



Municipality of Mississippi Mills

COUNCIL AGENDA

Tuesday, December 18, 2018

6:00 p.m.

Council Chambers, Municipal Office

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

A. CALL TO ORDER (6:00)

B. CONSIDERATION OF A CLOSED SESSION

[None]

C. O CANADA

D. ATTENDANCE

E. APPROVAL OF AGENDA

F. DISCLOSURE OF PECUNIARY INTEREST

G. APPROVAL OF MINUTES

Council Minutes dated November 20, December 4 and 11, 2018

Pages 5-28

H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS

1. Mark Buchanan, JL Richards
Re: Update on Infrastructure Master Plan

Pages 29-40

Recommendation:

That the presentation by Mark Buchanan, JL Richards re: Update on Infrastructure Master Plan, be received.

I. PUBLIC MEETINGS

[None]

J. COMMITTEE OF THE WHOLE

Motion to resolve into Committee of the Whole.

(J.1) CONSENT ITEMS

Motion to receive:

- Memo – Municipal Election Voters' List Pages 41-42
- CAO's Report – December 2018 Pages 43-44

Minutes

Motion to receive:

- Library – September 17 and October 24, 2018 Pages 45-52

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

- a. 2018 Wild Parsnip Management** Pages 53-64

Recommendation:

That Council approve the recommended wild parsnip management program for 2019, to boom spray medium to heavily infested roads and spot spray areas with light/very light infestation.

Planning and Development

- b. Cannabis Retail Opt-Out Report** Pages 65-71

Recommendation:

That Council provide staff direction regarding how to proceed with the consideration of cannabis retail opt-out options.

- c. Cash in Lieu of Parking – 7 Mill Street Unit 2-3, Almonte ON** Pages 72-75

Recommendation:

That Council provide staff direction regarding the request for cash-in-lieu of parking to accommodate the development of an Italian restaurant in Condo 2 and 3 at 7 Mill Street.

Administration

- d. Advisory Committee – Follow-up** Pages 76-91

Recommendation:

That Council provide staff direction for the structure of the advisory committees;

And that the terms of reference be revised accordingly and be brought forward for Council approval.

e. Hiring a Chief Administrative Officer

Pages 92-93

Recommendation:

That Council authorize proceeding with Option ___ with respect to hiring a Chief Administrative Officer.

(J.3) INFORMATION ITEMS

- Mayor's Report Page 94
- County Councillors' Report Pages 95-96
- Mississippi Valley Conservation Authority None
- Information List Pages 97-105
- Meeting Calendars (*December/January/February, 2019 Calendar*) Pages 106-109

K. RISE AND REPORT

Motion to return to Council Session.

Recommendation:

That the recommendations of the Committee of the Whole for the meeting of December 18, 2018 be adopted as resolutions of Council.

L. BY-LAWSNotice:

Pursuant to section 9 of the Procedural By-law 17-03, notice of amendment or repeal must be given at a previous regular meeting of Council. Take notice that Council intends to consider an amendment to Section 117 (a) Striking Committee at the January 8, 2019 Council meeting.

M. OTHER/NEW BUSINESS

1. Rezoning of Don Maynard Park To be circulated

Note: Report will outline process to reverse rezoning of Don Maynard Park.

2. MRPC Board Member Extension Request Pages 110-111

Recommendation

That Council approve extending Adrian Foster and Lyman Gardiner to the Mississippi River Power Corporation (MRPC) until January 31, 2019.

N. NOTICE OF MOTION

[None]

O. ANNOUNCEMENTS AND INVITATIONS

P. CONFIRMATORY BY-LAW – 18-106

Q. ADJOURNMENT



The Corporation of the Municipality of Mississippi Mills

Council Meeting #26-18

MINUTES

A regular meeting of Council was held on Tuesday, November 20, 2018 at 6:00 p.m. in the Council Chambers.

A. CALL TO ORDER

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

B. CONSIDERATION OF A CLOSED SESSION

[None]

C. O CANADA

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

D. ATTENDANCE

PRESENT:

Mayor Shaun McLaughlin
Councillor Duncan Abbott
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 John Edwards

Shawna Stone, Acting Chief Administrative Officer
Jeanne Harfield, Acting Clerk
Jennifer Russell, Acting Deputy Clerk
Nicole Dwyer, Director of Planning
Michael Cooke, Building Inspector

MAYOR'S ANNUAL ADDRESS

Mayor McLaughlin presented his final address for the year 2018. A copy is attached to the minutes.

E. APPROVAL OF AGENDA

**Resolution No. 522-18
Moved by Councillor Ferguson**

Seconded by Councillor Watters**THAT** the agenda be approved as presented.**CARRIED****F. DISCLOSURE OF PECUNIARY INTEREST**

[None]

G. APPROVAL OF MINUTES**Resolution No. 523-18****Moved by Councillor McCubbin****Seconded by Councillor Watters****THAT** the Council Minutes dated November 6, 2018 be approved as presented.**CARRIED****H. DELEGATION, DEPUTATIONS, AND PRESENTATIONS**

1. Brenda MacDonald-Rowe and Bonnie Schnittker, Planet Youth Lanark County
Re: Proven Drug Prevention Approach for Youth

Ms. MacDonald-Rowe and Ms. Schnittker highlighted the Planet Youth program, the successes in other countries, and upcoming speaking series open to the public.

Resolution No. 524-18**Moved by Councillor Pulker-Mok****Seconded by Councillor Torrance****THAT** the delegation by Brenda MacDonald-Rowe and Bonnie Schnittker, Planet Youth Lanark County, re: proven drug prevention approach for youth, be received.**CARRIED**

2. Christine Row, Chief Librarian/CEO Mississippi Mills Public Library
Re: Accreditation Process and Committee

The Chief Librarian/CEO announced that the Mississippi Mills Public Library was successfully accredited and outlined the accreditation process

Resolution No. 525-18**Moved by Councillor Gillis****Seconded by Councillor Abbott****THAT** the delegation by Mississippi Mills Public Library Chief Librarian/CEO, re: Accreditation Process and Committee, be received.**CARRIED**

I. PUBLIC MEETINGS

[None]

J. COMMITTEE OF THE WHOLE**Resolution No. 526-18****Moved by Councillor Pulker-Mok****Seconded by Councillor Torrance****THAT** Council resolve into Committee of the Whole, with Councillor Lowry in the Chair.**CARRIED****J.1 CONSENT ITEMS**

CAO Report November 2018

Drinking Water Quality Management Standards Report 3rd Quarter 2018**Resolution No. 527-18****Moved by Councillor McCubbin****Seconded by Councillor Abbott****THAT** the CAO's Report – November 2018 and the Drinking Water Quality Management Standards – 3rd Quarter 2018 be received.**CARRIED**

Advisory Committee Minutes

Resolution No. 528-18**Moved by Councillor Wilkinson****Seconded by Councillor McCubbin****THAT** the minutes of the following committees be received:

- Library – September 25, 2018
- MRPC – September 27, 2018
- Beautification – September 27, 2018
- CEDC – October 2, 2018
- Riverwalk – October 1 and November 6, 2018

CARRIED**J.2 STAFF REPORTS****Planning and Development**

- a. Conditional Building Permits and Relief for Deferral of Development Charge Payments – Millrun and Riverfront Estates Subdivision

Resolution No. 529-18

Moved by Mayor McLaughlin
Seconded by Councillor Torrance

THAT Council authorize the Mayor and Clerk to enter into an agreement with the builders within the Subdivisions of Millrun and Riverfront Estates providing that payment of a development charge be delayed until after it would otherwise be payable, in the case of conditional foundation building permit for a dwelling.

CARRIED

- b. Sign By-law Variance – William Dixon, Cartwright Springs Brewery

Moved by Councillor Ferguson
Seconded by Councillor Gillis

THAT Council grant an exception to the Sign Bylaw 16-22 to permit the erection of an 8'x8' in-ground sign providing directions to "Cartwright Springs Brewery" on the property known as 0931-946-025-0680-10000.

Motion to amend:

Resolution No. 530-18
Moved by Councillor Ferguson
Seconded Councillor Abbott

Insert: with staff to make arrangements with the applicant on the final location.

CARRIED

Motion as amended:

Resolution No. 531-18
Moved by Councillor Ferguson
Seconded by Councillor Gillis

THAT Council pass a resolution permitting an exception to the Sign Bylaw 16-22 to permit the erection of an 8'x8' In-ground sign providing directions to "Cartwright Springs Brewery" on the property known as 0931-946-025-0680-10000, with staff to make arrangements with the applicant on the final location.

CARRIED

- c. Zoning Amendment – Wilson Pt Blk C E Mississippi River Plan 779; Pt 2 Ref Plan 26R-439, Pakenham

Resolution No. 532-18
Moved by Mayor McLaughlin
Seconded by Councillor Torrance

THAT Council approve Zoning By-law Amendment to change the zoning on the lands known as Pt Blk C E Mississippi River Plan 779; Pt 2 Ref Plan 26R-439 (roll: 0931946025072020000) from Development to Limited Service Residential in the Zoning Bylaw #11-83.

CARRIED

J. 3 INFORMATION ITEMS

- **Mayor's Report**

The Mayor's report outlined how the Mayor's honorarium fund was used in 2018.

- **County Councillors' Report**

Highlights: Memorandum of understanding with the local Ontario Federation of All Terrain Vehicle (OFATV) clubs for use of the Glen Tay-Havelock Trail; municipal access agreement with Storm Internet for a pilot project; and Awards of Excellence.

- **Mississippi Valley Conservation Report**

[None]

- **Information List 15-18**

Resolution No. 533-18

Moved by Councillor Abbott

Seconded by Councillor Ferguson

THAT Information List 15-18 be received.

CARRIED

Resolution No. 534-18

Moved by Councillor Wilkinson

Seconded by Councillor Gillis

THAT in response to Information List Item No. 5, Letter to Minister of the Environment, Conservation and Parks re: local Conservation Authorities from MPP Randy Hillier, the Council of Mississippi Mills supports the RVCA and the MVCA;

AND THAT a copy of the resolution be forwarded to the MVCA, RVCA and MPP Hillier.

CARRIED

- **Meeting Calendars**

Amendments: None

K. RISE AND REPORT

Resolution No. 535-18

Moved by Councillor Pulker-Mok

Seconded by Councillor Torrance

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

CARRIED

Resolution No. 536-18**Moved by Councillor Ferguson****Seconded by Councillor Wilkinson****THAT** the recommendations of the Committee of the Whole for the meeting of November 20, 2018 be adopted as resolutions of Council.**CARRIED****L. BY-LAWS**

By-Law 18-101

Resolution No. 537-18**Moved by Councillor Ferguson****Seconded by Councillor McCubbin****THAT** By-law 18-101, being a by-law to amend By-law No. 11-83 being the Zoning By-law for the Municipality of Mississippi Mills for Wilson Pt Blk C E Mississippi River Plan 779; Pt 2 Ref Plan 26R-439, Pakenham, be taken as read, passed, signed and sealed in Open Council.**CARRIED****M. OTHER/NEW BUSINESS**

1. MRPC Board Member Extension Request

Resolution No. 538-18**Moved by Councillor Gillis****Seconded by Councillor Abbott****THAT** Council approve extending Paul Virgin's appointment to the Mississippi River Power Corporation (MRPC) until January 31, 2019.**CARRIED****N. NOTICE OF MOTION**

[None]

O. ANNOUNCEMENTS AND INVITATIONS

Closing remarks and reflections from Members of Council.

P. CONFIRMATORY BY-LAW

By-law 18-102

Resolution No. 539-18**Moved by Councillor Ferguson****Seconded by Councillor Abbott****THAT** By-law 18-102 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 20th day of November 2018, be read, passed, signed and sealed in Open Council this 20th day of November 2018.**CARRIED**

Q. ADJOURNMENT

Resolution No. 540-18

Moved by Councillor Torrance

Seconded by Councillor Gillis

THAT the meeting be adjourned at 7:22 p.m.

CARRIED

Shaun McLaughlin
MAYOR

Jeanne Harfield
ACTING CLERK

Mayor's Annual Address

Tonight is the last meeting for many of those around this table. Those departing have 109 years of combined service. They take with them a wealth of municipal experience and corporate knowledge, and leave behind many achievements. Here are the highlights of just this term:

- 13 lots sold in the industrial park that will dramatically boost commercial taxes and local jobs
- A splash pad, skateboard park and play structure in Gemmill Park designed for families
- A youth center to provide kids a safe place to hang out
- A local economy, with a strong tourism component, that is the most robust since the mills closed down
- A financial plan and asset management plan that have gone a long way to closing the massive infrastructure gap we inherited
- Huge upgrades to infrastructure including six new bridges, a new roof on the Almonte arena, and an expanded Pakenham library.

The list could go on.

I thank the following members for their service:

Councillor Alex Gillis, 26 years in Mississippi Mills and old Almonte

Councillor John Edwards, 21 years in Mississippi Mills and old Ramsay township

Councillor Valerie Wilkinson, 15 years

Councillor Duncan Abbott, 13 years in Mississippi Mills and old Pakenham township

Councillor Jane Torrance, 11 years

Councillor Paul Watters, 8 years

Councillor Jill McCubbin, 4 years

Councillor Amanda Pulker-Mok, 3 years

Some of you have chosen to retire. Others we may see coming back. I wish you all the best in whatever paths you chose.



The Corporation of the Municipality of Mississippi Mills

Special Council Meeting #27-18

MINUTES

The inaugural meeting of Council was held on Tuesday, December 4, 2018 at 6:00 p.m. at Almonte Old Town Hall.

Regan Warner piped the Members of Council into the Council Chambers

A. CALL TO ORDER

The Acting Clerk called the meeting to order at 6:00 p.m.

B. O CANADA

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

C. ROYAL ANTHEM

The Royal Anthem was led by Olivia Scott.

D. ATTENDANCE

PRESENT:

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

ABSENT:

STAFF:

Shawna Stone, Acting CAO
Jeanne Harfield, Acting Clerk

OTHERS:

Regan Warner, Mississippi Mills Pipe Band
Mary Royal-Duczek, Almonte United Church
Olivia Scott, Singer

E. DECLARATION OF ELECTED OFFICE AND OATH OF ALLEGIANCE

The Acting Clerk administered the Declaration of Elected Office and Oath of Allegiance to the Mayor, Deputy Mayor and Councillors.
Copies of the signed declarations of office are attached to the minutes.

F. BLESSING OF COUNCIL

Reverend Mary Royal-Duczek delivered the blessing of council.

G. MAYOR’S INAUGURAL ADDRESS

Mayor Lowry delivered her inaugural address. A copy of her address is attached to the minutes.

H. CONFIRMATORY BY-LAW

By-law 18-104

Resolution No. 541-18

Moved by Councillor Ferguson

Seconded by Deputy Mayor Levi

THAT By-law 18-104, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its inaugural meeting held on the 4th day of December 2018, be read, passed, signed and sealed in Open Council this 4th day of December 2018.

CARRIED

I. ADJOURNMENT

Resolution No. 542-18

Moved by Councillor Maydan

Seconded by Councillor Holmes

THAT the meeting be adjourned at 6:22 p.m.

CARRIED

Christa Lowry
MAYOR

Jeanne
ACTING

Harfield
CLERK

Mayor's Inaugural Address

Members of Council, honoured guests, ladies and gentlemen, it is both a privilege and an honour to speak before you this evening. I would like to begin by congratulating every member of Council on their election victory. In recent weeks, I've met with each Member of Council individually and was impressed by the common values I heard. Transparency, building trust and open communication are a few they spoke of and I commend each and every Member of Council for setting the bar high with their own personal commitment to these values.

In public service, we are elected to represent everyone in Mississippi Mills: those who voted for us, those who did not vote for us, and those who did not vote at all. With both new and returning faces on Council, tonight's inauguration marks the beginning of a four year chapter where we will establish a shared vision and work together to best serve all the people of Mississippi Mills.

As I look out in the audience this evening, I see Heads of Councils spanning decades before me and I think of the words of Issac Newton: *"If I have seen further than others, it is by standing upon the shoulders of giants"*.

As I stand here before you, I see many giants whose hard work, dedication and inspired leadership continue to shape our community. I'd like to recognize those leaders who are with us this evening. Mississippi Mills is the community we are today because of your hard work. THANK YOU.

Now the baton has been passed to us. On behalf of Council, let me say that it is an honour to continue this work, standing on your shoulders. It is the responsibility of Council to continue to set priorities and policy, and in turn Municipal staff will operationalize these priorities and policies.

The next four years will be challenging for the Municipal team as we re-examine and update critical documents and master plans such as the Long Term Financial Plan and the Asset Management Plan while continuing to practise sound, responsible fiscal management. Our Official Plan will require amendments and updates, particularly due to new population projections received from Lanark County. The biggest project of our term will be the "Big Dig Downtown" which will see water and sewer renewals in downtown Almonte. This major project will need to be carefully planned in cooperation with downtown merchants and residents. I encourage everyone to participate in upcoming information centres.

It's important that we have public participation and commentary in our projects. While Council and Municipal staff each have their distinct responsibilities and roles, so does the public. I encourage you to come out to meetings and information centres, ask questions of your councillors, get involved on committees and working groups and be an informed citizen.

As I said throughout the campaign, I am committed to bringing the residents of Mississippi Mills together and to moving forward in a positive, constructive way. A team is not built by one alone however, nor can bridges connect if there is only one side present. We all have our roles to play in moving forward: myself, Council members and the community. I will proudly walk beside each of you who is committed to building bridges and moving forward on a positive path. With the open minds and commitment of my new Council colleagues and our wider community, I am eager to get started to ensure all voices are heard in Mississippi Mills, this beautiful, vibrant place we all love and call home.



Declaration of Office and Oath of Allegiance

I, Christa Lowry, having been elected or appointed to the office
(name of person)

of Mayor
(name of office)

in the municipality of Mississippi Mills
(name of municipality)

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me)
at the Municipality of Mississippi Mills)
in the County of Lanark)
on the 1st day of December, 2018)



Signature of Declarant



Shawna Stone, Acting Chief Administrative Officer/Clerk
Commissioner for taking Affidavits



Declaration of Office and Oath of Allegiance

I, John Levi, having been elected or appointed to the office
of Deputy Mayor
in the municipality of Mississippi Mills

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).


And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me
at the Municipality of Mississippi Mills
in the County of Lanark
on the 4th day of December, 2018

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John Levi



Jeanne Harfield, Acting Clerk
Commissioner for taking Affidavits



Declaration of Office and Oath of Allegiance

I, John Dalgity, having been elected or appointed to the office
of Councillor, Almonte Ward
in the municipality of Mississippi Mills

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me
at the Municipality of Mississippi Mills
in the County of Lanark
on the 4th day of December, 2018

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John Dalgity



Jeanne Harfield, Acting Clerk
Commissioner for taking Affidavits



Declaration of Office and Oath of Allegiance

I, Janet A. Maydan, having been elected or appointed to the office
of Councillor, Almonte Ward
in the municipality of Mississippi Mills

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me
at the Municipality of Mississippi Mills
in the County of Lanark
on the 4th day of December, 2018

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Janet A. Maydan

Jeanne Harfield, Acting Clerk
Commissioner for taking Affidavits



Declaration of Office and Oath of Allegiance

I, Bev Holmes, having been elected or appointed to the office
of Councillor, Ramsay Ward
in the municipality of Mississippi Mills

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me
at the Municipality of Mississippi Mills
in the County of Lanark
on the 4th day of December, 2018

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Bev Holmes
Bev Holmes

Jedhne Harfield
Jedhne Harfield, Acting Clerk
Commissioner for taking Affidavits



Declaration of Office and Oath of Allegiance

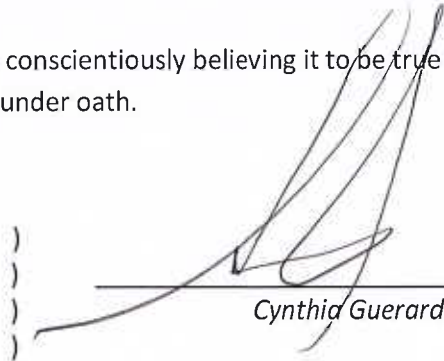
I, Cynthia Guerard, having been elected or appointed to the office
of Councillor, Ramsay Ward
in the municipality of Mississippi Mills

do solemnly promise and declare that:


1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).

