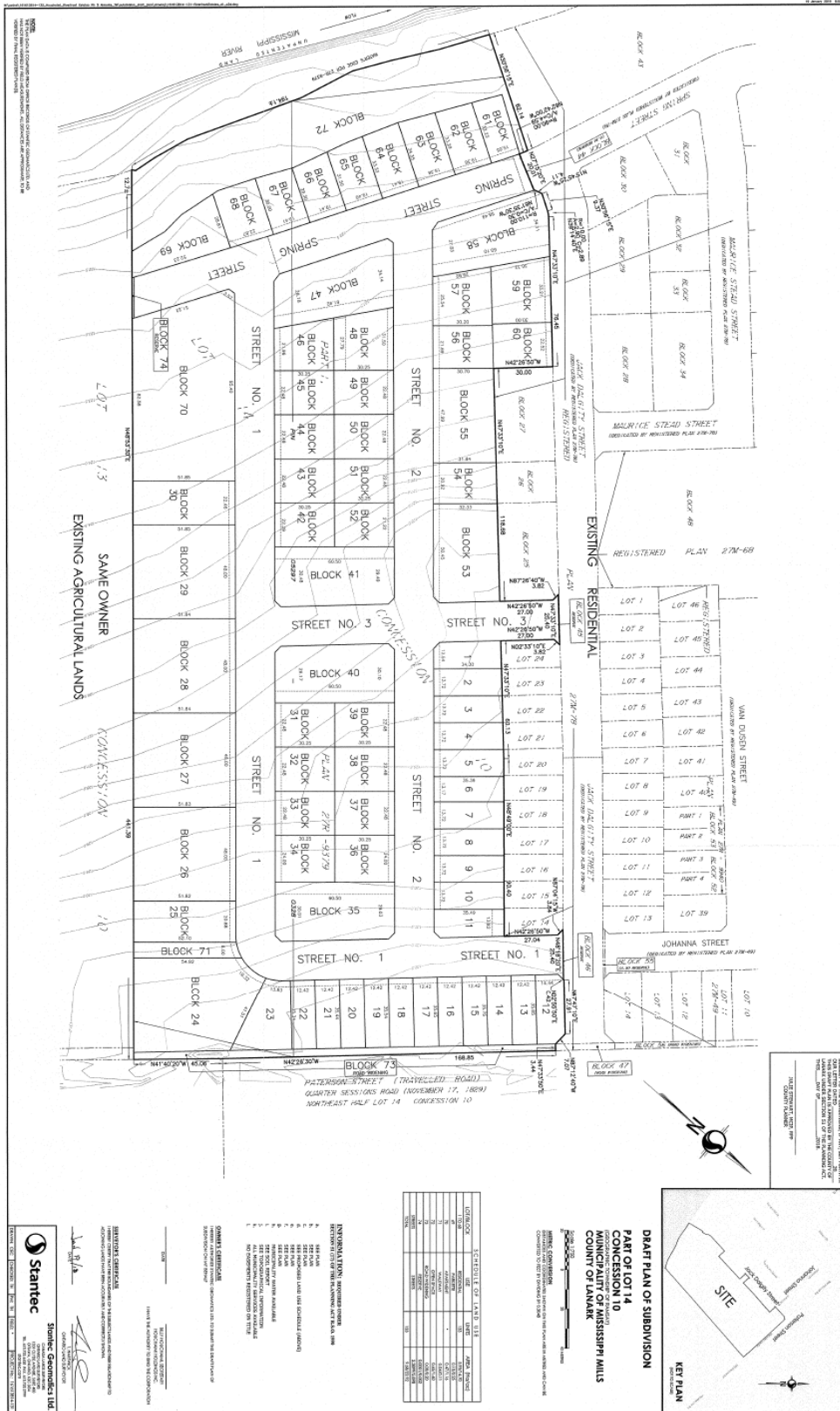
#### ADDITIONAL INFORMATION REQUIRED UNDER SECTION 51(17) (a) IN 13 OF THE PLANNING ACT

1. no shares on the draft plan
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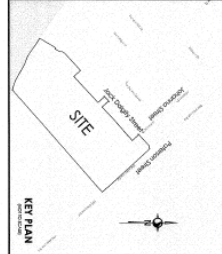


**DMB** David M. B. Engineers  
**HOUJIMANNI HOLDINGS INC.**  
 11800 16th Avenue S.E. Suite 100  
 Calgary, Alberta T2C 0A8  
 Phone: 403.243.1180 Fax: 403.243.1181

# Draft Plan of Subdivision – Phase 5



NOTICE TO THE APPLICANT: IF ANY LOT IS TO BE SUBDIVIDED INTO SMALLER LOTS, THE APPLICANT SHALL FILE A SEPARATE PLAN WITH THE MISSISSIPPI DEPARTMENT OF REVENUE AND TAXATION. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE MISSISSIPPI DEPARTMENT OF REVENUE AND TAXATION.



**DRAFT PLAN OF SUBDIVISION**  
**PART OF LOT 14**  
**CONCESSION 10**  
**MUNICIPALITY OF MISSISSIPPI MILLS**  
**COUNTY OF LANARK**

SECTION	AREA	TYPE	AREA
1	1.00	RESIDENTIAL	1.00
2	1.00	RESIDENTIAL	1.00
3	1.00	RESIDENTIAL	1.00
4	1.00	RESIDENTIAL	1.00
5	1.00	RESIDENTIAL	1.00
6	1.00	RESIDENTIAL	1.00
7	1.00	RESIDENTIAL	1.00
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71	1.00	RESIDENTIAL	1.00
72	1.00	RESIDENTIAL	1.00

**NOTIFICATION TO APPLICANT:**  
 IF ANY LOT IS TO BE SUBDIVIDED INTO SMALLER LOTS, THE APPLICANT SHALL FILE A SEPARATE PLAN WITH THE MISSISSIPPI DEPARTMENT OF REVENUE AND TAXATION. THIS PLAN IS NOT TO BE USED FOR ANY OTHER PURPOSES WITHOUT THE WRITTEN CONSENT OF THE MISSISSIPPI DEPARTMENT OF REVENUE AND TAXATION.

**OWNER'S CERTIFICATE:**  
 I, the undersigned, being duly qualified to execute this certificate, do hereby certify that the above is a true and correct copy of the plan of subdivision as shown to me by the applicant, and that the same is in accordance with the provisions of the Act in that behalf amended.

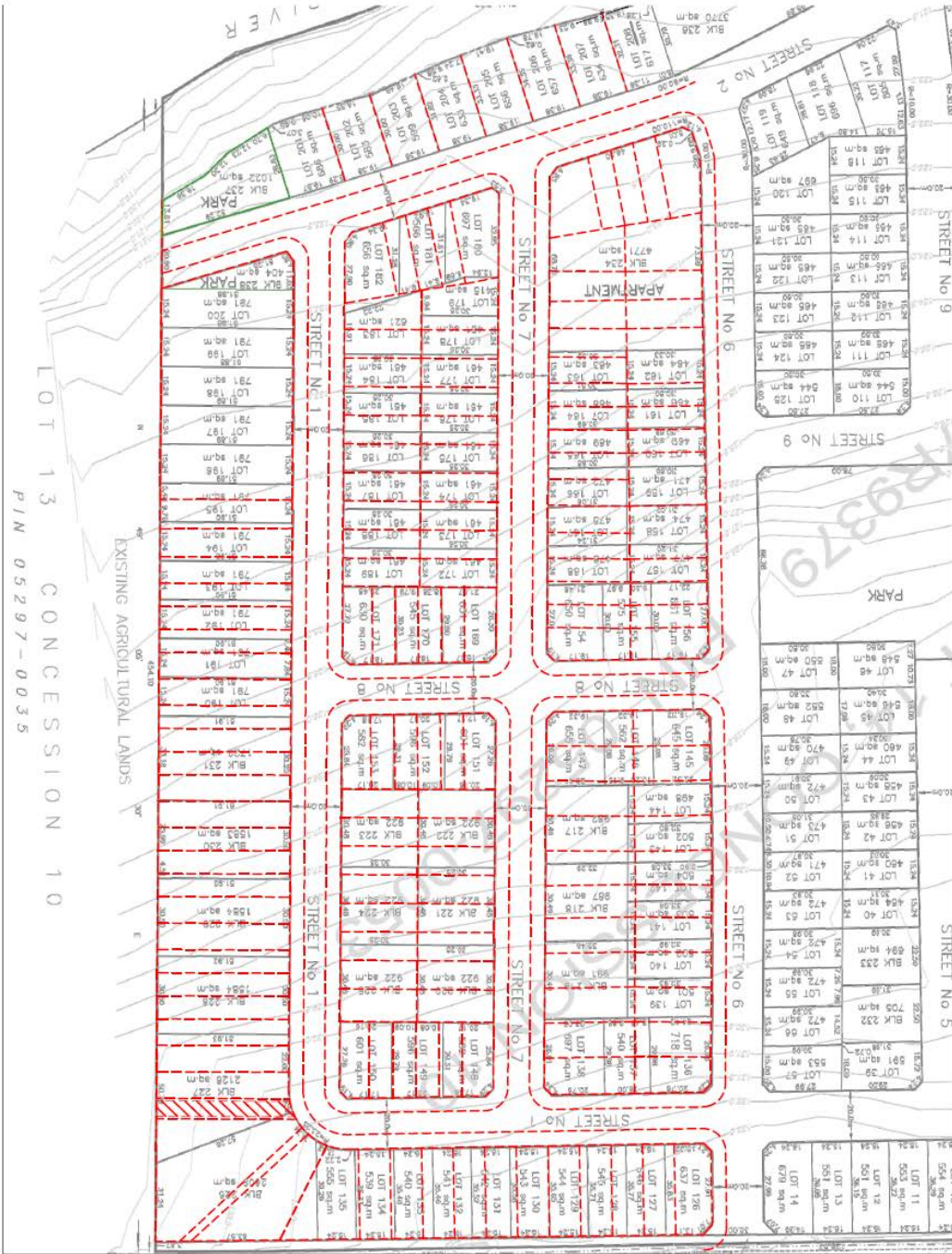
**DATE:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**NOTARY PUBLIC:** \_\_\_\_\_

**STANTEC**  
 1000 SHEPPARD AVENUE EAST, SUITE 100  
 SCARBOROUGH, ONTARIO M1S 1W7  
 TEL: (416) 291-1111  
 FAX: (416) 291-1112  
 WWW.STANTEC.COM

# Redline Revisions of Draft Plan of Subdivision



**ORIGINAL LOT LAYOUT**

**PROPOSED LOT REVISION**

**RIVERFRONT SUBDIVISION**

**PHASE 5**

**RED-LINE REVISIONS**

No.	REVISION	DATE	BY
1	REVISION	2017/12/11	CH
2	REVISION	2017/12/28	CH
3	REVISION	2017/12/28	CH
4	REVISION	2017/12/28	CH
5	REVISION	2017/12/28	CH
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CLIENT  
**Houchatral Holdings Inc.**  
**FOTENN**  
 Planning + Design  
 225 Huron Street, Ottawa  
 ON K2P 0Z9  
 613.232.2729  
 www.fotenn.com

**P2**



## **APPENDIX B**

### **Public Comments Received**

#### EXTERNAL TO PUBLIC MEETING

##### Person #1 (November 20<sup>th</sup>, 2017):

*“In my opinion the mix of single, semis and townhouses will give a good boost to the housing supply of Almonte thus increasing the local economy. However, I am concerned with the towns infrastructure. I see that this is a large piece of land. What is the projected population growth for this area? Will primary healthcare services, educational infrastructure, waste management and water supplies upgraded? As for the Apartment units.... How many buildings, how many floors, projected number of inhabitants and what is the anticipated location. Apartment buildings will lower the property value of single homes. Has this been taken into consideration? Will these be owner occupied or rental units?”*

**Response:** To accommodate growth of new development, the Building Department collects development fees with each building permit to invest in growth-related current and future community services and infrastructure. Apartment questions have been addressed in the **Analysis** section.

##### Person #2 (December 1<sup>st</sup>, 2017):

*“I do understand that the amendments will result in smaller homes which may or may not be Affordable as defined and stated in the Provincial Policy Statement. Unfortunately, I think it still doesn't address the issue of providing 25 percent of new development to be Affordable to low to moderate income households in our regional market which we've stated is our goal in our Community Official Plan. As I've said before we may well be providing this but there is no way of knowing unless we have an assessment done and some data to work with”*

*The submitted objection to the Municipal Clerk was for the following summarized reasons:*

- 1) There has been no data provided that shows whether or not these units within our region of Lanark County conform to either the Provincial Policy statement or the Community Official Plan of Mississippi Mills in regards to the definition of Affordability.*
- 2) There has been no data provided which shows what the Affordable housing thresholds are for both owner occupied and rental accommodations should be.*
- 3) There has been no data provided which shows that in constructing these new units that the Municipality has attempted to have 25 percent of all new residential construction Affordable either in the given year or by a 3-year average.*

*“We have four tools that we've laid out to use in regards to Affordable Housing in the COP. I'd like to live in a community where we use them all. [...] My objections are based on the fact that not all of these tools were addressed in the rezoning application reports and because of that there is no data to confirm that our Community Official Plan in regards to Affordable Housing goals are being achieved.”*

**Response:** See **Analysis** section.

Person #3 (December 14<sup>th</sup>, 2017):

*“Just some points to consider regarding the phase 5 zoning change*

- *More traffic flow as most people have two cars;*
- *Access and exits to phase 5 without increasing traffic flow through phase 1,2 and 3 subdivisions;*
- *Riverfront phase 3 - unable to park two vehicles in drive due to design so if phase 5 is the same on street parking will be a nightmare;*
- *Can current facilities support increased density ie drs, hospital, waste disposal etc.;*
- *Can the well supply adequate water especially during times of low water levels without restrictions;*
- *Can the aquifer sustain supply long term;*
- *Will the sewage plant cope with the extra waste;*
- *Is sewage infrastructure in-situ adequate;*
- *How is affordable housing defined? Does it mean homes that people can afford to buy at sensible prices or rental units whereby landlords get rich!*
- *We heard that many Riverfront phase 4 townhome blocks are being bought as rental units. The concern among some residents is the caliber of future potential renters. In my opinion It would be very unfortunate for Almonte if phase 5 became an overcrowded area full of renters who don't take pride in their homes.”*

**Response:** Compared to the approved draft plan traffic estimates, the total generated trips of Phase 5 would decrease with the proposed unit mix. With the opening of Jack Dalgity Street, residents of Riverfront Estates have added access to the two parallel collectors (Spring Street and Paterson Street). To make sure municipal infrastructure and services do not become strained, the Building Department collects development fees with each building permit for new homes to be invested for growth-related current and future community needs. For instance, the Municipality has invested in ensuring water and sewage infrastructure is adequate to meet not only the subdivision's demands, but those of the entire Municipality. Additional inquiries are addressed in the **Analysis** section.

Person #4 (December 15<sup>th</sup>, 2017):

*“I would like to add a few details and data as support for challenging the proposed zoning amendments as requested by Houchami Holdings and the developers of Riverfront Estates. Known facts:*

- *Townhomes & semi-detached units have single car garages with corresponding single width driveways.*
- *Driveways on north side of Merrithew Street are long enough to allow 2 vehicle parking.*
- *Driveways on opposite (south) side of street have Boulevard sidewalks, preventing more than one vehicle from parking in the driveway.*
- *Widening townhome & semi-detached driveways is problematic due to town water-main pipe access.*
- *Many single-detached dwellings have double garages with corresponding double width driveways.*

*“The data listed below relates to 30% of the total 34 units fronting on Merrithew Street between Spring St. and Van Dusen St. (20 townhomes, 12 semi-detached, 2 single-detached), therefore may be considered a reasonable representation. Merrithew Street is a mix of 94% townhomes and semi-detached units, and 6% single-detached dwellings.*

*Residing within one south side townhome block of 4 units (Boulevard sidewalks):*

- a) 1 adult (myself) and 1 vehicle*
- b) 1 adult, 1 vehicle*
- c) 2 adults, 2 vehicles*
- d) 2 adults, 2 grown children, 4 vehicle*

*Directly across the street, north side, is another 4 unit block townhome with:*

- b) 2 adults, 2 vehicles*
- c) 2 adults, 1 grown child, 1 non-related adult, 4 vehicles*
- d) 2 adults, 2 vehicles*
- e) 2 adults, 2 vehicles*

*Semi-detached unit, north side, near corner of Van Dusen St.:*

- a) 2 adults, 2 vehicles*
- b) 2 adults, 3 vehicles (2 personal, 1 full size business pickup truck)*

*“Within this sample of real data there are a total of 10 units, with a deemed vehicle allowance of 12.0. But in reality, there are 22 driving age residents with 23 vehicles which is nearly double the current vehicle allowance. Residents of 4 units have maximized our organizational skills and are able to park our vehicles inside our garages. This leaves 19 vehicles jockeying for parking in the remaining 6 driveways and/or on the street. A few of these vehicles utilize the public parking in front of the park during the day time while others are parking on front lawns.*

*“Reality also indicates that townhomes are often purchased as investment properties with non-resident owners. Of the above 10 units, there are a minimum of 4 rental units. (I am unsure of one unit). But 4 rentals in this 10 unit sample equals 40%.*

*“Another unit further down Merrithew St is owned by one of the principle developer/builders and was advertised and rented out as an ‘Airbnb’ this past summer. It is now a longer-term rental. (and is not included in above examples). Are there by-laws concerning Airbnb’s? Do nearby residents/owners have the right to be made aware of a neighbouring Airbnb commercial business?*

*“Rental units with non-resident owners and constant parking issues change the fabric of a street, a subdivision and of the surrounding area. As mentioned, this is a small but accurate sample of a portion of one street within Riverfront Estates.*

*“And a reminder that the townhome construction in Phase 4 have increased from blocks of 4 units to blocks of 5 units. This lengthened the row housing which blocks views and sunlight and reduces the already minimal greenspace.*

*“My main question: Does council wish to encourage further expansion of this type in what has been branded and marketed as an ‘Estate’ development?”*

**Response:** Although it is clear that there are situations within the subdivision, and within the Municipality where parking has been inadequate for residents, the developer has maintained

compliance with the minimum parking requirements of the Comprehensive Zoning By-law #11-83. The Planning Department would require direction to assess current municipal parking standards. As for the question concerning Council, Staff cannot comment.

AT THE PUBLIC MEETING (December 5<sup>th</sup>, 2017)

Person #5:

*Voiced concern of whether the neighbourhood infrastructure can support the growth of density, such as for water pressure and traffic signals. The resident highlighted that the traffic along Spring Street is of considerable concern, noting that additional traffic stops should be included to slow movement within the neighbourhood.*

**Response:** Adequate water and sewage infrastructure has been put in place to accommodate existing and future homes within the subdivision. The inclusion of additional traffic stops is a concern to be addressed by the Department of Roads & Public Works and is external to the Zoning Amendment application.

Person #6:

*Noted that parking in the subdivision has overflowed considerably to on-street parking and remarked that the design of sidewalks (with a landscaped buffer rather than directly adjacent to the street) contributes to the problem.*

**Response:** See **Analysis** for parking requirement details. The landscaped buffer that has contributed to the problem is to be addressed at the Landscape Plan approval stage to fulfil the draft conditions of subdivision.

Person #7:

*Voiced similar concerns to Person #5, expressing that there is considerable traffic and speeding along Spring Street. Further, the resident asked what impact the density would have on the aquifer.*

**Response:** The Municipality's water consumption falls well below the maximum withdrawal limit.

Person #8:

*Asked questions related to the condominium/apartment block, specifically about the parking that would be provided and why the location of the block had been changed.*

**Response:** See **Analysis** for answer.

Person #9:



*Asked the developer to expand on how the change in market conditions has impacted the sale of homes and, ultimately, the proposed housing type mix.*

**Response:** The Provincial Policy Statement, 2014 provides short and long-term provincial goals and objectives for municipalities across Ontario. These objectives are partially determined by the current and projected market demand. Because the costs of higher-density unit types are typically lower, demand for those dwellings has increased, which in turn provides more ownership opportunities. The Municipality cannot require the developer to provide sales and cost data.

## APPENDIX C

**Draft By-law**  
**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**BY-LAW NO. 18-XX**

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

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

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. Schedule 'C' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from "Residential First Density Exception 20 (R1-20), Residential First Density Exception 21 (R1-21), Residential Third Density Exception 8 (R3-8), and Residential Fourth Density (R4)" to "Residential First Density Subzone I Exception X (R1I-X), Residential Second Density Subzone E Exception X (R2E-X), Residential Third Density Exception X (R3-X), and Residential Fourth Density (R4)" on those lands identified on the attached Schedule 'A', which are described as East Part of Lot 14, Concession 10, Almonte Ward, Municipality of Mississippi Mills of Mississippi Mills.
2. By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 13.4:

"13.4.X Notwithstanding the R1I zoning, lands designated as R1I-X on Schedule "A" to this by-law may be used in compliance with the R1I zone provisions contained in this by-law, except that the following provisions shall apply:

  1. The maximum lot coverage shall be 48%.
3. By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 14.4:

"14.4.X Notwithstanding the R2E zoning, lands designated as R2E-X on Schedule "A" to this by-law may be used in compliance with the R2E zone provisions contained in this by-law, except that following provisions shall apply:

  1. The maximum lot coverage shall be 55%; and
  2. Single-detached dwellings shall adhere to R1I-X standards.
4. By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to

Section 15.4:

“15.4.X Notwithstanding the R3 zoning, lands designated as R3-X on Schedule “A” to this by-law, may be used in compliance with the R3-8 zone provisions contained in this by-law, except that the following provisions shall apply:

1. The maximum lot coverage shall be 68%; and
2. The minimum rear yard setback shall be 6m.

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

**BY-LAW** read, passed, signed and sealed in open Council this            day of            , 2018.

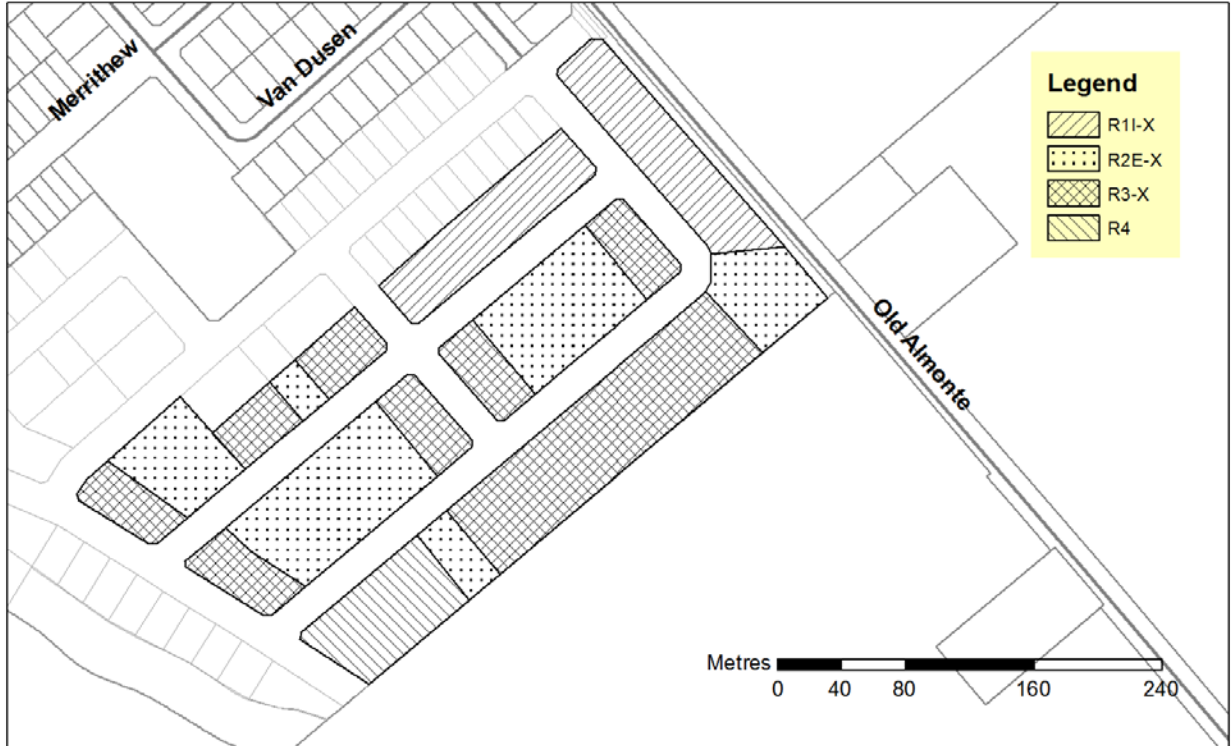
\_\_\_\_\_  
Shaun McLaughlin, Mayor

\_\_\_\_\_  
Shawna Stone, Clerk

SCHEDULE 'A'  
TO BY-LAW NO. 18-XX



Zoning By-law Amendment Application D14-HO-17; Z-05-17  
Concession 10, West 1/2 Part Lot 14  
Almonte Ward, Municipality of Mississippi Mills  
Municipally known as Riverfront Estates Phase 5



**THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**  
**ADMINISTRATION REPORT**

**DATE:** January 30, 2018  
**TO:** Council  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT: Procurement By-law**

---

**RECOMMENDATION:**

**THAT Council approve the Procurement By-Law as amended.**

**BACKGROUND:**

Proposed amendments to the Municipality’s procurement policy were discussed with Council at the Committee of the Whole meeting held on January 16, 2018. Council provided comments and proposed additional revisions to the policy. The Treasurer is to consider and investigate their suggestions further and incorporate them in the policy if appropriate. The intent is that the amended policy will be approved by Council on January 30, 2018.

**DISCUSSION:**

The following chart summarizes the suggested change or query by Council and the action that is being taken:

<b>Change/Query</b>	<b>Action</b>
Schedule B. The use of the term bid irregularity vs. compliant or non-compliant	No change to the policy. This term is commonly used in procurement policies to describe errors in the bid submissions. Refer to Schedule B. Some irregularities, depending on the policy and the nature of the error, give the bidder an opportunity to correct the error by a specified time. After the irregularity is corrected the bid would be considered compliant or conversely if the time period expired the bid would be considered non-compliant.
Section IV (1) Vendor Eligibility-concerned that statements contained in this section may not be legal. Asked for a legal opinion	No change to the policy. This section was taken from the City of Hamilton’s approved procurement policy which they have confirmed was reviewed by their lawyer.

<b>Change/Query</b>	<b>Action</b>
Section XI (3) and Section XII (I) - Concern that invitational bids and pre-qualification of bidders are the same	No change to the policy. The pre-qualification of a bidder means that they have already been vetted by the Municipality as an eligible supplier/vendor before a tender/RFP is issued which would be by invitation. This does not mean that all invitational bids have pre-qualified bidders as there is a process to pre-qualification that would not occur in all circumstances where the use of an invitational bidding process is utilized.
Notice to Council on circumstances surrounding vendor ineligibility	No change to the policy. This is already included under Section XIV
Section XII (4) Disposal of Surplus Assets to municipal employees and Council	This item has been removed in its entirety from the policy.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report or the new provisions of the policy.

**SUMMARY:**

The Procurement Policy has been amended to reflect the chart above. It is recommended that Council approve the Procurement By-law as amended.

Respectfully submitted,

Reviewed by,

\_\_\_\_\_  
Rhonda Whitmarsh, Treasurer

\_\_\_\_\_  
Diane Smithson, CAO

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## ADMINISTRATION REPORT

**DATE:** January 30, 2018  
**TO:** Committee of the Whole  
**FROM:** Rhonda Whitmarsh, Treasurer  
**SUBJECT:** Amendments to Delegated Authority By-law

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### RECOMMENDATION:

**THAT Council pass a by-law to amend the Delegated Authority By-law to include amended and new items as proposed in the Treasurer's report dated January 30, 2018.**

### BACKGROUND:

In 2007, Council passed its first by-law to delegate authority for some matters to staff in order to eliminate work of a more operational matter at the Council table, free up time at Council and Committee meetings for more important matters and improve timing of decisions. Under Section 23.1 of the Municipal Act, Council is authorized to delegate its powers and duties to a person.

Since 2007, a number of amendments have been made to the delegated authority by-law. As new items are recommended for inclusion on the list, they are saved up and brought forward about once a year for consideration by Council.

### DISCUSSION:

The following is a list of items that staff would like changed or considered by Council for inclusion in the delegated authority by-law:

1. That the CAO shall have authority to approve the following:
  - Tender/quote awards
    - within budget, over \$25,000 and offered to the lowest bidder.  
This is a recommended amendment to the by-law. The only change is to increase the limit from the current \$20,000 to \$25,000 to mirror the proposed changes to the procurement policy.

- Request for Quote awards
    - within budget, but offered to a bidder other than the lowest bidder. Bid being awarded can be no more than 25% higher than the lowest bid. This is a proposed addition to the by-law where the dollar value of the work does not require a formal RFP but the scope of the work in the lowest bid is not considered sufficient. The bid being awarded must still be within budget.
2. That Department Heads be delegated the authority to approve the following:
- Tender/quote awards
    - within budget, less than \$25,000 and offered to the lowest bidder. This is a recommended amendment to the by-law. The only change is to increase the limit from the current \$20,000 to \$25,000 to mirror the proposed changes to the procurement policy.
3. Specified Staff Authorities:
- The Planner to approve Development Agreements that implement decisions from the Committee of Adjustment
    - This is a proposed addition to the by-law. It is recommended that the decisions of the Committee of Adjustment be approved without requiring a further review by Council.
  - The Planner to approve Development Agreements for minor site plan approvals.
    - This is a proposed addition to the by-law. The Planner has delegated authority already for minor site plan approvals so this is allowing approvals of the related development agreements.
  - The Planner to approve redline changes to an approved plan of subdivision provided that there is not a significant change to the approved road pattern and/or that the increase in units does not exceed 10% of the units on the approved draft plan of subdivision.
    - This is a proposed addition to the by-law. The redline changes are in keeping with the approved plan of subdivision and are considered minor in nature



- The Planner to approve the clearance of subdivision conditions.
  - This is a proposed addition to the by-law. Subdivision conditions are established by Council. The clearance of these conditions is considered administrative in nature.
  
- The Treasurer has the authority to sign and execute minutes of settlement between the Municipality and the Municipal Property Assessment Corporation (MPAC) and /or the Assessment Review Board (ARB).
  - This is a proposed addition to the by-law. New ARB rules in 2017 require a Staff person with the authority to bind the Corporation to be present at ARB conferences and hearings in order to finalize decisions. Presently the CAO and Clerk have this authority but dealings with the ARB and/or MPAC relate to taxation and assessment therefore the Treasurer should also be given this authority.

**FINANCIAL IMPACT:**

There is no financial impact associated with the above recommendation.

**SUMMARY**

The intent of the Delegated Authority By-law is to allow items of a more routine, operational nature to be delegated to Staff to allow for timely decision making and to free up time on Council agendas for more important matters.

Respectfully submitted,

Reviewed by,

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Rhonda Whitmarsh, Treasurer

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Diane Smithson, CAO

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

**ADMINISTRATION REPORT**

**DATE:** January 30, 2018  
**TO:** Committee of the Whole  
**FROM:** Diane Smithson, CAO  
**SUBJECT:** Selection of an Interview Panel for the CAO Recruitment

---

**RECOMMENDATION:**

**THAT Council authorize proceeding with Option 1 – Striking Committee Members being chosen as the interview panel to assist with the hiring process for a new Chief Administrative Officer.**

**BACKGROUND**

On December 20, 2017, Diane Smithson provided her resignation from the position of Chief Administrative Officer (CAO) after 20 years of service with the Municipality of Mississippi Mills effective March 2, 2018.

At the January 16, 2018 Council meeting, the following resolution was passed with respect to the hiring:

**Resolution No. 17-18**

**Moved by Councillor Wilkinson**

**Seconded by Mayor McLaughlin**

**THAT Council authorize proceeding with Option 1 – retaining the services of a head hunting firm to assist with the hiring of a Chief Administrative Officer.**

**CARRIED**

**DISCUSSION**

The Request for Proposal for retaining Executive Search Services has been issued and a recommendation on the successful firm is expected for the February 6, 2018 Council meeting. In order to expeditiously move this process forward, it is recommended that Council select a hiring panel now so that once the RFP is issued, the panel can immediately begin working with the Executive Search Firm / Individual. At the end of the process, the interview panel's recommendation will be presented to Council for approval.

It is recommended that the interview panel be comprised of no more than five (5) members including the head hunter, the Mayor and three councillors.

The following are the options presented to Council for the selection of the three councillors:

#### Option 1 – Striking Committee Members

Under this option, the three members would be the councillors who received the highest number of votes in each ward. If members of the Striking Committee are not interested in participating in the process, another option would have to be selected.

#### Option 2A – Volunteers by Ward

Under this option, Ward Councillors who have an interest in participating in the hiring process could volunteer. If more than one person per Ward volunteer, staff recommends that if no one wishes to withdraw their name, a decision be held by pulling a name from a hat. This option would allow councillors who have not participated in a hiring process in the past year to be able to do so.

#### Option 2B – Volunteers at Large

Under this option, any Councillors who have an interest in participating in the hiring process could volunteer. Again, If there are more people who volunteer than positions available, staff recommends that if no one wishes to withdraw their name, a decision be held by pulling names from a hat. This option would allow councillors who have not participated in a hiring process in the past year to be able to do so.

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this recommendation.

### **SUMMARY**

Staff recommends that Council decide on the membership of the interview panel to allow the successful head hunter to begin work immediately once approved by Council.

Respectfully submitted

Diane Smithson,  
Chief Administrative Officer

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

**ADMINISTRATION REPORT**

**DATE:** January 30, 2018  
**TO:** Committee of the Whole  
**FROM:** Diane Smithson, CAO  
**SUBJECT:** **Animal Pound Contract**

---

**RECOMMENDATION:**

**THAT Council authorize entering into a six (6) month contract with Almonte Veterinary Services to provide pound services for the period February 1, 2018 – July 31, 2018;**

**AND THAT the CAO shall be authorized to extend the contract for further periods up to five (5) years on agreement of the parties.**

**BACKGROUND:**

Since 2016, the Municipality has received its pound services through Lanark Animal Pound operating out of the Lanark Animal Welfare Society (LAWS) location in Drummond/N Elmsley Township.

**DISCUSSION**

Staff was advised last fall that Lanark Animal Pound is no longer able to provide animal pound services to the Municipality effective January 31, 2018.

Staff has been investigating options for pound services and approached some local veterinary firms and the Ottawa Humane Society. The Ottawa Humane Society has advised that they are unable to offer these services at this time.