And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me
at the Municipality of Mississippi Mills
in the County of Lanark
on the 4th day of December, 2018



Cynthia Guerard



Jeanne Harfield, Acting Clerk
Commissioner for taking Affidavits



Declaration of Office and Oath of Allegiance

I, Denzil Ferguson, having been elected or appointed to the office
of Councillor, Pakenham Ward
in the municipality of Mississippi Mills

do solemnly promise and declare that:

1. I will truly, faithfully and impartially exercise this office to the best of my knowledge and ability.
2. I have not received and will not receive any payment or reward, or promise thereof, for the exercise of this office in a biased, corrupt or in any other improper manner.
3. I will disclose any pecuniary interest, direct or indirect, in accordance with the *Municipal Conflict of Interest Act*.
4. I will be faithful and bear true allegiance to Her Majesty Queen Elizabeth the Second (or the reigning sovereign for the time being).


And I make this solemn promise and declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Declared before me
at the Municipality of Mississippi Mills
in the County of Lanark
on the 4th day of December, 2018

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Denzil Ferguson



Jeanne Harfield, Acting Clerk
Commissioner for taking Affidavits



The Corporation of the Municipality of Mississippi Mills

Special Council Meeting #28-18

MINUTES

A special meeting of Council was held on Tuesday, December 11, 2018 at 8:30 a.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 8:34 a.m.

B. ATTENDANCE

PRESENT:

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

ABSENT:

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

C. APPROVAL OF AGENDA

Resolution No. 543-18
Moved by Councillor Ferguson
Seconded by Councillor Dalgity
THAT the agenda be approved as presented.

CARRIED

D. OPENING REMARKS BY MAYOR

Mayor Lowry provided opening remarks and a brief explanation of logistics for the day.

E. PRESENTATIONS

Each Department Head provided an overview of their department including staffing complement, departmental duties and responsibilities, and addressed questions from Members.

Resolution No. 544-18**Moved by Deputy Mayor Levi****Seconded by Councillor Holmes****THAT** the presentations from the following be received:

- Administration – Shawna Stone (Acting CAO) and Jeanne Harfield (Acting Clerk)
- Finance – Rhonda Whitmarsh (Treasurer)
- Roads & Public Works – Guy Bourgon (Director of Roads & Public Works)
- Building and Planning – Niki Dwyer (Director of Planning)
- Daycare – Karen Kane (Director of Daycare)
- Recreation – Calvin Murphy (Recreation Manager)
- Economic Development and Culture – Tiffany MacLaren (Community Economic & Cultural Coordinator)
- Halpenny Insurance – Carolyn Corkery
- Mississippi Valley Conservation Authority – Paul Lehman and Duncan Abbott
- Auditor – Howard Allan and Carole Fuller
- Fire Department – Chief Scott Granahan
- Library – Christine Row (CEO/Chief Librarian)

CARRIED**F. CONFIRMATORY BY-LAW**

By-law 18-104

Resolution No. 545-18**Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** By-law 18-104, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 11th day of December, 2018, be read, passed, signed and sealed in Open Council this 11th day of December, 2018.**CARRIED****G. ADJOURNMENT****Resolution No. 546-18****Moved by Councillor Guerard****Seconded by Councillor Ferguson****THAT** the meeting be adjourned at 4:30 p.m.**CARRIED**

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



The Corporation of the Municipality of Mississippi Mills

Special Council Meeting #29-18

MINUTES

A special meeting of Council was held on Tuesday, December 11, 2018 at 5:00 p.m. in the Council Chambers.

A. CALL TO ORDER

Mayor Lowry called the meeting to order at 5:04 p.m.

B. ATTENDANCE

PRESENT:

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

ABSENT:

Shawna Stone, Acting CAO
Jeanne Harfield, Acting Clerk

C. APPROVAL OF AGENDA

Resolution No. 547-18

Moved by Councillor Ferguson

Seconded by Councillor Holmes

THAT the agenda be approved as amended, with discussion of Items F1-F6 before Items E1-E2.

CARRIED

D. DISCLOSURE OF PECUNIARY INTEREST

[None]

F. OTHER NEW BUSINESS

1. Composition of the Striking Committee

ACTION: Staff to provide notice of the amendment to Section 117 of the Procedural By-law 17-03 to include all members of Council on the Striking Committee.

2. Review of Advisory Committees

ACTION: Staff to bring forward Terms of Reference for CEDC, Parks and Recreation, Transportation and Environment, and the Agriculture Sub-Committee.

3. Application Deadlines for Committees and Boards

Deadlines for the statutory committees will hold to be considered when the Striking Committee convenes in January 2019. The deadlines for the non-statutory committees will be amended once the terms of reference for the advisory committees are finalized.

4. Reverse Zoning on Don Maynard Park

ACTION: Staff to contact the municipal solicitor to determine the proper legal process to reverse the rezoning and report back to Council.

5. MRPC Council Representative

To be discussed by the Striking Committee in January 2019.

6. Cavanagh Recognition – Enerdu

Resolution No. 548-18

Moved by Councillor Holmes

Seconded by Councillor Guerard

THAT Council recognize the contributions that Cavanagh Construction has made to the Municipality;

AND THAT the Mayor send a letter to the Cavanagh family to formally recognize their contributions to the community over the years.

CARRIED

E. CONSIDERATION OF A CLOSED SESSION

Resolution No. 549-18

Moved by Councillor Holmes

Seconded by Councillor Maydan

THAT Council enter into an in camera session at 5:42 p.m. re: personal matters about an identifiable individual, including municipal or local board employees (*Municipal Act* s. 239 2(b)) – Acting Positions; and advice that is subject to solicitor-client privilege, including communications necessary for that purpose (*Municipal Act* s. 239 2(f)) – Update on Legal Matters.

CARRIED

Resolution No. 550-18**Moved by Councillor Ferguson****Seconded by Councillor Dalgity****THAT** Council return to regular session at 6:57 p.m.**CARRIED****Rise & Report**

1. Acting Positions

Staff direction was provided in camera.

2. Update on Legal Matters

Received for information.

G. CONFIRMATORY BY-LAW

By-law 18-105

Resolution No.551 -18**Moved by Councillor Maydan****Seconded by Councillor Holmes****THAT** By-law 18-105, being a by-law to confirm the proceedings of the Council of the Corporation of the Municipality of Mississippi Mills at its special meeting held on the 11th day of December, 2018, be read, passed, signed and sealed in Open Council this 11th day of December, 2018.**CARRIED****H. ADJOURNMENT****Resolution No. 552-18****Moved by Councillor Guerard****Seconded by Councillor Ferguson****THAT** the meeting be adjourned at 6:58 p.m.**CARRIED**

Christa Lowry
MAYOR

Jeanne Harfield
ACTING CLERK



Council Meeting

December 18, 2018

Municipality of Mississippi Mills Almonte Ward Master Plan Update

Water and Wastewater Infrastructure

Presentation Overview

- 2012 Master Plan Update and Project Team
- Update on Projected Growth
- Water Infrastructure Master Plan Update
 1. Water Supply and Treatment Servicing
 2. Water Storage Servicing
 3. Water Distribution Servicing
- Wastewater Infrastructure Master Plan
 1. Wastewater Treatment Servicing
 2. Wastewater Pumping Servicing
 3. Wastewater Collection Servicing
- Risk Assessment
- Implementation and Timeline Recommendations – Condition and Capacity Upgrades
- General Planning Timeline for Infrastructure Projects

2

2012 Master Plan Update and Project Team

- In 2017, JLR assisted the Municipality with updating the 2012 Master Plan. The following items were considered:
 - Relevant planning projections
 - Flow/demand projections based on more current servicing demands
 - Timing of recommended servicing solutions
 - Opinions of probable costs

Municipality of Mississippi Mills

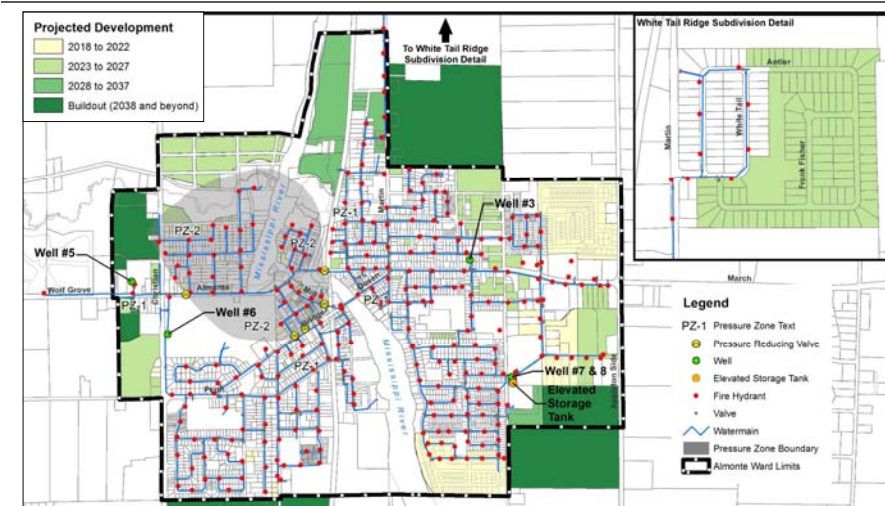
- Guy Bourgon, P.Eng. Director of Roads and Public Works
- Cory Smith, C.Tech. Public Works Technologist

J.L. Richards & Associates Limited: Prime Consultant

- Sarah Gore, P.Eng. Executive Director, Manager, Environmental Engineering
sgore@jlrichards.ca
- Mark Buchanan, P.Eng. Associate, Senior Civil Engineer
mbuchanan@jlrichards.ca

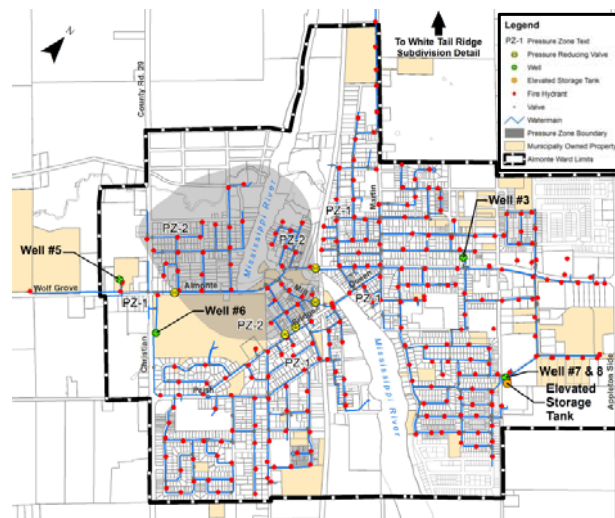
3

Update on Projected Growth



4

Water Infrastructure System Overview



Communal Water System Properties:

- ~ 5,149 serviced population
- Five (5) groundwater wells identified as Wells #3, 5, 6, 7, & 8
- ~ 37 km of watermain piping
- 2,994 m³ elevated potable water storage tank (2,840 m³ 'usable' storage)

5

1 – Water Supply and Treatment Servicing

A - Constraints

Study Period	Existing Supply	Full Yield	Demand ⁽¹⁾	Deficit (Existing Supply)	Deficit (Full Yield) ⁽²⁾
Existing	70.1 L/s	106.8 L/s	43.5 L/s	No Deficit	No Deficit
Short-Term (2018-2022)	70.1 L/s	106.8 L/s	66.4 L/s	No Deficit	No Deficit
Mid-Term (2023-2027)	70.1 L/s	106.8 L/s	88.2 L/s	18.1 L/s	No Deficit
Long-Term (2028-2037)	70.1 L/s	106.8 L/s	95.2 L/s	25.1 L/s	No Deficit
Build-Out (2037+)	70.1 L/s	106.8 L/s	168 L/s	98.6 L/s	61.9 L/s

1. Demand established using hydraulic water model (i.e., population projections established using the land-use planning information).

2. Deficit considering the yield potential of Wells 3, 5, 7, and 8.

6

1 – Water Supply and Treatment Servicing

B – Servicing Strategies

Study Period	Description of Works	Opinion of Probable Cost ⁽¹⁾	
		Condition Upgrades	Capacity Upgrades
Immediate	<ul style="list-style-type: none"> Condition Upgrades at Select Wells 	\$355,000 ⁽²⁾	-
Short-Term (2018 - 2022)	<ul style="list-style-type: none"> No Servicing Strategies Proposed 	-	-
Mid-Term (2023 - 2027)	<ul style="list-style-type: none"> Condition Upgrades at Select Wells Increase the Capacity of Wells 7 and 8 to Demonstrated Yield 	\$360,000 ⁽³⁾	\$2,800,000 ⁽⁴⁾
Long-Term (2028 - 2037)	<ul style="list-style-type: none"> Increase the Capacity of Wells 3 and 5 to Demonstrated Yield 	-	\$1,200,000

1. Based on Class 'D' Estimate and includes Engineering and Contingencies.
2. Costs for condition upgrades at Wells 3, 5, and 6 only, including immediate and short-term needs. Condition upgrades for Wells 7 and 8 carried in capacity upgrades.
3. Costs for condition upgrades at Wells 3, 5, and 6 only. Condition upgrades for Wells 7 and 8 carried in capacity upgrades.
4. Includes condition upgrades from immediate, short-term and mid-term timeframes.

2 – Water Storage Servicing

A - Constraints

- Legend: 'A' – Fire Storage, 'B' – Equalization Storage, 'C' – Emergency Storage

Study Period	Existing Storage	Current Equivalent Population ⁽¹⁾	'A'	'B'	'C'	Required Storage ⁽¹⁾	Deficit
Existing	2,840m ³	4,937	1,028m ³	939m ³	492m ³	2,458m ³	None
Short-Term (2018-2022)	2,840m ³	7,560	1,844m ³	1,434m ³	819m ³	4,096m ³	1,256m³
Mid-Term (2023-2027)	2,840m ³	10,464	2,093m ³	1,904m ³	999m ³	4,997m ³	2,157m³
Long-Term (2028-2037)	2,840m ³	11,259	2,182m ³	2,057m ³	1,060m ³	5,298m ³	2,458m³
Build-Out (2037 +)	2,840m ³	20,749	4,339m ³	3,643m ³	1,996m ³	9,978m ³	7,138m³

1. Demand established using hydraulic water model (i.e., population projections established using the land-use planning information). When determining the fire flow allowance for commercial or industrial areas, the area occupied by the commercial/industrial complex was considered at an equivalent population density to the surrounding residential areas.

2 – Water Storage Servicing

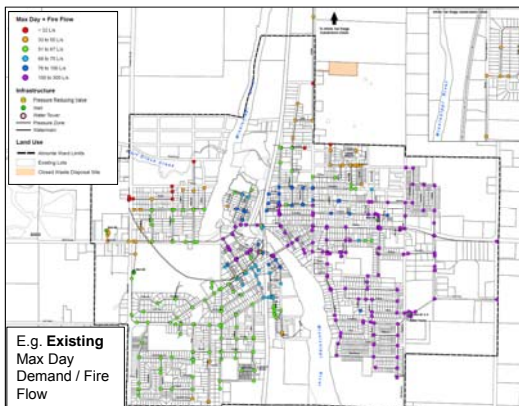
B – Servicing Strategies

Study Period	Description of Works	Opinion of Probable Cost ⁽¹⁾	
		Condition Upgrades	Capacity Upgrades
Short-Term (2018-2022)	<ul style="list-style-type: none"> Construct an At-Grade Reservoir and Pumping Station, Upgrade Watermain 	-	\$3,600,000 ⁽²⁾
Mid-Term (2023-2027)	<ul style="list-style-type: none"> Capacity Upgrades Included in Short-Term Works 	-	-
Long-Term (2028-2037)	<ul style="list-style-type: none"> Condition Upgrades Capacity Upgrades Included in Short-Term Works 	\$450,000	-

1. Based on Class 'D' Estimate and includes Engineering and Contingencies.
2. Preliminary Opinion of Probable Cost from Potable Water Storage Schedule 'B' Class EA Draft Phase 2 Report.

3 – Water Distribution Servicing

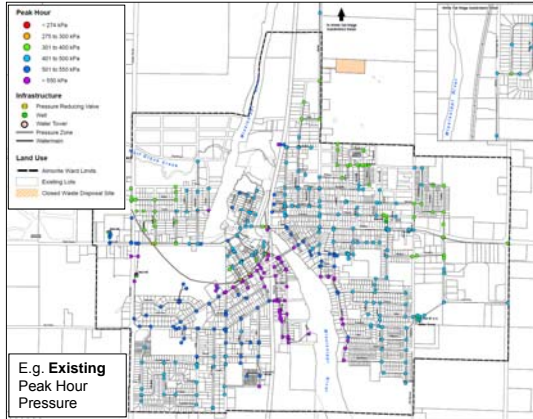
A – Constraint No. 1 – Max Day + Fire Flow Demand



Fire Flow (L/s)	Percentage of Junctions Capable of Meeting the Indicated Fire Flows ⁽¹⁾				
	Existing	2018 - 2022	2023 - 2028	2029 - 2037	Build-Out (2037+)
33	95%	94%	96%	98%	58%
50	85%	83%	76%	77%	51%
67	54%	52%	52%	51%	29%
75	48%	49%	50%	49%	21%
100	39%	38%	35%	34%	10%
150	24%	24%	18%	15%	2%

3 – Water Distribution Servicing

A – Constraint No. 2 – Peak Hour Pressure



- MECP Minimum Pressure Requirement:
275 kPa
- Maximum Pressure Constraint:
700 kPa

	Simulated Pressures (kPa)				
	Existing	2018 - 2022	2023 - 2028	2029 - 2037	Build-Out (2037+)
Min	334	309	249	250	N/A ⁽¹⁾
Max	631	609	545	586	418

1. Only 15% of the junction nodes exceeded the minimum pressure requirement.

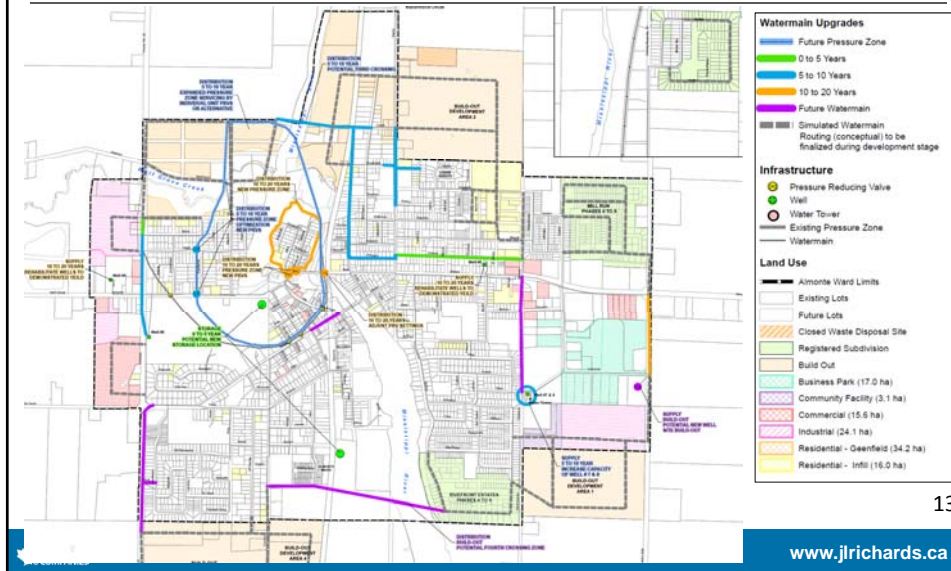
3 – Water Distribution Servicing

B – Servicing Strategies

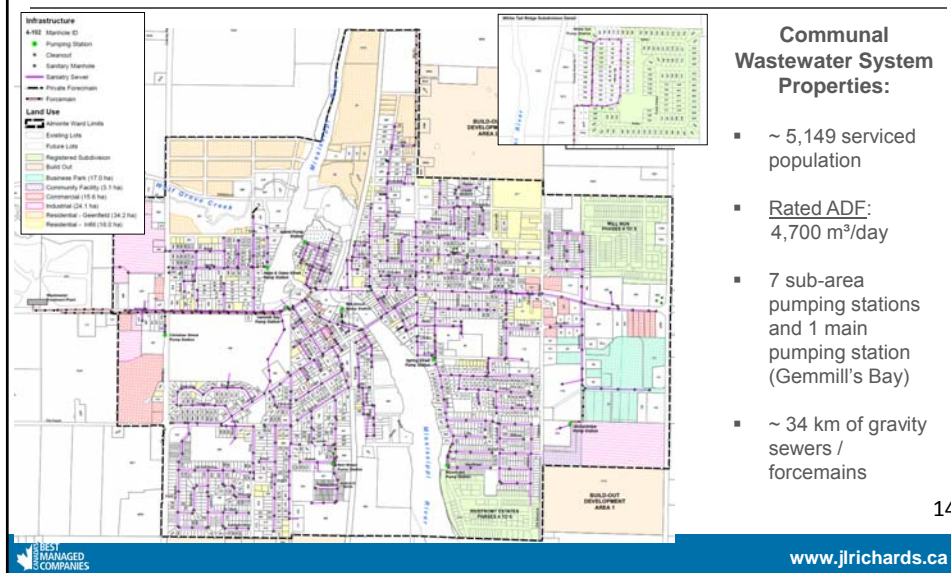
Study Period	Description of Works	Opinion of Probable Cost ⁽¹⁾	
		Condition Upgrades	Capacity Upgrades
Immediate	<ul style="list-style-type: none"> Condition Upgrades 	\$5,945,000 ⁽²⁾	-
Short-Term (2018 - 2022)	<ul style="list-style-type: none"> Condition Upgrades 	\$1,485,000 ⁽²⁾	-
	<ul style="list-style-type: none"> Victoria Street Upgrades 	-	\$410,000
	<ul style="list-style-type: none"> County Road 29 Looping Wylie to Hope Street Upgrades 	-	\$125,000
Mid-Term (2023 - 2027)	<ul style="list-style-type: none"> Condition Upgrades 	\$1,595,000 ⁽²⁾	-
	<ul style="list-style-type: none"> County Road 29 Well 6 to Wylie Street Upgrade 	-	\$795,000
	<ul style="list-style-type: none"> Pressure Zone 2 Optimization 	-	\$190,000
	<ul style="list-style-type: none"> Martin Street North, from Teskey Street to Carss Street 	-	\$575,000
	<ul style="list-style-type: none"> Princess Street and Martin Street North Upgrades 	-	\$170,000
	<ul style="list-style-type: none"> Union Street North, from Princess Street to Carss Street 	-	\$425,000
	<ul style="list-style-type: none"> Adelaide and Brookdale Street Looping 	-	\$260,000
	<ul style="list-style-type: none"> Carss Street, from Mitcheson Street to Union Street North 	-	\$125,000
	<ul style="list-style-type: none"> Carss Street, from Union Street North to Mississippi River 	-	\$220,000
<ul style="list-style-type: none"> Mississippi River Third Crossing 	-	\$2,540,000	
Long-Term (2028 - 2037)	<ul style="list-style-type: none"> Condition Upgrades 	\$2,455,000 ⁽²⁾	-
	<ul style="list-style-type: none"> Appleton Side Road Looping 	-	\$610,000
	<ul style="list-style-type: none"> Create Pressure Zone 3 	-	\$125,000

1. Based on Class 'D' Estimate and includes Engineering and Contingencies.
2. Distribution condition upgrades based on typical life expectancy of pipes.