Of the options investigated, Almonte Veterinary Services (AVS) has expressed a willingness to provide the service on a six (6) month trial basis with an option to extend for further periods as agreed to by the parties. It should be clear that they are operating a pound for dogs only and not a shelter. They will keep the dogs for the required period of time under the legislation and will do their best to find homes for any animals they can, however, there may be a necessity to euthanize animals in some instances.

This is an excellent solution for Mississippi Mills at this time.

**FINANCIAL IMPLICATIONS:**

For the past few years, Mississippi Mills has on average five (5) dogs brought to LAWS.

Under the Almonte Veterinary Services proposal, they are asking for their daily overnight rate of \$17 plus HST weekdays and \$35 plus HST for weekends and Statutory holidays. These fees would be paid during the redemption period defined under the legislation.

As a comparative, Lanark Animal Pound charged a flat rate of \$350 per dog brought to their pound located at the LAWS site.

The AVS rates and resulting cost will be well within the Animal Control Budget of \$34,000 however, we have to keep in mind that other items that come out of that budget are the cost to pay Municipal Law Enforcement Services as our Animal Control Officer and for any medical intervention required to keep animals comfortable depending on the situation.

**SUMMARY:**

As an interim solution, staff recommends that Council enter into a six (6) month agreement with Almonte Veterinary Services in order to provide a pound facility in the interim until a Lanark County Pound option is available.

Respectfully submitted,

Diane Smithson,  
Chief Administrative Officer

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## STAFF REPORT

**DATE:** January 30, 2018  
**TO:** Committee of the Whole  
**FROM:** Shawna Stone, Clerk  
**SUBJECT:** **Bill 68 – *Modernizing Ontario's Municipal Legislation Act, 2017***

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### RECOMMENDATION:

**THAT** the Clerk's report re: **Bill 68 – *Modernizing Ontario's Municipal Legislation Act, 2017*** be received;

**AND THAT** the Procedural By-law be amended to include the new closed meeting exceptions.

### BACKGROUND:

This report is further to the June 6, 2017 report which provided a summary of the proposed changes under Bill 68 (Attachment 1) and proposal for a joint Lanark County / Municipal Integrity Commissioner. There remain other procedural items in the 'parking lot' to be discussed and they will be brought forward at a future date. The intent of this report is to address the Bill 68 provisions that came into force and effect on January 1, 2018.

Bill 68, *Modernizing Ontario's Municipal Legislation Act, 2017* was introduced on November 16, 2016 and obtained Royal Assent on May 30, 2017. While some sections came into effect upon Royal Assent, other sections will come into force in phases e.g. in January 2018 new definition of meeting, electronic meetings, and new closed meeting exceptions; in March 2019 codes of conduct, appointment of an integrity commissioner, conflict of interest registry, and adoption of policies.

### DISCUSSION:

#### **New Definition of a Meeting**

The current definition of a meeting in the Procedural By-law reflects the updated definition set out in Bill 68. No update is required at this time.

#### **New Closed Meeting Exceptions**

Four new exceptions have been added to section 239(2) of the *Municipal Act*. Section 53 of the Procedural By-law will need to be amended to include the following:

- information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;

- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value; or
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

### **Electronic Participation in Council Meetings**

Municipalities now have the option to allow for electronic participation in meetings. Electronic participation may only occur during open public meetings (not in camera/closed sessions) and councillors participating electronically are not counted towards quorum. There are a number of considerations to take into account before making a decision on this matter, such as:

- Infrastructure start-up costs (e.g. video-conferencing technology)
- Technology disruptions
- Confidentiality and privacy
- Difficulties in meeting management (e.g. ensure that those participating electronically have the opportunity to pose questions and participate in the discussions in a seamless manner)
- Voting (e.g. will those participating electronically be permitted to vote? What about recorded votes?)
- Potential benefits: increased participation for those unable to attend, reduce travel time/costs, greater flexibility for meeting times and dates

At this time, it is not recommended that provisions for electronic participation at meetings be included in the Procedural By-law. Electronic participation may be reviewed when the proper infrastructure is in place to support the requirements to securely and reliably host video-conferencing technology.

### **Appointment of an Integrity Commissioner**

Mississippi Mills, together with other municipalities in Lanark County (with the exception of Carleton Place), issued a joint RFP for an Integrity Commissioner. The RFP closed on January 15, 2018. A selection committee will review the submissions and make a recommendation for appointment to each participating Council.

### **Council Code of Conduct Policy and Council Staff Relations Policy**

Following the appointment of an Integrity Commissioner (IC), municipalities will work together with the IC to develop a uniform Council Code of Conduct, as well as a Council Staff Relations policy. The proposed policies will be brought forward for approval in due course.

**Conflict of Interest Registry**

Staff will implement a conflict of interest registry which will be made publically available on the municipal website. The registry will include a chronological list of when a member of Council declared a pecuniary interest, on what item, and general nature thereof.

**FINANCIAL IMPLICATIONS:**

There are no financial implications associated with this report.

The County will cover the retainer costs for the Integrity Commissioner, but any hourly rates associated with an investigation will be the responsibility of the affected municipality.

**SUMMARY:**

That the Procedural By-law be amended to include the new closed meeting exceptions.

Respectfully submitted,

Reviewed by,

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Shawna Stone, Clerk

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Diane Smithson, CAO

Attachment 1 – Bill 68 - Overview of Changes

Attachment 2 – By-law 18-xx Amend Procedural By-law 17-03



## Bill 68 - Overview of Changes

THEME	AMENDMENTS
<b>General Municipal Powers</b>	
<b>Climate Change and Environmental Matters</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i> and <i>Building Code Act, 1992</i></u></b></p> <ul style="list-style-type: none"> <li>• Expand authority for municipality to address climate change matters</li> <li>• New authority for municipality to pass by-law respecting protection of the environment through requiring buildings to be constructed in accordance with Ontario Building Code and prescribed Regulations, including green and alternative roofs</li> <li>• Include more general provisions permitting municipality to provide for or participate in long-term planning for energy use in municipality, including energy conservation, climate change and green energy</li> </ul> <p><b><u>Bill 68 Amendments to <i>Planning Act</i></u></b></p> <ul style="list-style-type: none"> <li>• Municipality shall have regard for matters of provincial interest including the mitigation of greenhouse gas emissions and adaptation to a changing climate</li> </ul>
<b>Community Councils</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i></u></b></p> <ul style="list-style-type: none"> <li>• discretion for municipality to establish community councils with: <ul style="list-style-type: none"> <li>- responsibility for exercising powers delegated to it by Council related to all or part of the municipality and making recommendations to Council on any matter, including budgets</li> <li>- composition can include a Council committee or at least two members including</li> <li>- Members of Council or individuals appointed by Council</li> </ul> </li> </ul>
<b>Accountability and Transparency</b>	
<b>Code of Conduct</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i></u></b></p> <ul style="list-style-type: none"> <li>• Mandatory for Council and its local boards Minister may issue Regulations prescribing matters to be included in Code of Conduct</li> </ul>
<b>Integrity Commissioner</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i></u></b></p> <ul style="list-style-type: none"> <li>• Council may appoint an Integrity Commissioner to: <ul style="list-style-type: none"> <li>- apply Code of Conduct (and procedures, rules and policies of the municipality) for Members and its local boards</li> <li>- provide advice to Members on the Code or applicable municipal policy or procedure</li> <li>- apply Municipal Conflict of Interest Act to Members</li> <li>- provide advice respecting member obligations under Municipal Conflict of Interest Act</li> <li>- provide educational information to Members</li> </ul> </li> </ul>

<p><b>Integrity Commissioner Cont'd</b></p>	<ul style="list-style-type: none"> <li>• Any Member request for advice from Integrity Commissioner shall be in writing and advice from the Integrity Commissioner shall be in writing</li> <li>• If no Integrity Commissioner appointed, municipality shall use one from another municipality</li> <li>• Integrity Commissioner may on own initiative conduct an inquiry about whether a Member of Council or local board has contravened the Code</li> <li>• Inquiry regarding a Municipal Conflict of Interest Act matter can be: <ul style="list-style-type: none"> <li>- on Integrity Commissioner's own initiative, subject to publishing notice of inquiry and may schedule a public meeting regarding inquiry</li> <li>- from any person applying in writing to the Integrity Commissioner (if application within six weeks of person becoming aware of alleged contravention) with application setting out reasons and including a statutory declaration</li> <li>- municipality shall provide all information requested by Integrity Commissioner inquiry</li> </ul> </li> <li>• In regard to matters investigated under the Municipal Conflict of Interest Act: <ul style="list-style-type: none"> <li>- inquiry to be completed within 180 days after notice published</li> <li>- upon completion of inquiry, Integrity Commissioner may: <ul style="list-style-type: none"> <li>▪ apply to a judge under the Municipal Conflict of Interest Act for a determination of a conflict under the Act</li> <li>▪ if not applying to a judge for determination, give notice to applicant of same</li> </ul> </li> </ul> </li> <li>• Integrity Commissioner advice provided to a Member may be released (publicly) with Member consent, or no consent if determined appropriate by Integrity Commissioner</li> <li>• Integrity Commissioner may disclose such information deemed necessary for a public meeting or referral of matter to a judge</li> </ul>
<p><b>Closed Meeting Investigation</b></p>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>• Council to pass resolution stating how it intends to address the report findings</li> </ul>
<p><b>Governance</b></p>	
<p><b>Regional Council</b></p>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>• Allow Regional Council to change composition of its Members that represent local municipalities without Regulation, following same process as current legislation i.e. public meeting, triple-majority</li> <li>• Following 2018 municipal election and every second election thereafter (i.e., 2026, 2032, etc.), Regional Council shall review composition</li> <li>• Minister can prescribe Regulations to change Regional Council composition if Regional Council does not pass a by-law during the review period to change its composition or affirm its current composition</li> <li>• Minister's actions to have regard for representation by population</li> </ul>

<b>Term of Office</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i></u></b></p> <ul style="list-style-type: none"> <li>• Term of office for Council begins November 15 in year of regular election</li> </ul>
<b>Meetings</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i></u></b></p> <ul style="list-style-type: none"> <li>• “Meeting” definition changed to include conditions of: <ul style="list-style-type: none"> <li>- Quorum of Members present</li> <li>- Members discuss or deal with any matter that materially advances the business or decision-making of the council or local board or committee</li> </ul> </li> <li>• Electronic participation of Members in a meeting permitted which is open to the public but Member not counted for quorum</li> </ul>
<b>Additional Reasons for a Closed Session Meeting</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i></u></b></p> <ul style="list-style-type: none"> <li>• Information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them</li> <li>• A trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization</li> <li>• A trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential</li> </ul>
<b>Additional Reasons for a Closed Session Meeting Cont’d</b>	<ul style="list-style-type: none"> <li>• A position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board</li> </ul>
<b>Administrative Penalties</b>	<p><b><u>Bill 68 Amendments to <i>Municipal Act, 2001</i></u></b></p> <ul style="list-style-type: none"> <li>• Allow municipality to establish and require administrative penalty payment if municipality satisfied person failed to comply with a by-law <ul style="list-style-type: none"> <li>- purpose is to promote compliance with by-laws</li> <li>- monetary Limit of administrative penalty shall not be punitive in nature, shall not exceed reasonable amount to promote compliance</li> <li>- if person subject to administrative penalty, then not charged with an offence</li> <li>- Minister may prescribe Regulations in the area</li> <li>- Administrative penalty is debt of the person to the municipality, and can be added to the tax roll if not paid within 15 days after date due and payable</li> </ul> </li> </ul>

<b>Practices and Procedures</b>	
<b>Head of Council Absence</b>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>Clarify responsibility of acting head limited to role of presiding at meetings</li> </ul>
<b>Maternity Leave for Member</b>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>Clarification that Member vacancy conditions do not apply to a Member who is absent for up to 20 consecutive weeks if absence is result of Member's pregnancy, birth of Member's child or adoption of child by Member</li> </ul>
<b>Alternate Member at Upper-Tier Council</b>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>Council of local municipality may appoint one of its Members as an alternate member of the upper-tier Council, to act in place of a person who is a member of the upper-tier Council, when the person is unable to attend a meeting of the upper-tier Council, subject to following restrictions: <ul style="list-style-type: none"> <li>only one alternate Member may be appointed at any given time</li> <li>cannot be used for an alternate Member already appointed to fulfil a temporary vacancy permitted under Act</li> <li>cannot be used to appoint an alternate head of the upper-tier Council</li> </ul> </li> </ul>
<b>Additional Mandatory Municipal Policies</b>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>Relationship between Members of Council and the officers and employees of the municipality.</li> <li>Manner in which the municipality will protect and enhance the tree canopy and natural vegetation in the municipality</li> <li>Pregnancy leaves and parental leaves of Members of Council</li> </ul>
<b>Service Delivery Integration</b>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>Minister may prescribe Regulations re. actions municipalities must take to support integration of planning for municipal service delivery with planning for service delivery by other public bodies or by other persons</li> </ul>
<b>Financial and Taxation Matters</b>	
<b>Tax Administration and Collection</b>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>Tax appeal applications are modified to include Payment-in-Lieu matters</li> <li>Treasurer will be able to make applications for gross or manifest error</li> <li>Supplementary/omitted assessments are eligible for tax appeal</li> <li>February 28 deadlines are changed to "end of February" to account for leap years</li> <li>Certain tax refunds can be applied to outstanding taxes despite ownership changes</li> <li>The electronic delivery of tax bills is permitted</li> <li>Change of timing from 3 to 2 years to initiate tax sale proceedings</li> <li>Individual extension agreements for tax collection no longer require a by-law and authority can be provided to the Treasurer</li> </ul>

	<ul style="list-style-type: none"> <li>• Eliminate one year period for the Court to make a determination of entitlement of proceeds of a tax sale</li> <li>• Vacancy rebate program changes</li> <li>• Changes to tax capping to expedite municipalities out of the program</li> <li>• Method for calculating the notional tax rate is expanded to include certain adjustments</li> </ul>
<b>Investments</b>	<p><b><u>Bill 68 Amendments to Municipal Act, 2001</u></b></p> <ul style="list-style-type: none"> <li>• Permit municipality to have prudent investor status subject to satisfying rules and conditions set out in future Regulations</li> <li>• Allow opportunity to explore diversified investment products in order to enhance investment yield while exercising due diligence and managing risk</li> </ul>
<b>Conflict of Interest</b>	
<b>Include Principles of Legislation</b>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• Importance of integrity, independence and accountability in local government decision-making</li> <li>• Importance of certainty in reconciling the public duties and pecuniary interests of members</li> <li>• Members are expected to perform their duties of office with integrity and impartiality in a manner that will bear the closest scrutiny</li> <li>• Benefit to municipalities and local boards when members have a broad range of knowledge and continue to be active in their own communities, whether in business, in the practice of a profession, in community associations, and otherwise</li> </ul>
<b>Conflict Exception</b>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• If matter under consideration at a meeting (in open or closed session) is to consider whether to suspend the remuneration paid to the member, then member may take part in the discussion of the matter and may attempt to influence the voting on any questions, but cannot vote on the matter</li> </ul>
<b>Declared Conflict filed in Writing</b>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• Member declaring an interest shall file a written statement of the interest and general nature with the Clerk</li> </ul>
<b>Registry of Conflicts</b>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• Requirement for municipal registry of conflicts filed in writing by a Member and making the each declaration available to the public</li> </ul>
<b>No Office Influence</b>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• Member, with any pecuniary interest, shall not use his/her office in any way to attempt to influence any decision or recommendation of officer or employee of corporation or local board or person delegated power or duty by the municipality, except if it relates to a delegated power to suspend the remuneration of a Member</li> </ul>

<p><b>Judicial Application</b></p>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• Any person may apply to judge for determination whether a Member or former Member (while a Member) has contravened the Municipal Conflict of Interest Act, subject to application being made within six weeks of becoming aware of alleged contravention, or can be made after six weeks if: <ul style="list-style-type: none"> <li>- applicant applied to Integrity Commissioner for an inquiry within six weeks of becoming aware</li> <li>- the Integrity Commissioner conducted an inquiry and has advised that no application will be made to a judge for a determination</li> <li>- the Integrity Commissioner has not completed an inquiry within the 180 days allotted</li> </ul> </li> <li>• Integrity Commissioner may apply to a judge for a determination related to an inquiry and after six week period</li> <li>• No application may be made after 6th anniversary of alleged contravention</li> </ul>
<p><b>Judicial Authority</b></p>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• Judge authority to: <ul style="list-style-type: none"> <li>- reprimand Member</li> <li>- suspend Member remuneration for up to 90 days</li> <li>- declare the seat vacant</li> <li>- disqualify a member or former member from being a member for up to seven years after order</li> <li>- if financial gain, require member to make restitution to affected part(ies)</li> </ul> </li> </ul>
<p><b>Conflict Impact on Council Decision</b></p>	<p><b><u>Bill 68 Amendments to Municipal Conflict of Interest Act</u></b></p> <ul style="list-style-type: none"> <li>• Member failure to comply with Municipal Conflict of Interest Act does not invalidate any proceeding unless the municipality declares the proceeding to be void before the second anniversary of the date of passing the by-law or resolution authorizing the matter (unless adversely affects rights that any person who acted in good faith)</li> </ul>
<p><b>Elections</b></p>	
<p><b>Term of Office</b></p>	<p><b><u>Bill 68 Amendments to Municipal Elections Act, 1996</u></b></p> <ul style="list-style-type: none"> <li>• Defining term of office after regular election to start November 15 instead of December 1</li> </ul>
<p><b>Contributions to Candidates</b></p>	<p><b><u>Bill 68 Amendments to Municipal Elections Act, 1996</u></b></p> <ul style="list-style-type: none"> <li>• Maximum individual contributions to any one candidate changed from \$750 to \$1,200</li> <li>• Maximum contribution by a candidate (or spouse) to his/her own campaign, combined shall not exceed lesser of: <ul style="list-style-type: none"> <li>- \$25,000</li> <li>- For head of council, \$7,500 plus 20 cents for each elector</li> <li>- For Member, \$5,000 plus 20 cents for each elector</li> </ul> </li> </ul>

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 18-

**BEING** a by-law to amend Procedural By-law 17-03.

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

**AND WHEREAS** Council passed Procedural By-law No. 17-03 on January 17, 2017;

**AND WHEREAS** amendments are required as a result of the passing of Bill 68 – *Modernizing Ontario's Municipal Legislation Act, 2017*;

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

1. **THAT** Section 53 - Consideration of a Closed Session be amended to include:
  - information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
  - a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
  - a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
  - a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.
2. **THAT** this By-law will come into effect on the day of its passing.
3. **THAT** By-law 17-03 shall be and is hereby amended.