Water Infrastructure Servicing Upgrades



Wastewater Infrastructure System Overview



1 – Wastewater Treatment Servicing

A - Constraints

Parameter	WWTP Rated Capacities	Master Plan Design Projections (Long Term: 20 years)
Long-Term Population Projection	-	8,521 persons
Average Daily Flow	4,700 m ³ /d	4,551 m ³ /d
Maximum Daily Flow	14,100 m ³ /d (peaking factor of 3)	13,653 m ³ /d (peaking factor of 3)
Peak Flow	28,200 m ³ /d (peaking factor of 6)	27,307 m ³ /d (peaking factor of 6)

B - Service Strategies

- The WWTP is sufficiently sized to service Almonte Ward over the long term planning period
- An expansion would ultimately be required beyond the long-term planning period

2 – Wastewater Pumping Servicing

A - Constraints

Gemmill's Bay SPS

Study Period	Design Capacity	Projected Peak Flows	Deficit
Existing	326 L/s*	276 L/s	No Deficit
Short-Term (2018-2022)	326 L/s*	318 L/s	No Deficit
Mid-Term (2023-2027)	326 L/s*	360 L/s	34 L/s
Long-Term (2028-2037)	326 L/s*	374 L/s	48 L/s
Build-Out (2037+)	326 L/s*	515 L/s	189 L/s

*Given frequent recent by-pass events at the SPS, it is likely that the SPS is already operating at or near its existing firm capacity.

Spring Street SPS

Study Period	Rated Capacity	Projected Peak Flows	Deficit
Existing	36.15 L/s	31.8 L/s	No Deficit
Short-Term (2018-2022)	36.15 L/s	49.65 L/s	13.5 L/s
Mid-Term (2023-2027)	36.15 L/s	49.65 L/s	13.5 L/s
Long-Term (2028-2037)	36.15 L/s	49.65 L/s	13.5 L/s
Build-Out (2037+)	36.15 L/s	49.65 L/s	13.5 L/s

*A capacity upgrade is planned to be implemented in 2019.

2 – Wastewater Pumping Servicing

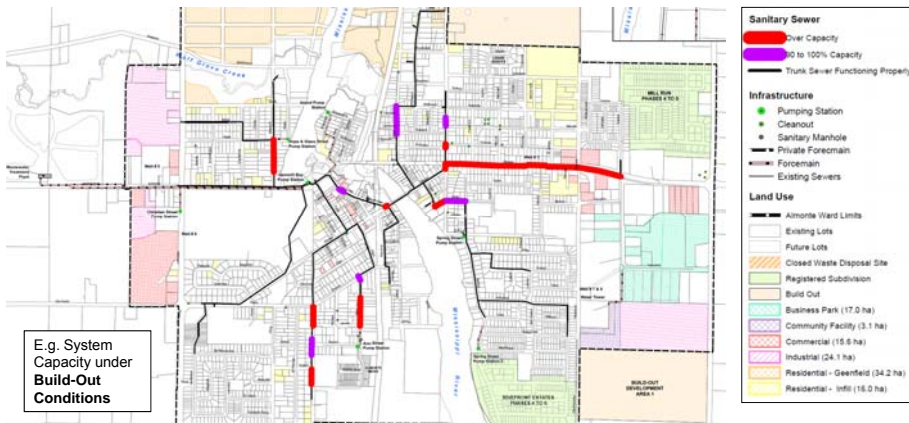
B – Servicing Strategies

Study Period	Description of Works	Opinion of Probable Cost ⁽¹⁾	
		Condition Upgrades	Capacity Upgrades
Immediate	Condition Upgrades at Select Stations	\$465,000	-
	Expand Gemmill's Bay SPS to Meet Long-Term Needs	-	\$500,000⁽²⁾
Short-Term (2018 - 2022)	Expand Spring Street SPS to Meet Long-Term Needs	-	\$140,000⁽²⁾
	Condition Upgrades at Select Stations	\$40,000	-
Mid-Term (2023-2027)	Condition Upgrades at Select Stations	\$45,000	-
Long-Term (2028-2037)	None	-	-

1. Based on Class 'D' Estimate and includes Engineering and Contingencies.
2. Includes upgrade to pumping system only; full extent of upgrade and associated costs to be confirmed during related Class EA. The Municipality is investigating pumping to the existing twin forcemains to address short-term capacity issues.

3 –Wastewater Collection Servicing

A – Constraints – Sewer Capacity



3 -Wastewater Collection Servicing

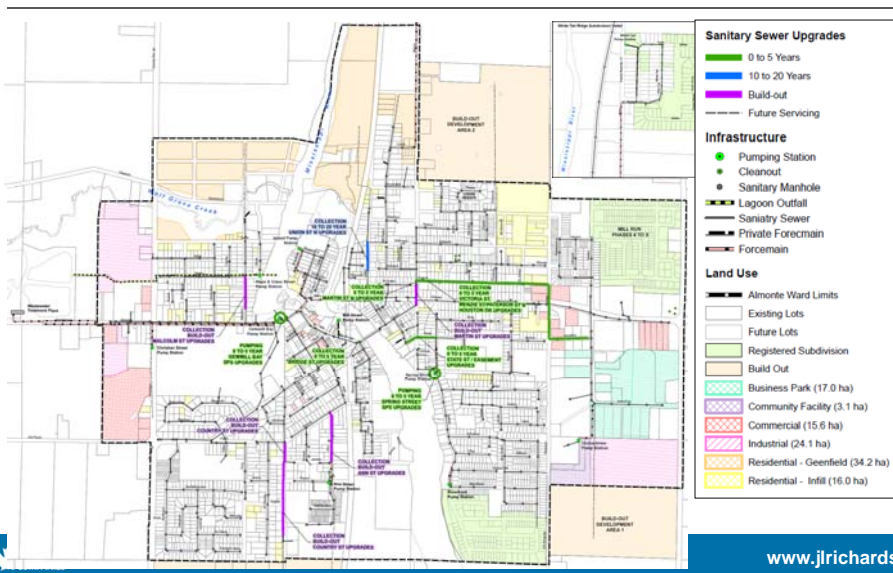
B – Servicing Strategies

Study Period	Description of Works	Opinion of Probable Cost ⁽¹⁾	
		Condition Upgrades	Capacity Upgrades
Immediate	<ul style="list-style-type: none"> Condition Upgrades 	\$7,340,000 ⁽²⁾	-
Short-Term (2018 - 2022)	<ul style="list-style-type: none"> Condition Upgrades 	\$960,000 ⁽²⁾	-
	<ul style="list-style-type: none"> Easement and State Street Upgrades 	-	\$235,000*
	<ul style="list-style-type: none"> Victoria Street Upgrades 	-	\$1,980,000
	<ul style="list-style-type: none"> Industrial Park Sewer Martin Street North at Victoria Street 	-	\$615,000 \$25,000
Mid-Term (2023-2027)	<ul style="list-style-type: none"> Condition Upgrades 	\$2,750,000 ⁽²⁾	-
Long-Term (2028-2037)	<ul style="list-style-type: none"> Condition Upgrades 	\$1,270,000 ⁽²⁾	-
	<ul style="list-style-type: none"> Union Street Upgrades 	-	\$195,000

1. Based on Class 'D' Estimate and includes Engineering and Contingencies.
2. Collection system condition upgrades based on typical life expectancy of pipes.

*Easement and State Street Upgrades were recently completed.

Wastewater Infrastructure Servicing Upgrades



Implementation and Timing – Capacity Upgrades

Timing	Area	Classification	OPC	Predicted Specialized Study
Immediate	Wastewater	Pumping	\$500,000	Schedule 'A+' or 'B' Class EA
	Sub Total		\$500,000	
Short-Term (2018-2022)	Water	Storage	\$3,600,000 ⁽¹⁾	Schedule 'B' Class EA (ongoing)
	Water	Distribution	\$535,000	Schedule 'A' Class EA
	Wastewater	Pumping	\$140,000	Schedule 'A+' Class EA (ongoing)
	Wastewater	Collection	\$2,855,000	Schedule 'A' Class EA
	Sub Total		\$7,130,000	
Mid-Term (2023-2027)	Water	Supply	\$2,800,000	Schedule 'C' Class EA
	Water	Distribution	\$5,300,000	Schedule 'A' Class EA
	Sub Total		\$8,100,000	
Long-Term (2028-2037)	Water	Supply	\$1,200,000	Not Required ⁽²⁾
	Water	Distribution	\$735,000	Schedule 'A' Class EA
	Wastewater	Collection	\$195,000	Schedule 'A' Class EA
	Sub Total		\$2,130,000	
TOTAL			\$17,860,000	

1. Preliminary Opinion of Probable Cost from Potable Water Storage Schedule 'B' Class EA Draft Phase 2 Report.
2. Upgrades involve increasing the capacity of Wells 3 and 5 to the demonstrated yield. A specialized study is not required.

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Implementation and Timing – Condition Upgrades

Timing	Area	Classification	OPC
Immediate	Water	Supply	\$355,000
	Water	Distribution	\$5,945,000
	Wastewater	Pumping	\$465,000
	Wastewater	Collection	\$7,340,000
	Sub Total		\$14,105,000
Short-Term (2018-2022)	Water	Distribution	\$1,485,000
	Wastewater	Pumping	\$40,000
	Wastewater	Collection	\$960,000
	Sub Total		\$2,485,000
Mid-Term (2023-2027)	Water	Supply	\$360,000
	Water	Distribution	\$1,595,000
	Wastewater	Pumping	\$45,000
	Wastewater	Collection	\$2,750,000
	Sub Total		\$4,750,000
Long-Term (2028-2037)	Water	Distribution	\$2,455,000
	Water	Storage	\$450,000
	Wastewater	Collection	\$1,270,000
	Sub Total		\$4,175,000
TOTAL			\$25,515,000

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General Planning Timeline - Infrastructure Projects

Project	Description	Class EA Schedule	Estimated Time to Complete Class EA and Other Studies	Estimated Time to Design, Tender and Construct
Water Supply and Treatment	Increase pumping capacity of existing wells, at an existing municipal site	'B'	1 year	2 years
	Construct new well	'C'	1-2 years	2 years
Water Storage	Establish new or expand/replace existing water storage facilities	'B'	1 year	2 years
Water Distribution	New transmission mains	'A'	6 months	1 to 2 years
Wastewater Pumping	Increase pumping capacity by adding or replacing equipment, where the new equipment is located in an existing building and where its existing rated capacity is exceeded	'A+'	6 months	2 years
	Increase pumping capacity by adding or replacing equipment, where the new equipment is located in a <u>new building or building extension</u> and where its existing rated capacity is exceeded	'B'	1 year	2 years
Wastewater Collection	New gravity sewers	'A'	6 months	1 to 2 years

23



THANK YOU!
Questions?

24

MEMORANDUM

To: Committee of the Whole
From: Jeanne Harfield, Acting Clerk
Date: December 18, 2018
Re: **Municipal Election Voters' List**

Currently, the Municipal Property Assessment Corporation (MPAC) is responsible for collecting information such as name, date of birth, citizenship and school support, for Municipal and School Board Elections. This information is used to create the voter's lists for each municipality. Before each municipal election, MPAC provides municipalities with a Preliminary List of Electors (PLE), used by municipal clerks to finalize the voters' list.

Following the 2018 Municipal and School Board Elections, there were many inconsistencies in regards to the quality of the information provided by MPAC on the voters' list. The irregularities in the list lead to over 3,700 changes out of almost 10,700 eligible electors, which included adding, deleting and updating elector and property information.

A list of the changes made include:

- Elector added: 658
- Elector deleted: 292
- Elector moved: 248
- Elector info updated: 1,391
- Property Added: 178
- Property Deleted: 126
- Property info updated: 862

To address these issues with MPAC, the Town of Kearney has passed the following resolution in regard to the creation, maintenance and quality of the municipal voters' list. We recommend that Mississippi Mills Council support this resolution to hopefully improve the quality of the list provided by MPAC.

Resolution #

10.(d)(iii)/21/11/2018

WHEREAS concern over the quality of the Municipal Voters' List is not a new phenomenon;

AND WHEREAS in 2012, the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO) published a "Voters' List Position Paper" and since that time has been advocating for transformational changes to the way that Ontario creates and maintains the Voters' List for municipal elections;

AND WHEREAS the Preliminary List of Electors which forms the Voters' List in Ontario is supplied by data from the Municipal Property Assessment Corporation (MPAC);

AND WHEREAS despite the incremental changes made by MPAC, MPAC has a limited ability to fix the currency and accuracy issues that impairs the current process and the Voters' List continues to be flawed with data inaccuracies and outdated information;

AND WHEREAS a transformational solution to the way that the Voters' List is created and managed is required;

NOW THEREFORE BE IT RESOLVED that the Council of the Corporation of the Town of Kearney supports the re-establishment of the multi-stakeholder working group between the Ministry of Municipal Affairs, Ministry of Finance, AMCTO, MPAC and Elections Ontario in exploring and identifying ways to create and maintain the Voters' List for Municipal Elections;

AND FURTHER Council requests an update be provided from this 'Voters' List Working Group' on the transformational solutions being discussed;

AND FURTHER that this resolution be circulated to all Ontario Municipalities for their consideration and support.

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS
INFORMATION REPORT

DATE: December 18, 2018
TO: Committee of the Whole
FROM: Shawna Stone, Acting Chief Administrative Officer
SUBJECT: CAO’s Report December 2018

Pending List

Section 48 of Procedural By-law 17-03:

Any outstanding items on the Pending List from a previous Council term shall be considered by a newly elected Council within 60 days of its Inaugural Meeting. At that time, Council shall either affirm or rescind each of the requests for a staff report, subject to the reconsideration provisions set out in this by-law.

Item	Status
MM2020 Business Plan	RFP issued November 2018 and successful consultant working on development of business case with target completion date of February 2019
Live Streaming	RFP issued December 2018; award of contract January 2019. Procedural By-law amendments to come forward.
Community Official Plan Registry	Director of Planning to provide quarterly updates, as well as update on the current OP amendment at the County.
Downtown Infrastructure Renewal	PIC/Open House to be scheduled for January 2019; design completion from Jp2g expected February 2019.
Service Delivery Review	Consultant to present final report and recommendations January 2019

Current Projects and Upcoming Business 2019

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

Q1/Q2 (January – June)	Q3/Q4 (July-December)
Strategic Planning Exercise	Update Financial Plan
2019 Budget (Operating and Capital)	Stewart Community Centre Dasher Boards
Fees and Charges	Parks Tour
Municipal Grants	Long-term HR Plan
Community Official Plan Growth Strategy and Land Evaluation and Area Review	Website Upgrade
Downtown Infrastructure Renewal	Pakenham Secondary Growth Plan
Service Delivery Review	Update on Affordable Housing
Livestreaming	Review/update by-laws – pools, property standards, site plan
Heritage Conservation District Review	Community Official Plan Consultation
Business Park Expansion Phase 3	Draft 2020 budget
Update Asset Management Policy	
By-laws – interim tax rate, council remuneration, temporary borrowing	
Crosswalks Pakenham	
Business Retention and Expansion Project	
Mill Run Park Detailed Design	

Respectfully submitted,



Shawna Stone,
Acting Chief Administrative Officer

**Mississippi Mills Public Library Board
Minutes
Special Budget and Policy Meeting
Monday, September 17th, 2018 7:00pm
Almonte Branch Meeting Room**

Present:

Board: Betty Mears (Meeting Chair)
Mary Lou Souter (Chair)
Danielle Wojtyniak
Micheline Boucher
Anne Mason
George Seibel
Councillor Val Wilkinson
Councillor Amanda Pulker-Mok, Recording Secretary

Staff: Christine Row, CEO/Chief Librarian

The meeting was called to order at 7:04pm.

1) **APPROVAL OF AGENDA**

Moved by M. Souter
Seconded by A. Mason
THAT the agenda be approved as presented.

CARRIED

2) **DISCLOSURE OF PECUNIARY INTEREST**

a. None

3) **APPROVAL OF MINUTES**

a. None

4) **DELEGATIONS/PRESENTATIONS**

a. None

5) **BUSINESS ARISING FROM MINUTES**

a. None

6) **CORRESPONDENCE**

a. None

7) **REPORTS**

a. None

8) **OTHER/NEW BUSINESS**

a) **DRAFT BUDGET 2019**

1. C. Row presented the operational budget.

Moved by M. Souter

Seconded by G. Seibel

THAT the operational budget be approved as presented.

CARRIED

2. C. Row presented the capital budget.

- The board requested clarification on allocation of funds raised for the Pakenham renovation. C. Row to follow up with Municipal Treasure and report back.

Capital budget be approved as presented.

DEFERRED

b) **POLICY REVIEW**

M. Boucher presented the following policies on behalf of the Accreditation and Policy Review Ad-Hoc Committee:

FN05 - RESPECT AND ACKNOWLEDGEMENT DECLARATION

Moved by M. Souter

Seconded by G. Seibel

THAT policy FN05 – Respect and Acknowledgement Declaration be approved as presented.

CARRIED

GOV 06 – BOARD ORIENTATION AND TRAINING

Moved by M. Souter

Seconded by V. Wilkinson

THAT policy GOV 06 – Board Orientation and Training be approved as presented.

CARRIED

GOV 07 – COMMITTEE OF THE BOARD

Moved by D. Wojtyniak

Seconded by V. Wilkinson

THAT policy GOV 07 – Committee of the Board be approved as amended.

CARRIED

GOV 08 – BOARD EVALUATION

Moved by V. Wilkinson

Seconded by A. Mason

THAT policy GOV 08 – Board Evaluation be approved as presented.

CARRIED

GOV 09 – CEO EVALUATION

Moved by W. Wilkinson

Seconded by A. Mason

THAT policy GOV 09 – CEO Evaluation be approved as presented.

CARRIED

GOV 10 – DELEGATION OF AUTHORITY TO THE CEO

Moved by D. Wojtyniak

Seconded by A. Mason

THAT policy GOV 10 – Delegation of Authority to the CEO be approved as amended.

CARRIED

HR 06 – HUMAN RESOURCES MANAGEMENT

Moved by M. Souter

Seconded by D. Wojtyniak

THAT policy HR 06 – Human Resources Management be approved as presented.