**BY-LAW READ**, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

---

Shaun McLaughlin, Mayor

---

Shawna Stone, Clerk

**Mayor's Report – January 30, 2018**  
Annual Report on Mayor's Honorarium for 2017

The Mayor gets up to \$3500 annually for “extra-ordinary expenditures over and above remuneration, mileage, association and convention expenses.” As per the policy accepted by Council January 13, 2015, limits now exist on what a mayor can use the fund for.

My goal is to spend the fund in ways that benefit the community.

While there is no reporting requirement, I believe the public has a right to know how tax dollars are being spent. Therefore, this report gives an outline of expenditures in 2017.

In 2017, I used the fund to:

- Purchase two works of art from local artists for the mayor's office
- Pay for skating passes checked out at our libraries
- Sponsor a Town team at a charity golf tournament
- Support the Almonte General Hospital's summer regatta
- Pay to host a meeting of RMFEO (rural mayor's forum)
- Cover the cost of a reception for the Lt.-Governor of Ontario

I spent \$2651.50 in total. The remainder goes to reserves.



Here are the highlights from the regular Lanark County Council meeting held Wednesday, Jan. 24.

- **Plan for CHPI Funds Approved:** Council has approved the 2018/2019 Community Homelessness Prevention Initiative (CHPI) Investment Plan. At the community services committee meeting earlier this month, Social Housing Manager Sandy Grey explained the annual provincial funding aims to “prevent, address and reduce homelessness by improving access to adequate, suitable and affordable housing that is linked to flexible support services based on peoples’ needs.” Local service managers, such as the county, have flexibility to use the funds to address local needs and are required to submit a plan each year. The allocation for this year is \$1,276,996 and will be increased to \$1.3 million for 2019/2020. There are four service categories applicable to the CHPI program, including emergency shelter solutions, housing with related supports, services and supports, and homelessness prevention services. The county’s plan aligns with priorities it has identified in its Ten-Year Housing and Homelessness Plan. For emergency shelter solutions it provides \$45,000 for emergency hotel stays and a contact with Victim Services to provide after-hours social services. The housing with related supports category includes the cost of domiciliary hostels, as well as deposits for rent and utilities. The hostels are permanent accommodation for residents who require assistance with activities of daily living. There are currently contracts with providers in Smiths Falls, Montague, Drummond/North Elmsley and Carleton Place, and the budget is \$520,000. The services and supports category includes the cost of a full-time staff person, minor home repair (up to \$5,000 per applicant) for necessary repairs to allow people to remain in their homes, hoarding expenses, a community/public awareness event and emergency supports for homeless people. The budget is \$159,297. Homelessness prevention services includes eviction-prevention services such as payment for rental and utility arrears. The budget for this category is \$425,000. For more information, contact Sandy Grey, Social Housing Manager, at 1-888-9-LANARK, ext. 2401.
- **Upcoming Meetings: County Council, Wednesday, Feb. 14, 5 p.m.;** Community Services, Feb. 14 (following County Council); Corporate Services, Feb. 14 (following Community Services). **County Council, Wednesday, Feb. 21, 5 p.m.;** Public Works, Feb. 21 (following County Council); Economic Development, Feb. 21 (following Public Works). All meetings are in Council Chambers unless otherwise noted. For more information, contact 1-888-9-LANARK, ext. 1502. Like "LanarkCounty1" on Facebook and follow "@LanarkCounty1" on Twitter!

– 30 –

## INFORMATION LIST #02-18 January 30, 2018

The following is a list of information items received as of January 22, 2018.

<b>Item #</b>	<b>Date</b>	<b>Originator</b>	<b>Subject</b>
1	15-Dec-17	Minister of Tourism, Culture and Sport	Congratulatory Letter re: Almonte Heritage Conservation District
2	16-Jan-18	Town of Lakeshore	Resolution re: Allocating Infrastructure Funding for Storm Water Management & Drainage Improvements
3	16-Jan-18	Town of Amherstburg	Resolution re: Proposed Changes to the Cannabis Act
4	16-Jan-18	Town of Amherstburg	Resolution re: Tax Changes Proposed by Federal Government re Farmers
5	16-Jan-18	Ministry of Transportation	Workplace Electric Vehicle Charging Incentives Program

RECEIVED  
DEC 31 2017

**Ministry of Tourism,  
Culture and Sport**

**Ministère du Tourisme,  
de la Culture et du Sport**

Minister

Ministre

9th Floor, Hearst Block  
900 Bay Street  
Toronto, ON M7A 2E1  
Tel: 416 326-9326  
Fax: 416 326-9338

9<sup>e</sup> étage, édifice Hearst  
900, rue Bay  
Toronto (Ontario) M7A 2E1  
Tél. : 416 326-9326  
Télééc. : 416 326-9338



1090MC-2017-386

December 15, 2017

His Worship Shaun McLaughlin  
Mayor  
Mississippi Mills  
3131 Old Perth Road  
Box 400  
Almonte, ON K0A 1A0

Dear Mayor McLaughlin:

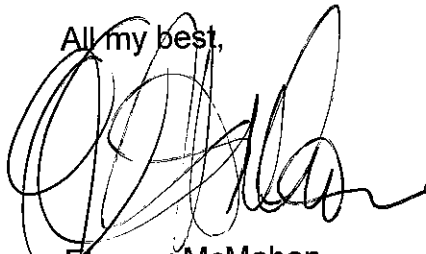
I am pleased to congratulate the Town of Mississippi Mills on the establishment of the Downtown Almonte Heritage Conservation District.


This important step demonstrates the value your community places on conserving its heritage, remembering and understanding its past, and encouraging a deeper sense of community identity. The District will help protect invaluable heritage resources for the enjoyment of future generations.

Municipalities, municipal heritage committees and other heritage organizations are doing terrific work on heritage conservation throughout Ontario. It is an important form of economic development that can attract visitors who have an interest in Ontario's rich and varied history.

Once again, please accept my congratulations on the establishment of this important tool and on your commitment to protecting Ontario's cultural heritage.

All my best,

  
Eleanor McMahon  
Minister

*Congrats on this outstanding initiative.*  




## TOWN OF LAKESHORE

419 Notre Dame St.  
Belle River, ON N0R 1A0

January 16, 2018

All Ontario Municipalities

VIA EMAIL

To Whom It May Concern:

**RE: ALLOCATE INFRASTRUCTURE FUNDING DEDICATED TO  
MUNICIPALITIES FOR STORM WATER MANAGEMENT AND  
DRAINAGE IMPROVEMENTS**

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At their meeting of November 7, 2017 the Council of the Town of Lakeshore duly passed the following resolution.

Councillor Wilder moved and Deputy Mayor Fazio seconded:

**WHEREAS** weather patterns seem to have changed, in that excessive and prolonged precipitation is now becoming more frequent and regular;

**WHEREAS** there is an increased chance of flooding, as result of excessive and prolonged precipitation;

**WHEREAS** municipalities are now faced with the reality that significant storm water management and drainage infrastructure improvements are required to mitigate against flooding, which will come at a significant cost;

**WHEREAS** it is not feasible for municipalities to pass along the costs of all storm water management and drainage improvements onto property owners through property tax increases or drainage assessments;

**WHEREAS** municipalities are almost entirely reliant upon property taxes for their funding needs; and

**WHEREAS** the Government of Canada and the Government of Ontario have recognized the need for infrastructure investments and have promised funding for these investments.

**NOW THEREFORE BE IT RESOLVED** that the Government of Canada and the Government of Ontario be urged to immediately allocate infrastructure funding dedicated to municipalities for storm water management and drainage improvements;

**BE IT FURTHER RESOLVED** that the Government of Canada and the Government of Ontario prioritize funding allocations according to the recent propensity of specific regions to flood, with a specific focus on regions that have flooded multiple times, within a 1 year period;

**BE IT FURTHER RESOLVED** that a copy of this motion be sent to the Right Honourable Justin Trudeau, Prime Minister of Canada, Mr. Andrew Scheer, Leader of the Conservative Party of Canada, Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada, Ms. Elizabeth May, Leader of the Green Party of Canada, all Members of Parliament, the Honourable Kathleen Wynne, Premier of Ontario, Mr. Patrick Brown, Leader of the Progressive Conservative Party of Ontario, Ms. Andrea Horwath, Leader of the New Democratic Party of Ontario, and all Members of Provincial Parliament in Ontario; and

**BE IT FURTHER RESOLVED THAT** a copy of this Motion be sent to the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO) and all Ontario municipalities for their consideration.

**Motion Carried Unanimously**

Should you require any additional information with respect to the above matter, please contact the undersigned.

Yours truly,



Mary Masse  
Clerk

/km

cc: Right Honourable Justin Trudeau, Prime Minister of Canada  
cc: Honourable Kathleen Wynne, Premier  
cc: Mr. Andrew Scheer, Leader of the Conservative Party of Canada  
cc: Mr. Jagmeet Singh, Leader of the New Democratic Party of Canada  
cc: Ms. Elizabeth May, Leader of the Green Party of Canada  
cc: Hon. Patrick Brown, Leader of Progressive Conservative Party  
cc: Hon. Andrea Horwath, Leader of New Democratic Party  
cc: Members of Provincial Parliament in Ontario  
cc: Federation of Canadian Municipalities (FCM)  
cc: Association of Municipalities of Ontario (AMO)  
cc: Via Email - All Ontario Municipalities



# The Corporation of The Town of Amherstburg

January 16, 2018

VIA EMAIL

Windsor-Essex County Board of Health  
360 Fairview Ave. West, Suite 215  
Essex, ON  
N8M-3G4

Dear Chair, Mr. Gary McNamara:

**RE: Proposed Changes to the Cannabis Act (Bill C-45)**

At its meeting of December 11<sup>th</sup>, 2017, Amherstburg Town Council passed the following motion:

***Resolution # 20171211-1001 - That the correspondence from the Windsor-Essex County Board of Health regarding proposed changes to the Cannabis Act (Bill C-45) BE SUPPORTED and that a letter BE SENT to all municipalities and AMO.***

Best Regards,

Tammy Fowkes  
Deputy Clerk

cc: Ontario Municipalities  
Association of Municipalities of Ontario (AMO)

encl. Windsor-Essex County Board of Health Resolution

November 27, 2017

The Honourable Dr. Eric Hoskins  
Minister of Health and Long-Term Care  
Hepburn Block, 10th Floor  
80 Grosvenor Street  
Toronto, ON M7A 2C4  
[ccu.moh@ontario.ca](mailto:ccu.moh@ontario.ca)

Dear Minister Hoskins

### **Proposed Changes to the Cannabis Act (Bill C-45)**

The Board of Health of the Windsor-Essex County Health Unit would like to commend the Ministry of Health and Long-Term Care, Ministry of the Attorney General's office, and the Ministry of Finance for the proposed changes to the *Cannabis Act (Bill C-45)*. The increase in minimum age of consumers, restriction of cannabis to youth under the age of 19, the government-run LCBO model for retail outlets and plans to regulate the location of cannabis retail outlets through zoning and licensing, will help to mitigate the unintended consequences of legalization to vulnerable populations.

Consuming cannabis, especially on a regular basis, is associated with many adverse health outcomes. Chronic diseases related to the carcinogens, toxins, and irritants similar to those found in tobacco smoke are also associated with cannabis use (SHAF, 2016). The effects of cannabis are particularly detrimental to adolescents and youth under the age of 25, as the developing brain is likely to be affected. In addition, individuals with mental illness are seven times more likely to use cannabis weekly, and are ten times more likely to have a cannabis use disorder (CAMH, 2013). Cannabis use can also make mental illness worse.

Another public health concern related to cannabis legalization is drug-impaired driving. The effects associated with cannabis use, such as slowed reaction time, the impacts on decision-making and divided attention, makes driving extremely dangerous after cannabis use. Cannabinoids are, in fact, among the most common psychoactive substances found in deceased and injured drivers in Canada (Wettlaufer et al., 2017).

On October 19, 2017, the Board of Health of the Windsor-Essex County Health Unit passed a Resolution with regard to the licensing, planning, and zoning regulations of cannabis retail outlets and the coordinated efforts of Windsor-Essex municipalities in preventing the harms associated with cannabis use, as outlined below:

**Whereas** the federal government has announced its intention to legalize recreational cannabis through the passing of the *Cannabis Act* prior to July 1<sup>st</sup>, 2018, and

**Whereas** cannabis smoke contains many of the same carcinogens, toxins, and irritants found in tobacco smoke with the added psychoactive properties of cannabinoids like THC, and

**Whereas** increased access to cannabis will result in increased risk for chronic disease, mental illness and injury, and

**Whereas** municipalities have control over the density and location of retail outlets through zoning, planning, and licensing regulations,

**Now Therefore it be Resolved** that the Windsor-Essex County Board of Health for the Windsor-Essex County Health Unit encourages all Windsor-Essex municipalities to develop strict licensing, planning, and zoning regulations related to the location and density of cannabis retail outlets, particularly in areas where vulnerable populations may be unfairly targeted.

**Further that** staff of the Windsor-Essex County Health Unit work with enforcement agencies and municipalities to provide a public health perspective into decision making related to the enforcement of cannabis smoking in prohibited areas, and

**Further that** staff of the Windsor-Essex County Health Unit utilize the Lower-risk Cannabis Use Guidelines set out by key national stakeholders, like the Centre for Addictions and Mental Health and the Canadian Public Health Association, in the development of a comprehensive public education and awareness campaign.

The Board of Health at the Windsor-Essex County Health Unit supports the efforts aimed at keeping recreational cannabis out of the hands of children and youth, as well as other vulnerable populations to which harm may result.

Determining the locations of cannabis retail outlets in Windsor-Essex based on licensing, planning, and zoning regulations through a coordinated effort of the municipalities in Windsor-Essex, will help to ensure these populations are better protected from the negative effects of cannabis use. Additionally, in order to ensure local enforcement and health promotion goals can be met, the local Board of Health requires supplementary funding which can be allocated to the training and hiring of enforcement officers, health promotion staff, and administrative supports.

[Resolution - Cannabis - October 2017 - AODA.pdf](#)

Sincerely,



Gary McNamara  
Chair, Windsor-Essex County Board of Health

c: Windsor-Essex County Board of Health  
Ms. Monika Turner, Director of Policy, AMO  
Dr. Peter Donnelly, President and CEO, Public Health Ontario  
Hon. Dipika Damerla, Associate Minister of Health and Long-Term Care  
Association of Local Public Health Agencies

Local MPP's / City of Windsor – City Clerk / County of Essex – Municipal Clerks  
Dr. David Mowat, Interim Chief Medical Officer of Health  
Ms. Sue Makin, President, the Ontario Public Health Association  
Mr. Gordon Fleming, Manager of Public Health Issues, aPHa  
Ontario Boards of Health

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*References:*

Centre for Addiction and Mental Health. CAMH study shows mental illness associated with heavy cannabis use. [Report online]. April 2013. [Last accessed 2017 Nov 6]. Available from:

[http://www.camh.ca/en/hospital/about\\_camh/newsroom/news\\_releases\\_media\\_advisories\\_and\\_backgrounders/current\\_year/Pages/CAMH-study-shows-mental-illness-associated-with-heavy-cannabis-use-.aspx](http://www.camh.ca/en/hospital/about_camh/newsroom/news_releases_media_advisories_and_backgrounders/current_year/Pages/CAMH-study-shows-mental-illness-associated-with-heavy-cannabis-use-.aspx)

Smoking and Health Action Foundation. Secondhand Marijuana Smoke: Health effects of exposure. [Report online]. September 2016 [Last accessed 2017 Jul 18]. Available from: [http://smokefreehousingon.ca/wp-content/uploads/2015/11/health\\_effects\\_of\\_exposure\\_secondhand\\_mj\\_smoke\\_2016-finals.pdf](http://smokefreehousingon.ca/wp-content/uploads/2015/11/health_effects_of_exposure_secondhand_mj_smoke_2016-finals.pdf)

Wettlaufer A, Florica R O, Asbridge M, Beirness D, Brubacher J, Callaghan R, Fischer B, Gmel G, Imtiaz S. Estimating the harms and costs of cannabis-attributable collisions in the Canadian provinces. *Drug and Alcohol Dependence* [serial online]. 1 April 2017; 173:185-190 [Last accessed 2017/06/19]. Available from: <http://www.sciencedirect.com/science/article/pii/S0376871617300686>





# The Corporation of The Town of Amherstburg

January 16, 2018

VIA EMAIL

Essex County Federation of Agriculture  
360 Fairview Ave. West  
Essex, ON  
N8M-3G4

Dear President, Mr. Lyle Hall:

**RE: Tax Changes Proposed by the Federal Liberal Government**

At its meeting of December 11<sup>th</sup>, 2017, Amherstburg Town Council passed the following motion:

***Resolution # 20171211-1000 - That the correspondence from the Essex County Federation of Agriculture regarding their concern over the proposed tax changes BE SUPPORTED.***

Best Regards,

Tammy Fowkes  
Deputy Clerk

cc: The Honourable Bill Morneau, Minister of Finance  
Ontario Municipalities  
Association of Municipalities of Ontario (AMO)

encl. Essex County Federation of Agriculture Letter

December 5, 2017

RE: Tax Changes proposed by the Federal Liberal government.