CARRIED

Note: A. Mason abstained from vote on policy HR 06.

HR 07 – TERMS AND CONDITIONS OF EMPLOYMENT

DEFERRED

HR 08 – Compensation

Moved by M. Souter

Seconded by G. Seibel

THAT policy HR 08 – Compensation be approved as presented.

CARRIED

HR 09 – Health and Safety

Moved by G. Seibel

Seconded by D. Wojtyniak

THAT policy HR 09 – Health and Safety be approved as presented.

CARRIED

OP 21 – PROGRAMMING

Moved by G. Seibel

Seconded by A. Pulker-Mok

THAT policy OP 21 – Programming be approved as amended.

CARRIED

OP 21 – PROGRAMMING

Moved by G. Seibel

Seconded by A. Pulker-Mok

THAT policy OP 21 – Programming be approved as amended.

CARRIED

OP 23 – INFORMATION SERVICES

Moved by M. Souter

Seconded by V. Wilkinson

THAT policy OP 23 – Information Services be approved as amended.

CARRIED

OP 24 – TEENS AND YOUNG ADULTS IN THE LIBRARY

Moved by G. Seibel

Seconded by A. Pulker-Mok

THAT policy OP 24 – Teens and Young Adults in the Library be approved as presented.

CARRIED

OP 25 – PRIVACY, ACCESS TO INFORMATION, AND ELECTRONIC MESSAGES

Moved by G. Seibel

Seconded by A. Mason

THAT policy OP 25 – Privacy, Access to Information, and Electronic Messages be approved as presented.

CARRIED

9) Next Meeting: Almonte Branch, September 25th - 7pm, A. Pulker-Mok meeting chair.

10) ADJOURNMENT

Moved by M. Boucher

Seconded by A. Mason

THAT the meeting be adjourned.

Action

C. Row to look into use of library iPads and report back to the board.

The meeting adjourned at 9:30 pm.

Betty Mears, Meeting Chair

Amanda Pulker-Mok, Recording Secretary

**Mississippi Mills Public Library Board
Minutes
Wednesday, October 24, 2018 7:00pm
Pakenham Branch Meeting Room**

Present:

Board: Mary Lou Souter (Meeting Chair)

Danielle Wojtyniak

Micheline Boucher

Anne Mason

George Seibel

Councillor Val Wilkinson

Councillor Amanda Pulker-Mok

Betty Mears

Staff: Christine Row, CEO/Chief Librarian

The meeting was called to order at 7:07 p.m.

1) **APPROVAL OF AGENDA**

Moved by A. Pulker-Mok

Seconded by V. Wilkenson

THAT the agenda be approved as presented.

CARRIED

2) **DISCLOSURE OF PECUNIARY INTEREST**

a. None

3) **APPROVAL OF MINUTES**

Moved by G. Seibel

Seconded by A. Pulker-Mok

THAT the MMPLB Regular Meeting minutes dated September 25th, 2018 be approved as amended.

4) **DELEGATIONS/PRESENTATIONS**

a. None

5) **BUSINESS ARISING FROM MINUTES**

a. None

6) **CORRESPONDENCE**

a. None

7) **OTHER/NEW BUSINESS**

a) **Collection Development Plan**

C. Row presented the Collection Development Plan for discussion.

b) **Technology Plan**

C. Row presented the Technology Plan for discussion.

c) **Programming Plan**

C. Row presented Programming Plan for discussion.

d) **In Camera- Personnel Matter**

Moved by V. Wilkinson

Seconded by A. Mason

THAT the MMPLB move to “in Camera” at 7:55 p.m. to address a topic pertaining to personal matters about identifiable individuals, including municipal or local board employees; specifically concerning library staff step increases.

CARRIED

Moved by A. Mason

Seconded by D. Wojtyniak

THAT the MMPLB return to regular session at 8:05 p.m.

CARRIED

Moved by V. Wilkinson

Seconded by B. Mears

THAT the MMPLB approves the recommendation to move employee number 0673 to Step 3 effective their anniversary date of November 6, 2018.

Moved by A. Mason

Seconded by G. Seibel

THAT the MMPLB approves the recommendation to move employee number 07443 to Step 2 effective their anniversary date of November 22, 2018.

CARRIED

8) **REPORTS**

a) **Chair’s Report**

M. Souter will attend the Trustee Council meeting on November 3, 2018 and would like information from board members on their experience with board orientation.

b) M. Souter presented the plaque outline for Bernard Alexander Cameron.

b) **Committee Report-
Accreditation Committee- Policy Review**

M. Boucher presented the following policies on behalf of the Accreditation and Policy Review Ad-Hoc Committee:

OP-01 – ACCESSIBILITY IN THE LIBRARY

Moved by A. Pulker-Mok

Seconded by B. Mears

THAT policy OP-01 – Accessibility in the Library be approved as amended.

CARRIED

OP-02-CHILDREN IN THE LIBRARY

Moved by V. Wilkinson

Seconded by G. Seibel

THAT policy OP-02- Children in the Library be approved as presented.

CARRIED

OP-03-CIRCULATION

Moved by B. Mears

Seconded by A. Pulker-Mok

THAT policy OP-03 – Circulation be approved as presented.

CARRIED

OP-04-COLLECTION DEVELOPMENT

Moved by B. Mears

Seconded by A. Pulker-Mok

THAT policy OP-04 – Collection Development be approved as amended.

CARRIED

OP-10-RESOURCE SHARING

Moved by G. Seibel

Seconded by B. Mears

THAT policy OP-10 – Resource Sharing be approved as presented.

CARRIED

OP-15- TECHNOLOGY

Moved by D. Wojtyniak

Seconded by G. Seibel

THAT policy OP-15- Technology be approved as presented.

CARRIED

OP-17-HEALTH AND SAFETY

Moved by A. Mason

Seconded by V. Wilkinson
THAT policy OP-17 – Health and Safety be approved as amended.

CARRIED

OP-18- CAPITAL ASSET MANAGEMENT: DE-ACCESSION

Moved by G. Seibel

Seconded by B. Mears

THAT policy OP-18- Capital Asset Management: De-Accession be approved as presented.

CARRIED

OP-22-PROCUREMENT OF GOODS AND SERVICES

Moved by G. Seibel

Seconded by B. Mears

THAT policy OP-22 Procurement of Goods and Services be approved as presented.

CARRIED

c) CEO's report

C.Row presented the CEO report for review and discussion.

Moved by A. Mason

Seconded by G. Seibel

THAT the MMPLB accepts the Exclusive Window Coverings' quote for blinds for the Almonte Branch.

d) ILS REPORT

C. Row presented the ILS Report and discussion was held on the new integrated library system (ILS) quotes.

Moved by A. Mason

Seconded by G. Seibel

THAT the MMPLB approves, on recommendation of the CEO, to purchase the SirsiDynix library software.

CARRIED

e) FINANCIAL STATEMENT

C.Row presented the September 30, 2018 financial statement for review.

9) BOARD ADVOCACY

A. Pulker-Mok discussed potential partnership opportunities with The Hub and MMPL.

10) Next Meeting: Almonte Branch, November 28th - 7pm, Val Wilkinson meeting chair.

11) ADJOURNMENT

Moved by M. Boucher

Seconded by B. Mears

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

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 18, 2018
TO: Committee of the Whole
FROM: Trish Petrie, Environmental Compliance Coordinator
SUBJECT: 2018 Wild Parsnip Management

RECOMMENDATION:

THAT Council approve the recommended wild parsnip management program for 2019 which is to boom spray medium to heavily infested roads and spot spray areas with light/very light infestation.

BACKGROUND:

This report is a follow up to the February 6, 2018 Council meeting where Council approved the removal of Wild Parsnip by mechanical and herbicide means, with direction to staff to monitor the effectiveness of this program in 2018. (Council Resolution No. 88-18)

Wild Parsnip (*Pastinaca Sativa*) is classified as an invasive weed under the *Weed Control Act* that has become increasingly prevalent within Mississippi Mills in areas of uncultivated land, roadside ditches, parkland, and nature trails. During 2017 and 2018, the extent of the infestation on Municipal road allowances was widespread with areas of public concern noted within all three Wards. The Municipality is the “road authority” under the *Public Transportation and Highway Improvement Act*, R.S.O. 1990, c. P.50 (“PTHIA”) and is responsible for all weed control on its roads pursuant to the *Weed Control Act*, R.S.O. 1990, c. W.5 (“WCA”). Under the *Weed Control Act*, municipalities must appoint a Weed Inspector to perform duties related to controlling the infestation of noxious and harmful weeds. The Weed Inspector is further appointed under Section 11 of the Municipal Act to carry out enforcement duties with respect to complaints regarding nuisance weeds affecting human health, safety, and well-being, as well as to proceed with remedial action as authorized by Section 446 of the Municipal Act. Mr. Ken Gilpin was officially appointed as Weed Inspector by County Council in 2017, with Mr. Gilpin serving for a five-year term (2017-2021).

Based on previous complaints and observations eleven roads were selected for the 2018 Wild Parsnip Management Program - see attached Wild Parsnip 2018 Management Map.

DISCUSSION:

On May 10, 2018, public notices regarding wild parsnip management were mailed to landowners/occupants that reside along the roads that were selected based on severity of infestation. Landowners/Occupants were given the option of completing a “no spray” agreement and opting out of the spraying program; twenty-six property owners chose this option. The “no spray” (opt out) agreement stated that by signing, the Landowner/Occupants would carry out and be responsible for vegetation control measures on that portion of the Municipal Road lying between the edge of the shoulder of the roadway and the property line of the Landowner/Occupant property. Wild parsnip was observed at six of the twenty-six properties that signed opt out agreements.

In efforts to control wild parsnip, the Municipality has employed mechanical and herbicide spraying as control methods; the control method employed is based upon infestation level. For Medium and High infestations boom spraying is used, for areas of light and very light infestations, mechanical (roadside cutting) and spot spraying is used. For mechanical control methods the Municipality has a roadside grass cutting program that commences in June, cutting a width of approximately two (2) metres of immediate roadside, after which Municipal staff cut areas on a scheduled basis for the remainder of the season. In 2018, a second cut was also completed by a contractor in October.

The County issued a request for tender for roadside weed spraying in Lanark County and Municipalities within Lanark County’s geographic region. Deangelo Brothers Corporation was the successful bidder; the spraying was completed in Mississippi Mills between June 20th, 26th and 27th, 2018. The program consisted of grass mowing in June, followed by 51 km of boom spraying on eight roads and 12.6 km of mechanical and spot spraying on three roads. Clearview was the herbicide used; it is registered under the Pest Control Products Act (Registration #:29752) and is a post emergent herbicide for control of annual and perennial broad leaf weeds and invasive plant species.

The following table outlines the roads targeted in 2018 for spraying as well as their level of infestation and method of application.

Road Name	Side of Road	From	To	Length (KM)	Width of Ditch (Metre) <i>(From Shoulder to 1 metre from property line)</i>	Infestation Level <i>Very Light, Light, Medium, Heavy</i>
BOOM SPRAYING						
Cedar Hill Side Road	Both	County Rd 29	Pakenham Conc. 7	2.3 km	4	Med/Heavy
Bennies Corners Road	Both	County Rd 29	Ramsay Conc. 7	3 km	2	Med/Heavy
Walter Bradley Road	South	Downey Side Rd	Dead End	0.9 km	4	Med/Heavy
Clayton Road	Both	County Rd 29	Ramsay Conc. 6	4 km	4	Med/Heavy
Bellamy Mills Road	Both	Ramsay Conc. 7	Ramsay Conc. 6	0.5 km	4	Med/Heavy
James Naismith Way	Both	County Rd 29	Dead End	0.7 km	4	Med/Heavy
Ramsay Conc. 8	Both	Drummond Side Rd	Bennies Corners Rd	6 km	3	Med/Heavy
Ramsay Conc. 7	Both	Cedar Hill Side Rd	Old Union Hall Rd	8.3 km	4	Med/Heavy
SPOT SPRAYING						
Old Almonte Road	South	Paterson Street S.	Appleton Side Rd	1.6 km	4	Very Light
Quarry Road	Both	Ramsay Conc. 4	Julianne Cresc.	6 km	4	Very light
Ramsay Conc. 4	Both	Quarry Rd	Highway 7	2.5 km	3	Light

The following table outlines the infestation rating descriptions for categorizing wild parsnip.

Rating	Continuity	Percentage of Road Allowance Covered (ES to PL)	Description
Heavy	Continuous	>50%	
Medium	Continuous	10-50%	
Light	Non-Continuous	1-10%	Scattered Patches
Very Light	Non-Continuous	<1%	Random Small Patches (Less than 10) or Individual Plants
None	Non-Continuous	0	

ES: Edge of Shoulder
PL: Property Line

During the spring and summer 2018, The Roads and Public Works Department monitored the infestation level of wild parsnip on all roads within Mississippi Mills; the monitoring program noted the following infestation categories: twenty-four roads (24) were categorized as heavy, twenty-one (21) medium, thirty-nine (39) categorized as light to very light and forty (40) were clear. It should be noted, that roads categorized as clear in 2018, may not necessarily be clear in 2019, as wild parsnip seeds can remain dormant and viable in the soil for up to five years. The monitoring program also revealed that the herbicidal (boom and spot) spraying program was effective in controlling the growth of the plants; however, the overall efficacy of the program at large will need to be re-evaluated after multiple years of mechanical and herbicidal treatments.

In correspondence with the County, they indicated that, from their experience, once a road has been boom sprayed, generally it is followed up with spot spraying the next

year, unless sections have very high infestation levels. Roads classified with high wild parsnip infestation levels may require two consecutive years of boom spraying followed with spot spraying in the third year. Since starting their wild parsnip management program in 2015 the number of roads that the County has boom sprayed has decreased each year.

The recommended 2019 Wild Parsnip Management Program will include monitoring and assessment of all roads in the spring and summer for the presence and infestation level of wild parsnip. Grass mowing will be conducted on all roads in June followed by boom spraying twenty-four (24) roads which were identified as having heavy infestation and twenty-one (21) roads which were identified as having medium infestation levels in 2018. We also recommend mechanical and spot spraying where appropriate on thirty-nine (39) roads that were identified as having light to very light infestation levels in 2018. The attached Wild Parsnip 2019 Management Program maps identify roads that will be targeted based on the level of infestation documented 2018. Each identified area on the maps will be treated to the property line based on its level of infestation. Roads that were sprayed in 2018 will be assessed in the spring to determine the levels of infestation and they will be added accordingly to the 2019 program. Additionally, Landowners/Occupants will once again be given the option of completing a “no spray” agreement and opting out of spraying program. The 6 landowners who opted out and failed to sufficiently address the wild parsnip in front of their properties in 2018 will not be given the option to opt out in 2019.

The Ministry of Environment Parks and Conservation mandates advertising and notification under the spray program and at a minimum shall include advertisements in the local newspaper but may also include signage at the spray location(s). Advertisements will include the ability of individual land owners to contact the Municipality to opt out of the spray program should it be so desired.

As there are numerous invasive species throughout the Municipality, staff will continue to work with the Province and the County to move forward on best management practices.

FINANCIAL IMPLICATIONS

Roads and Public Works has proposed \$80,000 in the 2019 Operating Budget which includes all grass mowing and weed spraying and is based on labour, equipment, mechanical and boom/spot spraying.

SUMMARY


In February 2018, Council approved the removal of Wild Parsnip by mechanical and herbicide means with direction to staff to monitor the effectiveness of this program in 2018. The Roads and Public Works Department is recommending boom spraying medium to heavily infested roads and spot spraying areas with light/very light infestation

levels as identified in this report, and will return to Council in late 2019 to report on the effectiveness of the wild parsnip management program.

Respectfully submitted,

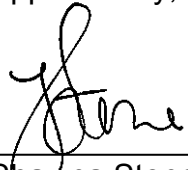
Reviewed by,

Trish Petrie
Environmental Compliance Coordinator



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

Approved by,

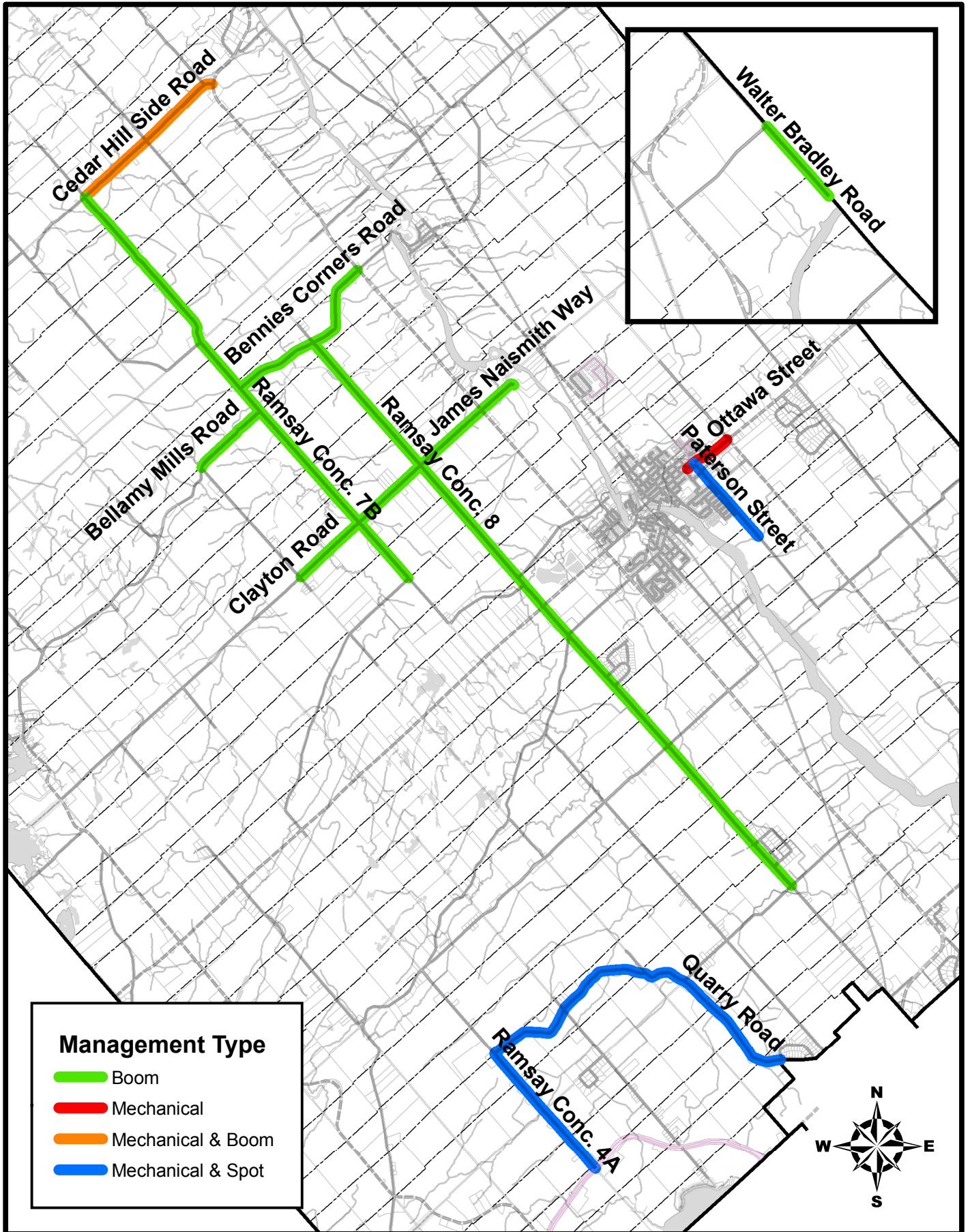


Shawna Stone
Acting Chief Administrative Officer

Attachments:

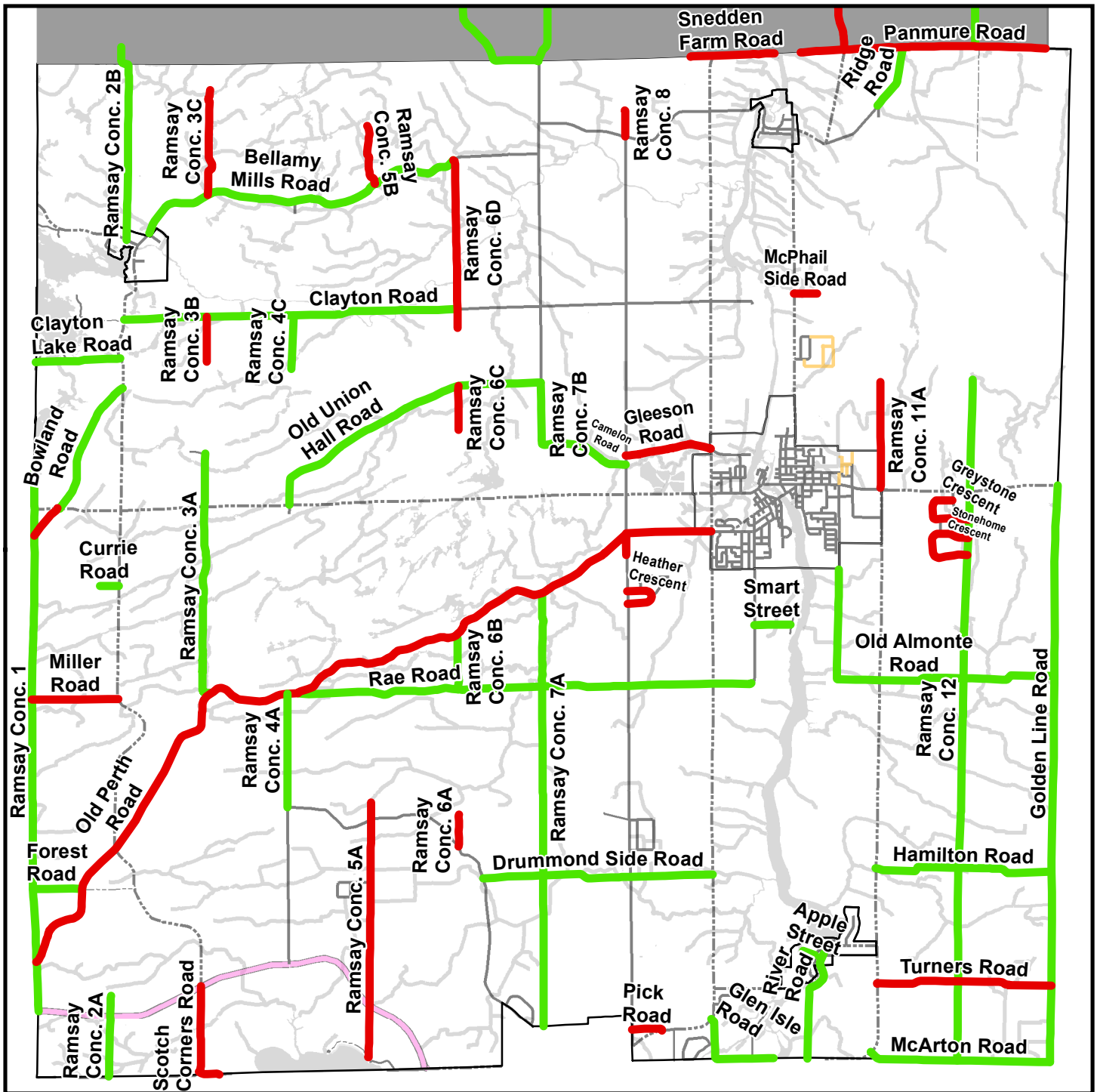
1. Wild Parsnip 2018 Management Program Map
2. Wild Parsnip Ramsay/Almonte 2019 Management Program Map
3. Wild Parsnip Pakenham 2019 Management Program Map
4. Wild Parsnip 2019 Management Program Area

Wild Parsnip 2018 Management



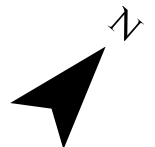
Wild Parsnip 2019 Management

Almonte & Ramsay Wards



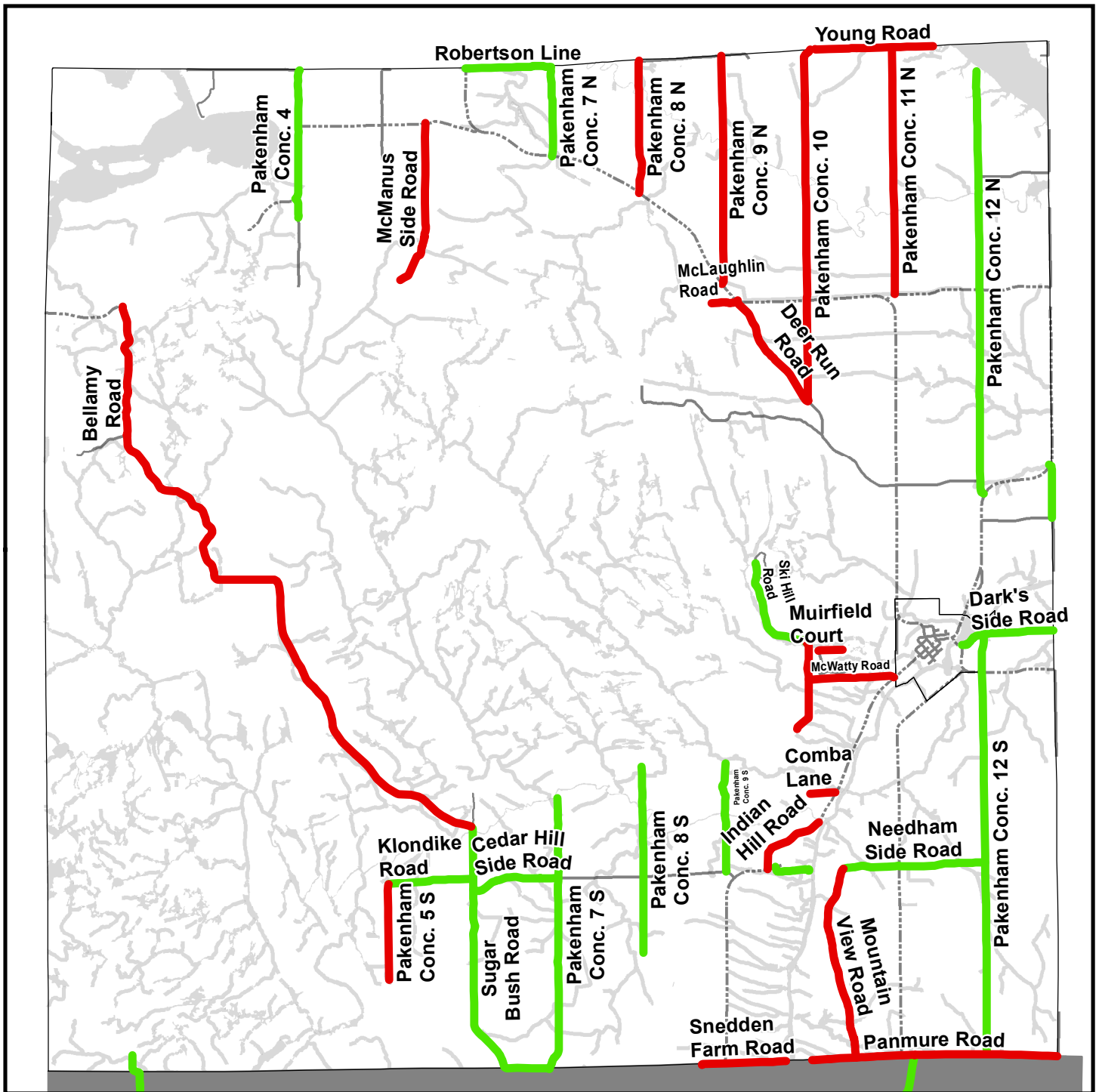
Legend

- Boom
- Mechanical & Spot



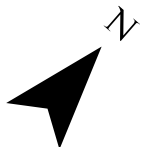
Wild Parsnip 2019 Management

Pakenham Ward



Legend

- Boom
- Mechanical & Spot



Wild Parsnip 2019 Management Area

Road	Start	Finish	Type	Sides	Distance (km)
Pakenham					
Pakenham Conc. 7N	Waba Road	Robertson Line	Boom	2	1.45
Robertson Line	Pakenham Conc. 7N	Waba Road	Boom	2	1.22
Pakenham Conc. 4	Bayview Lodge Road	0.32 km past Bellamy Road	Boom	2	2.38
Pakenham Conc. 12N	County Road 29	To end	Boom	2	6.84
Pakenham Conc. 12S	Panmure Road	Darks Sideroad	Boom	2	6.75
Ski Hill Road	Lynx Hollow Road	Entrance to Mount Pakenahm	Boom	2	1.78
Walter Bradley Road	Downey Sideroad	County Road 29	Boom	2	0.87
Dark's Sideroad	Kinburn Sideroad	City of Ottawa boundary	Boom	2	1.55
Needham Sideroad	Conc. 12S	Mountain View Road	Boom	2	2.32
Maple Ridge Road	County Road 29	To end	Boom	2	0.65
Pakenham Conc. 9S	Cedar Hill Sideroad	To end	Boom	2	1.76
Pakenham Conc. 8S	All	All	Boom	2	3.00
Cedar Hill Sideroad	Conc. 7S	Sugar Bush Road	Boom	2	1.44
Sugar Bush Road	Bellamy Road	Conc. 7B	Boom	2	4.79
Klondike Road	Conc. 6	Conc. 5	Boom	2	1.34
Pakenham Conc. 7S	Cedar Hill Sideroad	To end	Boom	2	1.29
Bellamy Road	Peneshula Rd	Conc. 6	Mechanical & Spot	2	11.71
Comba Lane	County Rd 29	0.4km SW on Comba Lane	Mechanical & Spot	2	0.4
Deer Run	Barr Sideroad	Waba Road	Mechanical & Spot	2	2.04
Indian Hill Road	County Road 29	County Road 29	Mechanical & Spot	2	1.24

Road	Start	Finish	Type	Sides	Distance (km)
Lynx Hollow Road	Ski Hill Road	To end	Mechanical & Spot	2	1.58
McLaughlin Road	Junction with Deer Run	To end	Mechanical & Spot	2	0.43
McManus Sideroad	Campbell Sideroad	To end	Mechanical & Spot	2	2.69
McWatty Road	County Road 29	Lynx Hollow Rd	Mechanical & Spot	2	1.38
Mountainview Road	Panmure Road	Needham Sideroad	Mechanical & Spot	2	3.14
Muirfield Court	Lion Head Drive	To end	Mechanical & Spot	2	0.38
Pakenham Conc. 10	Barr Sideroad	0.16km south of junction with Young Road	Mechanical & Spot	2	5.71
Pakenham Conc. 11N	Shaw Road	Young Road	Mechanical & Spot	2	3.98
Pakenham Conc. 5S	Klondike Road	To end	Mechanical & Spot	2	1.57
Pakenham Conc. 8N	Waba Road	Barrie Road	Mechanical & Spot	2	2.14
Pakenham Conc. 9N	Waba Road	Barrie Road	Mechanical & Spot	2	3.69
Panmure Road	Rock Coady Trail	To end	Mechanical & Spot	2	3.63
Sneedan Farm Road	All	All	Mechanical & Spot	2	1.36
Young Road	NE end of Young Road	1.91 km west	Mechanical & Spot	2	1.91
Ramsay & Almonte					
Ramsay Conc. 1	Highway 7	Cranberry Lane	Boom	2	8.92
Ramsay Conc. 2A	Blue Heron Road	To end	Boom	2	1.30
Ramsay Conc. 2B	Tatlock Road	To end	Boom	2	3.24
Ramsay Conc. 3A	Old Perth Road	McIntosh Way	Boom	2	3.98
Ramsay Conc. 4A	Old Perth Road	Quarry Road	Boom	2	1.83
Ramsay Conc. 4C	Clayton Road	To end	Boom	2	0.87

Road	Start	Finish	Type	Sides	Distance (km)
Ramsay Conc. 6B	Rae Road	Old Perth Road	Boom	2	0.88
Ramsay Conc. 7A	Old Perth Road	Carleton Place boundary	Boom	2	6.99
Ramsay Conc. 7B	Old Union Hall	Camelon Road	Boom	2	0.99
Ramsay Conc. 12	Mcarton Road	To end	Boom	2	10.98
Forest Road	Conc. 1	Old Perth Road	Boom	2	0.79
Currie Road	Tatlock Road	To end	Boom	2	0.3
Bowland Road	Wolf Grove Road	Tatlock Road	Boom	2	2.26
Clayton Lake Road	Tatlock Road	Conc. 1A	Boom	2	1.37
Clayton Road	Conc. 6D	Tatlock Road	Boom	2	5.39
Bellamy Mills Road	Conc. 6D	0.2km north of Gemmil St	Boom	2	5.44
Old Union Hall	Conc. 7B	Wolf Grove Road	Boom	2	4.44
Rae Road	Country St	Old Perth Road	Boom	2	7.37
Drummond Sideroad	County Road 29	Quarry Road	Boom	2	3.73
Camelon Road	Conc. 8	Conc. 7B	Boom	2	1.46
Old Almonte Road	Golden Line Road	0.25 km SW of Johanna St	Boom	2	5.33
Ridge Road	Conc. 11B	Panmure Road	Boom	2	1.06
Smart St	Country St	Green Acres Rd	Boom	2	0.58
Hamilton Road	Golden Line Road	Appleton Sideroad	Boom	2	2.90
McArton Road	Appleton Sideroad	Golden Line Road	Boom	2	2.93
Golden Line Road	McArton Road	March Road	Boom	2	9.29
Glen Isle Road	County Road 29	To end	Boom	2	1.59
River Road	Hill St	Appleton Sideroad (South)	Boom	2	1.84
Apple St	Wilson St	To end	Boom	2	0.21
Gleeson Road	Christian St	Ram Conc. 8	Mechanical & Spot	2	1.4
Greystone Cres	Conc. 12	Greystone Dr	Mechanical & Spot	2	1.15
Heather Cres	Conc. 8	Conc.8	Mechanical & Spot	2	0.89
McCann Road	Scotch Corners Road	Junction with Cedar Way	Mechanical & Spot	2	0.34

Road	Start	Finish	Type	Sides	Distance (km)
McPhail Sideroad	Martin St N	0.37km down McPhail	Mechanical & Spot	2	0.37
Miller Road	Conc. 1	Tatlock Road	Mechanical & Spot	2	1.39
Old Perth Road	Conc. 1	Conc. 8	Mechanical & Spot	2	11.9
Pick Road	County Road 29	Conc. 8	Mechanical & Spot	2	0.5
Ramsay Conc. 11A	NW of traffic circle	To 1.66km down 11A	Mechanical & Spot	2	1.66
Ramsay Conc. 3B	Clayton Road	To end	Mechanical & Spot	2	0.73
Ramsay Conc. 3C	Bellamy Mills Road	1.22km down Ram Conc. 3C	Mechanical & Spot	2	1.22
Ramsay Conc. 5A	Montgomery Park Junction	0.27km past Quarry Road	Mechanical & Spot	2	3.96
Ramsay Conc. 5B	Bellamy Mills Road	0.99km down Ram Conc. 5B	Mechanical & Spot	2	0.99
Ramsay Conc. 6A	Quarry Road	0.51km down Ram Conc. 6A	Mechanical & Spot	2	0.51
Ramsay Conc. 6C	Old Union Hall Road	To end	Mechanical & Spot	2	0.7
Ramsay Conc. 6D	Bellamy Mills Road	To end	Mechanical & Spot	2	2.71
Ramsay Conc. 8	Bennies Corners Road	To end (NW)	Mechanical & Spot	2	0.42
Scotch Corners Road	Highway 7	Junction with McCann Road	Mechanical & Spot	2	1.38
Stonehome Cres	All	All	Mechanical & Spot	2	1.46
Turners Road	Golden Line Road	Appleton Sideroad	Mechanical & Spot	2	2.83
Upper Perth Road	Conc. 1	Wolfgrove Road	Mechanical & Spot	2	0.58

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 18, 2018
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: Cannabis Retail Opt-Out Report

RECOMMENDATION:

THAT Council provide staff direction regarding how to proceed with the consideration of cannabis retail opt-out options.

BACKGROUND:

Commencing on April 1, 2019 it will be legal to operate a private recreational cannabis retail establishment in Ontario. Cannabis stores will be regulated and licenced by the Alcohol and Gaming Commission of Ontario (AGCO) and will be considered like any other retail operation. No specific zoning approvals will be required. However, retail locations are subject to a 150m buffer from schools (defined by the *Education Act*).

Municipalities are being presented with a one-time opportunity to opt-out of allowing retail cannabis stores within their communities. Municipalities choosing to opt-out must pass a resolution no later than January 22, 2019. If a municipality chooses to opt-out at the present time, it may opt-in at any point in the future. A decision to opt-in is irreversible.

Where a municipality has not opted-out of cannabis retail stores, the AGCO will circulate and consult with the local municipality at the time of licencing (similarly to the Liquor Licence approval process). The municipality may choose to establish a policy to guide the evaluation of applicants and provide input on the proposed store location. The AGCO is the sole approval and licencing authority for cannabis retail locations. There are no appeal processes.

DISCUSSION:

Significant analysis and lobbying has been undertaken by the Association of Municipalities Ontario (AMO) over the course of the drafting of the *Ontario Cannabis Licencing Act*. In consultation with their membership, AMO suggests that municipalities who do not opt-out of cannabis retail would be well served by adopting a "Municipal Cannabis Retail Policy"; the purpose of which is to identify significant local sensitive uses which otherwise are not identified by the *Cannabis Licencing Act*. Municipalities will be provided with a 15 day window to provide coordinated municipal input on whether the proposed location is in the "public interest" as defined by *Ontario*

Regulation 468/18. For the purpose of the Act, the “public interest” is defined only as the following:

- “1. *Protecting public health and safety.*
2. *Protecting youth and restricting their access to cannabis.*
3. *Preventing illicit activities in relation to cannabis.*”

A municipal policy may identify specific sensitive uses and establish parameters to consider proximity and buffering as appropriate for the local community.

The *Cannabis Licence Act* considers cannabis retail locations to be subject to the same zoning provisions as any other retail use. The *Zoning Bylaw* recognizes “retail stores” as permitted uses in the following zoning categories: Downtown Commercial (C2); Highway Commercial (C3); Shopping Centre Commercial (C4); Village Core (V); and Business Park (E1).

FINANCIAL IMPLICATIONS:

The Provincial government has committed to providing municipal governments with \$40 million over a two year period to offset the impact of increased policing, bylaw enforcement, and public health services. Every municipality in Ontario will receive at least \$10,000.00 before the end of 2019. Additional funding will be distributed on a per household basis for municipalities which permit retail stores. The value of additional funding is unknown at this time. Additional funding will not be available to municipalities who opt-out before January 22nd but opt-in in the future.

SUMMARY:

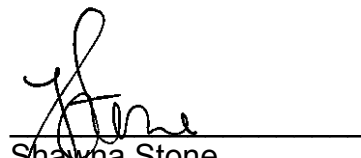
Staff recommend that Council publish the attached draft policy in conjunction with a survey to gather public feedback the opt-in to cannabis retail services. The survey results will be presented to Council on January 22, 2019 for final decision. If Council is going to opt-out of retail sales, a resolution must be sent to the Ministry no later than midnight on January 22, failure to provide a resolution opting-out will result in a default opt-in.

All of which is respectfully submitted by,

Reviewed by,


Niki Dwyer MCIP RPP
Director of Planning

Ac


Shawna Stone
Chief Administrative Officer

ATTACHMENTS:

Schedule A – Survey Questions

Schedule B – Draft Municipal Cannabis Policy Statement

Schedule A – Draft Survey Questions

Synopsis:

Commencing on April 1, 2019 it will be legal to operate a private recreational cannabis retail establishment in Ontario. Cannabis stores will be regulated and licenced by the Alcohol and Gaming Commission of Ontario (AGCO) and will be considered like any other retail operation. No specific zoning approvals will be required. However, retail locations are subject to a 150m buffer from schools (defined by the Education Act).

Municipalities are being presented with a one-time opportunity to opt-out of allowing retail cannabis stores within their communities. Municipalities choosing to opt-out must pass a resolution no later than January 22, 2019. If a municipality chooses to opt-out at the present time, it may opt-in at any point in the future. A decision to opt-in is irreversible.

Where a municipality has not opted-out of cannabis retail stores, the AGCO will circulate and consult with the local municipality at the time of licencing (similarly to the Liquor Licence approval process). The municipality may choose to establish a policy to guide the evaluation of applicants and provide input on the proposed store location. The AGCO is the sole approval and licencing authority for cannabis retail locations. There are no appeal processes.

More information regarding all licencing provisions for Cannabis retail can be found at: <https://www.agco.ca/cannabis/private-retail-licensing-and-regulation>

The Association of Ontario Municipalities has drafted a recommended local Municipal Cannabis Retail Policy for local governments to adopt. A draft of the Policy is available _____.