Dear Mayors and members of council,

We are writing to you today because we believe that the concerns of small business must be taken seriously by governments at every level, including the Municipal level. We are also concerned about the tax changes proposed by the federal Liberal government this past summer.

We are extremely concerned about the manner of the announcement, the short consultation period and the possible negative effects on Farmers, and Farm Families in our communities.

We are very aware of the unfairness of the current tax system, and we do encourage a system of tax fairness to address rising inequalities in Canada, however the decision by government to launch a consultation process in the middle of summer limited the capacity of Canadians, especially our local farmers, to fully participate.

Family farms represent a particular kind of small business, and differ from other small businesses. MP Guy Caron, tabled Bill C-274 during the 42nd parliament and the aim of this Bill was to facilitate the transfer of small businesses, or farm and fishing businesses, between family members by modifying the Income Tax Act. Sadly, this initiative was rejected by the Liberals during second reading.

Today's government announcement of a reduced small business tax is good news. However, we remain concerned and uncertain of what is coming next.

We are asking you to write to the Minister of Finance and to continue to pressure the government to honour its campaign promises and focus on real tax fairness.

Sincerely,

*Lyle Hall*

President, Essex County Federation of Agriculture

**From:** [Electric Vehicle Workplace Charging Incentive Program \(MTO\)](#)  
**To:** [SandyR@dutyfree.ca](mailto:SandyR@dutyfree.ca)  
**Subject:** Workplace Electric Vehicle Charging Incentive Program  
**Date:** January-16-18 10:25:59 AM

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Good morning,

I am writing to let you know about a new program being launched today to support electric vehicle charging at workplaces.

As part of the Climate Change Action Plan (CCAP), the government is expanding the electric vehicle charging network in Ontario in an effort to accelerate the electrification of the transportation sector. The [Workplace Electric Vehicle Charging Incentive Program \(WEVCIP\)](#) will provide funding to employers and commercial building managers or owners to install electric vehicle chargers for their employees and tenants at workplaces across Ontario.

Employers and commercial building owners or managers are eligible for 80 per cent of the initial costs of installation of an electric vehicle charging space, up to \$7,500 per charging space. Funding is limited, and is available on a first come, first served basis.

Details about program eligibility and requirements can be found in the [WEVCIP Program Guide](#) and the [WEVCIP Grants Ontario portal page](#). Applications must be submitted through [Grants Ontario](#) and will open on January 16, 2018.

A webinar to support the application process will be held on February 7, 2018 at 10 a.m. EST. Please contact [WEVCIP@ontario.ca](mailto:WEVCIP@ontario.ca) to register. Details will be forthcoming.

If you have any questions about the program, please refer to the Program Guide for contact details.

Thank you,  
WEVCIP Team

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[En français]

Bonjour,

La présente vise à vous informer du lancement aujourd'hui d'un nouveau programme qui financera l'installation de bornes de recharge de véhicules électriques en milieu de travail.

Dans le cadre du Plan d'action sur les changements climatiques, le gouvernement développe le réseau de bornes de recharge en Ontario afin d'accélérer le passage à l'énergie électrique

# COUNCIL CALENDAR

## January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 <b>New Year's Day Office Closed</b>	2	3	4	5	6
7	8	9 2:30pm AAC	10	11	12	13
14	15	16 6:00 pm Council	17 5:30 pm COA	18	19	20
21	22 6:30 pm EAC	23 8:00 am CECD 6:00 pm ATAC	24 7:00 pm Heritage	25	26	27
ROMA Toronto	ROMA Toronto	ROMA Toronto				
28	29	30 8:00am Agricultural 1-8pm COP Drop In AOTH 6:00 pm Council	31 7:00 pm Library			

# COUNCIL CALENDAR

## February 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 8:00am Beautification	2	3
4	5	6 6:00pm Council	7	8 3:30pm Cultural 7:00pm AOTH	9	10
11	12 6:30pm EAC	13 2:30pm AAC	14	15	16	17
18	19 <b>Family Day Office Closed</b>	20 6:00pm Council	21	22 8:00am Beautification	23	24
25	26	27	28 7:00pm Heritage 7:00pm Library			

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

**BY-LAW NO. 18-09**

**BEING** a by-law to amend Traffic and Parking By-law 02-27.

**WHEREAS** under section 11(2) of the Municipal Act 2001, S.O. 2001, c.25, a lower-tier municipality may pass by-laws respecting matters within the following sphere of jurisdiction: highways, including parking and traffic on highways;

**AND WHEREAS** Council passed Traffic and Parking By-law 02-27 on February 12, 2002;

**AND WHEREAS** on-street parking has become problematic in the vicinity of the Orchard View retirement complex;

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

1. That Schedule B – No Parking be amended to include:

**NO PARKING**

<b>HIGHWAY/ STREET</b>	<b>HIGHWAY DIRECTION</b>	<b>FROM</b>	<b>TO</b>	<b>SIDE</b>
Paterson Street	North and South	Tatra Street	Robert Hill Street	Both Sides

2. By-law 02-27 is hereby amended.
3. This by-law shall come into force on April 1, 2018.

**BY-LAW** read, passed, signed and sealed in open Council this 30th day of January, 2018.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

## THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

### BY-LAW NO. 18-10

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

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

**NOW THEREFORE** the Council of the Corporation of the Municipality of Mississippi Mills pursuant to Section 34 of the *Planning Act*, R.S.O. 1990, Chapter P.13, enacts as follows:

1. Schedule 'C' to By-law No. 11-83, as amended, is hereby further amended by changing thereon from "Residential First Density Exception 20 (R1-20), Residential First Density Exception 21 (R1-21), Residential Third Density Exception 8 (R3-8), and Residential Fourth Density (R4)" to "Residential First Density Subzone I Exception X (R1I-X), Residential Second Density Subzone E Exception X (R2E-X), Residential Third Density Exception X (R3-X), and Residential Fourth Density (R4)" on those lands identified on the attached Schedule 'A', which are described as East Part of Lot 14, Concession 10, Almonte Ward, Municipality of Mississippi Mills of Mississippi Mills.
2. By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 13.4:

"13.4.X Notwithstanding the R1I zoning, lands designated as R1I-X on Schedule "A" to this by-law may be used in compliance with the R1I zone provisions contained in this by-law, except that the following provisions shall apply:

  1. The maximum lot coverage shall be 48%.
3. By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 14.4:

"14.4.X Notwithstanding the R2E zoning, lands designated as R2E-X on Schedule "A" to this by-law may be used in compliance with the R2E zone provisions contained in this by-law, except that following provisions shall apply:

  1. The maximum lot coverage shall be 55%; and
  2. Single-detached dwellings shall adhere to R1I-X standards.
4. By-law 11-83, as amended, being the Zoning By-law for the Municipality of Mississippi Mills, as amended, is hereby further amended by adding the following subsection to Section 15.4:

“15.4.X Notwithstanding the R3 zoning, lands designated as R3-X on Schedule “A” to this by-law, may be used in compliance with the R3-8 zone provisions contained in this by-law, except that the following provisions shall apply:

1. The maximum lot coverage shall be 68%; and
  2. The minimum rear yard setback shall be 6m.
5. This By-Law takes effect from the date of passage by Council and comes into force and effect pursuant to the provisions of the *Planning Act, R.S.O 1990*.

**BY-LAW** read, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

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Shaun McLaughlin, Mayor

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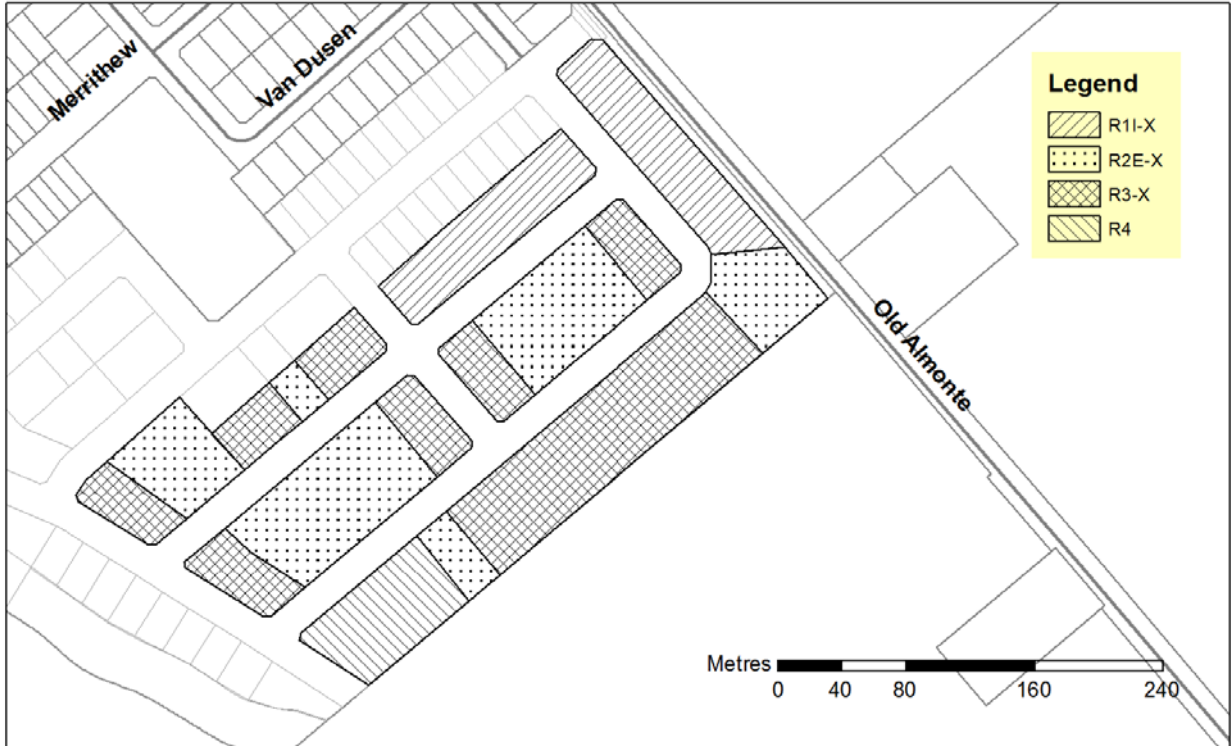
Shawna Stone, Clerk



SCHEDULE 'A'  
TO BY-LAW NO. 18-10



**Zoning By-law Amendment Application D14-HO-17; Z-05-17**  
**Concession 10, West 1/2 Part Lot 14**  
**Almonte Ward, Municipality of Mississippi Mills**  
**Municipally known as Riverfront Estates Phase 5**



# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 18-11

**BEING** a by-law to appoint Michael Cooke as a contract Building Official/Inspector, a By-law Enforcement Officer and a Property Standards Officer.

**WHEREAS** the Building Code Act, 1992, Section 3 (2) authorizes the Council of a municipality to appoint such officials as are necessary for the purpose of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** under Section 15.1(3) of the Building Code Act, S.O. 1992, Chapter 23 as amended, municipality may pass by-laws relating to property standards;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills deems it necessary and expedient to appoint Property Standards Officers for the administration and enforcement of the Property Standards By-law;

**AND WHEREAS** Section 15(1) of the *Police Services Act*, R.S.O. 1990, Chapter P.15, as amended, permits a municipality to appoint persons to enforce the by-laws of the municipality.

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

1. **THAT** Michael Cooke is hereby appointed:
  - a) as a Building Official for the Corporation of the Municipality of Mississippi Mills;
  - b) as a Property Standards Officer for the administration and enforcement of the Property Standards By-law for the Corporation of the Municipality of Mississippi Mills.
  - c) as a By-law Enforcement Officer for the administration and enforcement of all the municipal by-laws for the Corporation of the Municipality of Mississippi Mills.
2. **THAT** as the Property Standards Officer and By-law Enforcement Officer, Michael Cooke is hereby authorized and directed to administer and enforce the provisions of the all the municipal by-laws including the Property Standards By-law for the Municipality of Mississippi Mills;
3. **THAT** this By-law shall take force and effect on the day of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 18-12

**BEING** a by-law to appoint David Norton as a contract on-call Building Official/Inspector, a By-law Enforcement Officer and a Property Standards Officer.

**WHEREAS** the Building Code Act, 1992, Section 3 (2) authorizes the Council of a municipality to appoint such officials as are necessary for the purpose of the enforcement of the Building Code Act in the areas in which the municipality has jurisdiction;

**AND WHEREAS** under Section 15.1(3) of the Building Code Act, S.O. 1992, Chapter 23 as amended, municipality may pass by-laws relating to property standards;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills deems it necessary and expedient to appoint Property Standards Officers for the administration and enforcement of the Property Standards By-law;

**AND WHEREAS** Section 15(1) of the *Police Services Act*, R.S.O. 1990, Chapter P.15, as amended, permits a municipality to appoint persons to enforce the by-laws of the municipality.

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

1. **THAT** David Norton is hereby appointed:
  - a) as a Building Official for the Corporation of the Municipality of Mississippi Mills;
  - b) as a Property Standards Officer for the administration and enforcement of the Property Standards By-law for the Corporation of the Municipality of Mississippi Mills.
  - c) as a By-law Enforcement Officer for the administration and enforcement of all the municipal by-laws for the Corporation of the Municipality of Mississippi Mills.
2. **THAT** as the Property Standards Officer and By-law Enforcement Officer David Norton is hereby authorized and directed to administer and enforce the provisions of the all the municipal by-laws including the Property Standards By-law for the Municipality of Mississippi Mills;
3. **THAT** this By-law shall take force and effect on the day of its passing.

**BY-LAW READ**, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 18-13

**BEING** a by-law to authorize the signing of a six (6) month contract between the Corporation of the Municipality of Mississippi Mills and Almonte Veterinary Services for animal pound services.

**WHEREAS** Section 5.3 of the Municipal Act, 2001 (S.O. 2001, c.25) authorizes that municipal powers, including municipality's capacity, rights, powers and privileges under Section 9, shall be exercised by by-law unless the municipality is specifically authorized to do otherwise;

**AND WHEREAS** Section 9 of the Municipal Act, 2001 (S.O. 2001, c.25), provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

**AND WHEREAS** the Council of the Municipality of Mississippi Mills deems it expedient to enter into a contract with Almonte Veterinary Services to provide animal pound services for the municipality;

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

1. **SHORT TITLE**

This By-Law is short titled "Almonte Veterinary Services (AVS) - Pound Services Contract".

2. **AGREEMENT**

- (a) **THAT** the Mayor and Clerk shall be and are hereby authorized on behalf of the Corporation of the Municipality of Mississippi Mills to execute a contract between the Corporation of the Municipality of Mississippi Mills and Almonte Veterinary Services.
- (b) **THAT** the CAO shall have the authority to extend the contract for further terms up to five (5) years.
- (c) **THAT** the Clerk shall be and is hereby authorized to affix the corporate seal of the Corporation of the Municipality of Mississippi Mills to the said contract.

**BY-LAW READ**, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

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

**BY-LAW NO. 18-14**

**BEING** a bylaw to establish a policy for the procurement of goods and services for the Municipality of Mississippi Mills.

**WHEREAS** in accordance with Section 270 (1) of the *Municipal Act, 2001* municipalities shall adopt policies with respect to the procurement of goods and services;

**WHEREAS** in accordance with Sections 5 and 6 of the *Integrated Accessibility Standards* (Ontario Regulation 191/11) municipalities as designated public sector organizations must incorporate accessibility criteria and features into procurement practices when procuring or acquiring goods, services or facilities, including self-service kiosks;

**AND WHEREAS** this By-Law establishes the authority and sets out the methods by which goods and services will be purchased or disposed of for the purposes of the Municipality of Mississippi Mills subject to certain exceptions set out therein;

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

1. THAT the procurement policy attached as "Schedule A" forming part of this by-law is hereby adopted.
2. THAT this by-law shall take effect on the date of its passing.
3. THAT by-law 12-79 is hereby repealed.