Questions:

- 1. Are you in favour of the Municipality of Mississippi Mills Opting Out to retail cannabis sales?**
 - a. Yes
 - b. No

- 2. If the Municipality Opts-In to retail sales, are you in favour of the establishment of an additional local policy to provide input to the AGCO on proposed store locations?**
 - a. Yes
 - b. No

- 3. If the Municipality adopted a local policy to provide input on proposed locations, which locations would you feel warrant special consideration?**
Please list

- 4. Having reviewing the Draft Municipal Cannabis Retail Policy, do you have any comments that you wish Council to consider?**
Please list



Municipal Cannabis Policy Statement

PURPOSE & VISION

The purpose of this policy statement is to provide a format for municipal government input to the Alcohol and Gaming Commission of Ontario (AGCO) as well as help prospective recreational cannabis retailers in their consideration of location of cannabis retail stores in the Municipality of Mississippi Mills.

The AGCO is the provincial authority that licences cannabis retail operators, authorizes cannabis retail locations and licenses senior store staff. Municipal governments have no licensing authority.

The AGCO regulates and reviews all aspects of the retail operation including municipal and public input, that the proposed store location is consistent with the public interest as defined in the regulations.

The Municipality of Mississippi Mills has chosen to allow retail sales of recreational cannabis. The following provides municipal staff with guidance on commenting to AGCO when notice on a specific proposed cannabis retail store site is provided on the site location.

PRINCIPLES FOR CANNABIS RETAIL STORE LOCATIONS:

Relationship to Other Applicable Law:

- Land Use Planning: The provincial licensing process does not remove the requirement to comply with the zoning by-law and other municipal planning documents. The definitions within the municipality's Official Plan and Zoning By-law are applicable to all retail, including cannabis retail stores. Retail sale of cannabis from a provincially licensed store is legal and is a permitted use in the retail zones.
- Municipal Building Inspections: while the licencing of the store operation is the responsibility of the AGCO, the Building Code applies to cannabis retail store locations. Therefore, where a building permit is required, the building inspector will undertake duties as usual. Fire Code compliance is also mandatory.

For the purposes of this policy statement, a cannabis retail store shall mean a store licenced by the AGCO.

CANNABIS RETAIL STORES AND SENSITIVE ACTIVITIES:

In order to help ensure public health and safety, protect youth and reduce illegal sales, retail cannabis stores are discouraged where nearby properties are designed to serve youth including:

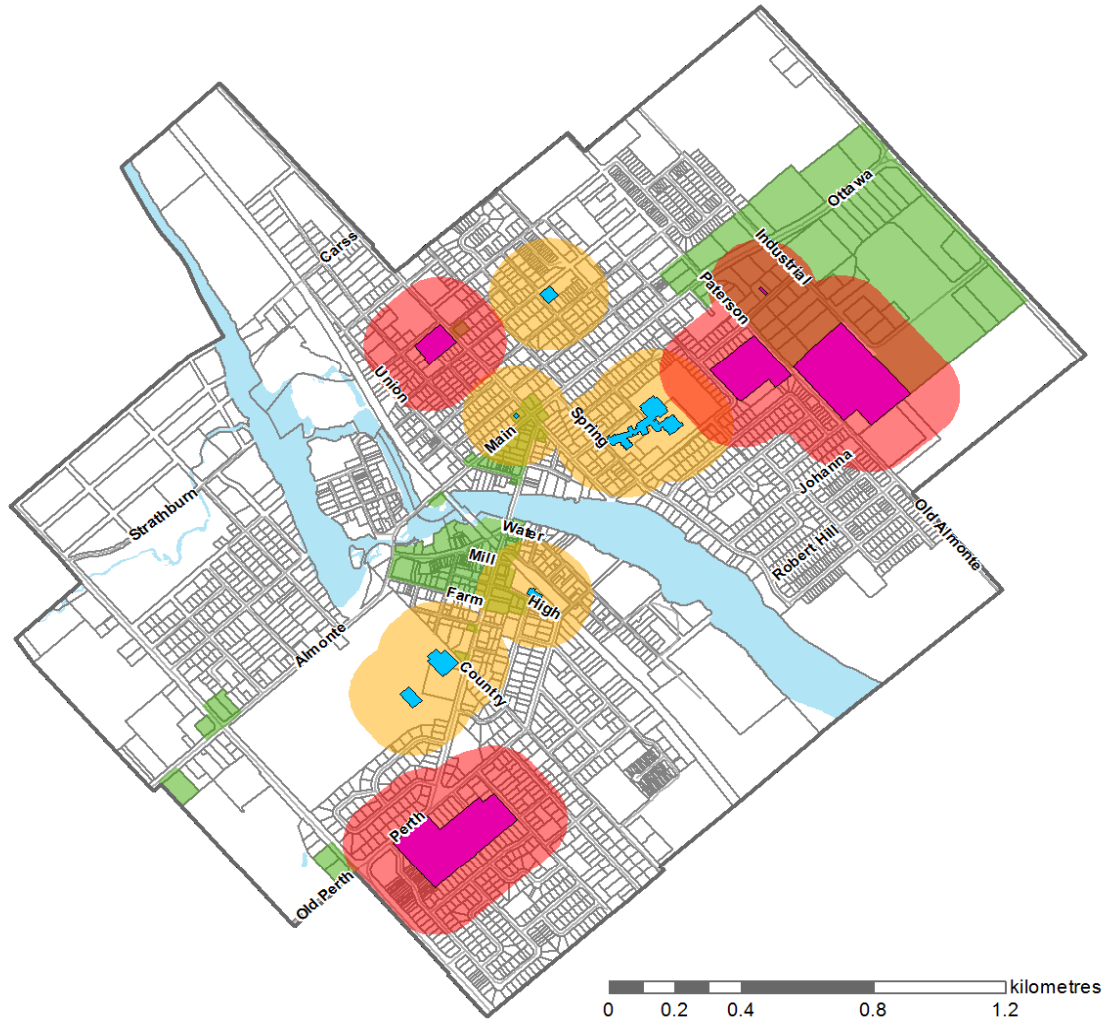
Table 1 - Sensitive Uses

Facility:	Address:	Separation Distance:
The Almonte Library Branch	155 High St, Almonte	150m <i>*as applied with school facilities</i>
The Pakenham Library Branch	128 MacFarlane St, Pakenham	
The Stewart Community Centre	112 MacFarlane St, Pakenham	
The Almonte and District Community Centre	182 Bridge St, Almonte	
All Licenced Group Homes Facilities	Various	
Almonte General Hospital	75 Spring St, Almonte	
Leeds Grenville and Lanark District Health Unit	79 Spring Street, Almonte	
Mississippi Mills Youth Centre	134 Main St E, Almonte	
Almonte Skateboard Park	Gemmell Park, 182 Bridge St, Almonte	
Almonte Bike Track	Augusta Street Park, 81 Mercer St, Almonte	

Schedule A - Sensitive Land Use Buffer Areas:

RETAIL CANNABIS - Almonte

Permitted & Prohibited Locations

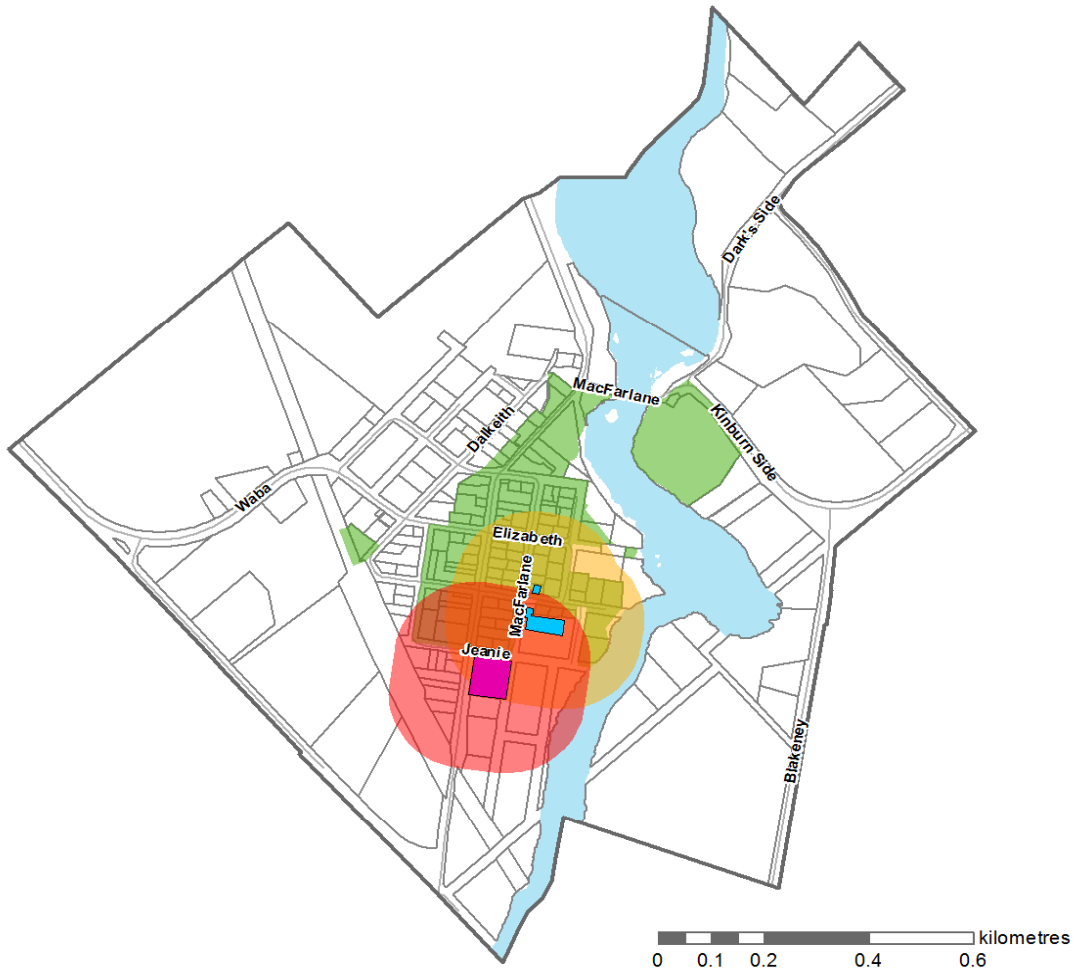


Legend






- Areas Permitting Retail
- Local Schools
- 150m Setback from Schools (Provincial Requirement)
- Other Sensitive Uses
- 150m Setback from Sensitive Uses (Local Recommendation)



RETAIL CANNABIS - Pakenham
Permitted & Prohibited Locations



Legend

-  Areas Permitting Retail
-  Local Schools
-  150m Setback from Schools (Provincial Requirement)
-  Other Sensitive Uses
-  150m Setback from Sensitive Uses (Local Recommendation)

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 18, 2018
TO: Committee of the Whole
FROM: Niki Dwyer, Director of Planning
SUBJECT: Cash in lieu of Parking – 7 Mill Street Unit 2-3, Almonte ON

RECOMMENDATION:

THAT Council provide staff direction regarding the request for cash-in-lieu of parking to accommodate the development of an Italian restaurant in Condo 2 and 3 at 7 Mill Street.

BACKGROUND:

Units 2-3 at 7 Mill Street in Almonte Ward have been purchased by Joe Princiotta who is interested in converting the mercantile space into an Italian restaurant (approximately 1,800sqft). The restaurant proposal will include the construction of a wood burning pizza oven and kitchen to service a 40 patron dining room with an additional 30 seats on a seasonal outdoor patio overlooking the falls. The business will employ 15-20 full and part time staff and will operate seven days a week.

The property was subject to the registration of a plan of condominium in 2009 to facilitate the development of the site for a 12 unit residential building with underground and surface parking. Since this time however, the property was been developed to include ground-floor commercial units (Heirloom Café and a women's clothing store) with an accompanying 18 surface parking spaces.

At the time of erection, expansion and/or conversion of any building or structure the owner is required to satisfy the parking provisions of the *Zoning Bylaw (Section 9.3.7)*. The proposed restaurant requires the provision of 16 parking spaces for a gross floor area¹ of 1,800 sqft in accordance with the Zoning Bylaw parking provisions (*Section 9.2*). The mercantile unit was required to meet a parking supply of 4 spaces which can be deducted from the parking calculation for the new use. A shortfall of 12 spaces remains.

The Zoning Bylaw provides three options for the provision of parking spaces for non-residential uses:

1. The provision of parking spaces on the same lot as the subject use; and/or
2. The provision of parking spaces on a site within 150m of said lot (subject to a long-term lease dedicating the space); and/or

¹ Note: Gross floor area calculations are inclusive to interior floor space only and do not include exterior seasonal patios per definition in Zoning Bylaw #11-86.

3. The provision of cash-in-lieu of parking in accordance with Section 40 of the *Ontario Planning Act*, or
4. A combination therein;

Having explored the first two options, the owner has elected to request Council consider the acceptance of cash-in-lieu for all 12 additional spaces.

DISCUSSION:

Section 9.3.3 of the municipal *Zoning Bylaw* provides cash-in-lieu of parking may be collected when:

“The Minimum Parking Requirements for Non-Residential Uses required herein may be reduced or waived provided the owner enters into an Agreement with the Corporation under Section 40 of the Planning Act, RSO 1990.”

The Municipality is required to maintain a separate reserve fund with the moneys collected through cash-in-lieu payments and that said funds shall be used for the purpose of provide additional parking. The Municipality may accept one or more payments to permit the exemption. The Fee Bylaw establishes a one-time cash-in-lieu of parking fee of \$3,000.00 per space.

The Municipality may also permit the fees to be paid on a set term as described in an Agreement with the Corporation and that the fees due, if left unpaid, shall have priority lien status for collection.

The owner is requesting a 5-year payment term for the fees owing.

There has been a long history of perceived parking concerns in the downtown – both on street and off. A parking study was undertaken by planning staff in 2001 and 2006 which concluded that there was a sufficient supply of parking for the average daily demand at the time, but acknowledged that there was a shortfall of short-term parking spaces and a general public concern regarding the proximity of parking to downtown businesses.

It would serve Council well to undertake a public consultation process to evaluate the current parking situation in the downtown core and assess a long term strategy to address needs.

FINANCIAL IMPLICATIONS:

Cash in lieu of parking fee	\$3,000.00 a space
Number of additional spaces required	12 spaces
Total value of cash in lieu to be collected	\$36,000.00
Total Parking reserve value	\$32,737.83

SUMMARY:

While the *Planning Act* and Zoning By-law provide the authority to the Municipality to accept payment in lieu of parking, it is at the discretion of Council to undertake the arrangement on a case by case basis.


Staff are supportive of the request as it facilitates further thriving business development in the downtown core, however, it is recommend that Council consider a parking analysis as a strategic priority as part of the redevelopment of downtown streetscaping to investigate long-term parking solutions.

All of which is respectfully submitted by,

Reviewed by,


Niki Dwyer MCIP RPP
Director of Planning

Ac


Shawna Stone
Acting Chief Administrative Officer

ATTACHMENTS:

Schedule A – Floor plan for new restaurant

Schedule A – Floor plan for new restaurant (provided by applicant)

44 INTERIOR TABLE SEATS
 11 INTERIOR BAR SEATS
 14 EXTERIOR TABLE SEATS
 4 EXTERIOR BAR SEATS

**APPROXIMATELY
 69 SEATS TOTAL**

EQUIPMENT:

1. PIZZA OVEN
2. REFRIGERATOR
3. RANGE
4. FRYER
5. REFRIGERATED PREP TABLE
6. ICE CUBER
7. BAR FRIDGE
8. COCKTAIL SINK
9. FRIDGE (SLIDING DOOR)
10. HAND SINK
11. FREEZER (REACH IN)
12. VEGETABLE SINK
13. MIXER
14. WORK TABLE
15. DISHWASHER
16. TWO COMPARTMENT SINK WITH RHS
17. TWO COMPARTMENT SINK WITH RHS

NOTE:
 PIZZA OVEN EXACT DIMENSIONS PENDING.
 VENTILATION DIAMETER IS APPROXIMATE.

APPROXIMATE PROPOSED VENTILATION POSITION PER TOP-HAT

VISUAL INSPIRATION

JORDASH
RESTAURANT DESIGN & SUPPLY SINCE 1979

1220 Old Innes Rd, Unit 305, Ottawa, ON, K1B 3V3
 T: 613-733-0555 F: 613-733-1908
 www.jordash.ca

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DRAWING SCHEDULE

DRAWING NO. FS-	DESCRIPTION
FS 1.01	FOOD SERVICE PLAN
FS 2.00	ELEVATION
FS 3.00	MILLWORK
FS 4.00	SPECIFICATIONS
FS 5.00	DESIGN ELEMENTS

REVISIONS

#	DESCRIPTION	DATE
1	PER SITE VISIT	27-09-2018

PROJECT
 7 MILL ST.

DATE
 27-09-2018

DRAWN BY
 J.S.

CHECKED BY
 D.C.

DRAWING NO.
FS1.01

SCALE
 1/8"=1'

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 18, 2018
TO: Committee of the Whole
FROM: Jeanne Harfield, Acting Clerk
SUBJECT: Advisory Committee – Follow up

RECOMMENDATION:

THAT Council provide staff direction for the structure of the advisory committees;

AND THAT the terms of reference be revised accordingly and be brought forward for Council approval.

BACKGROUND:

The revised advisory committee structure was approved on September 18, 2018. Following approval, staff advertised for volunteers for all advisory and statutory committees, with applications due on November 30, 2018. In order to fully review the advisory committees before making appointments, Council requested at the December 11th Special Meeting that staff bring back the proposed advisory committees back for further consideration. The total number of applications received as of November 30th for each committee is as follows:

Advisory Committee/Board	Number of Applicants	Number of members required
Heritage (statutory)	11	5
Accessibility (statutory)	9	5
Committee of Adjustment and Property Standards (statutory)	10	3
Library Board (statutory)	16	7
Community Policing (statutory)	7	3
Community and Economic Development	15	7
Transportation and Environment	19	7
Parks and Recreation	13	7
Ottawa River Power Corp (board)	3	1
CP Library Board (board)	1	1
Mississippi Valley Conservation Authority (board)	1	2 (usually Councillors)

DISCUSSION:

The revised committee structure was proposed to act as a starting point for the new Council. The role of advisory committees is to provide advice to council on various action items set by Council. It is important that Council effectively utilize their advisory committees to further the municipality's overall long and short term vision.

There are currently 3 non-statutory advisory committees:

New Committee 1: Parks and Recreation Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1-2 Councillors - Mayor (ex officio) - Staff support - Up to 7 members of the public 	<ul style="list-style-type: none"> - Recreation facilities (maintenance) - Recreation programming - Park development - Beautification - Recreation Trails (maintenance, and new trails)

New Committee 2: Community Economic Development Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1-2 Councillors - Mayor (ex officio) - Staff support - Up to 7 members of the public (representing key stakeholder groups) 	<ul style="list-style-type: none"> - Economic Development (rural and urban) - Tourism - Business relationships - Rural affairs - Arts & Culture - Riverwalk

New Committee 3: Transportation and Environment Advisory Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1-2 Councillors - Mayor (ex officio) - Staff support - Up to 7 members of the public 	<ul style="list-style-type: none"> - Active Transportation Master Plan - Commuter Trails (e.g. OVRT) - Environmental issues

Council also requested that staff provide information regarding the Agriculture Sub-Committee which previously reported to the Community and Economic Development Committee.

Agriculture Sub-Committee Committee	
Membership	Responsibilities
<ul style="list-style-type: none"> - 1 Councillor - Staff support - 5 to 7 members of the public - 1 Member of CEDC 	<ul style="list-style-type: none"> - critical analysis of issues, policies, regulations and guidelines related to agriculture - Economic development - Planning matters that affect agriculture

The following committees are mandated and require council representation:

- Accessibility Advisory Committee
- Emergency Management Community Control Group
- Community Policing Advisory Committee
- Heritage Advisory Committee
- Committee of Adjustment and Property Standards

Council also appoints representatives to a number of outside agencies and boards that operate independently from Council. These include:

- Mississippi River Power Corporation
- Mississippi Valley Conservation Authority
- Ottawa River Power Corporation Board
- Mississippi Mills Public Library Board
- Carleton Place Library Board

FINANCIAL IMPLICATIONS:

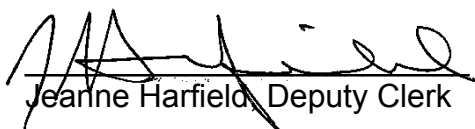
There are no financial implications associated with this report.