**BY-LAW READ**, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

\_\_\_\_\_  
Shaun McLaughlin, Mayor

\_\_\_\_\_  
Shawna Stone, Clerk

# **Schedule A TO By-Law 18-14**

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

### **PROCUREMENT POLICY**

**Date: January 30, 2018**

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## SECTION I DEFINITIONS

In this Policy,

1. **Accessible Criteria and Features**  
means universal accessible standards or specifications as defined by regulation or as determined by Council.
2. **Acquisition/Purchase/Procurement**  
means the process used for obtaining goods and services.
3. **Agreement**  
means a legal document that binds the Municipality of Mississippi Mills and all other parties, subject to the provisions of the contract including terms of reference, terms of payment, respective responsibilities, etc.
4. **Annual Aggregate Value**  
means the total amount anticipated to be spent annually by all departments on a particular type of good or service.
5. **Approval**  
means authorization to proceed with the purchase or disposal of goods and/or services.
6. **Bid**  
means an offer or submission received in response to a request for quotation, tender or proposal which is subject to acceptance or rejection.
7. **Bid Irregularity**  
means a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response (see Schedule B).
8. **Bid Request**  
means a written request for bids or a solicitation, which may be in the form of a Request for Quotation, Request for Tender or Request for Proposal.
9. **Blanket Order (Supply Contract)**  
means a Purchase Order which establishes prices or a method for determining prices, terms and conditions and the period of time during which a vendor agrees to provide goods and services to the purchaser upon the purchaser's demand.
10. **Chief Administrative Officer (CAO)**  
means the Chief Administrative Officer for the Municipality of Mississippi Mills.
11. **Clerk**  
means the Municipal Clerk for the Municipality of Mississippi Mills.
12. **Contract**  
means a legally binding agreement between two or more parties. Such



agreements will consist in the form of a formal agreement between two or more parties that creates an obligation to provide defined goods and/or perform defined services.

**13. Conflict of Interest**

refers to a situation in which private interests or personal considerations may affect an employee's judgment in acting in the best interest of the Municipality of Mississippi Mills. It includes using an employee's position, confidential information or corporate time, material, or facilities for private gain or advancement or the expectation of private gain or advancement. A conflict may occur when an interest benefits any member of the employee's family or business associates.

**14. Corporate Signing Officer**

means the Head of Council, and Municipal Clerk or other individuals designated by Council or this policy.

**15. Cost Effective Bid**

means a bid received in response to a request that offers the best value for the dollars expended taking into consideration a quantitative and qualitative selections procedure.

**16. Council**

means the Council for the Municipality of Mississippi Mills.

**17. Co-op**

means a Co-operative acquisition venture.

**18. Department Head**

means the person responsible for direction and operational control of a Department or authorized designate.

**19. Designated Signing Authorization**

provides the authority for members of staff to execute legally binding contracts, on behalf of the Municipality of Mississippi Mills. Thresholds governing signing authorizations are as follows:

- a. Purchase Requisitions - Treasurer or CAO
- b. Agreements/Contracts - CAO or Mayor and Clerk

**20. Direct Appointment**

means to directly appoint a consultant on the basis of defined selection criteria, including but not limited to qualifications and experience.

**21. Disposal**

means the removal of materials owned by the municipality, which are deemed surplus, by sale, trade-in, auction, alternative use, or destruction.

**22. Emergency**

means a situation or threat or an impending situation which may affect the environment, life, safety, health and/or welfare of the general public, or the

property of the residents of the municipality requiring the purchase of goods and services immediately to prevent or correct dangerous or potentially dangerous safety conditions, further damage, to restore minimum service or ensure the safety of the public.

23. **Execute**  
means to legally bind the Municipality of Mississippi Mills to the terms and conditions defined within the Agreement.
24. **Expression of Interest**  
means a situation where vendors are solicited by the Municipality to advise the Municipality of their ability or desire to undertake municipal requirements.
25. **Goods and/or Services**  
includes supplies, equipment, property insurance, maintenance, professional and consulting services and service contracts not otherwise provided for.
26. **Invitational Bidding Process**  
means select bidders are invited to provide a bid submission in response to a procurement document.
27. **List of Bidders**  
means a list, retained by the respective departments of those vendors who are interested in submitting bids.
28. **Lowest Responsive Bid**  
means the lowest bid price submitted which meets the requirements and specifications as set out in the bid request, minor deviations excepted.
29. **Material Safety Data Sheets (MSDS)**  
means Material Safety Data Sheets which must be submitted by the vendor for all hazardous materials, including an index of chemical compounds with details of properties, handling details, precautions and first-aid procedures.
30. **Municipality**  
means the Municipality of Mississippi Mills.
31. **Negotiation**  
means the action or process of conferring with one or more vendors leading to an agreement on the acquisition of the required goods and services under the conditions outlined in this Policy.
32. **Open Market Procedure**  
means obtaining price quotations from vendors verbally or in writing.
33. **Privilege Clause**  
means the standard clause used in bid documents and advertising that reads in part “the lowest or any tender may not necessarily be accepted”.

34. **Procure/Procurement/Purchase**  
means to acquire by purchase, rental or lease of goods and/service.
35. **Professional and Consulting Services**  
includes architects, auditors, engineers, designers, planners, surveyors, management and financial consultants, brokers, legal services, and any other professional and consulting services rendered on behalf of the municipality.
36. **Proposal (Request for Proposal /RFP)**  
means an offer to provide goods or services to the Municipality, where it is not practical to prepare precise specifications, or where “alternatives” to detailed specifications will be considered, which may be subject to further negotiation. This process allows vendors to propose solutions to arrive at the end product, and allows for evaluation on criteria other than price.
37. **Purchase Order**  
means a written offer to purchase goods and services or a written acceptance of an offer where such offer has been made on forms prescribed by the Municipality.
38. **Purchase Requisition**  
means a request for goods and/or services initiated by the user, for which budget approval has been granted and sent to the CAO or Treasurer for action.
39. **Quotation (Request for Quotation/RFQ)**  
means an offer to sell goods and services to the Municipality or an offer to purchase surplus goods from the Municipality without the requirement for a sealed bid
40. **Real Property**  
means land or buildings and any interest, estate or right of easement affecting same.
41. **Responsive and Responsible Vendor**  
means one who complies with the provisions of the bid solicitation, including specifications, contractual terms and conditions, and who can reasonably be expected to provide satisfactory performance on the proposed contract based on reputation, or references, or performance on previous contracts, and adequate financial and other resources.
42. **Self Service Kiosk**  
means a computer terminal featuring specialized hardware and software designed for use by the public that provides access to information and applications for communication, commerce, entertainment and education.
43. **Single Source**  
means there is more than one source in the open market but only for reasons of function or service one vendor is recommended for consideration of the particular goods and/or services.

**43. Standing Offer**

Means an offer from a supplier that allows the Municipality to purchase frequently ordered goods and services from suppliers at prearranged prices, under set terms and conditions, when and if these are requested but no commitment exists until the Municipality places an order against the standing offer.

**44. Surety**

means a specified dollar amount in the form of cash, certified cheque, bid bond, performance bond, labour and materials bond, letter of credit or any other form as deemed necessary and stated in any quotation, tender or proposal documents issued by the Municipality.

**45. Tender**

means an offer received from a supplier of goods and/or services in response to a public advertisement requesting tenders sealed in an envelope.

**46. Treasurer**

means the Treasurer for the Municipality of Mississippi Mills.

**47. Verbal Quotation**

means the requisitioning department will receive pricing via telephone or in person, and will retain written documentation of the conversation and document the information on the requisition.

**SECTION II  
PROCUREMENT PRINCIPLES and GOALS**

The purchasing principles of the Municipality of Mississippi Mills are as follows:

1. to obtain the best value in the procurement of goods and services while treating all suppliers equitably.
2. to procure by purchase, rental or lease the required quality and quantity of goods and/or services, including professional and consulting services in an efficient, timely and cost effective manner while maintaining the controls necessary for a public agency in accordance with the Procurement Policy;
3. to encourage open competitive bidding for the acquisition and disposal of goods and services from the most responsive and responsible vendors;
4. to use vendors who comply with the provisions of the bid documents including specifications and contractual terms and conditions;
5. to use vendors who can be expected to provide satisfactory performance based on reputation, references, past experience and sufficiency of financial and other resources;
6. to consider all costs, including, but not limited to, acquisition, operating, training, maintenance, quality, warranty, payment terms, disposal value and disposal

- costs, in evaluating bid submissions from qualified, responsive and responsible vendors;
7. to give full consideration to the annual aggregate value or to consider the total project cost of specific goods and services that will be required by each department and by the Municipality as a whole prior to determining the appropriate acquisition method;
  8. to incorporate accessibility criteria and features when procuring or acquiring goods, services or facilities including self service kiosks, except where it is not practical to do so, to achieve the objectives of dignity, equal opportunity, independence and integration;
  9. to co-ordinate purchases on a municipal-wide basis when appropriate in order to obtain available volume discounts and best possible price;
  10. to monitor and report on the economic climate and legislative changes which may have an impact on the Municipality of Mississippi Mills and to determine the appropriate actions to be taken through purchasing policies and procedures;
  11. to encourage the procurement of goods and services made by methods resulting in the least damage to the environment and supply goods incorporating recycled materials or “environmentally friendly” materials where practicable;
  12. to avoid real and perceived conflicts between the interests of the Municipality and those of its employees and elected officials and to ensure compliance with the *Municipal Conflict of Interest Act*, R.S.O. 1990, c.M.5, as amended;
  13. to adhere to the Municipality’s codes of conduct for municipal employees and Council and the Statement of Ethics for Procurement in Schedule F of the Procurement Policy.
  14. to review this policy every 3 years or earlier, to evaluate its effectiveness.

### **SECTION III GENERAL CONDITIONS**

1. Where a Department Head is authorized or has delegated authority to undertake any act pursuant to this Policy, such act may be undertaken by the Department Head’s authorized designate.
2. Any commitments being made where it is recommended that a contract be executed by the Head of Council and the Clerk must first be approved by Council.
3. No expenditure or commitment shall be incurred or made and no account shall be paid by the municipality for goods and services, except as approved by Council or as otherwise authorized in accordance with this policy, or any applicable Municipal policy or by-law, any specific provisions of the *Municipal Act, 2001*, and all other relevant Federal and Provincial legislation, as may be in

effect from time to time.

4. References must be obtained for all procurement where no past experience with the municipality exists.
5. The CAO or Treasurer in consultation with the Department Head of the requisitioning department may remove a vendor's name from the list of bidders for a period of up to five years on the basis of documented poor performance, non-performance, submitting misinformation or fraudulent documentation to the Municipality or misrepresenting the quality of goods or services being provided, engaging in fraudulent activity, engaging in harassing or threatening or unlawful behaviour or for a conflict of interest. A written notice of the decision will be provided to the vendor by the CAO or Treasurer.
6. Material Safety Data Sheets must be maintained on file by the user department for all relevant products whether acquired through tendering, quoting or the proposal process.
7. When using the privilege clause which reads in part "the lowest or any tender may not necessarily be accepted", the specific reasons must be stated why the bids may not be accepted.
8. The CAO or Treasurer will assist in developing evaluation criteria and submission analysis for all procurement needs.
9. Prior to awarding any procurement of goods and/or services, the user department will forward recommendations to the CAO or Treasurer for final review and comments.
10. No employee shall purchase or offer to purchase, on behalf of the Municipality, any goods and services, except in accordance with this Policy.
11. Individual Elected Officials shall not approve nor acquire any goods and services on behalf of the Municipality.
12. Any employee who intentionally and knowingly acquires or disposes of any goods and services for the Municipality in contravention of any section of this Policy, as amended from time to time, shall be subject to disciplinary actions in accordance with Municipal policies.
13. All petty cash purchases must exclude tendered goods and services.
14. No requirement for goods and services may be divided into two or more parts to avoid the provisions of this policy.
15. A Department Head shall not award a contract where the CAO or Treasurer has determined that the provisions of this policy have not been adhered to and has so advised the Department Head.

16. The CAO or Treasurer shall, in conjunction with the Department Head, reject all purchase requisitions for services where the services could result in the establishment of an employee-employer relationship.
17. That Schedules A-F (attached hereto) may be amended provided such amendments have been approved by the Council and the amended Schedule(s) has been circulated to affected staff.

#### **SECTION IV SUPPLIER/VENDOR ELIGIBILITY**

1. Without limiting or restricting any other right or privilege of the municipality and regardless of whether or not a bid otherwise satisfies the requirements of a bid document, the municipality may reject any bid from a vendor where within the preceding five years a supplier/vendor has been involved in any, but not limited to, the following:
  - Litigation with the municipality;
  - Act(s) or omission(s) resulting in a claim by the municipality under any security submitted by the vendor on a Request for Proposal or a tender, including but not limited to a bid bond, a performance bond, or warranty bond;
  - Failure to make payments owing the municipality after a demand for same has been made;
  - Refusal to enter into a contract with the municipality after a bid has been accepted;
  - The vendor`s refusal to follow reasonable directions of the municipality or to correct a default under any contract with the municipality and when required by the municipality;
  - Documented poor performance;
  - Unlawful or unreasonable behaviour such as, but not limited to, threats, harassment, intimidation, communication or interference with any other bidder intending to submit a bid or interference with the performance of any contract awarded by the municipality to the successful bidder;
  - The vendor having discussed or communicated, directly or indirectly, with any other vendor or their agent or representative about the preparation of the vendor`s bid including, but not limited to, any connection, comparison of figures or arrangements with, or knowledge, of any other vendor making a bid for the same work except in the instance of a Joint Venture where one is permitted;
  - Unlawful or unreasonable behaviour such as, but not limited to, threats, harassment, intimidation, assault or battery, or interference with an official, employee, representative, agent or independent consultant or contractor or the municipality in the performance of his or her duties or any attempts to influence such persons;
  - Fraudulent or negligent billing practices;
  - Misrepresentation of goods/services being supplied;
  - Submission of false or misleading information or alteration of municipally issued bidding documents;
  - Acted in conflict with the municipality`s interests;

- Involvement in criminal activity or activity that contravenes municipal by-laws or Provincial/Federal laws;
2. A vendor and its representatives shall not:
- Publicly comment, respond to questions in a public forum or carry out activities to publicly promote or advertise their qualifications, their service or product or their interest in a bid document;
  - Communicate with municipal employees outside of the point of contact included in the bid document;
  - Communicate or contact either directly or indirectly any of the following persons with respect to a bid document: any member of the evaluation team, any member of the costing team, any expert, independent consultant or advisor assisting the municipality, any elected official, any employee of the municipality or any other person connected in any way with the bid document until such time when the bid process is cancelled or awarded.

## **SECTION V REQUIREMENT FOR APPROVED FUNDS**

1. Net Departmental expenditures are authorized by Council each year as part of either the Operating or Capital Budget process. Pending Council's approval of proposed budgetary estimates, Department Heads are authorized to spend up to 1/3 of the previous year's approved Operating Budget. Department heads are not authorized to overrun net departmental operating budgets, except in accordance with this Policy.
2. The exercise of authority to award a contract is subject to the identification and availability of sufficient funds in appropriate accounts within the Council approved budget.
3. Where goods and services are routinely purchased or leased on a multi-year basis, the exercise of authority to award a contract is subject to:
  - a. the identification and availability of sufficient funds in appropriate accounts for the current year within Council approved estimates, and
  - b. the requirement for the goods or services will continue to exist in subsequent years and, in the opinion of the Treasurer, the required funding can reasonably be expected to be made available

The CAO or Treasurer may reject all purchase requests for which sufficient funds are not available and identified. If the Department Head advises the CAO or Treasurer that the deficiency is minimal and alternative funding has been identified, the purchase request may proceed provided appropriate authorizations are met in accordance with this policy.

The Department Head will co-ordinate, with the CAO or Treasurer, all leasing requirements including term capitalization rate, lease vs. buy (or other) analysis, etc. The CAO or Treasurer will ensure that all lease commitments comply with Municipal Act 2001 as amended and regulations made thereunder.

4. Where this policy prescribes financial limits on contracts that may be awarded under the authority of a Department Head, or provides for financial limits on



contracts required to be reported to Council, for the purpose of determining whether a contract falls within these prescribed limits, the contract amount shall be the sum of:

- a. all costs to be paid to the supplier under the contract, excluding HST
- b. less any rebates

## **SECTION VI SPECIFICATIONS**

1. The Department Head whose budget provides for the procurement of goods and services shall be responsible, in consultation with the CAO for the preparation and approval of all specifications and/or Terms of Reference (Scope of Work) to be used for the procurement of such goods and services.
2. Where practical, specifications or Terms of Reference should be considered that are detailed but not brand specific to leave room for potential vendors to provide alternatives in the event an equal or better-proven product or method is available.
3. Where practical, accessibility criteria and features should be considered when procuring goods and services. If not practical, a documented explanation should be provided to the CAO.
4. Vendors or potential vendors should not be requested to expend time, money or effort on design or in developing specifications or otherwise help define a requirement beyond the normal level of service expected from vendors.

When such services are required:

- a. the CAO or Treasurer shall be advised
- b. the contracted vendor will be considered as a consultant and paid for their services and will continue to be able to make an offer for the supply of the goods and services. The consultant shall be advised that the provision of assistance with specifications does not guarantee award of contract.
- c. the detailed specification shall become the property of the municipality for use in obtaining competitive bids

## **SECTION VII STANDARDIZATION**

It will be the policy of the Municipality of Mississippi Mills wherever possible, to standardize the procurement of goods and services to allow for:

1. reduced number of goods and services required
2. increased volume on common items or services
3. maximizing volume buying opportunities
4. providing economies of scale
5. reduced handling, training and storage costs
6. minimizing maintenance costs
7. co-operative purchasing activities
8. competitive bid results
9. reduced overall cost

10. increased use of environmentally friendly products

## **SECTION VIII RESPONSIBILITIES AND AUTHORITIES**

1. The Department Head has responsibility for procurement activities within their departments and are accountable for determining and achieving specific objectives as outlined for each procurement project.
2. Department Heads have the authority to award contracts in the circumstances specified in this policy provided that the delegated power is exercised within the limits prescribed in this policy and the delegated authority by-law, and the requirements of this policy are met.
3. The CAO or Treasurer is responsible for:
  - a. providing procurement advice and services to Department Heads,
  - b. monitoring compliance with this policy.
4. Department Heads, in consultation with Treasury staff, shall inform Council if non-compliance with this policy has occurred.
5. The CAO or Treasurer has the authority to instruct the Department Head not to award a contract and may direct staff to submit recommendations to Council for approval and may provide additional restrictions concerning procurement where such action is considered necessary and in the best interests of the Municipality.
6. The Municipal Clerk or Department Head is required to forward to the CAO or Treasurer, a copy of all legally executed contracts relating to the procurement of optional goods and services.

## **SECTION IX METHODS OF PROCUREMENT**

Notwithstanding any other provisions of this Policy, the acquisition of the items listed in Schedule A do not fall under the guidelines of the Purchasing Policy and shall be subject to applicable Policies and Procedures established from time to time. Procurement by means of a lease agreement is also addressed separately in Schedule E.

### **1. PROCUREMENT OF GOODS AND/OR SERVICES**

Where it is estimated that the value of the goods and services, inclusive of all delivery charges will cost:

- a. **\$0 to \$2,500**  
Direct acquisition is acceptable.
- b. **2,501 to \$10,000**  
The user department shall obtain 3 written quotations where possible and practicable  
No report to Council is necessary.

c. **\$10,001 to \$25,000**

The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Request for Quotation. A minimum of three quotations (where possible) are to be received before the municipality commits to a Vendor.

If only one quotation is received, the municipality may exercise its right to cancel the call for quotations. Quotations are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission.

Reporting requirements per delegated authority by-law

e. **\$25,000 and over**

The initiating Department Head, in consultation with the CAO or Treasurer, shall issue a Tender for all approved projects based on defined requirements (specifications are available to readily compare products).

Tenders require a reply by a designated date and time, signed by a Corporate Officer, authorized to bind the Corporation. Any requested bid deposits, security or bonds must be included with the submission. Replies are delivered directly to the CAO and are opened at a public tender meeting. If only one tender is received, the municipality has the option of not opening the bid and closing the call for tender.

Each sealed bid received in response to a formal bid request is reviewed to determine whether a bid irregularity exists, action is taken according to the nature of the irregularity (see Schedule B).

Reporting requirements are determined by the delegated authority by-law

**Upon approval by the delegated authority by-law or municipal by-law, a legally binding agreement is executed by the Mayor and Clerk.**

The Department Head is responsible for maintaining current insurance certificates and WSIB certificates, as called for in the bid documents.

**2. REQUESTS FOR PROPOSALS  
(INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)**

This method of acquisition can be used for any dollar value and involves the solicitation of proposals when the requirements for goods and/or services cannot be definitively specified, the requirements of the municipality are best described in a general performance specification, and innovative solutions are sought.

Depending on its terms, the process may involve negotiations subsequent to the submission of proposals on any or all of the specifications, contract terms, and prices.

The CAO shall maintain a list of suggested evaluation criteria for assistance in formulating an evaluation scoring scheme using a standard Request for Proposal that includes factors such as but not limited to, qualification and experience, strategy, approach, methodology, scheduling, and past performance, facilities,

equipment and price/fees.

Department Heads shall identify appropriate criteria from the list but are not limited to the standard criteria from the list. Requests for Proposals are not formally opened in public nor is it necessary to disclose prices or terms at the time of submission. If only one proposal is received, the CAO or Treasurer, in consultation with the Department Head, has the option of not opening the bid and closing the call for proposal. (See Schedule C)

Written submissions shall be acquired through the Request for Proposal (RFP) process and evaluated on the basis of quantitative and qualitative criteria identified in the RFP documents.

A report to Council or the CAO per the delegated authority by-law is required from the department issuing the RFP for Council consideration and approval.

**Upon approval by the delegated authority by-law or municipal by-law, a legally binding agreement is executed by the Mayor and Clerk.**

**3. EXPRESSION OF INTEREST and/or  
REQUEST FOR PRE-QUALIFICATION**

Used where bidders offer their interest in submitting a bid on a product or service.

Advertised publicly, and information is requested to determine reference checks, past performance, and financial liability. A reply to the Request for Expression of Interest and/or Pre-Qualification is required by a designated date and time to the respective department.

Submissions are reviewed and subsequently a Request for Quotation or Tender is prepared for a short list to invited pre-qualified bidders.

## METHODS OF PROCUREMENT

The following are authorized procedures for the procurement of goods, services, and construction, not available from pre-existing agreements.

METHOD OF PROCUREMENT	TYPE OF QUOTATION	SOURCE OF BIDS	TYPE OF CONTRACT	REPORTING STATUS
<b>1. GOODS AND SERVICES</b>				
<b>a. Under \$2,500</b>			Direct acquisition	No report to Council required
<b>b. \$2,501 - 10,000</b>	Written documentation required	Purchases made from the competitive marketplace where possible and practicable		A report to the CAO is required
<b>c. \$10,001 – 25,000</b>	Written quotation acquired by REQUEST FOR QUOTATION (RFQ)	Advertised on website and in local paper.		Delegated Authority and report to CAO
<b>e. Over \$25,000</b>	Written quotation acquired by REQUEST FOR TENDER	Advertised on website and in local paper. May advertise in trade paper	Purchase Order or Executed Contract	Delegated Authority & report to CAO to include in an Information report to Council
<b>2. REQUESTS FOR PROPOSALS (INCLUDING THE ENGAGEMENT OF PROFESSIONAL AND CONSULTING SERVICES)</b>				
<b>a. Under \$100,000</b>	Written quotations through REQUEST FOR PROPOSAL	Advertised on website and in local paper. May advertise in trade paper	Agreement	Delegated Authority & report to CAO to include in an Information report to Council
<b>b. Over \$100,000</b>	Written quotations through REQUEST FOR PROPOSAL	Advertised on website and in local paper. May advertise in trade paper	Agreement	Report to Council
<b>3. EXPRESSION OF INTEREST and/or REQUEST FOR PRE-QUALIFICATION</b>				
	Request for information only, followed by INVITATION	Advertised on website and in local paper. May advertise in trade	No contract. Followed by further request	No report to Council required

	TO BID or PREQUALIFIED TENDER.	paper		
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**4. EXCEPTIONS TO METHODS OF ACQUISITION**

**a. VOLATILE MARKET CONDITIONS**

Notwithstanding the provisions of this policy, where market conditions are such that long term price protection cannot be obtained for goods and services, the Department Head, CAO or Treasurer will obtain competitive prices for short term commitments until such time as reasonable price protection and firm market pricing is restored.

**b. SINGLE SOURCE PROCUREMENT**

The requirement for competitive bid solicitation for goods or services may be waived under joint authority of the appropriate Department Head and the CAO or Treasurer under the following circumstances:

- (i) goods and services are in short supply due to abnormal market conditions
- (ii) where competition is precluded due to the application of any Act, or legislation or because of the existence of patent rights, copyrights, technical secrets or controls of raw material
- (iii) the sources of supply are restricted to the extent that there is not effective price competition, or consideration of substitutes is precluded due to any of the following:
  - a. components or replacement parts for which there is no substitute
  - b. compatibility with an existing product, facility or service is required
  - c. specific standards are adopted by Council
  - d. specialty services for which competitors are limited or for which there is no substitute
- (iii) there is documented evidence that the extension or reinstatement of an existing contract would prove most cost effective or beneficial
- (iv) where an existing contract has expired or will expire shortly and unforeseeable circumstances have caused a delay in issuing a new RFP or tender so that a contract extension is required.
- (v) where only one source of supply would be acceptable and cost effective
- (vi) work is required at a location where a contractor has already been secured through a tender process, with established unit prices by another party and it is considered to be beneficial and cost effective to extend the unit prices for the work to be completed for the municipality
- (v) after the RFP process has closed, it may be necessary for discussion to clarify and/or make significant revision(s) to the initially defined requirements of the call for quotations/proposals
- (vi) when only one bid/proposal is received through the procurement process and it is impractical to recall the requirements of the call for quotations/proposals
- (vii) in an emergency situation where there are time constraints
- (viii) where the standing offer process is utilized

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

**c. EMERGENCY PROCUREMENT**

Notwithstanding the provisions of this policy, the following shall only apply in case of an emergency, when an event occurs that is determined by a Department Head or the CAO to be:

- a threat to public health
- the maintenance of essential municipal services
- the welfare of persons or of public property or
- the security of the municipality's interests and the occurrence requires the immediate delivery of goods or services and time does not permit for competitive bids

The Department Head shall, when possible, obtain the prior approval of the CAO. The CAO must be informed as soon as possible if prior approval could not be obtained.

An information report shall be submitted to Council for purchases over \$10,000 explaining the actions taken and the reason(s) therefore.

**d. CO-OPERATIVE OR JOINT VENTURES**

The municipality may participate with other Government agencies or public authorities in co-operative procurement/acquisition ventures or utilize a 'piggy back clause' within public sector contracts, whenever it is determined to be in the best interest of the municipality to do so.

**e. UNSOLICITED PROPOSALS**

Unsolicited proposals received by the municipality shall be reviewed by the Department Head and CAO or Treasurer. Any procurement activity resulting from the receipt of an unsolicited proposal shall comply with the provisions of this policy. A contract resulting from an unsolicited proposal shall be awarded on a non-competitive basis only when the procurement requirements comply with the non-competitive procurement policies and procedures.

**f. PURCHASE OF USED EQUIPMENT**

The department head may obtain a price from a known supplier of used goods. As the goods are in a certain condition and specifying the condition(s) would be difficult so as to enable other suppliers to bid or for comparison of bids, 1 price only may be obtained.

Purchases within budget must be approved by the CAO upon receipt of pricing from the supplier. Purchases in excess of the budget must be approved by Council.

**g. GOODS OR SERVICES PURCHASED AT A TRADE SHOW**

A Department Head may have the opportunity to attend trade shows where on occasion special pricing can be obtained on specific goods or services. The department head shall obtain 1 price from a known supplier of the goods or services in advance of the attendance at the trade show in order to ascertain that the price(s) obtained at the trade show are in fact competitive. The Department Head shall record the price obtained prior to and following attendance at the trade show on the appropriate form.

The Department Head shall have the approval to purchase the goods or services provided it is in accordance with this policy.

## **h. STANDING OFFER PURCHASES**

A request for standing offer purchases may be used where:

- (i) the same goods or services are repetitively used by one or more Departments and the actual demand is not known in advance or
- (ii) the need is anticipated for a range of goods or services for a specific purpose but the actual demand is not known at the outset and delivery is made when a requirement arises

Each department may establish and maintain Standing Offers that define source and price with selected suppliers for all frequently used goods or services. The Department shall employ the provisions contained in the procurement policy for the purchase of goods or services. In a request for a Standing Offer, the expected quantity of the specified goods or services to be purchased over the time of the agreement will be as accurate an estimate as practical and be based, to the extent possible, on previous usage adjusted for any known factors.

## **I INVITATIONAL BIDDING PROCESS**

The requirements for open bidding of goods or services may be waived and an invitational process used upon the Department Head writing a report to Council providing the rationale in support of the request and Council approval being given.

## **SECTION X BID ANALYSIS**

The analysis of bid responses shall be as follows;

1. Tenders shall be tabulated and analyzed by the initiating department staff, and a recommendation forwarded to the CAO or Council for review per this policy or the delegated authority by-law.
2. Bid responses dealing with the lease, rental or purchase of physical assets in excess of \$25,000 shall be tabulated and analyzed by the initiating department staff and a recommendation forwarded to the CAO or Council for review as per the requirements of this policy or the delegated authority by-law.
3. All other bid responses shall be tabulated and analyzed by the Department Head in consultation with the initiating department staff.
4. When two equal bids are received, the names of the tied bidders shall be placed in a container and the bid recommended for award shall be drawn by a Municipal staff member in the presence of the Department Head, the CAO or the Treasurer.
5. When bids are received in response to a bid solicitation but exceed the budget allocation, are not responsive to the requirements or do not represent fair market value, a revised solicitation shall be issued unless an alternative solution is provided by the Department Head, CAO or Treasurer in a report to Council for approval.



6. When accessibility criteria and features are required as part of the bid response, the review shall include the following:
  - An evaluation of whether accessibility requirements have been met
  - An evaluation of the bidders knowledge and experience related to accessibility
  - A verification of references if requested as part of the bid response, to confirm knowledge and experience related to accessibility.

## **SECTION XI REPORTING**

1. Council approval is required where any or all of the following apply:
  - a. the value of the goods and services is over the approved amounts included in the delegated authority by-law;
  - b. acquisition exceeds the approved budget amount;
  - c. lowest responsive vendor submission is not being recommended;
  - d. there was no provision in the budget for the item;
  - e. CAO requests that a report be presented for Council consideration and approval

Based on the above criteria, a contract shall be executed by the Mayor and Clerk in accordance to the reporting guidelines in this policy.

2. All contracts will be held by the issuing department.

## **SECTION XII DISPOSAL OF SURPLUS ASSETS (EXCLUDING LAND)**

1. Surplus assets shall first be offered to other Departments within the Municipality.
2. Department Heads shall have the authority to sell or dispose of surplus assets (excluding land) through a competitive bidding process advertised on the Municipal website and in the local paper.
3. The sale of surplus assets shall be made to the highest bidder and in accordance with provisions of this policy.

## **SECTION XIII CONFLICT OF INTEREST**

All consultants (eg: architects, engineers, etc.) retained by the municipality shall disclose to the municipality prior to accepting an assignment, any potential conflict of interest. If such a conflict of interest does exist, the municipality as directed by the Department Head may, at its discretion, withhold the assignment from the consultant until the matter is resolved. And furthermore, if during the conduct of a municipal assignment, a consultant is retained by another client giving rise to a potential conflict of interest, then the consultant shall so inform the municipality.

## **SECTION XIV SUPPLIER PERFORMANCE**

Department Heads shall document evidence and advise the CAO or Treasurer in writing where the performance of a supplier has been unsatisfactory in terms of failure to meet contract specifications, terms and conditions or for health & safety violations or any other concerning issue. The CAO may, in consultation with the Department Head or Municipal Solicitor, prohibit an unsatisfactory supplier from bidding on future contracts. Notice is to be provided to Council.

## **SECTION XV ACCESS TO INFORMATION**

The disclosure of information received relevant to bid solicitations or awards shall be made by the appropriate officers in accordance with the provisions of all relevant privacy legislation including the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O., 1990, CM.56, as amended. All suppliers who contract with the Municipality shall adhere to or exceed the standards set in the *Municipal Freedom of Information and Protection of Privacy Act* or any other relevant Provincial or Federal privacy legislation or common law as may be passed or amended from time to time, as if they were agents of the Municipality as it relates to the confidential and secure treatment, including collection, use, disclosure or retention, of personal information, other confidential information of the Municipality and all records thereof which come into contact with in the course of performing services or providing goods to the Municipality.

## **SECTION XVI CONTRACT RENEWALS/AMENDMENTS**

Where a contract contains an option for renewal, the Department Head may authorize the renewal provided that:

1. The supplier's performance in supplying the goods or services is considered to have met the requirements of the contract;
2. The Department Head agrees that the renewal option is in the best interest of the Municipality, and;
3. Funds are available in appropriate accounts with the approved budget, including authorized amendments, to meet the proposed expenditure.

A written rationale for the renewal shall be submitted to the CAO for approval. The CAO will provide an information report to Council.

No amendments or changes to contracts shall be made by Department Heads unless the total amended value of the contract is within the approval authority of the Department Head. Amendments that change the scope of work or dollar value of a contract shall be approved by Council.

## Schedule "A"

### **GOODS AND SERVICES "EXEMPT" from PROVISIONS OF THE PROCUREMENT POLICIES**

#### **1. Petty Cash Items**

#### **2. Training and Education**

- a) Conferences
- b) Courses
- c) Conventions
- d) Memberships
- e) Seminars
- f) Periodicals
- g) Magazines/Books/DVDs etc.
- h) Staff training
- i) Staff development
- j) Staff workshops
- k) Subscriptions

#### **3. Employee Expenses**

- a) Advances
- b) Meal allowances
- c) Travel & Hotel accommodation
- d) Entertainment
- e) Miscellaneous – Non-Travel

#### **4. Employer's General Expenses**

- a) Payroll deduction remittances
- b) Licences (vehicles, elevators, radios, etc.)
- c) Debenture payments
- d) Grants/payments to other agencies
- e) Payments of damages
- f) Tax remittances
- g) Charges to/from other Government or Crown Corporations
- h) Employee income
- i) Insurance claims and arbitration awards

#### **5. Professional and Special Services**

- a) Committee fees
- b) Witness fees
- c) Court reporters' fees
- d) Honoraria
- e) Arbitrators
- f) Legal settlements

#### **6. Operating Expenses**

- a) Postage
- b) Water and sewer charges
- c) Heat/Hydro
- d) Cable television charges
- e) Telephone/communications
- f) Vehicle & Equipment Repairs
- g) Event Supplies/Entertainment Costs
- h) Food and Program Supplies

## Schedule "B" **BID IRREGULARITIES**

### **BID IRREGULARITY**

A bid irregularity is a deviation between the requirements (terms, conditions, specifications, special instructions) of a bid request and the information provided in a bid response.

For the purposes of this policy, bid irregularities are further classified as "major irregularities" or "minor irregularities".

A "**major irregularity**" is a deviation from the bid request that affects the price, quality, quantity or delivery, and is material to the award. If the deviation is permitted, the bidder could gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer must reject any bid, which contains a major irregularity.