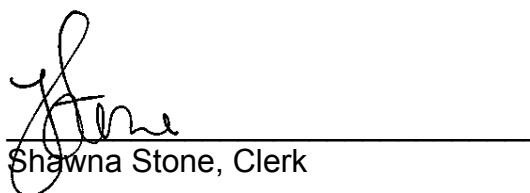
SUMMARY:

It is recommended that Council provide direction to staff on how they would like their non-statutory advisory committees structured. Once a structure is approved, staff will finalize terms of reference for Council approval and then advertise for membership. Once applications are received, the Striking Committee will convene to make recommendations for appointment.

Respectfully submitted,

Reviewed by,


Jeanne Harfield, Deputy Clerk


Shawna Stone, Clerk

Attachments:

1. Parks and Recreation Terms of Reference
2. Community and Economic Development Terms of Reference
3. Transportation and Environment Terms of Reference
4. Agriculture Sub-Committee Terms of Reference



Parks and Recreation Advisory Committee Terms of Reference

1.0 Mission Statement

The Parks and Recreation Advisory Committee is an advisory committee of Council with a mandate to provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to enhancing the quality of life for Mississippi Mills residents through a wide range of innovative, inclusive and accessible programming, providing opportunities for physical activity, social interaction and community engagement.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting recreation activities, programming, recreation facilities, recreation trails and parks.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Support Council and staff in the advancement of parks, sport and recreation planning and programming.
- e. Help identify to staff and/or Council recommendations regarding: community parks, recreation trails, sport, and recreation services that exist or may be needed.
- f. Identify activities that support community and individual well-being through a collaborative delivery of sustainable parks and recreation opportunities.
- g. Provide a voice and forum for recreational organizations, agencies, and or community groups for the greater good of Mississippi Mills.
- h. Encourage community involvement in matters and projects related to parks and recreation.
- i. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- j. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1 to 2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. Up to 7 members of the public representing various recreation groups.
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. The Parks and Recreation Advisory Committee shall meet a minimum of ten (10) times per year.
- e. The Parks and Recreation Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

4.0 Committee Support

The Recreation Manager is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

APPENDIX I

Beautification Working Group Guidelines

The Beautification Working Group is an advisory group to the Parks and Recreation Advisory Committee. The purpose of the working group is to promote, advance and maintain the aesthetics of the natural and built resources of Mississippi Mills.

General Objectives:

- Coordinate and/or assist with projects and programs related to: public art, streetscapes, banners, planting (including baskets), maintenance and clean up (Pitch in Program)
- Encourage community involvement in advancing and maintaining the beautification and aesthetics of Mississippi Mills.
- Assist with the implementation of programs as prescribed by the Parks and Recreation Advisory Committee.
- Report back to the Parks and Recreation Advisory Committee with advice or information in writing, verbal report, or as a delegation to the Parks and Recreation Advisory Committee.

Membership:

- The working group should be comprised of Mississippi Mills residents representing the various sectors.
- 1 member of the Parks and Recreation Advisory Committee will be a liaison between the working group and the Parks and Recreation Advisory Committee.
- The terms of office for the working group shall be established by the Parks and Recreation Advisory Committee.



Community Economic Development Advisory Committee Terms of Reference

1.0 Mission Statement

The Community Economic Development Advisory Committee (CEDC) is an advisory committee of Council with a mandate to foster, promote and implement economic, business and tourism development initiatives within the Municipality of Mississippi Mills. Mississippi Mills is a diverse municipality with strong rural and urban roots; the committee will work to promote development across all sectors.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to promoting community and economic development.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Identify activities, events and opportunities to promote economic growth and tourism in Mississippi Mills.
- e. Provide a voice and forum for businesses, agriculture community, rural and urban communities, and arts and culture for the greater good of Mississippi Mills.
- f. Encourage community involvement in matters and projects related to economic development.
- g. The Committee shall assist with the development of new and innovative programs and services that positively affect the operation of the Department of Recreation and Culture.
- h. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.

- i. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1 to 2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. Up to 7 members of the public representing various sectors of the business community with diverse knowledge:
 - 1 representative of rural business community
 - 1 representative of urban business community
 - 1 representative from the arts and culture community
 - 1 representative from the agricultural community
 - 1 member with marketing or tourism related experience
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.
- e. The CEDC shall meet a minimum of ten (10) times per year.
- f. The CEDC shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.

4.0 Committee Support

The Community Economic & Culture Coordinator is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

APPENDIX I

Agriculture Working Group Guidelines

The Agriculture Working Group is an advisory group to the Community Economic Development Advisory Committee. Agriculture and agribusiness create employment and are large economic contributors to Mississippi Mills.

General Objectives:

- Provide advice on agricultural matters (policies, projects, other governmental programs, etc.)
- Assist with the implementation of programs as prescribed by the Economic Development Committee.
- Support awareness raising initiatives to support the local agriculture community in keeping with the overall objectives and priorities of the Municipality.
- Report back to CEDC with advice or information in writing, verbal report, or as a delegation to CEDC.

Membership:

- The working group should be comprised of Mississippi Mills residents representing the various sectors of the agricultural community.
- 1 member of the CEDC will be a liaison between the working group and CEDC.
- The terms of office for the working group shall be established by the CEDC.

APPENDIX II

Riverwalk Expansion Working Group Guidelines

The Riverwalk Expansion Working Group is an advisory group to the Community Economic Development Committee. The Riverwalk Expansion Working Group has a clear mandate to promote, advance, define, extend and fundraise for the expansion of the Riverwalk.

General Objectives:

- Promote and encourage community involvement in the Riverwalk project.
- Assist with projects and programs related to the Riverwalk.
- Host public fundraising events or initiatives for the Riverwalk.
- Liaise with the CEDC on the Riverwalk expansion.
- Report back to the CEDC with advice or information in writing, verbal report, or as a delegation to the CEDC.

Membership:

- The working group should be comprised of Mississippi Mills residents representing the various sectors of the community.
- 1 member of the CEDC will be a liaison between the working group and the CEDC.
- The terms of office for the working group shall be established by the CEDC.



Transportation and Environment Advisory Committee Terms of Reference

1.0 Mission Statement

The Transportation and Environment Advisory Committee is an advisory committee of Council with a mandate to advise and support Council in the implementation of the Active Transportation Master Plan, provide recommendation as requested on environmental issues, programs, policies and projects; and to provide support on other related issues as requested by Council.

2.0 General

- a. Provide support and advice to Council, applicable Staff and other associated Advisory Committees relative to transportation, active transportation master plan, the OVRT, and the environment.
- b. The Committee shall provide recommendations to Council/Committee of the Whole on matters that have been referred by Council/Committee of the Whole to the Committee.
- c. The Committee shall respond to proposed policies, projects, planning and other matters as referred by Council, and/or Department Heads/CAO.
- d. Review and provide comment on new public works capital projects with the objective of meeting complete street objectives.
- e. Provide a voice and forum for accessible, pedestrian friendly and cycling friendly community, environmental issues, and transportation-related matters.
- f. Members shall follow Municipal policies and procedures and comply with applicable legislation, and shall act in accordance with the Municipal Conflict of Interest Act.
- g. The Committee may appoint, as it deems necessary, working groups to act in an advisory capacity to the Committee.

3.0 Appointment of Committee

- a. The Committee shall consist of the following:
 - i. 1 to 2 Council members
 - ii. Mayor (ex-officio)
 - iii. Staff support
 - iv. Up to 7 members of the public representing various sectors of the community
- b. The Chair shall be elected by the Committee for a one (1) year term. With the provision that the Chair will be eligible for re-election after the completion of the term.
- c. The term of office for committee members shall be concurrent with the term of Council.
- d. The Transportation and Environment Advisory Committee shall meet a minimum of ten (10) times per year.
- e. The Transportation and Environment Advisory Committee shall report directly to Council, with each of the committee minutes forwarded to Council for acceptance.
- f. If a Committee member is absent for three consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Committee.

4.0 Committee Support

The Director of Roads and Public Works is designated as the staff resource. Additional staff resources may be utilized as required.

5.0 Expenses/Budget

Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Committee or its working groups on the basis that the expenditure was approved in advance.

Terms of Reference
Municipality of Mississippi Mills
Agricultural Advisory Sub-Committee

1.0 Preamble

Agriculture is a significant economic driver in Ontario. 11% of Ontario jobs are related to Agriculture and Food. In Lanark County, every job in agriculture creates 9.8 jobs in related fields and every dollar in farm gate sales creates \$1.92 in other local sales. The Agriculture Advisory Sub-Committee represents the present and future of agriculture in Mississippi Mills. As a sub-committee of the Community & Economic Development Committee (C&EDC), it provides recommendations on issues of impact to the agricultural community for the benefit of the entire Municipality. The Agriculture Advisory Sub-Committee identifies opportunities to educate and build relationships with non-farm residents, promote economic development, support environmental sustainability and derive social benefits for the greater good of Mississippi Mills.

2.0 Role and Purpose

2.1 Advisory & Policy Resource to CEDC

Provide research and critical analysis of issues, policies, regulations and guidelines and their impact on agriculture in Mississippi Mills.

2.2 Awareness & Advocacy

Implement projects and strategies as a means of building awareness and relationships with non-farm rural residents and urban neighbours.

2.3 Economic Development

Create recommendations on policies, regulations and guidelines pertaining to economic development in the agricultural sector in Mississippi Mills for recommendation to CEDC. Identify activities, events and opportunities to promote or grow agribusiness in Mississippi Mills.

3.0 Goals and Activities

3.1 Provide a voice and forum for the agricultural community for the greater good of Mississippi Mills.

3.2 Provide advice to on agricultural matters and rural matters as they relate to agriculture.

3.3 Advocate for a strong and viable agricultural identity for Mississippi Mills.

3.4 Advise council and staff on policy and planning activities that impact the agricultural community.

- 3.5 Review impacts of federal and provincial directives and regulations related to agriculture and ensure that the Municipality stays current with the activities of other municipalities' agricultural committees and accredited farm organizations.
- 3.6 Identify activities and issues of interest to the agricultural community.
- 3.7 Promote local agribusiness and foster relationships with all residents through educational and economic projects.
- 3.8 Increase awareness and support of the local agricultural community throughout Mississippi Mills.

4.0 Duty of Council

Council shall consider recommendations from the Agriculture Advisory Sub-Committee flowing through C&EDC.

5.0 Sub-Committee Membership

The Sub-Committee shall be comprised of no less than five (5) and no more than seven (7) members of the following:

- 3 to 5 members from various sectors of the agricultural community with preference to those who are current or past members of an Accredited Farm Organization, including 1 Director from an Accredited Farm Organization from within Lanark County
- 1 member from C&EDC (Agricultural representative)
- 1 member of Council (who serves on C&EDC)

The Agriculture Advisory Sub-Committee shall be demographically and geographically inclusive.

6.0 Committee Support

The Community Economic & Culture Coordinator is the designated as the staff resource. Additional staff resources will be utilized as required.

7.0 Sub-Committee Structure

A chairperson to preside over meetings and sub-committee business will be elected from sub-committee members at the first meeting of the new term of Council and then on an annual basis thereafter.

- 7.1 The Agriculture Advisory Sub-Committee shall meet every other month or at the call of the Chair with a minimum of four (4) meetings per year, with such meetings open to the public. The Sub-Committee shall report through the Community & Economic Development Committee. Minutes of each Agriculture Advisory Sub-Committee meetings shall be forwarded to C&EDC and Committee of the Whole for information purposes.
- 7.2 The Agriculture Advisory Sub-Committee may strike or disband sub-committees and working groups as needed.

8.0 Sub-Committee Procedures

The Agriculture Advisory Sub-Committee shall conduct its meetings in accordance with the Municipality's Procedural By-law which establishes the rules and procedures governing the proceedings of Council and Committees, the conduct of its members and the calling of meetings.

- 8.1** The rendering of advice or information to C&EDC shall normally be:
- in writing, directed through staff;
 - by verbal or other report by the sub-committee representative
 - by personal appearance of the Chair and/or authorized delegation at a C&EDC meeting

8.2 Sub-Committee meetings will take place at the Municipality's Municipal Offices.

8.3 Annual reporting, a summary for the year's activity and a work plan for the next year will be submitted annually to C&EDC.

9.0 Term of Office/Absences:

The term of office for sub-committee members will be concurrent with the term of Council.

9.1 If a sub-committee member is absent for three (3) consecutive meetings without a justifiable cause, he/she shall be deemed to have forfeited his/her membership unless the absence is approved by the Agriculture Advisory Sub-Committee.

9.2 The sub-committee will see that all vacancies are filled.

10.0 Expenses/Budget:

Sub-Committee members may be compensated for extraordinary expenses incurred as a result of their membership on the Agriculture Advisory Sub-Committee or its sub-committees on the basis that the expenditure was approved in advance. Requests for compensation shall be reviewed by the Sub-Committee on a case by case basis.

10.1 The Agriculture Advisory Sub-Committee shall develop programs and assess costs in consultation with any sub-committees or working groups it has formed on an annual basis during budget deliberations.

11.0 Definitions

11.1 "Agricultural Community" includes those whose livelihood or a portion of their livelihood is derived from agricultural businesses such as the growing of crops (including nursery, market gardens, horticultural and non-traditional crops), the raising of livestock and other animals for food or fur, (including dairy or beef cattle, poultry, swine, sheep, fish and non-traditional livestock, such as deer, bison, emu, pheasant, etc), equine related activities, aquaculture, apiaries, forestry, maple syrup production, or orchards; those involved in agriculturally related businesses and services, such as farm implement dealers, feed mill or seed cleaning plants, livestock assembly points, grain drying, animal husbandry services, storage for farm produce, abattoirs, custom machinery operators, or similar agri-businesses also belong to the "Agricultural Community."

11.2 “Accredited Farm Organizations” - Farmers who earn a minimum annual gross farm income of \$7,000 or more (as defined by the Canada Revenue Agency) must register under the Farm Business Registration Program in the following year with an Accredited Farm Organization. Currently, three Accredited Farm Organizations (AFOs) are accredited in Ontario. Farm businesses may direct their Farm Registration to the Christian Farmers Federation of Ontario, the National Farmers Union - Ontario, or the Ontario Federation of Agriculture

THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS

STAFF REPORT

DATE: December 18, 2018
TO: Committee of the Whole
FROM: Shawna Stone, Acting CAO
SUBJECT: Hiring a Chief Administrative Officer

RECOMMENDATION:

THAT Council authorize proceeding with Option ___ with respect to hiring a Chief Administrative Officer.

BACKGROUND:

In December 2017, the CAO, Diane Smithson, resigned after 20 years of service with the Municipality. Following her departure, the Clerk was appointed as the Acting CAO (February - May) and resumed the acting position following the resignation of Ken Becking (July - present). At the December 11th Special Meeting, Council provided staff direction to bring forward options with respect to hiring a CAO.

DISCUSSION:

Option 1 – Recruit a Permanent CAO

Advertise the position, commence recruitment of a permanent CAO and establish a Hiring Committee. Council to determine the lead for the recruitment process and composition of the Hiring Committee. There is no allocation in the 2018 budget to retain the services of a consultant or a headhunter; this would be a potential 2019 budget item.

Option 2 – Continue with Acting CAO

Maintain status quo and revisit hiring a permanent CAO until such time as Council determines. This option has no impact on the budget and provides continuity in the organization, staffing, and on active projects and files.

Option 3 – RFP for Consultant

Issue a RFP seeking the services of a consultant to serve as an interim CAO. There is no allocation in the 2018 budget to retain the services of a consultant, this would be a potential 2019 budget item. Note that this would be a costly option as consultant fees are generally two to three times higher than hourly staff rates.

Option 4 – Recruit an Interim CAO

Advertise for an interim CAO, commence recruitment and establish a Hiring Committee. Council to determine the lead for the recruitment process and composition of the Hiring Committee. The budget impact of this option is unknown as it is dependent upon contract negotiations.

FINANCIAL IMPLICATIONS:

As discussed above - hiring considerations should be considered as part of the 2019 budget discussions.

SUMMARY:

Staff request Council direction with respect to hiring a CAO.

Respectfully submitted,

Shawna Stone,
Acting Chief Administrative Officer

OFFICE OF THE MAYOR

Mayor Christa Lowry



December 18, 2018

RURAL MAYORS FORUM OF EASTERN ONTARIO

In December 2015, 13 small rural municipalities joined forces to create the Rural Mayor's Forum of Eastern Ontario. At this time, participating Municipalities are: Addington Highlands, Greater Madawaska, Hastings Highlands, Horton, Lanark Highlands, Madawaska Valley, McNab Braeside, Mississippi Mills, North Frontenac and Tay Valley, and the United Townships of Head Clara Maria. The RMFEO is committed to working together to address common issues and identify opportunities for cost reductions that may not fall under the umbrella of our other Municipal Associations: the Rural Ontario Municipal Association (ROMA), the Association of Municipalities of Ontario (AMO) and the Federation of Canadian Municipalities (FCM).

I have been contacted by Mayor Ron Higgins, North Frontenac, who is the spokesperson for the Rural Mayors Forum of Eastern Ontario (RMFEO). I have confirmed my participation in this group on behalf of Mississippi Mills and will be attending their first meeting of this term that is tentatively scheduled for January 14th in North Frontenac.

RAMSAY MEADOWS

I was invited to a recent meeting of concerned residents from Ramsay Meadows. Fifty households are impacted by contamination from the NRC Fire Research Centre and they have sought legal counsel. While this is not a municipal issue, I have offered my support to these residents in the form of providing meeting space and if helpful, endeavouring to set up meetings with appropriate ministers.

MISSISSIPPI VALLEY TEXTILE MUSEUM

I have provided a letter of support to the Mississippi Valley Textile Museum (MVTM) who is in the process of submitting an award nomination to the Ontario Historical Society for twelve years of conservation and upgrades to the MVTM, a National Historic Site of Canada.

COUNTY COUNCIL REPORT Mayor Lowry



December 18, 2018

Inauguration

The inaugural meeting of Lanark County Council was held on December 4th at 11am and was attended by several past wardens as well as members of the public. Council members stated the Declaration of Office and Oath of Allegiance followed by remarks from outgoing Warden, John Fenik.

Richard Kidd, Reeve of Beckwith, was nominated as Warden by Sharon Mousseau, Deputy Reeve of Beckwith. I seconded his nomination. Bill Dobson, Reeve of Montague, was also nominated as Warden. Richard Kidd was named 2019 Warden, chosen by a majority of County Council by secret ballot.

Warden Kidd named his Striking Committee as follows:

- Sharon Mousseau, Deputy Reeve of Beckwith
- Christa Lowry, Mayor of Mississippi Mills
- Bill Dobson, Reeve of Montague
- John Fenik, Mayor of Perth
- Brian Campbell, Reeve of Tay Valley

The four Committee Chairs were acclaimed:

- John Fenik, Chair of Corporate Services
- Sharon Mousseau, Chair of Community Services
- Brian Campbell, Chair of Public Works
- Klaas Van Der Meer, Chair of Economic Development

December 5, 2018

County Council and Committee Meetings Orientation

Prior to the County Council and Committee meetings, there was an optional facility tour of Lanark Lodge.

Orientation:

- Social Services Department Overview
Presented by Emily Hollington, Director of Social Services

- Lanark Lodge Overview
Presented by Jennie Bingley, Interim Director of Lanark Lodge
- Corporate Services Overview
Presented by Kurt Greaves, CAO

December 12, 2018
County Council and Committee Meetings
Orientation

Prior to the County Council and Committee meetings, there was an optional facility tour of the Public Works Building.

Council adopted the report of the Striking Committee making both public and County Council appointments. Mississippi Mills representatives have been appointed to the following positions:

- Christa Lowry, Valley Heartland Board of Directors
- Christa Lowry, Lanark County Agricultural Advisory Working Group
- John Levi, Housing Redevelopment/Regeneration Steering Committee

County Council has deferred appointments to the Accessibility Advisory Sub-Committee until January, as they are seeking additional public applications.

Following the County Council Meeting, further orientation was provided for the following departments:

- Public Works Overview
Presented by Terry McCann, Director of Public Works
- Planning Department Overview
Presented by Julie Stewart, County Planner

Delegation: Roy Lightbody and Vince Carroll presented an opportunity to obtain property along the OVRT for parking purposes within the Township of Montague. The matter was later referred to the OVRT Advisory Steering Committee.

INFORMATION LIST #16-18 December 18, 2018

The following is a list of information items received as of December 11, 2018.