A "**minor irregularity**" is a deviation from the bid request, which affects form, rather than substance. The effect on the price, quality, quantity or delivery is not material to the award. If the deviation is permitted or corrected, the bidder would not gain an unfair advantage over competitors. The issuing Department Head, the CAO or Treasurer may permit the bidder to correct a minor irregularity.

### **MATHEMATICAL ERRORS - RECTIFIED BY STAFF**

The issuing Department Head, the CAO or Treasurer will correct errors in mathematical extensions and/or taxes, and the unit prices will govern.

### **ACTION TAKEN:**

The CAO or Treasurer and the issuing Department Head will be responsible for all action taken in dealing with bid irregularities, and acts in accordance with the nature of the irregularity:

- ✓ major irregularity (automatic rejection)
- ✓ minor irregularity (bidder may rectify)
- ✓ mathematical error (additions or extensions) as above

In the event that the vendor withdraws his bid due to the identification of a major irregularity, the municipality may disqualify such vendor from participating in municipal quotations/tenders/requests for proposals for a period of up to one year.

## BID IRREGULARITIES - SUMMARY

ITEM	DESCRIPTION	MAJOR	MINOR	ACTION
1.	late bids (by any amount of time)	X		automatic rejection
2.	bids completed in pencil	X		automatic rejection
3.	bid surety not submitted with the bid when the bid request (or any addenda) indicated that such surety is required	X		automatic rejection
4.	EXECUTION OF AGREEMENT TO BOND: a. Bond company corporate seal or equivalent proof of authority to bind company or signature missing b. surety company not licensed to do business in Ontario	X		automatic rejection
5.	EXECUTION OF BID BONDS: a. corporate seal or equivalent proof of authority to bind company or signature of the BIDDER or both missing b. corporate seal or equivalent proof of authority to bind company or signature of BONDING COMPANY missing	X		automatic rejection
6.	OTHER BID SECURITY: Cheque which has not been certified	X		automatic rejection
7.	bidders not attending mandatory site meeting	X		automatic rejection
8.	unsealed tender envelopes	X		automatic rejection
9.	proper response envelope or label not used		X	acceptable if officially received on time
10.	pricing or signature pages missing	X		automatic rejection
11.	insufficient financial security (i.e.: no deposit or bid bond or insufficient deposit)	X or	X	where security is required & amount is not specified in request, automatic rejection unless insufficiency is <u>deminimus</u> (trivial or insignificant) -where security is required and amount of security is specified in request, automatic rejection
12.	bid received on documents other than those provided in request	X		not acceptable unless specified otherwise in the request
13.	EXECUTION OF BID DOCUMENT proof of authority to bind is missing	X		automatic rejection

14.	part bids (all items not bid)	X or	X	acceptable unless complete bid has been specified in the request
15.	bids containing minor clerical errors		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
16.	uninitialed changes to the request documents which are minor (i.e.; the bidder's address is amended by overwriting but not initialled)		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
17.	alternate items bid in whole or in part		X	available for further consideration unless specified otherwise in request
18.	unit prices in the schedule of prices have been changed but not initialled		X	2 working days to correct initial errors. Municipality reserves the right to waive initialling and accept bid
19.	other mathematical errors which are not consistent with the unit prices		X	2 working days to initial corrections. Unit prices will govern.
20.	pages requiring completion of information by vendor are missing	X		Automatic rejection unless provided within one working day
21.	bid documents which suggest that the bidder has made a major mistake in calculations or bid			consultation with a Solicitor on a case-by-case basis and referenced within the staff report if applicable

**NOTES:**The above list of irregularities should not be considered all-inclusive. The CAO or Treasurer, in consultation with the requisitioning department will review minor irregularities not listed. The CAO or Treasurer may then accept the bid, or request that the bidder rectify the deviation.  
“working days” is from the hour the bidder is notified by Municipal Staff of the irregularity

## Schedule "C" TENDER PROCESS

**Tenders will be called for all work, equipment, and materials with a value exceeding \$25,000 by way of public advertising or invitational bid, as outlined in the Municipal Purchasing Policy.**

Prior to issuing the tender, a number will be assigned from the Tender Registry.

The Department Head will advertise and distribute tenders, and book a suitable room for the tender opening:

- ✓ all public tenders are advertised on the Municipal Website and in the local newspaper. Additionally, at the discretion of the Department Head, tenders may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required)
- ✓ In some instances the contract may be advertised to pre-qualify potential bidders. Pre-qualification of bidders includes the screening of potential vendors in which such factors as financial capability, reputation, qualified staff and equipment management and product quality are considered. After evaluation of responses, only those contractors who are "pre-qualified" are allowed to submit tenders

Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue. However, a tender may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s) being tendered.

Advertised tender packages are available from the Municipality of Mississippi Mills. The tender fee (if applicable) is paid to Treasury and information is recorded from bidders as documents are picked up. A copy is available for viewing prior to purchase.

All tender submissions must be addressed to the CAO, Municipality of Mississippi Mills. A review will be made of all sealed tender submissions and the submission will be date and time-stamped.

The Municipality will refuse to accept any tender submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after a tender has been cancelled.

### **TENDER PROCESS (continued)**

Requests for withdrawal of a tender shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed to the CAO/Clerk by letter or in person, by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of a tender does not disqualify a bidder from submitting another tender on the same contract.

Tenders close at 12:00:00 noon on the appointed day, and are opened publicly at 12:05 pm. (unless otherwise specified in the tender documents).

Each tender is reviewed to determine whether a bid irregularity exists, and action is

taken according to the nature of the irregularity (see Schedule B).

Tenders are tabulated and evaluated by the issuing department.

A report initiated by the issuing Department Head and approved by the CAO in accordance with the delegated authority by-law or reviewed by the CAO and submitted for Council consideration and approval is required.

Following the CAO or Council's approval, the Department Head shall either issue a purchase order, or ensure that a contract which legally binds the corporation is executed by the Mayor and Clerk.

**Tender results, if requested, shall be made public by the CAO, Treasurer or Department Head**



## Schedule "D" REQUEST FOR PROPOSAL PROCESS

REQUESTS FOR PROPOSALS (RFPs) may be called instead of tenders, by way of public advertising or invitational bid, as outlined in the Municipal Procurement Policy:

- ✓ when requirements or services cannot be definitively specified, or
- ✓ when the requirements or services are non standard or specialized in nature, or
- ✓ the cost is only a minor component making up the award.

The User Department will initiate the RFP process by preparing documents, with input and assistance from the CAO if required.

Prior to printing, documents must be submitted to the CAO for review to ensure that all provisions other than specifications have been included in the proper format.

The Department Head will advertise and distribute RFP packages.

All public RFP's are advertised on the Municipal Website and in the local newspaper. Additionally, at the discretion of the Department Head, RFPs may be advertised in a regional newspaper, and/or other applicable trade publications (2 days lead time required). Advertisements must include the following information (if applicable): site meeting time/date/location, contacts names for technical and purchasing inquiries, document fee (if applicable), and location for pick up and drop off of bid documents.

The closing date is usually 14 calendar days after date of issue. However, an RFP may be closed in a shorter or longer period of time depending on the urgency or complexity of the item(s).

Request for Proposal document packages are available from the Municipality of Mississippi Mills upon request.

RFP's must be addressed to the CAO. All sealed submissions will receive a date and time-stamp.

The municipality will refuse to accept any submission that is

- ✓ not sealed
- ✓ received after the closing deadline
- ✓ submitted after an RFP has been cancelled.

Requests for withdrawal of an RFP shall be allowed if the request is made before the closing time for the contract to which it applies. Requests must be directed the CAO/Clerk by letter, or in person by a Senior Official of the company, with a signed withdrawal confirming the details. Telephone requests will not be considered. The withdrawal of an RFP does not disqualify a bidder from submitting another RFP on the same contract.

Proposals shall be opened at 12:00:00 on the appointed day for registration of bids or at such time as may be set out in the RFP.

Proposals received shall be evaluated on the basis of quantitative and qualitative criteria as outlined in the RFP document.

RFPs require the CAO's review prior to issuance and a report from the Department to the CAO or Council per municipal policies/by-laws for consideration and approval prior to the award is required. Following approval, a contract must be executed by the Mayor and Clerk.

**RFP financial results, if requested, shall be made public by the CAO, Treasurer or Department Head.**

## Schedule "E"

### LEASES

Leases are to be negotiated by the Chief Administrative Officer and the Department Head. The recommendation will be forwarded to the CAO or Council for approval. As a general principle, leases shall be considered when the following conditions are applicable:

When the expenditure of the goods or services is less than the purchase of goods and services.

When the replacement of goods or services will be required on an ongoing basis due to technology changes, extensive use of equipment etc.

The residual payment on the lease is negligible or justification can be made to accept a residual payment that is higher.

Leases will be treated in the same manner as purchase, based upon the retail value of the lease payment.

At the expiration of a lease, a replacement goods or product be re-quoted or re-tendered. Automatic "roll-over" of a lease payment into a new product must be authorized by the Chief Administrative Officer and/or Council as appropriate.

The report to the CAO or Council recommending the entering into a lease agreement will require the Chief Administrative Officer to include the following information:

- Value of product or service if being purchased
- Length of the lease
- Monthly and annual lease payments
- Residual Amount
- Interest

Once a lease has been negotiated and approved, a copy of the lease and documents must be forwarded to the Treasurer.

## Schedule "F"

### STATEMENT OF ETHICS

The following ethical principles shall govern the conduct of every Municipal employee with the authority to procure:

- Believes in the dignity and worth of the services rendered by the Municipality and the societal responsibilities assumed as a trusted public servant.
- Is governed by the highest ideals of honour and integrity in order to merit the respect and inspire the confidence of the Municipality and the public being served.
- Believes that personal aggrandizement or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Keeps the Municipality informed through appropriate channels on problems and progress of applicable operations by emphasizing the importance of the facts.
- Follows the lawful instructions or laws of the Municipality.
- Understands the authority granted to them by the Municipality.
- Avoids activities which would compromise or give the perception of compromising the best interests of the Municipality
- Reduces the potential for any chance of preferential treatment by actively promoting the concept of competition.
- Obtains the maximum benefit for funds spent as agents of the Municipality.
- Maintains and practices to the highest degree possible, business ethics, professional courtesy and competence in all transactions with suppliers.
- Purchases without prejudice, striving to obtain the maximum value for each dollar of expenditure.
- Preclude from showing favouritism or be influenced by vendors through acceptance of gifts, gratuities, loans or favours.
- Adhere to and protect the suppliers business and legal rights to confidentiality for trade secrets and other proprietary information.
- Remain free of any and all interests and activities which are or could be detrimental or in conflict with the best interests of the Municipality.
- Refrain from engaging in activities where a municipal employee has a significant personal or indirect financial interest.
- Exercise discretionary authority on behalf of the Municipality
- Avoid acquiring interest or incurring obligations that could conflict with the interests of the Municipality.

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

## BY-LAW NO. 18-15

**BEING** a by-law to amend Delegation of Authority By-law 13-18.

**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 A of By-law 13-18 Delegated Authority to the CAO be amended to include the following:

1. Tender/quote awards

- within budget, over \$25,000 and offered to the lowest bidder

13. Quote awards

- within budget, but offered to a bidder other than the lowest bidder. Bid being awarded can be no more than 25% higher than the lowest bid.

14. The CAO has authority to take action, where necessary, on certain restrictions listed in Section 275 (3) of the *Municipal Act, 2001* during a "lame duck" period:

- The disposition of any real or personal property of the municipality which has a value exceeding \$50,000 at the time of disposal;

- The hiring or dismissal of any employee of the municipality; and

- Making any expenditure or incurring any other liability which exceeds \$50,000.

\*\*\* The CAO will consult with the Municipal Solicitor and/or Treasurer, where appropriate, prior to exercising that delegated authority; and the CAO will advise Council in writing prior to exercising that delegated authority.

2. **THAT** Schedule A, Section B of By-law 13-18 Delegated Authority to Department Heads be amended to include the following:

1. Tender/quote awards

- within budget, less than \$25,000 and offered to the lowest bidder

3. **THAT** Schedule A, Section C of By-law 13-18 Specified Staff Authorities various identified staff has the authority to approve the following without Council approval be amended by adding the following:
  7. The Planner to approve Development Agreements that implement decisions from the Committee of Adjustment.
  8. The Planner to approve Development Agreements for minor site plan approvals.
  9. The Planner to approve redline changes to an approved plan of subdivision provided that there is not a significant change to the road pattern and/or that the increase in units does not exceed 10% of the units approved on the approved draft plan of subdivision.
  10. The Planner to approve the clearance of subdivision conditions.
  11. The Treasurer has the authority to sign and execute minutes of settlement between the Municipality and the Municipal Property Assessment Corporation and/or the Assessment Review Board.
4. **THAT** this By-law will come into effect on the day of its passing.
5. **THAT** By-law 13-18 shall be and is hereby amended.

**BY-LAW READ**, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

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

**BY-LAW NO. 18-16**

**BEING** a by-law to amend Procedural By-law 17-03.

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

**AND WHEREAS** Council passed Procedural By-law No. 17-03 on January 17, 2017;

**AND WHEREAS** amendments are required as a result of the passing of Bill 68 – *Modernizing Ontario's Municipal Legislation Act, 2017*;

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

1. **THAT** Section 53 - Consideration of a Closed Session be amended to include:

- information explicitly supplied in confidence to the municipality or local board by Canada, a province or territory or a Crown agency of any of them;
- a trade secret or scientific, technical, commercial, financial or labour relations information, supplied in confidence to the municipality or local board, which, if disclosed, could reasonably be expected to prejudice significantly the competitive position or interfere significantly with the contractual or other negotiations of a person, group of persons, or organization;
- a trade secret or scientific, technical, commercial or financial information that belongs to the municipality or local board and has monetary value or potential monetary value;
- a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

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

3. **THAT** By-law 17-03 shall be and is hereby amended.

**BY-LAW READ**, passed, signed and sealed in open Council this 30<sup>th</sup> day of January, 2018.

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Shaun McLaughlin, Mayor

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Shawna Stone, Clerk

# MEMORANDUM



**J.L. Richards  
& Associates Limited**  
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Ottawa, ON Canada  
K1Z 5M2  
Tel: 613 728 3571  
Fax: 613 728 6012

Page 1 of 2

To: Diane Smithson, B. Comm, Dipl.M.M., CMO  
Chief Administrative Officer

Date: January 24, 2018

Job No.: 24473

CC: Timothy F. Chadder

From: Marc Rivet, MCIP, RPP

Re: Mississippi Mills Community Official Plan Review  
and Update

As a follow-up to the Open House meeting, JLR has met with Staff and has prepared a memo describing the Natural Features' policies and approaches to identify a Natural Heritage System.

The remaining tasks to complete the Community Official Plan Review under the Planning Act include:

- Prepare Notice of Public Meeting
- Public Meeting
- Review and provide recommendations to address public comments from all submissions including open house session (s) (formally required by Bill 73)
- Council meeting to summarize submissions, make recommendations or changes, and seek direction
- Preparation of report and Official Plan Amendment for Council Adoption
- Circulate to County for approval (180 day timeline)
- Review and provide recommendations to Council on any proposed modifications

It is our understanding Council is considering adding three (3) Open House sessions. We are seeking confirmation from Council to this effect. With the assistance of the Municipality's CAO we have prepared a tentative schedule to complete the Community Official Plan Review.

PROPOSED DATES	PURPOSE
January 30, 2018	One on one meetings with property owners or meetings in small groups
February 6, 2018	Direction received from Council on Environmental Policies including Natural Heritage System Note: Based on direction, JLR requires a couple of weeks to amend / update Official Plan Amendment
Weeks of March 19-23 and March 26-30  Suggested Meeting Dates include March 21, 22, 26, 27, 28, 29, 2018	Open Houses which could be held on the basis of one (1) in each Ward or held based on separate topics i.e. Agriculture; Rural; Hamlets/Subdivisions; Environmental, etc. Note: open houses requires 20 days' notice of publication per Notice By-law
April 24, 2018	Public Meeting Under the Planning Act Note: Requires 20 days' notice
May 15, 2018	Report to Council on Official Plan Amendment seeking direction from Council
June 5, 2018	Council passes necessary By-law to adopt the Official Plan Amendment
By June 8, 2018	Forward to County for approval Note: County has 180 days to review



In order to prepare for and attend additional Open House sessions (two planners), we are anticipating a time-basis budget of \$2,000 per Open House session excluding 5% disbursements and HST.

J.L. RICHARDS & ASSOCIATES LIMITED

Prepared by:



Marc Rivet, MCIP, RPP  
Senior Planner

Reviewed by:



Timothy F. Chadder, MCIP, RPP  
Chief Planner, Associate

MR:ds



**Municipality of Mississippi Mills  
PENDING LIST  
January 30, 2018**

<b>Title</b>	<b>Department</b>	<b>Comments/Status</b>	<b>Report to Council (Date)</b>
Memorial Donations Policy to Parks and Public Spaces	Parks & Rec	Referred AAC and ATC Dec 19/18	February
Review and update Procedural By-law	Admin	Referred Jun 6/17 - updates also required due to Bill 68	Feb/Mar
Live Streaming Options	Admin	Investigate bandwidth availability at Municipal Office	Feb/Mar
Review of Parking	Public Works	Carry forward from old task list	TBD
Review By-law 03-62 - Night Sky Policy	Planning	Carry forward from old task list	TBD
Downtown Infrastructure Renewal	Public Works	Detailed Plans for Phases 1 and 2 approved Aug 24/17	TBD