Item #	Date	Originator	Subject
1	21-Nov-18	Canadian Wildlife Federation	Media Release re: Restoring Imperiled Monarch Butterfly in Ottawa and Lanark County
2	26-Nov-18	Mississippi Valley Conservation Authority	Response to Letter from MPP Hillier re: Conservation Authorities Delivering Services for Municipal Partners
3	30-Nov-18	Ministry of Municipal Affairs and Housing	Feedback Request for Housing Supply Action Plan
4	5-Dec-18	Ministry of Municipal Affairs and Housing	Reporting Burden for Municipalities

MEDIA RELEASE

November 21, 2018

Unique partnerships forming to restore imperiled Monarch butterfly in Ottawa and Lanark County thanks to a \$58,000 OTF Grant

Lanark County - The Canadian Wildlife Federation (CWF) launched a new Monarch butterfly recovery project in Eastern Ontario thanks to a grant from the Ontario Trillium Foundation (OTF) and the partnership of the National Capital Commission, Hydro One, and Lanark County.

“I’m proud to announce the Ontario Trillium Foundation is supporting The Canadian Wildlife Federation with this \$58,000 seed grant,” said Merrilee Fullerton, MPP Kanata-Carleton.

“It’s an important investment in an outstanding organization that does so much for our entire community.”

CWF is testing whether the creation of native meadows along roadsides and rights-of-way could successfully control Wild Parsnip, while restoring Monarch butterfly habitat and reducing management costs.

“The Monarch butterfly population is in steep decline,” said Carolyn Callaghan, CWF Senior Conservation Biologist, terrestrial wildlife. “Although once common across North America, this species is now facing the very real possibility of extinction due to habitat loss, broad scale use of pesticides and herbicides, and climate change.”

CWF is working with the National Capital Commission, Hydro One, and Lanark County to create learning labs for establishing wildflower meadows in Ottawa and Lanark County. Work has begun to prepare the sites and planting native wildflower seeds will happen next spring.

In Lanark County, the issue of how to manage invasive wild parsnip has been an important topic of public discourse. Many citizens are concerned about the risk of human health from touching the invasive wild parsnip. Others are concerned about environmental and human health risks of spraying herbicide along roadsides to manage invasive plants. “If we can find a way to satisfy both concerns through establishing native wildflower meadows while also restoring Monarchs then we will have done a good job for our citizens,” said John Fenik, Warden, Lanark County.

“This project is the right fit for the National Capital Commission and it will help to advance our dual management priorities,” said Eva Katic, Senior Manager, Greenbelt and Natural Resources, National Capital Commission. “We are very excited to be part of this project and appreciate the learning and public engagement component.”

“We support the recovery of Monarch butterflies and are always looking to become more sustainable in our operations,” said Elise Croll, Director, Environmental Services, Hydro One. “Hydro One proudly supports community-based initiatives and events throughout Ontario. It’s one of the ways we connect with our customers and communities. This project is also in line with one of our key biodiversity



initiatives - protecting Ontario's pollinator species, such as bees and butterflies. Over the last two years we've proudly planted over 100 hectares with pollinator-friendly plants across the province."

It is also worth mentioning that thanks to the \$58,000 Seed grant, WCF was able to hire a project coordinator to work with partners to restore at least 10 hectares of roadside and rights-of-way in eastern Ontario along with a technician and a restoration ecologist.

-30-

The [Canadian Wildlife Federation](http://CanadianWildlifeFederation.ca) is a national, not-for-profit charitable organization dedicated to fostering awareness and appreciation of our natural world. By spreading knowledge of human impacts on the environment, carrying out research, developing and delivering education programs, promoting the sustainable use of natural resources, recommending changes to policy and co-operating with like-minded partners, CWF encourages a future in which Canadians can live in harmony with nature. For more information visit CanadianWildlifeFederation.ca.

The [Ontario Trillium Foundation](http://OntarioTrilliumFoundation.ca) (OTF) is an agency of the Government of Ontario, and one of Canada's leading granting foundations. OTF awarded more than \$120 million to some 700 projects last year to build healthy and vibrant communities in Ontario.

Media Contact:

Carolyn Callaghan, Senior Conservation Biologist Terrestrial Wildlife, Canadian Wildlife Federation
1.877.599.5777 | 613.599.9594 x 294; carolync@cwf-fcf.org

Tiziana Baccega Rosa, Sr. Media Relations Advisor, Hydro One
416-345-6868

Janet Tysick, Business Manager Public Works, Lanark County
1.888.952.6275 / 613.267.1353; jtysick@lanarkcounty.ca

Background

The Monarch population has dropped by 90 per cent over the past 20 years and the species was recently listed as endangered by the Committee on the Status of Endangered Wildlife in Canada (COSEWIC). To reverse this worrying trend, the Canadian Wildlife Federation (CWF) is seeking creative solutions by turning to unlikely habitat: rights-of-way (such as hydro-electric corridors and roadsides) as well as pathways. The aim is to encourage management of rights-of-way and pathways that helps to restore the Monarch butterfly while effectively managing invasive plants such as wild parsnip.

Right-of-Way corridors that are restored for Monarch butterflies will be used as a nursery for caterpillars, fuel for the long journey of the adults, and rest stops along the way. They will also be beautiful sites to behold for Monarch lovers across the province.

For more information visit www.cwf-fcf.org.



10970 Highway 7
Carleton Place, ON K7C 3P1
T 613-253-0006 | F 613-253-0122
mvc.on.ca



3889 Rideau Valley Drive
PO Box 599, Manotick ON K4M 1A5
T 613-692-3571 | 1-800-267-3504
F 613-692-0831 | www.rvca.ca

November 26, 2018

To: Municipal Councils in the MVCA and RVCA Watersheds

Re: Letter from MPP Hillier to the Minister of MECP Regarding
Conservation Authorities Delivering Services for Municipal Partners Under MOUs

Dear Members of Council,

We were recently advised that Mr. Randy Hillier, MPP for Lanark-Frontenac-Kingston sent a letter to the Minister of Environment, Conservation and Parks regarding the Mississippi Valley and Rideau Valley Conservation Authorities. His letter requests that the *Conservation Authorities Act* be amended to prevent conservation authorities from entering into memorandums of understanding with their municipal partners to provide programs and services on their behalf. We also understand that Mr. Hillier shared this letter with local municipalities seeking motions of support from council.

In his letter to Minister Phillips, Mr. Hillier makes several assertions which we would be pleased to respond to, however, we wanted to ensure that municipal Councils were aware of the conservation authority services to which he refers and the value they provide. Therefore, we have prepared the following information for your consideration which we hope you find helpful. We are also available to answer questions and we would welcome an opportunity to appear before council should you have any concerns.

The Conservation Authorities Act

All conservation authorities are governed by the *Conservation Authorities Act* which was recently updated in December 2017 following a three-year review. This review of the Act was undertaken by the Ministry of Natural Resources and Forestry and included multiple consultation sessions with the public and key stakeholders, including municipalities and the development industry, as well as multiple postings on the Environmental Registry.

Under the Act, the purpose of a conservation authority is to deliver programs and services that further the conservation, restoration, development and management of natural resources within a watershed. Conservation authorities do this by:

- Fulfilling responsibilities delegated to them by the Province;
- Delivering programs and services on behalf of municipalities; and
- Providing other such programs and services that further their mandate.

Below we expand on delegated responsibilities and municipal services that pertain to planning and development as these are the services discussed in Mr. Hillier's letter.

Protecting People, Property and the Environment

Conservation authorities are involved in planning and development to:

- Protect people and property from natural hazards (flooding, erosion); and
- Protect natural features (watercourses, shorelines, wetlands) from loss or degradation.

Conservation authorities achieve these objectives through provincially delegated responsibilities as well as services they provide on behalf of municipalities.

Provincially Delegated Responsibilities

Under Section 28 of the *Conservation Authorities Act*, conservation authorities are responsible for regulating development in or around floodplains, steep slopes, unstable soils, wetlands, shorelines and waterways. Development in these areas requires a permit from the conservation authority because the area is environmentally sensitive or prone to natural hazards like flooding and erosion. Requiring approval under the conservation authority's *Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation* ensures that development is protected from natural hazards and natural features are not negatively affected by development.

Since conservation authorities regulate development in areas affected by natural hazards, the Province also made them responsible for commenting on planning files with respect to natural hazards. Under the *Planning Act*, municipalities must circulate official plans, comprehensive zoning bylaws and site-specific planning applications to conservation authorities who then provide comments on behalf of the province relating to Section 3.1 of the Provincial Policy Statement (natural hazards). As directed by the Ministry of Municipal Affairs and Housing and the Ministry of Natural Resources and Forestry, conservation authorities provide comments with respect to flooding, riverine erosion and unstable slopes, soils and bedrock.

Services Delivered on Behalf of Municipalities

Since land use decisions play a critical role in the long-term health and sustainability of watershed resources, most conservation authorities provide other services to local municipalities whereby the natural resources of the watershed are conserved, restored, developed and managed as directed by the *Conservation Authorities Act*.

When reviewing planning files, most conservation authorities offer to share their broader watershed knowledge and expertise with municipalities by providing advice on matters relating to Sections 2.1 and 2.2 of the Provincial Policy Statement (natural heritage and water). The conservation authorities' role in this capacity is strictly advisory and involves providing advice to municipalities related to natural heritage (wetlands, woodlands and valley lands), hydrogeology (potable water and surface and groundwater quality and quantity), stormwater management (flood and erosion control and water quality with respect to aquatic health) and in some cases, sewage systems. The MVCA and RVCA have MOUs with the City of Ottawa (since the 1990s), Lanark County (since 2009) and the County of Leeds and Grenville (since 1999) to provide advice to municipalities on these matters when reviewing planning applications.

Some conservation authorities also offer to administer Part 8 of the *Ontario Building Code* on behalf of municipalities to ensure sewage disposal systems function properly to prevent untreated effluent from contaminating surface and groundwater resources which can negatively impact human health, property and the environment. The conservation authorities' role in this capacity is regulatory and involves reviewing and issuing permits for construction, enlargement and/or alteration of sewage disposal systems. The MVCA and RVCA have MOUs with the City of Ottawa (since 1995) and Tay Valley Township (since 2004) to provide this service. Some conservation authorities also provide septic re-inspection services to ensure existing sewage disposal systems continue to function properly, especially around lakes. This involves inspecting the system and providing property owners with recommendations or requirements to improve, repair or replace the system. The MVCA and RVCA have MOUs (some since 2005) with Tay Valley Township, Township of Rideau Lakes, Municipality of North Frontenac, Municipality of Central Frontenac and the Municipality of Drummond / North Elmsley to provide this service.

The Value of Providing Services for Municipalities

Providing services for municipalities is an important way in which conservation authorities fulfill their mandate of conserving, restoring, developing and managing natural resources within their watershed. Enabling municipalities to leverage the expertise of their local conservation authority and have them deliver services on their behalf through MOUs also provides value to municipalities and applicants.

- Through MOUs, municipalities can ask conservation authorities to deliver services they do not have the capacity or expertise to provide, or services they feel the conservation authority is better suited to deliver. This allows municipalities to make use of specialized staff, knowledge and skill sets within their conservation authority which is cost-effective. If conservation authorities can no longer provide services to municipalities, those responsibilities will default back to municipalities.
- Conservation authorities have local watershed knowledge and expertise that should be applied to planning and development applications because it provides a broader watershed perspective and a consistent approach to protecting natural resources across the watershed. Commenting on Sections 2.1 and 2.2 of the Provincial Policy Statement and providing septic approval and reinspection programs are practical and effective ways of incorporating this knowledge and perspective.
- Being involved early in the planning process also allows conservation authorities to make applicants and municipalities aware of any regulatory requirements that may be encountered later on in the process under Section 28 of the *Conservation Authorities Act* or Part 8 of the *Building Code*. This allows for the coordination of applications and the early identification of any constraints to avoid unnecessary delays or costs and any duplication of effort.
- It should also be noted that providing additional services to municipalities with respect to planning and development does not take significant resources away from other conservation authority priorities as fees are collected from applicants to cover or offset the cost of these services.

We hope that the information we have provided is of use and that it shows the value and need for conservation authorities to be able to enter into MOUs with municipal partners to deliver services on their behalf. Across Ontario, municipalities should be empowered to work with their local conservation authority in any way that best conserves, restores, develops or manages natural resources, including having conservation authorities deliver services for them. This gives municipal Councils options and flexibility to make decisions locally about how best to deliver programs and services to their residents. Having conservation authorities deliver certain programs for municipalities can lead to cost-efficiencies, streamlined delivery and better service for applicants and the environment. For over 50 years, municipalities in the Mississippi and Rideau watersheds have been doing just that.

We appreciate your consideration of the information we have provided and we remain available to answer questions or attend council meetings as you wish.

Sincerely,



Paul Lehman
General Manager, MVCA



Sommer Casgrain-Robertson
General Manager, RVCA

CC:

The Honourable Steve Clark, Minister of Municipal Affairs and Housing
The Honourable Rod Phillips, Minister of Environment, Conservation and Parks
The Honourable John Yakabuski, Minister of Natural Resources and Forestry
Mr. Randy Hiller, MPP Lanark-Frontenac-Kingston

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre

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



Dear Head of Council,

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

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

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

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

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

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

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

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

Steve Clark
Minister
Ministry of Municipal Affairs and Housing

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister

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

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



DEC 05 2018

RE: Municipal Reporting Burden

Dear Heads of Council,

As you have heard me say, reducing the provincial reporting burden affecting the municipal sector is a priority for the government. I addressed municipal concerns about the reporting burden at the Association of Municipalities of Ontario (AMO) conference in Ottawa this past summer. I have heard from municipalities that the province asks for too many reports, which impacts the ability of municipalities to focus on local priorities.

I have struck a team in my ministry to lead the reduction of the municipal reporting burden across government. In addition to reducing the number of reports, we must make sure any remaining information collected is necessary for the province's work. We must confirm the information requested is not duplicative, and that the reporting requirements for small municipalities are appropriate.

To address these goals, my ministry will be convening a cross-government working group to bring together ministries with municipal reporting requirements. This group will be tasked with reducing reporting and undertaking the work to meet the aforementioned commitments.

In addition to our cross-government working group, in 2018, my team will be convening a stakeholder working group of various municipal associations with a shared common interest in municipal reporting requirements.

I invite you to share your thoughts on what changes can be made to municipal reporting directly to my office, as well.

Thank you for your support.

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

Steve Clark
Minister, Ministry of Municipal Affairs and Housing

c: Laurie LeBlanc, Deputy Minister, MMAH

2019 COUNCIL SCHEDULE

JANUARY 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 New Year's	2	3	4	5
6	7	8 Council	9 County CCS	10	11	12
13	14	15 All Day Budget	16	17 All Day Budget	18 County Budget	19
20	21	22 Council	23 County PW&ED	24	25	26
27	28	29	30	31		
ROMA Toronto						

FEBRUARY 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5 Council	6 County CCS	7	8	9
10	11	12 Budget	13	14	15	16
17	18 Family Day	19 Council	20 County PW&ED	21	22	23
24	25	26	27	28		
OGRA Toronto						

MARCH 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5 Council	6	7	8	9
10	11	12	13 County CCS	14	15	16
17	18	19 Council	20	21	22	23
24	25	26	27 County PW&ED	28	29	30
31						

APRIL 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1	2 Council	3	4	5	6
7	8	9	10 County CCS	11	12	13
14	15	16 Council	17	18	19 Good Friday	20
21	22 Easter Monday	23	24 County PW&ED	25	26	27
28	29	30				

MAY 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
			1	2	3	4
5	6	7 Council	8 County CCS	9	10	11
12	13	14	15	16	17	18
19	20 Victoria Day	21 Council	22 County PW&ED	23	24	25
26	27	28	29	30	31	
				FCM Quebec City		

JUNE 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
						1 FCM
2	3	4 Council	5	6	7	8
9	10	11	12 County CCS	13	14	15
16	17	18 Council	19	20	21	22
23	24	25	26 County PW&ED	27	28	29
30						

JULY 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
	1 Canada Day	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUMMER RECESS

AUGUST 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
				1	2	3
4	5 Civic Holiday	6	7 County CCS	8	9	10
11	12	13 Council	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
AMO Ottawa						

SEPTEMBER 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2 Labour Day	3 Council	4 County CCS	5	6	7
8	9	10	11	12	13	14
15	16	17 Council	18	19	20	21
22	23	24	25 County PW&ED	26	27	28
29	30					

OCTOBER 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
		1 Council	2	3	4	5
6	7	8	9 County CCS	10	11	12
13	14 Thanksgiving	15 Council	16	17	18	19
20	21	22 Budget	23 County PW&ED	24	25	26
27	28	29	30	31		

NOVEMBER 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
					1	2
3	4	5 Council	6	7	8	9
10	11	12	13 County CCS	14	15	16
17	18 Remembrance Day	19 Council	20	21	22	23
24	25	26	27 County PW&ED	28	29	30

DECEMBER 2019						
SUN	MON	TUES	WED	THUR	FRI	SAT
1	2	3 Council	4 County CCS	5	6	7
8	9	10	11 County PW&ED	12	13	14
15	16	17 Budget	18	19	20	21
22	23	24 Council	25	26	27	28
29	30	31				

COUNCIL CALENDAR

December 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 3:00pm Pictures 6:00pm Inaugural meeting	5	6	7	8
9	10	11 All Day Council Orientation (8:30 – 4:30)	12 Library Board meeting (7:00pm)	13 All Day Facilities Tour (8:00 – 4:30)	14	15
16	17	18 6:00pm Council	19	20	21	22
23	24 Office Closed at noon	25 Office Closed	26 Office Closed	27 Office Closed	28 Office Closed	29
30	31 Office Closed	Christmas Day	Boxing Day			



COUNCIL CALENDAR

January 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 New Year's Day Office Closed	2	3 4 5		
6	7	8 6pm Council	9	10	11 12	
13	14	15 All Day Budget (8:30 – 4:30)	16	17 All Day Budget (8:30 – 4:30) Standard of Care Training 6pm Carleton Place	18	19
20	21	22 6pm Council	23	24	25	26
27	28	29	30	31		
ROMA Toronto	ROMA Toronto	ROMA Toronto				



COUNCIL CALENDAR

February 2019

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 6pm Council	6	7	8	9
10	11	12 6pm Budget	13	14 8:30am Council Training (with Fred Dean and Nigel Bellchamber)	15	16
17	18 Family Day Office closed	19 6pm Council	20	21	22	23
24 OGRA Toronto	25 OGRA Toronto	26 OGRA Toronto	27 OGRA Toronto	28		

November 2, 2018

Shawna Stone, Clerk/Acting CAO
Corporation of the Town of Mississippi Mills
3131 Old Perth Road
Almonte, ON
K0A 1A0

Dear Shawna,

The terms for a number of Mississippi River Power's Board members are set to expire. Both Adrian Foster and Lyman Gardiner were appointed in the Fall of 2014 for four year terms. Their terms officially expire on December 31, 2018. Having only served one term each, they are both eligible to be re-appointed for a second four-year term. Both are interested in a second term and it is the Board's recommendation that they both be extended four year terms, ending December 31, 2022.

Last Fall, Board President Paul Virgin, was given a one-year extension to his term on the Board, expiring on November 30, 2018. The reasons the Board asked that Mr. Virgin be extended at that time, are still prevalent.

Construction is well underway on the Millfall and Earthen Dams. Most of the construction will be completed late next month, but we'll be finishing much of the final landscaping next summer to enhance the area for the future Coleman Island Riverwalk extension. Mr. Virgin was instrumental in the acquisition of the necessary permits to start the construction on time, using his contacts, business experience and insistent nature. He has been very involved in the construction phase of the project, with regular site visits and attendance at all Construction Meetings. He's also had considerable input into the landscaping design details. It's important to have continuity when completing this project.

The other, and more significant issue facing MRPC, is the penstock collapse litigation. The penstock collapsed in 2012 and was repaired. Our claim against the design engineers and general contractor is ongoing. Earlier this summer, a Judge heard a claim by Defendants in this case that damages be capped to a lesser amount. The Judge's decision did not go in our favour and will be appealed sometime in 2019. After the appeal, we expect to enter mediation with the Defendants to resolve the case. The appeal will most likely be heard in the Spring or summer, meaning mediation would take place late in 2019 or in 2020.

Mr. Virgin was the only current member who was serving on the Board at the time of the penstock collapse and repairs. He was involved in meetings with the design engineers at the appropriate stage of project planning and can reference those discussions from a Board perspective when required. He provides valuable corporate history, which is key while we wade through these complicated legal issues.

The Board recommends extending Paul Virgin's term for two years, with the term ending on December 31, 2020. This will serve to stagger expiring terms, such that only two members' terms expire at a time.

This proposal would see terms expire in this order:

Paul Virgin – Dec 31, 2020

Garry Dalgity – Dec 31, 2020

Adrian Foster – Dec 31, 2022

Lyman Gardiner – Dec 31, 2022

Please contact the undersigned if you have any questions or would like to discuss this further. Thank you in advance for considering this request.

Sincerely,



Scott Newton
General Manager